



MISSOURI DEPARTMENT OF CONSERVATION  
**CONSERVATION SERVICE VOLUNTEER AGREEMENT (INDIVIDUALS) – Form 2a**

I. VOLUNTEER INFORMATION (PLEASE PRINT)			
VOLUNTEER NAME		NAME OF RESPONSIBLE ADULT/CHAPERONE, IF VOLUNTEER IS UNDER 18	
MAILING ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER		EMAIL	
CONSERVATION AREA/SITE			
STARTING DATE		ENDING DATE	
II. PERFORMANCE GUIDELINES			
The volunteer is expected to: <ul style="list-style-type: none"> <li>● support the mission of the Department</li> <li>● follow Department rules and polices</li> <li>● work with other Department staff in a cooperative manner</li> <li>● report any problems or issues to Department staff on a timely basis</li> <li>● only carry out authorized responsibilities and exercise proper care in performing all volunteer activities</li> </ul>		The Department is expected to provide: <ul style="list-style-type: none"> <li>● guidance regarding volunteer activities</li> <li>● training for the volunteer project, if necessary</li> <li>● a receptive work environment</li> </ul>	
III. TASKS AND ACTIVITIES			
DESCRIPTION OF VOLUNTEER TASK/PROJECT (INDICATE IF THIS IS AN ONGOING OR SHORT-TERM PROJECT, AS WELL AS HOW MUCH TIME YOU ANTICIPATE SPENDING):			
Empty space for description			
IV. AGREEMENT			
By signature below, I acknowledge that I have read this form completely and agree to voluntarily accept the risks connected with these activities. I further agree to release and hold harmless the Conservation Commission, the Missouri Department of Conservation and its employees from any and all liability, including injury. I do not expect future compensation or favor for being a volunteer. This agreement in no way constitutes an offer of employment; therefore, I understand that the Missouri Department of Conservation does not provide worker's compensation.			
SIGNATURE OF VOLUNTEER			DATE
SIGNATURE OF AUTHORIZED GUARDIAN (IF UNDER THE AGE OF 18)			DATE
SIGNATURE OF CONSERVATION AREA MANAGER OR STAFF			DATE

ORIGINAL: MDC, AREA MANAGER OR STAFF

COPY: DIVISION OFFICE MANAGER

COPY AVAILABLE UPON REQUEST - VOLUNTEER

## **IMPORTANT: CONSERVATION SERVICE VOLUNTEER GUIDELINES**

Please make certain you have read and understood the following:

- Volunteers agree to perform service without compensation and are not considered unpaid employees of the State of Missouri. The Missouri Department of Conservation does not provide worker's compensation.
- A responsible adult must accompany volunteers under the age of 18.
- **A copy of the Volunteer Activity Consent and Parental Approval Form must be given to the area or site manager for each volunteer under the age of 18.**
- Volunteers and groups/organizations must have all signatures on this form upon or prior to arrival.
- Transportation to and from the project site is the responsibility of the group/volunteers.
- The Missouri Department of Conservation cannot guarantee volunteer placement. The Department will, however, make every effort to match volunteer applicants to volunteer opportunities based on the needs of the Department and the interests and abilities of the volunteers.
- The Department of Conservation accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Department. Volunteers agree that the Department may at any time, for any reason, decide to terminate the volunteer's relationship with the Department. Volunteers may at any time, for any reason, decide to sever the volunteer's relationship with the Department. Notice of such a decision should be communicated as soon as possible to the volunteer's area contact. At any given time, the Department may approve, deny or modify any volunteer's activity.
- The responsible adult/chaperone is responsible for the safety and well-being of any youth volunteer under the age of 18. The responsible adult/chaperone is responsible for:
  1. Providing coordination and supervision while youth volunteer is volunteering;
  2. Ensuring youth volunteer is accompanied by a responsible adult;
  3. Ensuring youth volunteer is familiar with the volunteer guidelines;
  4. Ensuring youth volunteer adheres to Department rules and guidelines;
  5. Ensuring that youth volunteer supports the mission of the Missouri Department of Conservation;
  6. Ensuring that youth volunteer works with Department staff in a cooperative manner;
  7. Reporting any problems, issues, and any and all injuries incurred by youth volunteer, which occur while volunteering, to Department staff on a timely basis;
  8. Not allowing youth volunteer to attempt responsibilities for which they have not been trained or authorized; and,
  9. Ensuring the youth volunteer exercises proper care in performing all volunteer activities.