

**OF 301 Volunteer Service Application - Natural & Cultural Resources
OMB #0596-0080 (Exp 10/31/2021) INSTRUCTIONS**

- An OF 301 can be filled out by potential volunteers and used by the agency to determine if there are volunteer opportunities that are a good match for the skills and interests defined.
- Not every volunteer will fill out an OF 301 application. Some volunteers may simply show up for an event or speak to a volunteer coordinator about opportunities.
- However: ALL volunteers are required to complete an OF 301a volunteer agreement once they have identified and committed to a specific volunteer activity and location.
- Font in text fields will shrink for long answers to fit in the field space.
- Additional pages may be attached as needed: volunteer interest/qualifications/skil/education; objectives for volunteering; physical limitations, etc.

Instructions

1. Name: Last, First, Middle name of volunteer

2. Age: Volunteer age

3. Telephone number: Best phone number to reach the volunteer

4. Email address: Best email to reach the volunteer

5-6. Street Address/City, State, Zip: Permanent address or P.O. Box of the volunteer

7-8. Categories of interest/Qualifications, Skills, Experience: The volunteer should check as many interests, qualifications, skills, or experience as applicable.

- Single click to check the box. To specify 'Other,' add an attachment.

9. Specific volunteer interest: Volunteer can elaborate on selections made in Sections 7 and 8 or add any other information not listed in the previous sections.

10. Citizenship: Volunteer should choose one 'Yes' or 'No' answer, not both categories.

- Single click to check the box.

11. Prior volunteer experience: Volunteer should choose one 'Yes' or 'No' answer, not both categories.

- Single click to check the box. To list prior volunteer experience, type the information in the text box.

12. Supervision of other volunteers: Volunteer should choose one 'Yes' or 'No' answer, not both categories.

- Single click to check the box. Text field optional if the volunteer would like to add any specifics.

13. Volunteer objectives: Volunteer may include their personal objectives for volunteering.

- Type in text box.

14. Physical limitations: Volunteer may list any which may impact their volunteer duties.

- Type in text box.

15. Availability: Volunteer should check all months and days of the week they are willing to volunteer, and type in number of hours per week available.

- Single click to check as many boxes as desired. Type in number of hours per week.

16. States/locations: Volunteer should specify states or locations where they are interested in volunteering.

- Type in text box.

17. Lodging: Volunteer should choose one category.

- Single click to check the box.

18. Alternate locations: Volunteer should choose one 'Yes' or 'No' answer, not both categories.

- Single click to check the box. To specify 'No,' add an attachment to the document.

19. Volunteer opportunity announcement: Volunteer should check all that apply.

- Single click to check the boxes. To specify 'Other,' add an attachment to the document.

20. Signature of Volunteer: Full signature of individual volunteer.

- Can be electronically signed

21. Date: Date application submitted.

- Select from drop down calendar.

OF 301a Volunteer Service Agreement - Natural & Cultural Resources OMB #0596-0080 (Exp 10/31/2021) INSTRUCTIONS

- Individuals, organized groups and children under the age of 18 may volunteer under a current, signed Volunteer Agreement (OF301a).
- Group contacts/ liaisons can fill out this form on behalf of volunteers and are required to ensure all paperwork is completed for their group and all minors have parental consent. *(Adult volunteers who participate with an organized group may be signed up on an OF301b form)*
- Parent or guardian consent is required for minors under the age of 18 on the OF 301a. The same requirements for guardian permissions apply for walk-in one day events, such as National Public Lands Day. *Any other parental approval forms (school, youth group, etc.) are not acceptable as replacements for the signed OF301a.*
- A Job Hazard Analysis or Activity Hazard Analysis is a **required** attachment to the OF 301a for all tasks of the project. The JHA clearly defines practices and procedures including required safety equipment and is designed to promote the safety and well-being of volunteers. Example JHAs can be found on the NRM Gateway
<https://corpslakes.erc.dren.mil/employees/volunteer/aha.cfm>
- Font in text fields will shrink for long answers to fit in the field space.
- Additional pages may be attached as needed: description of duties, details about reimbursements, etc.
- Agreements remain in effect until terminated. However, it is a good practice to review agreements annually and amend or rewrite for accuracy as projects, requirements, reimbursements, and other elements of a volunteer's service may change. Without a signed agreement, individuals or groups cannot volunteer or travel.
- Volunteer coordinators should retain a copy of the completed agreement and provide one to the volunteer or volunteer group leader. The volunteer coordinator should keep the original in a secured file cabinet or electronically secured folder during the volunteer service, and for 3 years following termination of service.

