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Dear Volunteer,

Thank you for volunteering your time to the South Carolina Department of Natural Resources. Welcome, we are proud to have you join our team, dedicated to the advocacy and stewardship of this state's natural resources. We hope that your time with us will be a mutually beneficial experience and that you find satisfaction in the work you do to protect and manage this state's great natural resources.

This handbook provides you with all the resources you will need to perform your duties with DNR. You will find the answers to most of your questions about the DNR volunteer program and the policies and procedures. If anything is unclear please discuss it with the volunteer coordinator or your immediate supervisor. It is your responsibility to read and understand everything contained herein.

DNR staff is committed to providing this state with exemplary service and we expect the same from our volunteers. Every effort will be made to improve this program and provide you with the best possible volunteer experience. We want to thank you for your time and energy and wish you the best of luck.

Sincerely

Lauton Sutley

Volunteer Coordinator

Mission

Our mission is to serve as the principal advocate for and steward of South Carolina's natural resources.

Vision

Our vision for South Carolina is an enhanced quality of life for present and future generations through improved understanding, wise use, and safe enjoyment of healthy, diverse, sustainable and accessible natural resources.

Our vision for the DNR is to be a trusted and respected leader in natural resources protection and management, by consistently making wise and balanced decisions for the benefit of the state's natural resources and its people.

Core Values

Our actions will be guided at all times by the following shared internal values:

- Teamwork - We will accomplish our mission and achieve our vision through goal-focused, cooperative efforts that rely on effective internal and external communication and partnering.
- Integrity - We will lead by example, ensuring that our standards are high, and our actions are fair, accountable and above reproach.
- Dedication - We will maintain a steadfast commitment to the state's natural resources and our agency's mission.
- Excellence - We will always do our best, and continuously strive to improve our processes, activities, policies, operations and products.
- Service - We will provide quality service that meets the needs and exceeds the expectations of the public and our own employees.

Guiding Principles

In carrying out our mission, we will continuously strive to:

- Enhance public and private partnerships and open communications necessary to cooperatively protect and manage the state's natural resources;
- Ensure that agency decisions and actions regarding the state's natural resources are based on a balance of scientific knowledge, strong conservation ethics, objectivity, fairness, and the needs and interests of the public;
- Ensure the safety and well-being of the public in their use and enjoyment of the state's natural resources;
- Ensure the continuation and effective management of hunting, fishing, boating, and other natural resources-related activities;
- Evaluate and improve agency functions and procedures to ensure efficiency, effectiveness, and accountability, emphasizing quality service to all customers, internal and external; and

- Foster an organizational culture that emphasizes effective leadership at all levels, a diverse, well-trained, and professional workforce, and an enjoyable and fulfilling work environment.

Strategy

To more effectively accomplish our mission and attain our vision, the DNR will work diligently toward achieving the following overarching goals and objectives during the next five years:

1. Enhance the effectiveness of the agency in addressing natural resource issues.
 - a. Broaden strategies to address the impacts of population growth, habitat loss, environmental alterations, overuse and other challenges faced in protecting, enhancing and managing diverse natural resources;
 - b. More effectively develop, coordinate, and integrate resource-specific conservation and management plans, research and policies within the agency; and
 - c. Expand sound application of science for natural resource management and decision-making.
2. Improve the general operations of the agency.
 - a. Develop and implement department-wide operational plans that clearly connect all agency activities to specific goals and annual accountability reports;
 - b. Fully develop the agency's regional hub system;
 - c. Continue to develop and maintain modern, well-integrated information systems and technology throughout the agency;
 - d. Enhance and maintain effective communications throughout all levels of the agency;
 - e. Maximize efficiency of internal operations and business procedures; and
 - f. Aggressively pursue increases in revenue, state and federal funding, and identify new funding sources to support accomplishment of our mission.
3. Create an agency environment that supports a dedicated, professional workforce.
 - a. Implement comprehensive workforce planning that is consistent with agency priorities;
 - b. Expand consistent, agency-wide employee training, retention, and compensation efforts;
 - c. Implement initiatives that improve employee morale and teamwork, instill a sense of pride in the agency, and emphasize the importance of its mission.
4. Enhance public trust and confidence in the agency.
 - a. Foster more effective communications, outreach, and partnering with the public and State Legislature;
 - b. Develop strategies that address divergent public opinion and expectations concerning issues related to accessibility, use, and protection of natural resources; and
 - c. Optimize our customer service through regular monitoring of constituent needs, public opinion, and agency performance; and
 - d. Enhance natural resource education to provide the public with knowledge necessary in making informed natural resource decisions.

