## Volunteer Services Agreement for Natural Resources Agencies

### for Individuals or Groups

**Please print when completing this form**

<table>
<thead>
<tr>
<th>Site Name/Project Leader</th>
<th>National Forests in Florida</th>
<th>Agency</th>
<th>12-VI-11080500-05</th>
<th>Reimbursement (if any)</th>
<th>none</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Volunteer or Group Leader – Last, First, Middle</th>
<th>Florida Trail Association</th>
<th>Age (If Individual Agreement)</th>
<th>Under 18</th>
<th>18-25</th>
<th>26-55</th>
<th>56 and Older</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Are you a U.S. Citizen?</th>
<th>Email Address</th>
<th>Home Phone</th>
<th>Business: 352-378-8823</th>
<th>Mobile Phone</th>
<th>n/a</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>5415 SW 13th Street</td>
<td>Gainesville</td>
<td>FL</td>
<td>32608</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IF VOLUNTEER IS UNDER AGE 18 – Name of Parent or Legal Guardian</th>
<th>Home Phone</th>
<th>Mobile Phone</th>
<th>Email Address</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Street Address</th>
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<th>Zip</th>
</tr>
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</table>

I affirm that I am the parent/guardian of the above named volunteer. I understand that the agency volunteer program does not provide compensation, except as otherwise provided by law; and that the service will not confer on the volunteer the status of a Federal employee. I have read the attached description of the service that the volunteer will perform. I give my permission for

by ________________________________ at ________________________________

(Name of Sponsoring Organization, if applicable) (Name of Volunteer Duty Station)

From _______ to _______ (Parent/Guardian Signature) _______

(Date) (Date) (Date)

<table>
<thead>
<tr>
<th>Emergency Contact Name</th>
<th>Home Phone</th>
<th>Mobile Phone</th>
<th>Email Address</th>
</tr>
</thead>
</table>

<table>
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<tr>
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</table>

### GOVERNMENT OFFICIAL Completes This Section

**Description of service to be performed.** Include details such as time and schedule commitment, use of personal equipment, government vehicle, skills required (note certifications if necessary), level of physical activity required, etc. Attach the complete job description and job hazard analysis to this form. If this is a group agreement, the leader is to provide the group name, a complete list of group participants to be attached to this form, and parental approval (above) completed for each volunteer under the age of 18.

**Refer to:** Attachment 1: Description of Volunteer Services and Special Provisions; Attachment 2: Forest Service Health and Safety Handbook; Attachment 3: Approved JHA's; Attachment 4: Blank Safety Tailgate Session Checklist

<table>
<thead>
<tr>
<th>Government Vehicle required?</th>
<th>Yes</th>
<th>No</th>
<th>Valid State Driver's License</th>
<th>International Driver's License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Vehicle to be used?</td>
<td>Yes</td>
<td>No</td>
<td>Please verify that the volunteer is in possession of one of these documents. DO NOT keep a copy of the document for his/her file.</td>
<td></td>
</tr>
</tbody>
</table>

Optional Form 301a (09/2010)
USDA-USDI
I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees for any purpose other than tort claims and injury compensation. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the government or I may cancel this agreement at any time by notifying the other party.

I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties.

I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my 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.

I understand the health and physical condition requirements for doing the work as described in the job description and at the project location, and certify that the statement I have checked below is true:

- [ ] I know of no medical condition or physical limitation that may adversely affect my ability to provide this service.
- [ ] I do know of a medical condition or physical limitation that may adversely affect my ability to provide this service and have explained it to __________________________

(Name of Agency Official)

I do hereby volunteer my services as described above, to assist in agency-authorized work. I agree to follow all applicable safety guidelines.

(Signature of Volunteer)  (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 and injury compensation to the extent not covered by your volunteer group, if any.

(Signature of Government Representative)  (Date)

Termination of Agreement

Volunteer requests formal evaluation  [ ] Yes  [ ] No  Evaluation Completed  (Date)

Agreement terminated on  (Date)  (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.

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA and USDI are equal opportunity providers and employers.

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.
Description of Volunteer Services and Special Provisions

The intent of this agreement is to streamline administrative processes associated with mobilizing a statewide network of volunteers by eliminating the need to enter into Individual Volunteer agreements with each person participating in service on behalf of the US Forest Service and the Florida Trail Association (FTA) on the Florida National Scenic Trail (FNST). The Forest Service and FTA together are mutually invested in the success of this agreement. The Forest Service, FTA and the underlying land manager for the specific section of trail where volunteers are being engaged are responsible for providing oversight, coordination, and supervision as determined necessary for a given project.

The Forest Service and FTA will meet (at a minimum) annually to coordinate tasks related to this agreement. A work plan will be developed and approved by both the Forest Service and the FTA at the annual meeting, and reviewed by the appropriate land manager, and will include identification of the supplies, materials, equipment, and facilities necessary to accomplish the approved work and a strategy for obtaining necessary items. The various laws and regulations (National Environmental Policy Act, Historic Preservation Act, Endangered Species Act etc…) associated with the work plan will be discussed, and both partners will realistically discuss the lead time needed in order to ensure compliance. Any special requirements such as protections for areas included in federally designated Wilderness areas or culturally significant resources will be discussed at this time as well.