A signed Volunteer Agreement Form OF 301a authorizes the individual or group to volunteer and specifies agency expectations, requirements, and any reimbursements. A well-written agreement provides for the safety of the volunteer while clearly describing the service project, requirements, locations, schedules, and other information pertinent to the volunteer service.

Instructions

1- 2. Individual or Group checkboxes: Check whichever box applies; a group is 2 or more people.

- Single click to check the appropriate box.

3. Agency: Type in U.S. Army Corps of Engineers (can also list office/lake/river project location name)

4. Agreement Number: Leave blank. *(unless you find this useful for tracking volunteer agreements at your location)* This section is only required by the U.S. Forest Service.

5. Name of Volunteer: Type in first and last name of individual volunteer. For a group of adult volunteers, also use form OF 301b.

6. Citizenship: Volunteer should choose one 'Yes' or 'No' answer, not both categories. If "No", list their visa type under which the volunteer is in the United States. Only certain visa types allow non-citizens to volunteer for the Corps of Engineers: J-1 or F-1

- PDF version- Single click to check the box. List visa type if 'No' is checked.
- Word version- Double click on box and select 'Default Value, Checked'. List visa type on the line if 'No' is checked.

7. Name of Group: Enter the official name of organization. Example: "*White Pine Elks Club*" Use OF 301b to list the names of all adult volunteers participating on each project. Group liaisons are responsible for ensuring all volunteers under age 18 parent/guardian fills out and signs the parental approval section of form OF 301a, assuring visa requirements are met for non-citizens, and gathering medical condition information.

8. Name of Group Contact: Enter first and last name of the group's liaison to the agency. Skip if form is for individual volunteer.

9 - 10 Address: Enter physical address of volunteer's permanent residence or group's business address. Include post office box or other mailing address if different from street address.

11. Email Address: Enter individual volunteer's personal email address if available, or group liaison's email.

12. Home Phone/ Mobile Phone: Enter individual volunteer's personal phone numbers, or group liaison's phone numbers. For a minor, this should be the parent or guardian's number.

13. Age: Check only one box which best matches the individual. Group liaisons should mark only one box to report approximate ages of group volunteers. Information is used to determine if parent/guardian consent is required and is used for reporting purposes.

- Single click to check the box.

14 a – b. Ethnicity and Race: Optional check boxes. Groups can indicate the number of each, if known, or leave blank if not known.

- Single click to check the boxes.

14c. Veteran status: Optional check box. Volunteer should choose one 'Yes' or 'No' answer, not both categories. This information allows the Corps of Engineers to ensure its programs are providing opportunities to veterans.

- Single click to check the boxes.

14d. Do you have a disability? Optional check box. Volunteer should choose one 'Yes' or 'No' answer, not both categories. This information allows the Corps of Engineers to ensure its programs are providing opportunities to people with disabilities.

- Single click to check the boxes.

Emergency Contact Information

15. Name: Type in the name of the person who can be contacted regarding the volunteer in case of an emergency. For Group agreements, the liaison is responsible for having emergency contact information on hand for all of the volunteers providing service on the project.

16 -19. Contact information: Type in emergency contact phone, email, street address.

20 - 21. Agency Contact Name, Email and Phone: Type in the information for the staff person who is the main contact for and/or supervisor of volunteers under this agreement.

22. Reimbursements: Mark "Yes" or "No." For "Yes" specify ALL allowable reimbursements being provided for volunteers. Reimbursements under Group Volunteer Agreements will be made to the organization, not to an individual. Refer to "[Implementation Guidance for Section 1047\(d\) Services of Volunteers, of WRRDA 2014](#)" for allowable reimbursable expenses.

- Single click to check the boxes.
- Specify what out of pocket expenses the agreement will cover. If there is not enough space in the text both, clearly identify on an additional sheet along with the job description.

23. Volunteer Position/Group Project Title: Type the title of the volunteer assignment, such as *Campground Host, Trail Crew, Information Receptionist, etc.*, or the project, such as *Lakeview Trail Maintenance, Shoreline Cleanup Day, etc.*

24. Description of service to be performed: Follow the guidance in the block to clearly and comprehensively define the role and services requested of the volunteer with sufficient detail to answer who, what, why, when, where, and how. Attach a volunteer description if available. At a minimum, the description of service should include: Detailed description of duties, tasks and responsibilities.

i. Locations of project/duties.

ii. Date(s) and times of service at each location/project.

iii. Training required/provided. *Example: All volunteers attend Training Weekend, May 5-6, 2020 at Sunnyside Campground; or Volunteer is required to maintain USACE boat operator training to operate a Corps vessel.*

iv. Tools, equipment and Personal Protective Equipment needed/provided if not listed in the JHA. *Example: Volunteers must wear leather work boots; USACE supplies hand tools, gloves & eye protection.*

v. Types of supplies, materials and/or equipment that will be provided by the volunteer.

vi. Remember to attach all appropriate Job Hazard Analyses (JHA).