STATEMENT OF VOLUNTEER POLICY

The Department of Natural Resources may, in the course of completing its mission, periodically use volunteers to accomplish specified activities within the Department. Volunteers provide a critical element in the completion of tasks and responsibilities under the Department's jurisdiction. Volunteers may be utilized to gather data, to enhance educational opportunities and/or to increase community involvement in the stewardship and protection of the State's natural resources.

I. Definitions

The use of a volunteer program is authorized by Section 8-25-10, et seq., SC Code Anno. 1976 (1999 cum.supp.) This act provides certain authority to state agencies and departments to administer volunteer programs. The act defines volunteers as follows:

- A. "Volunteer" shall mean any person who, of his own free will, provides goods or services, without any financial gain, to any agency, instrumentality or political subdivision of the state;
- B. "Regular - service volunteer" shall mean any person engaged in specific voluntary service activities on an ongoing or continuous basis.
- C. "Occasional - service volunteer" shall mean any person who provides a one-time or occasional voluntary service.
- D. "Material donor" shall mean any person who, without financial gain, provides funds, materials or opportunities for clients of agencies, departments, or institutions of the state.

Volunteer Eligibility

Regular service volunteers under the age of 18 must have written approval from their parents or guardians unless the parent or guardian accompanies the child. All applicable Department of Labor age restrictions relating to the operation of machinery, equipment, or certain types of work must be observed

If a volunteer is 18 years old, he/she may work at any time in any job.

If a volunteer is 16 or 17 years old, he/she may work in any occupation except those declared hazardous by the Secretary of Labor. The 17 Hazardous Occupations Orders for non-farm work deal with the following:

1. Manufacturing or storing explosives
2. Driving a motor vehicle and being an outside helper
3. Coal mining
4. Logging and sawmilling
5. Power-driven wood working machines
6. Exposure to radioactive substances and to ionizing radiations
7. Power-driven hoisting apparatus
8. Power-driven, metal-forming, punching, and shearing machines
9. Mining, other than coal mining
10. Meat packing or processing
11. Power-driven bakery machines
12. Power-driven paper product machines
13. Manufacturing brick, tile and related products
14. Power-driven circular saws, band saws, and guillotine shears
15. Wrecking, demolition, and ship-breaking operations
16. Roofing operations
17. Excavation operations

Besides the 17 Hazardous Occupations Orders, minors age 14 and 15 also may not engage in the following work activities: warehousing and storage, car repair, public utility duties, work involving the use of ladders or scaffolding, work involving food preparation or the use of grinders, or the operation of lawnmowers and golf carts.

Volunteer Responsibilities and Benefits

- Volunteers will be provided division supplies and equipment to meet the needs of the work requirements, if necessary.
- Prior to being allowed to use specialized machinery or equipment, a volunteer should be proficient in the use of the machinery or equipment.
- Prior to being allowed to participate in activities requiring specialized skills and abilities such as swimming, a volunteer should be proficient in those skills/abilities.
- If the volunteer uses DNR vehicles as part of the job assignment, the division will be responsible for obtaining a drivers' license check. In this event the volunteer must complete the DNR 8 hour Safe Driving Course.
- Regular service volunteers who will be involved with working with children under the age of 18 in a one-on-one situation will be required to have a criminal records background check completed. Any criminal records background check must be coordinated through the Office of Human Resources. Criminal Records background checks will be maintained in the Office of Human Resources.
- The S.C. Code authorizes the division to provide incidental reimbursement and transportation mileage under certain conditions. Prior written approval must be obtained from the supervisor/coordinator and the Deputy Director for commitment of funds.
- To the extent authorized by state law, the service provided by a volunteer shall be covered by the Department's liability insurance coverage as provided through the State Budget and Control Board, Division of Insurance Services, Insurance Reserve Fund.
- The volunteer shall not be eligible for workers' compensation through the SC Department of Natural Resources.

Drug and Alcohol Policy

The use of illegal drugs, besides being unlawful, is incompatible with the Substance Abuse policy and undermines public confidence in the Department of Natural Resources (Department). Volunteers shall not consume drugs or alcohol during or before working on any Department property or project.

Pursuant to the Federal Drug-Free Workplace Act of 1988, this is to formally state the Department's policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on the Department's premises. Department policy is as follows:

The Department of Natural Resources recognizes alcohol and drug abuse as potential health, safety and security problems. We expect all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment. Compliance with this substance abuse policy is made a condition of employment.

