

PRESIDIO TRUST AGREEMENT FOR INDIVIDUAL OR GROUP DONATED SERVICES

VOLUNTEER or VOLUNTEER GROUP LEADER INFORMATION

1. <input type="checkbox"/> INDIVIDUAL	2. <input type="checkbox"/> GROUP MEMBER	3. NAME OF GROUP:
4. FIRST NAME	5. LAST NAME	
6. STREET ADDRESS	7. CITY, STATE	8. ZIP CODE
9. EMAIL ADDRESS	10. PHONE Home: Mobile:	11. AGE <input type="checkbox"/> Under 18 <input type="checkbox"/> 15 – 18 <input type="checkbox"/> 19 - 25 <input type="checkbox"/> 26 – 35 <input type="checkbox"/> 36 – 54 <input type="checkbox"/> 55 & Older
12. STATUS (Optional): Please report 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. Provision of this information is purely voluntary. Responding to this question will not affect an individual's participation in this activity.		
12a. Ethnicity (Select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	12b. Race (Select one or more, regardless of ethnicity): <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	12c. Are you a Veteran? <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. FIRST NAME	14. LAST NAME	15. PHONE Home: Mobile:
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DESCRIPTION OF DONATED SERVICES

16. Volunteer Position Title: Presidio Steward

17. Volunteer Work Description: Support Presidio natural resources, forestry, garden, trail, nursery, and salvage efforts by performing one or more of the following tasks: planting; removing weeds and invasive vegetation; trimming and pruning vegetation; mulching, clearing areas of brush/debris; watering plants; collecting trash; moving gravel and other materials to help construct and maintain trails; building garden plots or other structures; adjusting irrigation lines; clearing drainage systems; working in and around compost; transplanting; seed cleaning; pot washing and other nursery activities; moving and organizing salvage materials, and loading/unloading and transporting tools and materials to and from work sites. These tasks will incorporate the use of hand tools including, but not limited to, wheelbarrows, shovels, rakes, gardening hand tools, hoes, hand picks, and pitch forks.

The Presidio Trust representative may also attach additional details of the volunteer or service activity to be performed including information such as location of the volunteer activity, time and schedule commitment, use of government vehicle or use of personal equipment and/or vehicle if required, skills required (noting certifications if necessary), level of physical activity required (e.g., lifting, bending, climbing, walking on uneven terrain), etc. If this is a group agreement, the volunteer group contact must provide the group name above (#3) and attach a complete list of group participants.

PARENTAL CONSENT FOR VOLUNTEER UNDER AGE 18

18. PARENT OR LEGAL GUARDIAN (First, Last)	19. PHONE Home: Mobile:	20. EMAIL ADDRESS
21. STREET ADDRESS, CITY, STATE, ZIP CODE <input type="checkbox"/> Same as above		
22. I affirm that I am the parent/guardian of the above named volunteer. I understand that the Presidio Trust 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 description of the service that the volunteer will perform. I give my permission for _____ to participate in the specified volunteer activity. (NAME OF YOUTH)		
23. Parent/Guardian Signature	24. Date	

VOLUNTEER & VOLUNTEER GROUP LEADER AFFIRMATION

25. I understand that I will not receive any compensation for the above work and that volunteers are not considered to be federal employees for any purpose other than possibly for tort claims and injury compensation.* I understand that donated service is not creditable for leave accrual or any other employee benefits and that either the Presidio Trust 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 donated service is not a pre-qualification or entitlement for any future contract or monetary arrangement with the Presidio Trust. I understand that photographs or videos may be taken while I am serving under this Agreement and used by the Presidio Trust or its partners and distributed throughout various media including the internet for administrative purposes. Unless I request in writing restricted use of any such photographs or videos, they may be so used by the Presidio Trust without further notice. I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services as specifically stated in the attached position 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 that by providing my email address, I will be added to the Presidio Volunteer Update e-newsletter and understand that I can unsubscribe at any time.

I further understand the health and physical condition requirements for doing the work as described in the position description above (#17) and at the project location, and certify that the statements I have checked below are true:

- I or group's leader know of no medical condition or physical limitation that may adversely affect my or members of the group's ability to provide this service.
- I or member(s) of the group have a medical condition or physical limitation that may adversely affect my or members of the group's ability to provide this service and have informed the Presidio Trust.

*Status as a federal employee for purposes of tort claims and injury compensation is subject to a determination based on the particular factual circumstances of any claim or injury.

Pursuant to Section 104(e) of the Presidio Trust Act, I do hereby volunteer my services as described above, to assist in authorized activities at the Presidio Trust, and I agree to follow all applicable safety guidelines.