25. Check All that Apply:

Description of service attached - Optional Check box.

List of group participants attached - required only if the groups are engaged on the volunteer project as defined in item #24.

Job Hazard Analysis – REQUIRED. It should **always** be checked as JHAs are required for all volunteer activities.

Valid driver's license verified - Check if applicable. This is required if volunteer will be driving a government vehicle. Defensive driving training required. International driver licenses are not valid to drive a government vehicle.

26-33. Parental Consent for Volunteer Under Age 18: Name of parent or legal guardian is required including complete contact information. For Group agreements, the Group Contact puts their information on page 1. Parent or Guardian prints **name of youth** (printed) in box #31 on line #32 and signs and dates box #33.

34. Volunteer & Group Leader Affirmation: Ensure the volunteer reads and comprehends the information to which they are agreeing with their signature. The standard language in this block represents the legally binding basis for the agreement and includes important waiver statements, notification to the volunteer of potential background checks, a photo release, and disclaimer about volunteer service and liability.

Checkboxes for medical conditions: The volunteer should check the appropriate box for self-identification of medical conditions or physical limitations. For groups, the liaison should gather this information separately.

Checkbox for withholding photo release: Check if an individual volunteer **does not** consent to photographs. For groups, use checkbox on OF 301b.

Name of Federal Agency: Enter the name of the Corps office/lake/river project.

- Single click to check the boxes. Type in name of volunteer location.

35. Signature of Volunteer or Group Leader: Fill in full signature of individual volunteer or group leader/liaison and date or group leader's/designated liaison's signature for group agreements.

36. Signature of Government Representative: Fill in signature of the volunteer coordinator or volunteer supervisor and date.

37. Agreement Terminated Date: Enter date the project ends or the services of the volunteer end. Volunteer Agreements are legally binding documents and must be retained on file for three years beyond the date of termination. When no longer needed, the documents should be destroyed.

Total Hours Completed: Enter the total cumulative number of hours contributed by the volunteer(s) under this agreement.

38. Signature of Government Representative: Fill in signature of the volunteer coordinator or volunteer supervisor.

Provide a copy of the completed agreement to the volunteer or volunteer group leader. The volunteer coordinator should retain the original in a secured file cabinet or electronically secured folder during the volunteer service, and for 3 years following termination of the service.

OF 301b "Volunteer Sign-up Form for Groups"
OMB #0596-0080 (Exp 10/31/2021) INSTRUCTIONS

- This form is to be used when engaging an organized adult volunteer group or holding a group or public volunteer event. It **must** be used with a group agreement (OF 301a) and applicable job hazard analyses. It is not a stand-alone document.
- Parent or guardian consent is required for all minors. Each minor must be engaged through the OF301a. Same requirements for guardian permissions apply for walk-in one day events, such as National Public Lands Day.
- Additional pages of the OF 301b may be attached as needed.

Instructions:

- **Project Title:** Type in the name of the group project or event, such as *Lakeview Trail Maintenance, Shoreline Cleanup Day, Big Muddy Creek Streamside Restoration Project* etc.
- **Group Name:** Fill in name of organized group. An organized group typically has an official name and a group leader who serves as liaison to the Corps. For one-time, day-of events to which the general public is invited and there is no sponsoring group, leave blank.
- **Agency:** Type in U.S. Army Corps of Engineers (can also list office/lake/river project location)
- **Group Contact Name:** Fill in first and last name of group's liaison to the agency.
- **Telephone:** Fill in phone number(s) of the group contact.
- **Email:** Fill in email of the group contact.
- **Agency Contact Name:** Fill in Corps volunteer coordinator or staff supervising the project/event.
- **Telephone:** Fill in agency contact's phone number(s).
- **Email:** Fill in agency contact's email address.
- **# (Number):** Sequenced beginning with "1".
- **Volunteer Name:** Fill in first and last name of the volunteer.
- **Signature:** Each adult volunteer must sign.
- **Telephone Number:** Fill in landline or cell phone number of the volunteer, if available.
- **Email Address:** Fill in individual volunteer's personal email address, if available.
- **Photo Release Yes/No:** Check one to indicate use of images of the volunteer by USACE.

Provide a copy of the completed OF 301b to the volunteer group leader along with the completed OF 301a.