

VOLUNTEER SERVICE AGREEMENT INSTRUCTIONS

It is essential that the **Volunteer Service Agreement – Natural & Cultural Resources, Form OF-301a and b** be completed and signed by the Squad Leader and an Agency Official prior to the beginning of the project. This signed document is necessary to protect Volunteers in case there is an injury, so they are covered under the Federal Office of Workmen's Compensation (OWCP) for medical needs and be covered under the Federal Tort Claims Act in case there is a claim for an act the Volunteer may have wrong-fully done.

It is seldom practical to complete this form in the planning phase of the project. **Do not expect that the Agency will necessarily have the Form with them at the project pre-briefing. It is best to print a copy from this website and take it with you.** The Form is normally completed and signed at the briefing by Project Volunteers and the Agency Official when all crew members are present for a tailgate safety meeting prior to the beginning of work. Completion of Form OF-301a & b is self-explanatory. Members of the Project are listed on Form OF-301b along with their signatures and contact information.

Block 22 is used to document the Reimbursement rate of \$25/day/Volunteer and by the Forest Service in making requests to their Albuquerque Service Center for reimbursement to TRAMPS. However, the Forest Service may also request the signature of the Squad Leader or the TRAMPS Treasurer on another internal Fiscal Form or an invoice for finalizing the processing of this payment. TRAMPS financial banking information is entered in the Federal Government "SAM" data base for them to make direct deposit to our checking account.

For projects that are being financed by a Grant, Foundation, or Donors, Block 22 is checked "no".