26. Signature of Volunteer or Volunteer Group Leader

27. Date

STATEMENT

The Presidio Trust prohibits discrimination in all programs 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.

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 Presidio Trust for administrative purposes including tracking donated services and allocation of volunteer resources. Furnishing this data is voluntary, however if this form is incomplete, with the exception of the optional section, enrollment in the program cannot proceed.

PRESIDIO TRUST OFFICIAL COMPLETES THIS SECTION

The Presidio Trust 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.

28. PRESIDIO TRUST REPRESENTATIVE (Last, First)

29. PHONE

Office:

Mobile:

30. Signature of Presidio Trust Representative

31. Date

TERMINATION OF AGREEMENT

32. Agreement Termination Date:

33. Signature of Presidio Trust Representative When Terminated:

VOLUNTEER SERVICE AGREEMENT—NATURAL & CULTURAL RESOURCES

1. <input type="checkbox"/> INDIVIDUAL		2. <input type="checkbox"/> GROUP	
3. NAME OF AGENCY		4. AGREEMENT #	
5. NAME OF VOLUNTEER (First, Last)		6. U.S. CITIZEN OR PERMANENT RESIDENT <input type="checkbox"/> Yes <input type="checkbox"/> No, list visa type _____	
7. NAME OF GROUP		8. NAME OF GROUP CONTACT (First, Last)	
9. STREET ADDRESS		10. CITY, STATE, ZIP CODE	
11. EMAIL ADDRESS		12. PHONE Home: Mobile:	
13. AGE <input type="checkbox"/> Under 15 <input type="checkbox"/> 15 - 18 <input type="checkbox"/> 19 - 25 <input type="checkbox"/> 26 - 35 <input type="checkbox"/> 36 - 54 <input type="checkbox"/> 55 and Older			
14. ETHNICITY & RACE (Optional): Please report 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.			
14a. Ethnicity (Select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		14b. Race (Select one or more, regardless of ethnicity): <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
		14c. Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		14d. Do you have disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	
EMERGENCY CONTACT INFORMATION			
15. NAME (Last, First)		16. PHONE Home: Mobile:	
		17. EMAIL ADDRESS	
18. STREET ADDRESS		19. CITY, STATE, ZIP CODE	
GOVERNMENT OFFICIAL COMPLETES THIS SECTION			
20. AGENCY CONTACT NAME (Last, First)		21. AGENCY CONTACT EMAIL & PHONE	
22. REIMBURSEMENTS APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No Type and Rate of Reimbursement:		23. VOLUNTEER POSITION/GROUP PROJECT TITLE:	
24. 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. If this is a group agreement, the leader is to provide the group name and attach a complete list of group participants or optional form 301b for each volunteer.			
VOLUNTEER/SERVICE ACTIVITY ABSTRACT			
25. Check all that apply: <input type="checkbox"/> Description of service attached <input type="checkbox"/> List of group participants/optional form 301b attached <input type="checkbox"/> Job Hazard Analysis <input type="checkbox"/> Valid Driver's License Verified (if required)			

PARENTAL CONSENT FOR VOLUNTEER UNDER AGE 18		
26. PARENT OR LEGAL GUARDIAN (First, Last)	27. PHONE Home: Mobile:	28. EMAIL ADDRESS
29. STREET ADDRESS	30. CITY, STATE, ZIP CODE	
31. 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 _____ to participate in the specified volunteer activity. (NAME OF YOUTH)		
32. Parent/Guardian Signature		Date
VOLUNTEER & GROUP LEADER AFFIRMATION		
33. 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 statements I have checked below are true: <input type="checkbox"/> I or group leader know of no medical condition or physical limitation that may adversely affect my or members of the group ability to provide this service. If a group see attached OF301b. <input type="checkbox"/> I or a member of the group have a medical condition or physical limitation that may adversely affect my ability to provide this service and have informed the Government Representative. If a member of a group see attached OF301b. <input type="checkbox"/> I or group member do not consent to being photographed or to the release of my photographic image. If a member of a group see attached OF301b.		
I do hereby volunteer my services as described above, to assist in authorized activities at _____ and I agree to follow all applicable safety guidelines. See attached OF301b attached if a member of a group. _____ (NAME OF FEDERAL AGENCY)		
34. Signature of Volunteer or Group Leader		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, liability and injury compensation to the extent not covered by your volunteer group, if any.		
35. Signature of Government Representative		Date
TERMINATION OF AGREEMENT		
36. Agreement Terminated Date:		Total Hours Completed:
37. 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. USDA, DOI, DOC and DOD 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.		
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.		