A. The Department prohibits employees from the manufacture, possession, use, distribution, or purchase of non-prescribed psychoactive drugs and intoxicants on Department premises and from working under the influence of alcohol, illegal drugs or intoxicants.

B. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work. If an employee may be impaired because of taking medication according to a doctor's prescription, he is expected to discuss it with his supervisor before commencing work that day.

C. Any violation of this substance abuse policy will result in discipline, up to and including discharge, under the Department's progressive discipline policy and may have legal consequences.

D. Employees who have an alcohol or drug abuse problem are strongly encouraged to use State services provided by the Commission on Alcohol and Drug Abuse, The Employee Intervention Program (Department of Vocational Rehabilitation) and the State group health insurance plans, as appropriate. If an alcohol or drug abuse problem recurs after an employee has completed an assistance program, the Department will take appropriate action in accordance with official policy. The Department retains full and final discretion on whether, when and under what conditions an employee may be reemployed after an instance of substance abuse.

E. Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction for a criminal drug or alcohol violation occurring on or off Department premises within five (5) days to the Department Human Resource Director. (This requirement is mandated by the Drug-Free Workplace Act of 1988)

Solicitation Policy

No direct solicitation by agency volunteer shall be allowed on state time (during working hours).

Charities

Upon official request by a charitable organization certified by the Secretary of State to conduct fund drives within state departments, a fund drive may be conducted under the department's supervision.

Non-employees

Solicitation or distribution by persons other than employees of the department who are on official state business in those areas of the department which are not open to the public is prohibited.

Solicitation and distribution by persons other than employees of the department in those areas of the department which are open to the public is prohibited to the extent that such solicitation or distribution results in substantial disruption of or material interference with administrative or department activities.

Standards of disciplinary actions

It is the policy of the South Carolina Department of Natural Resources to administer disciplinary action, suspension or termination of volunteers in an equitable, fair and as near a uniform manner as possible. The Department believes such a policy to be in the best interest of all volunteers. The purpose is not to restrict operating personnel but to assist them in solving problems involving discipline in a fair and equitable manner without prejudice or favoritism.

Each instance requiring disciplinary action will be handled on a case by case basis as there is no one size fits all disciplinary action. Volunteering with DNR is a privilege that can be terminated at any time at the discretion of the Department.

Sexual Harassment Policy

It is the position of this agency that all employees/volunteers should be able to work in an environment free of any type of harassment; and acts of sexual harassment by employees/volunteers, supervisors, and managers, are prohibited employment/volunteer practices and are subject to sanctions and disciplinary measures. The purpose of this policy is to define types of prohibited sexual harassment conduct and to establish procedures for the reporting and investigating of such conduct by an employee/volunteer of this agency.

Legal and Behavioral Definitions

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A.** Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- B.** Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
- C.** Such conduct has the purpose or effect of substantially interfering with a person's

work performance or creating an intimidating, hostile or offensive work environment.

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

- A.** Threats or intimation of sexual relations or sexual contact which is not freely or mutually agreeable to both parties;
- B.** Continual or repeated comments of a sexual nature including graphic commentaries on the human body; sexually suggestive objects or pictures displayed in the work area, sexually degrading words to describe the person, or propositions of sexual nature;
- C.** Threats or insinuations that the person's employment, wages, promotional opportunities, job or shift assignments or other conditions of employment may be adversely affected by not submitting to sexual advances.

Complaint Procedure

When an employee believes that he/she has been a victim of sexual harassment, the following steps must be taken:

- A.** Discuss the matter with any of the employee's/volunteer's supervisors in the chain of command or Human Resource Director. In any event the Human Resource Director must be contacted immediately by the supervisor who has first knowledge of the allegation.
- B.** Complete a sexual harassment complaint form which is available in the Human Resource Office.
- C.** Review form for completeness. Make sure to include the name(s) of the person(s) accused of wrongdoing and any witnesses whose testimony will support the complaint.
- D.** To ensure confidentiality, do not discuss the complaint with persons other than the immediate supervisor, an appropriate person upward in the chain of command, or the Human Resource Director.

Agency Investigation

The Human Resource Director will be responsible for making certain a thorough investigation of the sexual harassment complaint is conducted in a confidential manner. The investigation shall collect, record and safeguard all information and/or evidence relative to the incident and report findings to the proper administrative personnel for final agency disposition.

Agency Disciplinary Action

The Deputy Director will take appropriate disciplinary action for sexual harassment cases which can include dismissal for the first offense.

