

Summaries of OF301a and OF301b Forms

	OF301a (Individuals)	OF301b (Groups)
What is this form used for?	OF301a forms are used to engage individual volunteers and as the required form for group leaders.	<p>OF301b forms are used to engage an organized volunteer group or when holding a group or public volunteer event.</p> <p>While often used for one-day or short-term volunteer projects, the OF301b may also be used for volunteer groups which will volunteer together consistently on the same project (for example, a monthly trail crew whose group leader, group members, and service activities will remain the same). In this case, the volunteer program (1) must ensure any new members who join throughout the year also sign a volunteer service agreement and (2) that the volunteer program time keeping system accurately captures the dates and hours of service for specific group members.</p> <p>Additional copies of this form may be used to allow for sign-ups of large volunteer groups.</p>
What about groups of volunteers?	<p>In the event of an organized volunteer group, the group leader must fill out the OF301a form and all other group participants over the age of 18 in that group must fill out the OF301b form for Groups. Group volunteers under the age of 18 must also fill out the OF301a form.</p> <p>In the event of a public event without a pre-established group (such as a drop in volunteer event), either a partner or lead volunteer may serve as the group leader and fill out the OF301a form, while group members may complete an OF301b. If there is no suitable group leader, a OF301a form must be completed by each volunteer.</p> <p>Group leaders are responsible for ensuring every individual signed up for this form understands the duties to be</p>	<p>The OF301b form must always accompany an OF301a form for individuals, completed by the group leader.</p> <p>All volunteers who participate with a volunteer group, including on an episodic volunteer project, must be signed up on the OF301b form.</p> <p>Group volunteers may instead use an OF301a form in these cases: If the same volunteer already has a signed OF301a form for Individuals for the same volunteer assignment; they do not have to complete an OF301a form and OF301b form for the same volunteer assignment. If there is no suitable group leader who can complete an OF301a for the group (allowing group members to complete an OF301b), then a OF301a form must be completed by each volunteer.</p>

	<p>performed and the terms of the project. Group leaders must ensure that all paperwork for their group is completed (including contact information for each volunteer), and that all minors have parental/guardian consent.</p>	<p>Group leaders are responsible for ensuring every individual signed up for this form understands the duties to be performed and the terms of the project. Group leaders must ensure that all paperwork for their group is completed (including contact information for each volunteer), and that all minors have parental/guardian consent.</p> <p>Volunteers under the age of 18 may not use this form and must instead complete the OF301a form for Individuals.</p>
Are attachments required?	All other Volunteer Service Agreement forms/documents must be attached to each OF301a.	All other Volunteer Service Agreement forms/documents must be attached to the group leader's OF301b form.
When must this form be renewed?	OF301a forms and their other Volunteer Service documents must be reviewed and signed annually.	For recurring groups, OF301b forms and their other Volunteer Service Agreement documents must be reviewed and signed annually.
What are the retention requirements?	OF301a forms are legally binding documents and must be retained on file for three years beyond the date of termination, at which time should be destroyed. The forms contain personally identifiable information (PII) and should be secured according to federal guidelines.	OF301b forms are legally binding documents and must be retained on file for three years beyond the date of termination, at which time should be destroyed. The forms contain personally identifiable information (PII) and should be secured according to federal guidelines