

Volunteer-In-Parks (VIP) Sign-up Process

Thank you for your interest in volunteering with the North Country Trail! To sign up as a VIP, please take the following steps:

- **Step 1:** For each volunteer position, read through the library of position descriptions and job hazard analyses on NCTA's website (<https://northcountrytrail.org/volunteer/volunteer-resource-center/nps-vip-form/>) to determine which position(s) best fit your interests, skills, and physical capabilities.
Note: If you are a volunteer associated with an affiliate organization, you should coordinate and contact leadership within the organization where the position description states to contact someone within NCTA and the Chapters.

- **Step 2:** Print, complete, and sign the Volunteer Service Agreement. An example is provided on NCTA's website. Please write clearly.

Boxes 2-19: Complete the highlighted boxes.

Box 26:

- If you are interested in the **administrative** volunteer position, please check the appropriate boxes to acknowledge that you read the following documents, received a copy of the volunteer service position description, and understand the hazards and precautionary actions associated with the position:
 - Administrative PD
 - Administration JHA

- If you are interested in the **trail construction and maintenance** volunteer position, please check the appropriate boxes to acknowledge that you read the following documents, received a copy of the volunteer service position description, and understand the hazards and precautionary actions associated with the position:
 - Trail construction and maintenance PD
 - Trail construction and maintenance JHA
 - Personal safety JHA

- If you are interested in the **sawyer** volunteer position, please check the appropriate boxes to acknowledge that you read the following documents, received a copy of the volunteer service position description, and understand the hazards and precautionary actions associated with the position:
 - Sawyer PD
 - Chainsaw operations JHA
 - personal safety JHA

- If you are interested in the **swamper** volunteer position, please check the appropriate boxes to acknowledge that you read the following documents, received a copy of the volunteer service position description, and understand the hazards and precautionary actions associated with the position:
 - Swamper PD
 - Chainsaw operations JHA
 - Personal safety JHA

- If you are interested in the **trail support** volunteer position, please check the appropriate boxes to acknowledge that you read the following documents, received a copy of the volunteer service position description, and understand the hazards and precautionary actions associated with the position:
 - Trail support PD
 - Personal safety JHA

Boxes 28-34: Complete only if you are under the age of 18. Parent/legal guardian consent is required.

Boxes 35:

- Read the fine text and check the boxes.
- *If you have a medical condition or physical limitation that may adversely affect your ability to provide service, leave the fourth box unchecked.*

Box 36: Sign and date. Only hand-signed ink signatures will be accepted.

Note: If any of your personal information changes or if you would like to sign up for additional positions after you sent in an agreement, please complete and send in a new, up-to-date agreement. Regardless of how many positions you would like to sign up for, only one Volunteer Service Agreement is needed.

- Step 3:** Send the Volunteer Service Agreement to Volunteer Program Manager Nic Loiseau and she will contact you when she receives the form.

You have a few options:

- Mail the forms to 318 E. Main St. Suite K, Lowell, MI 49331 (Tracking is recommended.)
- Fax the forms to 616-319-7913.
- Email forms to nicole_loiseau@nps.gov, if the email is encrypted. It's important to encrypt the email because it contains personal identifiable information.

- Step 4:** Have fun and be safe! Remember to [submit your volunteer hours](#) on a regular basis.

VOLUNTEER SERVICE AGREEMENT—NATURAL & CULTURAL RESOURCES

1. VOLUNTEER AGREEMENT TYPE (Choose 1) <input type="checkbox"/> Individual OR <input type="checkbox"/> Group		2. NAME OF GROUP (if applicable)(e.g. NCTA Chapter, Trail Affiliate)	
3. NAME OF VOLUNTEER OR GROUP LEADER COMPLETING FORM (Last, First)		4. U.S. CITIZEN OR PERMANENT RESIDENT <input type="checkbox"/> Yes, I am a U.S. citizen or Permanent Resident <input type="checkbox"/> No, I am not a US Citizen or Permanent Resident (if applicable, list visa type _____)	
5. STREET ADDRESS, APT #	6. CITY	7. STATE	8. ZIP CODE
9. DATE OF BIRTH	10. PHONE	11. EMAIL ADDRESS	

12. DEMOGRAPHIC INFORMATION (Optional): Please indicate both ethnicity and race and tell us if you are a veteran or have a disability. Multiracial respondents may select two or more races. This information will inform our understanding of diversity and inclusion among the volunteer force in the natural and cultural resource areas.

