

## Guide to Completing Form OF-301a

### Volunteer Service Agreement – Natural & Cultural Resources

1. Check if an Individual Volunteer Application
2. Check if a Group Application
3. Agency – NRCS
4. Agreement # - Leave Blank
5. Name of Volunteer if an Individual otherwise leave blank
6. Check applicable box
7. Group Name i.e. Friends of Conservation
8. First and Last Name of Group Contact – this can be an NRCS or partner employee
9. Street Address of Individual Volunteer or Group Contact – can be the NRCS office
10. City, State and Zip Code of Individual or Group Contact
11. Email Address of Individual Volunteer or Group Contact
12. Phone Number of Individual Volunteer or Group Contact – can be the NRCS office number
13. Age of Individual Volunteer or Group Contact
14. Ethnicity & Race (Optional) of Individual Volunteer or Group Contact
15. Through 19. Emergency Contact for Individual Volunteer or Group Contact

### Government Official Completes 20 through 25

20. First and Last Name of Agency Contact – can be any NRCS employee in the office
21. Email and Phone Number of Agency Contact
22. Reimbursement (if any) – Negotiated reimbursements (i.e. lunches, mileage) are noted here
23. Volunteer Position of Individual or Group Project/Title (i.e. for an individual - Apprentice, Conservation Aid, Conservation Photographer, Educational Information Assistant, Soil Health Assistant, for Group Project/Title – could be the same as the group name in item 7 or short description of the project.
24. Description of service to be performed. (see explanation on the form)
25. Check all that apply – Job Hazard Analysis does not apply to our agency

### Parental Consent for Volunteer Under Age 18

26. through 32. Parent or legal guardian consent – needed if volunteer is under age 18. If a group of students, signature consent forms can be obtained from the school if available.

### Volunteer & Group Leader Affirmation

33. Individual Volunteer or Group Leader checks appropriate box and inserts NRCS in the Name of Federal Agency.
34. Individual or Group Leader signs and dates the form.
35. NRCS Employee signs and dates the form

### Termination of Agreement.

36. Date Agreement is terminated and total volunteer hours contributed
37. NRCS Employee signature