

## **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 before 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 project's planning phase. **Do not expect that the Agency will necessarily have the Form with them at the project pre-briefing. Printing a copy from this website and taking it with you is best.** 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 before 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 documents the Reimbursement rate of \$30/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 to finalize the processing of this payment. TRAMPS financial banking information is entered into the Federal Government “SAM” database so they can make direct deposits to our checking account.

For projects financed by a Grant, Foundation, or Donors, Block 22 is checked “no.”