12a. Ethnicity (Select one): <input type="checkbox"/> Hispanic, Latino, or Spanish Origin <input type="checkbox"/> Not Hispanic, Latino, or Spanish Origin	12b. Race (Select one or more, regardless of ethnicity): <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White	12c. Are you a Military Veteran or Active Duty Military? <input type="checkbox"/> Yes <input type="checkbox"/> No 12d. Do you have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---	--

EMERGENCY CONTACT INFORMATION

13. NAME (Last, First)	14. PHONE	15. EMAIL ADDRESS	
16. STREET ADDRESS, APT #	17. CITY	18. STATE	19. ZIP CODE

GOVERNMENT OFFICIAL COMPLETES THIS SECTION

20. NAME OF AGENCY/ BUREAU National Park Service North Country National Scenic Trail	21. AGREEMENT #
22. AGENCY CONTACT NAME (Last, First) Loiseau, Nicole	23. AGENCY CONTACT EMAIL & PHONE nicole_loiseau@nps.gov / 616-302-9842
24. REIMBURSEMENTS APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No Type and Rate of Reimbursement: **Only if identified in PD**	25. VOLUNTEER POSITION/GROUP PROJECT TITLE: North Country Trail VIP (Refer to position description)

26. **Description of service to be performed.** Provide a brief abstract of volunteer or service activity and the location of the volunteer activity, and attach description of service to be performed. Service description should include details such as time and schedule commitment, use of government vehicle, use of personal equipment and/or vehicle, skills required (note certifications if necessary), level of physical activity required, etc.

VOLUNTEER/SERVICE ACTIVITY ABSTRACT

POSITION DESCRIPTIONS

I have read and received a copy of the volunteer service position description(s) for the following position(s) for which I would like to serve. (Check all that apply.)

- Administrative Volunteer
- Trail Construction and Maintenance Volunteer
- Sawyer Volunteer
- Swamper Volunteer
- Trail Support Volunteer

JOB HAZARD ANALYSES

I have reviewed the following job hazard analyses (JHA) and I understand the hazards and required precautionary actions. I will follow the requirements of the hazard analysis or notify the NPS volunteer program manager if I am unable to do so. (Check all that apply.)

- Administration
- Chainsaw Operations
- Crosscut Saws
- Personal Safety
- Trail Construction and Maintenance

27. **Check all that apply:** Description of service attached OF-301b Volunteer Sign-up Form for Groups attached Risk Assessment attached
 Valid Driver's License required Background Investigation required
 Medical Clearance Required Other:

PARENTAL CONSENT FOR VOLUNTEER UNDER AGE 18

28. NAME	29. PHONE	30. EMAIL ADDRESS	
31. STREET ADDRESS, APT #	29. CITY	30. STATE	31. ZIP CODE

32. I affirm that I am the parent/guardian of the abovenamed 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 _____ to participate in the specified volunteer activity.

33. (NAME OF YOUTH)

34. Parent/Guardian Signature	Date
-------------------------------	------

VOLUNTEER & GROUP LEADER AFFIRMATION

35. I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees except as otherwise provided by law. 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.

I know of no medical condition or physical limitation that may adversely affect my (or members of the group's) ability to provide this service. (If a group, see attached OF-301b)

I consent to being photographed and to the release of my photographic image. (If a group, see attached OF-301b)

I do hereby volunteer my services as described above, to assist in authorized activities at North Country National Scenic Trail and I agree to follow all applicable safety guidelines. See attached OF301b attached if a member of a group. (NAME OF FEDERAL AGENCY)

36. Signature of Volunteer or Group Leader	Date
--	------

The abovenamed 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.

37. Signature of Government Representative	Date
--	------

TERMINATION OF AGREEMENT

38. Agreement Terminated Date:	Total Hours Completed:
39. Signature of Government Representative:	

PUBLIC BURDEN STATEMENT

Completing this form is voluntary, but failure to provide the information will prevent program participation. 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 1093-0006. 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. The U.S. Department of the Interior (USDOL), U.S. Department of Agriculture (USDA), U.S. Department of Defense (USDOD), and U.S. Department of Commerce (USDOC) are equal opportunity providers and employers and 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.) Persons with disabilities who require alternative means of communication of program information should contact the volunteer program to which they are applying. If you would like to file a Section 508-related complaint, please contact the DOI Section 508 Program via email at [HYPERLINK "mailto:section508@ios.doi.gov" section508@ios.doi.gov](mailto:section508@ios.doi.gov) or phone (202) 208-1530.

PRIVACY ACT STATEMENT

Collection and use is covered by Privacy Act System of Records INTERIOR/DOI-05 Interior Volunteer Services File System (which may be viewed at <https://www.doi.gov/privacy/doi-notices>) and OPM/GOVT-1 General Personnel Records (which may be viewed at <https://www.opm.gov/information-management/privacy-policy/#url=SORNs>) 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 information is used to identify persons interested in participating in a government volunteer program, managing the volunteer program, including tort claims and injury compensation. Records or information contained in this system may be disclosed outside the agencies participating in this program as a routine use pursuant to 5 U.S.C. 552a(b)(3). Completing this form is voluntary, but failure to provide the information will prevent program participation.