Supervision and Feedback Procedures

All DNR volunteers shall report to the volunteer coordinator for general directives and placements. In the event that a volunteer is dedicated to a particular project then the project manager shall be the corresponding supervisor. Volunteers shall report to their direct supervisor for daily tasks, work evaluation, and problem resolution. If a supervisor has not been identified then the volunteer coordinator will be the default supervisor. Any deviation from the chain of command can result in disciplinary action.

Feedback Procedure

1. Problems and concerns that require immediate assistance should be reported directly to the supervisor assigned to each volunteer, if the immediate supervisor is not available the Volunteer coordinator will be the acting supervisor.
2. Problems or concerns that do not require immediate assistance should be submitted to the volunteer coordinator for further review.
3. Suggestions and comments should be submitted to the following email address (volunteering@dnr.sc.gov) – Yet to be created

Emergency/Safety Procedures

To prevent and reduce the risk of accidents and on the job hazards, the Department shall set forth an emergency and safety procedures guideline for all volunteers to adhere to in the event of an emergency or in the event of an accident.

Safety and Hazard Identification

All volunteers shall report an on the job hazards or safety concerns to the volunteer coordinator or the immediate supervisor. If at any time during the performance of daily duties and tasks a volunteer feels that their personal safety or health is compromised then it shall be their responsibility to inform the immediate supervisor or the volunteer coordinator to resolve the issue.

Safety Procedure

Volunteers should take time before performing any work to become familiar with safety procedures and plans. in the event of an accident or an emergency it is important to be well prepared and organized.

Become familiar with the following:

1. Emergency contact information for your area, department, or job site.
2. Nearest first aid kit and communication devices.
3. Review the safety plan for your area, department, or job site.
4. Potential hazards for your area, department, or job site.
5. Safety personnel for your area, department, or job site.

Volunteer Specific Policy Guidelines

All volunteers are expected to complete and sign a volunteer agreement form each calendar year they plan to volunteer. This must be completed and filed prior to volunteering. A copy can be found in appendix A

Uniform Policy

All volunteers are required to follow a dress code. When working in the field volunteers should wear the DNR issued volunteer shirt or hat to identify themselves as DNR representatives. Adverse weather and working conditions may require specific dress. Please refer to the volunteer coordinator or your supervisor for dress requirements specific to your work.

Volunteers must complete a total of 25 hours of volunteer time before being issued a volunteer uniform. During your first 25 hours as a volunteer dress should be consistent with the safety and professional standards.

Property

Each volunteer should be familiar with the rules, regulations, and safety protocol for each location where they might be working. Property specific regulations can be found in Appendix B.

Code of Conduct

As a volunteer you are a representative of the Department of Natural Resources. As such you should conduct yourself in a professional and respectful manner. The purpose of the code of conduct is to ensure that each volunteer has a clear understanding of the expectations placed on them.

Occurrences of any of the following behaviors may result in termination of volunteer service.

- Willful Violation of any DNR rule or regulation.
- Any violation of security, safety, or confidentiality policies.
- Willful or repeated violation of safety policy, or failure to follow proper safety procedure.
- Negligence or any action which endangers the life of another person.
- Being under the influence of alcohol, controlled substances, or any other intoxicant during a volunteer shift.
- Engaging in criminal acts of violence, threats of violence, fighting, provocation of fighting, or negligent damage to property while on DNR premises.
- Insubordination or refusing to obey instructions deemed property by your supervisor or the volunteer coordinator.
- Theft of any kind of personal or Department property, unauthorized possession or removal of Department property, unauthorized use of Department property for personal use, or the use of Department property for profit.
- Any Dishonesty, willful falsification of personnel records, or altering of personnel records or other Department documents.
- Engaging in behavior designed to promote discord and lack of harmony, interfering with the work of others.
- Immoral or indecent conduct on Department premises.
- Unauthorized presence on Department property after hours.

See the Standards of Disciplinary Action in section 2.5

Inclement Weather

There may be times when weather conditions prevent you from completing volunteer tasks. Please follow the County offices for closures. When the county offices in the county in which volunteer work is scheduled to occur closes, then the Department will suspend all volunteer activity in that county until the county offices reopen. Please refer to your supervisor or the volunteer coordinator about inclement weather if you are unsure.

Parking

When parking on Department property please park in designated public parking areas. Never park in an area designated “For state vehicle use only.” Do not occupy a handicap parking space, loading zone, or emergency lane unless you are authorized to do so.

