

-		
1. <input type="checkbox"/> INDIVIDUAL	2. <input type="checkbox"/> GROUP Leader/Minors fill out 301a – group members 301b	
3. NAME OF AGENCY National Park Service – Glen Canyon National Recreation Area		4. AGREEMENT # N/A
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 N/A	8. NAME OF GROUP CONTACT (First, Last) N/A	
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 MUST get accurate information, MUST check once/year or after 30-day break		
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: Basic Job Description. Must match description on PD/JHA. Must include reimbursement terms if applicable.		
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) JHA is always included as a separate document.		

PARENTAL CONSENT FOR VOLUNTEER UNDER AGE 18 MUST complete this portion for volunteers under 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. <p style="text-align: center;">(NAME OF YOUTH)</p>		
32. Parent/Guardian Signature		Date

VOLUNTEER & GROUP LEADER AFFIRMATION

33. I understand that I will not receive any compensation for the above service other than that specified in block 24 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:

- 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.
- 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.
- 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 *Glen Canyon National Recreation Area* and I agree to follow all applicable safety guidelines. See attached OF301b attached if a member of a group.

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.

Glen Canyon National Recreation Area Rainbow Bridge National Monument

Volunteer Safety Commitment

- Our volunteers are our most important assets.
- The health and safety of all volunteers and visitors is our paramount priority in which no other consideration takes precedence.
- Each of us has a personal responsibility to prevent accidents. While they may never be totally eliminated, no accident is acceptable.
- Performing job tasks safely is a condition of employment.
- If I cannot perform a job safely I will wait and ask for assistance.
- Management will provide a safe and healthy work environment.
- I will actively participate in the park safety program.
- I will wear all required and appropriate personal protective equipment for the task being performed.
- Supervisors and managers will ensure that volunteers understand and implement Operational Leadership principals.
- Supervisors will ensure that all volunteers are provided a copy of this contract and are familiar with the Park Safety and Health Program.
- I will practice Rickover's Seven Rules of Safety.
- I will not engage in any activity where the reward is not greater than the risk.

Our signatures below confirm that we have discussed and agree to promote and follow this contract.

Volunteer Signature Date

Supervisor Signature Date

Rickover's Seven Rules of Safety

Risk is all around us. Employees who understand this critical fact realize that they can take positive steps to avoid negative consequences. However, these steps do not come easily. Changing an organization's culture to balance safety with profit is hard work, according to Gordon Graham, a business consultant and former police officer who now lectures internationally on risk management. Graham endorses Admiral Hyman G. Rickover's "Seven Rules of Success" and applies them to safety. Rickover served 64 years in the United States Navy and is known as the father of the nuclear Navy.

1. Practice continuous improvement

Rise above the minimum standard. Measure your results, and then strive to improve them to the next best measurement, and so on. Never accept the status quo.

2. Hire smart people

People running complex systems must be highly competent. That sounds like a no-brainer, doesn't it? Yet how many organizations fail to fire employees during their probationary period thinking, "Oh, maybe they'll improve"? They won't. If they can't do the job, and do it safely, there are others who can. In a 1973 speech, Rickover said, "Theories of management don't much matter. Endeavors succeed or fail because of the people involved. Only by attracting the best people will you accomplish great deeds."

3. Establish quality supervision

"Show me a tragedy and I'll show you poor supervision," according to Graham. "Many people who call themselves supervisors never make the transition from buddy to boss." You cannot be both an employee's friend and his or her supervisor, Graham believes.

4. Have a healthy respect for the dangers you face

Many people lack respect for risk or fail to understand the dangers that they face. They tend to overestimate their risks from events that pose little danger or are unlikely to occur and underestimate the risks that matter. We must educate employees about the risks they face in the workplace and work to eliminate them.

5. Every day is a training day

This fact cannot be overemphasized as our employment pool ages and our memories grow shorter. Yet why are training funds one of the first whacks under the budget ax? Go through every job description to determine the risks, and then train to those risks. Never expect an employee who performs a task infrequently to do so safely.

6. Audit, control, and inspect

Auditing is not micromanagement, Graham insists. Rules without enforcement are useless, as are safety systems without implementation. The most advanced fall protection system will not work if workers fail to wear it. Admiral Rickover refused to delegate the audit process and, because of this and his obsession with safety, is credited with the Navy's record of zero nuclear accidents. If in doubt, assume the worst as Rickover did if he could not verify that a submarine's construction met with the appropriate standards and he insisted on a tear-down. While Rickover was widely disliked for his persistence and attitude, the Navy's safety record was unblemished under his management.

7. Learn from past mistakes

"There are no new ways to get in trouble, only new ways to stay out of trouble. Most organizations keep repeating the same mistakes," Graham says. "A basic rule is 'there's always a better way'" and organizations should learn from errors to avoid repeating them. "Predictable is preventable. If it's identifiable, it is manageable," according to Graham.

Accidents don't just happen; they are either a lack of a system to prevent the occurrence or a system failure. Taking Rickover's seven steps, which with some minor modifications are still in use in today's nuclear Navy, organizations can work toward a culture of zero accidents and injuries.