

## VOLUNTEER SERVICE AGREEMENT—NATURAL & CULTURAL RESOURCES

1. <input type="checkbox"/> INDIVIDUAL		2. <input checked="" type="checkbox"/> GROUP <b>ADOPT-A-TRAIL</b>	
3. NAME OF AGENCY <b>USDA Forest Service</b>			
7. NAME OF GROUP		8. NAME OF GROUP CONTACT (First, Last)	
9. STREET ADDRESS		10. CITY, STATE, ZIP CODE	
11. EMAIL ADDRESS	12. PHONE Home: Mobile:		
<b>GOVERNMENT OFFICIAL COMPLETES THIS SECTION</b>			
13. AGENCY CONTACT NAME Kristy Wumkes		14. AGENCY CONTACT EMAIL & PHONE kristy.wumkes@usda.gov      970-295-7721	

**24. Description of service to be performed.**

This Sponsored Volunteer Agreement is entered into to the mutual benefit of both organizations.

- (1) In accordance with US Forest Service policy and the authorities contained within the Volunteers in the National Forests Act of 1972, individual volunteers contributing under this agreement will be considered federal employees for purposes (and only for purposes) of worker’s compensation and tort to the extent not covered by the sponsor. In the case of this particular agreement, the sponsor **WILL or WILL NOT** provide some form of worker’s compensation and tort coverage.
- (2) The sponsor agrees to ensure all volunteers recruited, trained, and sponsored pursuant to this agreement will adhere to US Forest Service Health and Safety Code Handbook provisions. The sponsor also agrees to ensure that all volunteers understand the health and physical condition requirements of the service project for which they are being recruited, and that the volunteers have an opportunity to disclose any medical conditions that may affect their ability to serve. Records of tailgate safety sessions and disclosed medical or physical conditions will be kept by the sponsor, and made available to the US Forest Service upon request.
- (3) The sponsor is required to keep an up-to-date and accurate list of all volunteers contributing under this agreement, and to provide that list to US Forest Service managers immediately upon request. In the unfortunate event of a volunteer injury, the sponsor will be required to provide written proof that the volunteer was indeed recruited, trained, and serving in accordance with the provisions of this agreement prior to US Forest Service provision of Volunteers in the National Forests Act benefits.

**ADOPT – A--TRAIL Duties and responsibilities will include, but are not limited to:** At least two trips for trail maintenance that could include clearing brush and limbing, cleaning, repairing, or replacing water drainage structures such as waterbars, and bucking out downed trees across the trail. All work will conform to the standards set forth in EM-7720-102 Standard Specifications for Construction of Trails, or as directed by Forest Service personnel assigned to this project. All work will be scheduled and reported on the AAT website within two weeks of performance. This agreement may be terminated if work is not performed on the trail for at least three consecutive years.

The volunteer organization will provide:

- Gloves and eye protection, and any personal gear including camping equipment.
- Trail crew leaders and adult supervision for youth volunteers.

The Forest Service will provide:

- Hardhats and basic trail maintenance tools such as shovels, Pulaskis, and hand saws, as available, for each work day, until the organization can provide their own tools.
- Technical guidance and annual trail maintenance workshop for trail volunteers and leaders.

An Adopt-A-Trail sign after one year of trail maintenance and three year commitment.

NAME OF ADOPTED TRAIL(S): \_\_\_\_\_

25. **Check all that apply:**  Description of service attached  List of group participants/optional form 301b attached  
 Job Hazard Analysis  Valid Driver's License Verified (if required)

**VOLUNTEER & GROUP LEADER AFFIRMATION/SIGNATURE IN INK**

27. The sponsoring organization ('sponsor') understands that the sponsor will not receive any compensation for the above service and that its volunteers are NOT considered Federal employees for any purpose other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other employee benefits. The government or sponsor may cancel this agreement at any time by notifying the other party. Volunteer positions may require a reference check, background investigation, and/or a criminal history inquiry in order to perform some duties. Publications, films, slides, videos, artistic or similar endeavors, resulting from sponsored volunteer services as specifically stated in the attached job description, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws. Members understand the health and physical condition requirements for doing the work as described in the job description and at the project location.

**The organization hereby volunteers services as described above, to assist in authorized activities on the Canyon Lakes Ranger District/US Forest Service. Members agree to follow all applicable safety guidelines. See attached OF301b attached if a member of a group.**

28. **Signature of Volunteer or Group Leader**

**Date**

The above-named agency agrees, while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above, and to consider you as a Federal employee only for the purposes of tort claims, liability and injury compensation to the extent not covered by your volunteer group, if any.

29. **Signature of Government Representative**

**Date**

**TERMINATION OF AGREEMENT**

30. Agreement Terminated Date:

Total Hours Completed:

31. Signature of Government Representative:

**PUBLIC BURDEN STATEMENT**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0080. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. USDA, DOI, DOC and DOD prohibit discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Not all prohibited bases apply to all programs.

**PRIVACY ACT STATEMENT**

Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The data will be used to maintain official records of volunteers of the USDA and USDI for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however if this form is incomplete, enrollment in the program cannot proceed.