Background Checks

All volunteers are subject to a background check upon initial acceptance into the volunteer program. Failure to comply or falsification of information will result in termination of volunteer service. Volunteer service is approved once the Volunteer Agreement Form (Appendix A) has been signed by all listed approving officials and a review of all credentials and background information have been completed satisfactorily.

Volunteer Recognition Program

Volunteers who exemplify the vision and core values of the Department will be recognized by the Department for their exemplary service. Both time served and quality of work performed will be taken into consideration. In addition volunteers will be recognized for meeting milestones in their service, recognition occurs after 100, 500, and 1000 hours of service.

Position Descriptions

Regular/Occasional Service Volunteer – Perform Duties as outlined by the project manager or supervisor on the project for which you will be working. These tasks can range widely and it is your responsibility to be familiar with the work that you are expected to perform prior to arrival.

Property specific Job descriptions are available in Appendix C

Expectations of Volunteers:

- Act professionally and maintain a good attitude towards your job and your fellow volunteers.
- Honor your work schedule as arranged with your supervisor, and notify your supervisor if your schedule changes due to unforeseen circumstances.
- Perform the duties to which you are assigned to the best of your ability.
- Follow all safety procedures, policies, and rules outlined in the volunteer handbook and as outlined by your supervisor.
- Be familiar with and observe the confidentiality policy.
- Provide feedback and communicate regularly with supervisors to ensure a quality program that enhances the volunteer experience.

What you can expect from DNR as a volunteer:

- The equipment, tools, and implements necessary to complete the tasks assigned will be provided by the Department.
- Each volunteer will receive appropriate training relating to the work they are assigned.
-

Confidentiality Policy

As a volunteer you may become privy to information about the Department, be familiar with sensitive documents, or be present during a conversation involving sensitive information. In these events volunteers shall refrain from discussion of such information outside of the privileged parties. A violation of this policy can result in disciplinary action.

Time Requirements

All volunteers must work at minimum 25 hours prior to being issued a volunteer uniform. There is no minimum amount of hours required to work to maintain volunteer status, however, volunteers are encouraged to work at least 40 hours per year. All time worked should be reported to the volunteer coordinator. Repeated lateness or absence will result in termination of volunteer service.

Emergency Contacts

In the event of an emergency always call 911 first.

Volunteer Coordinator -----843-953-9354
Operation Game Thief/Sea Turtle stranding -----800-922-5431
Shellfish Recycling -----843-953-9300

Regional Offices

Region 1 – Clemson -----864-654-1671
Region 2 – Florence -----843-661-4766
Region 3 – Columbia -----803-755-1822
Region 4 – Charleston -----843-953-9300

See Appendix D for property specific emergency contact information

FAQ

Q: What are the volunteer opportunities that will be available to me through DNR and how do I find out about them?

A: Volunteer opportunities will be sent to the volunteer listserve as they become available. Some opportunities may be listed on program specific web pages within the DNR website (ie; SCORE and sea turtle programs). TO be added to the listserve contact the volunteer coordinator at 843-953-9354

Q: What will be expected of me as a volunteer?

A: As a volunteer you will be expected to comply with all the basic requirements as laid out in this manual. You are expected to behave in a calm and respectful manner while representing the DNR. It will be expected that you are on time to any shifts and that you communicate with your supervisor or the volunteer coordinator if you will be late or absent from a designated shift or program.

Q: Is there any training required before becoming a volunteer?

A: yes, all volunteers must go through a volunteer orientation before being allowed to work with DNR. There will be ample opportunities to attend an orientation throughout the year.

Q: What do I do if I encounter a problem in the course of working with DNR?

A: Always contact 911 first in the event of an emergency. If you are posed with a problem that is not an emergency and you are unsure of how to proceed, contact your supervisor or the volunteer coordinator. For nuisance wildlife or wildlife violations contact DNR at 800-922-5431

Q: How do I report a wildlife violation?

A: For nuisance wildlife or wildlife violations contact DNR at 800-922-5431

Q: Do I need a valid driver's license to volunteer with DNR?

A: No, however if you are going to work with programs that require you to operate a vessel or DNR vehicle then you will have to have both a valid driver's license and attend an 8 hour defensive driving course.

Q: What is the Volunteer Uniform Policy?

A: All volunteers are required to wear a uniform while working for the DNR. This uniform is provided for you after completing the necessary time requirements. Before that time you are expected to dress appropriately for the work you are set to perform.

Q: How do I learn more about Volunteering with DNR?