Description of Volunteer Services:

Perform Trail Maintenance - design, build, maintain, and relocate the FNST and associated structures, in accordance with the “FNST Trail Class Design Parameters” and the “FTA Trail Manual,” and approved land management plans for the FNST.

Maintenance of the trail is accomplished on a routine basis to provide for user safety, protect adjacent resources, preserve the trail tread, and provide user access and convenience. Maintenance activities include brushing, logging out, and sign and blaze maintenance. Mechanical methods of maintenance may be used where appropriate to keep the trail corridor open.

Perform Structure and Facilities Maintenance - structure and facility maintenance is conducted on a regular basis to ensure the safety of trail users; the structures may include boardwalks, bridges and campsites. Trail structures maintenance does not expand, significantly alter or build new structures but includes all remaining tasks such as in-kind replacement of parts, applying wood treatment, performing inventory and structure assessments, etc. Refer to the FS structure maintenance guidelines contained within the USFS Trail Maintenance Notebook, FTA Trail Manual & Basic Trail Maintenance Booklet, and associated resources available on-line at the Florida Trail Association’s website ‘Trail Maintainers Page’ for more guidance.
Volunteer Training – FTA will host sufficient First Aid/CPR training, Chainsaw and Crosscut training for FTA volunteers to meet the requirements of the Forest Service Health and Safety Handbook. Hands on, per project, training for volunteers will be encouraged for additional technical skills such as using hand tools and performing basic trail maintenance activities. The FTA will also host activity leader training to familiarize volunteers with the health and safety requirements, Job Hazard Analysis, Safety Tailgate Sessions, appropriate Personal Protective Equipment for various trail maintenance activities and how to safely and effectively manage volunteer activities in the back country. Additional trainings to improve trail maintenance and inventory activities, such as GPS Training, may be identified and offered under this agreement as mutually agreed upon by the FTA and Forest Service.

Volunteer Program Administration – The FTA will assist the Forest Service with the annual reporting of volunteer program accomplishments by providing the National Forests in Florida with the total number of individuals and volunteer hours contributed via this Sponsored Volunteer Agreement, the type of work accomplished during those hours and where on the trail they were performed. The FTA will also encourage participation from minority, youth (under age 25), and other underserved populations and inform the Forest Service of the participation levels of members of these populations.

Special Provisions:

(1) In accordance with US Forest Service policy and the authorities contained within the Volunteers in the National Forests Act of 1972 (VIF), 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 or the underlying land manager.

(2) FTA agrees to keep an up-to-date and accurate documentation of all volunteers contributing under this agreement, and to be able to provide that list to US Forest Service and land managers upon request.

(3) The FTA shall maintain records of volunteer training, certifications and re-certifications and make those records available to the Forest Service upon request.

(4) Equipment purchased in support of this volunteer agreement will be inventoried and maintained annually. FTA shall make these records available to the Forest Service by request.

(5) Official representatives of the FTA will be allowed to recruit, train, sign-up, and coordinate volunteers on behalf of the FTA and the Forest Service. Official representatives are defined as Chapter Officials, Section Leaders and Activity Leaders as maintained by the FTA.
(6)

(7) FTA will make the following information available to its Official Representatives and volunteers, and will inform representatives of the information’s availability on the FTA website: (1) Forest Service Health and Safety Code Handbook; (2) Job Hazard Analyses related to the Description of Services contained within this agreement; (3) volunteer sign-up sheet (can be the FTA Assumption of Risk and Sign-In Sheet); (4) safety tailgate session instructions; and (4) procedures and forms associated with volunteer injury response requirements. FTA and the Forest Service will work together to comply with the Forest Service Health and Safety Code Handbook, and will treat volunteers no differently than Forest Service employees with respect to safety requirements.

(8) FTA will inform volunteers of the health and physical condition requirements of the service project for which they are being recruited, and will provide volunteers with an opportunity to disclose any medical conditions that may affect their ability to serve.

(9) If at any time either the Forest Service or FTA identifies a condition that may lead to a volunteer being a danger to him/herself or others on a given project, an alternate service project will be identified and the volunteer will be redirected by either the Forest Service or FTA, depending on who can alleviate the safety concern the fastest.

(10) Commuting time - travel from the volunteer’s home to the project site parking area - is not covered by this agreement; the project site parking area is defined as the rendezvous point for volunteers where vehicle travel ends and work activity begins, most typically a trailhead or trail access point. Hiking from the parking area to the specific project site where work will take place is covered by this agreement.

(11) The Forest Service and FTA recognize that users of the FNST may occasionally perform the beneficial services such as trash collection, unplanned trail inventory, or other tasks included in the description of services above while recreating on the trail. These users will only be considered volunteers if the primary intent of their FNST use is was volunteer service and they have coordinated their service with FTA such that FTA has the opportunity to provide oversight for the service activity and to coordinate the activity with the Forest Service. Long distance hikers who occasionally collect data or periodically perform other services as an incidental activity while on the trail, for example, will not be considered sponsored volunteers.

(12) This volunteer agreement will be in effect on the date signed by the Forest Supervisor, and will remain in effect for five years from that date. The agreement will be reviewed annually by the Forest Service and FTA, and any subsequent amendments or modifications will be by mutual consent of both partners.