A: Contact the Volunteer Coordinator at 843-953-9354

VOLUNTEER AGREEMENT

6. Volunteer agrees to comply with all applicable work rules. In providing service, Volunteer will coordinate activity with the DNR Coordinator listed above for each specified program or project.

7. The SCDNR may require a volunteer to submit certain information relevant to the programs or projects in which the volunteer seeks to assist. Required information will be submitted to the appropriate SCDNR Deputy Director. For some volunteer positions, the SCDNR may undertake a background check and driving record review. Attached to this agreement as "ATTACHMENT A" is document entitled "VOLUNTEER SERVICE – DEPUTY DIRECTOR'S MEMORANDUM," which shall be attached to this agreement and be incorporated herein.

8. To qualify for reimbursement for incidental expenditures directly related to service provided to the SCDNR in an authorized program or project, Volunteer must obtain written approval from _____ prior to incurring the expenditure.

9. Volunteer acknowledges that providing service to the SCDNR carries some degree of risk of injury to person or property. By entering into this Agreement, Volunteer releases the SCDNR from any liability or responsibility in connection with any personal injury or property loss sustained by Volunteer in connection with service provided under this Agreement.

VOLUNTEER

SIGNATURE: _____

PRINT NAME: _____

**SOUTH CAROLINA DEPARTMENT OF
NATURAL RESOURCES APPROVAL**

DEPUTY

DIRECTOR: _____

If the volunteer is under the age of eighteen (18) years, a parent or legal guardian must execute this form in addition to the volunteer.

VOLUNTEER

SIGNATURE: _____

PRINT NAME: _____

PARENT OR LEGAL GUARDIAN of VOLUNTEER

SIGNATURE: _____

PRINT NAME: _____

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

ATTACHMENT A

VOLUNTEER SERVICE – DEPUTY DIRECTOR’S MEMORANDUM

To: Deputy Director For _____
From: _____
Date: _____
Re: Volunteer Services Requested For _____

The above named has offered to volunteer services for the following tasks:

Duration of volunteer services: _____

Age: _____

Swimming: _____

Driving Record: YES / NO

Background Check: YES/NO

Attachments:

Botany Bay Plantation WMA.

1. No camping is allowed.
2. All terrain vehicles are prohibited except those permitted by the Department for special management activities.
3. The Fig Island shell rings are closed to all public access except organized scientific, management or educational activities permitted by the the Department.
4. Access to the beach is by foot, bicycle or boat; no horses allowed on the beach. No dogs allowed on the beach. No collection, removal or possession of shells, fossils, driftwood or cultural artifacts is permitted.
5. Sea Cloud Landing on Ocella Creek and all other designated access points are restricted to non-trailered watercraft.
6. All hunters, fishermen and visitors must obtain and complete a day use pass upon entering the area and follow instructions on the pass.
7. Botany Bay Plantation WMA is closed to public access 1/2 hour after sunset until 1/2 hour before sunrise except for special events regulated by the Department.
8. No person may gather, collect, deface, remove, damage, disturb, destroy, or otherwise injure in any manner whatsoever the plants, animals (except lawful hunting), fungi, rocks, minerals, fossils, artifacts, or ecofacts including but not limited to any tree, flower, shrub, fern, moss, charcoal, plant remains, or animal remains. The Department may authorize the collection of certain material upon issuance of a permit as provided in 123-206.
9. Shorebased fishing, shrimping, and crabbing, is allowed only on the front beach and in designated areas only.
10. The Department reserves the right to close specific areas as needed for management purposes.
11. Alcoholic beverages are prohibited on the area.

Botany bay WMA Position Descriptions

Front Kiosk – Be present at the Front Kiosk during designated hours; act as an ambassador for the Dept. of Natural Resources; stock and maintain printed materials; assist visitors with filling out use permits; answer questions regarding property resources; inform visitors of property rules and regulations; observe and report violations to appropriate staff members.

Beach Kiosk — Be present at the beach during designated hours; act as an ambassador for the Dept. of Natural Resources; answer questions regarding property resources; inform visitors of property rules and regulations; observe and report violations to appropriate staff members.

General Volunteer Duties – (Grunt work) - Perform routine maintenance as directed by, and under the supervision of, the volunteer coordinator; maintain a safe work environment; observe and report violations to appropriate staff members.

Botany Bay WMA Emergency Contacts

Bess kellet – Volunteer Coordinator ----- (843)442-8140
Office at Botany ----- (843)869-2713
Bruce Rawls ----- (843)869-2713