

Chalmette National Cemetery Memorial Day Flag Planting



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When: Friday, May 23, 2014

**Where: Chalmette National Cemetery
(8606 W St Bernard Hwy, Chalmette, LA 70043)**

Time: 7:00am – Finished (approximately 3 hours)

On Friday, May 23, 2014 we will provide cheerful service at the Chalmette National Cemetery by helping plant US Flags at each of the 15,000 graves of US Veterans. The project should last approximately 3 hours.



Each unit must complete the **Volunteer Services Agreement for Natural Resources Agencies Form (one per Unit)** and the **Position Description for Volunteers-In-Parks (VIP) Form (one per person)**, and complete the **Unit Attendance Roster** for each person attending. Each unit must have “two deep leadership”, and all Scouts **MUST** be in "Class A" uniform.

If you and your Scout unit would like the opportunity to take part in this experience please email Andrew Williams at andrew.wiilams@scouting.org. The Flag Planting is expected to start around 7:00am and we will help until all the flags are planted.

“All we have of freedom, all we use or know - This our fathers bought for us long and long ago.” — Rudyard Kipling



Volunteer Services Agreement for Natural Resources Agencies for Individuals or Groups

Please print when completing this form (Attach a separate sheet for those data that do not fit in the allowed spaces).

Site Name/ Project Leader Jean Lafitte National Historical Park and Preserve		Agency National Park Service	Reimbursement (if any) n/a	
Name of Volunteer or Group Leader – Last, First, Middle		Age (If Individual Agreement) <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-25 <input type="checkbox"/> 26-55 <input type="checkbox"/> 56 and Older		
Are you a U.S Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No, Visa Type:	Email Address	Home Phone	Mobile Phone	
Street Address		City	State	Zip

IF VOLUNTEER IS UNDER AGE 18 – Name of Parent or Guardian	Home Phone	Cell Phone	Email Address
Street Address	City	State	Zip

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 sponsored by _____ at _____
(Name of Sponsoring Organization, if applicable) (Name of Volunteer Duty Station)

From _____ to _____
(Date) (Date) (Parent/Guardian Signature) (Date)

Emergency Contact Name	Home Phone	Mobile Phone	Email Address
Street Address	City	State	Zip

GOVERNMENT OFFICIAL COMPLETES THIS SECTION

Description of service to be performed. Include details such as time and schedule commitment, use of personal equipment, government vehicle, skills required (note certifications if necessary), level of physical activity required, etc. Attach the complete job description and job hazard analysis to this form. If this is a group agreement, the leader is to provide the group name, a complete list of group participants to be attached to this form, and parental approval (above) completed for each volunteer under the age of 18.

Review JELA/JAZZ Volunteer Position Description before signing Volunteer Service Agreement (Form 301a)

Under 43 C.F.R. § 20.511, Departmental volunteers in the course of their official duties are prohibited from possessing firearms on property under control of the Department. Because of the stated purpose of the sponsors of Section 512 to provide uniformity under applicable state law from bureau-to-bureau, the potential liability issues that could result, and the absence of any criminal penalties applicable to this regulation, this Departmental policy continues to apply to all NPS/FWS employees and volunteers during their official duties. Volunteers who are not on official duty may possess firearms on Departmental lands under the same conditions applicable to members of the general public, according to P.L. 111-24, Section 512. For this purpose, volunteers are considered the same as other employees when engaged in their official activities.

Government Vehicle required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Valid State Driver's License <input type="checkbox"/> International Driver's License
Personal Vehicle to be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please verify that the volunteer is in possession of one of these documents. DO NOT keep a copy of the document for his/her file.

I understand that I will not receive any compensation for the above work 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 statement I have checked below is true:

- I know of no medical condition or physical limitation that may adversely affect my ability to provide this service.
- I do know of a medical condition or physical limitation that may adversely affect my ability to provide this service and have explained it to: _____

(Name of Agency Official)

I do hereby volunteer my services as described above, to assist in agency-authorized work. I agree to follow all applicable safety guidelines.

(Signature of Volunteer)

(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 and injury compensation to the extent not covered by your volunteer group, if any.

(Signature of Government Representative)

(Date)

Termination of Agreement

Volunteer requests formal evaluation

Yes No

Evaluation Completed

(Date)

Agreement terminated on _____

(Date)

(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.

The U.S. Department of Agriculture (USDA) and U.S. Department of the Interior (USDI) 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.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA and USDI are equal opportunity providers and employers.

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.

One form per person

POSITION DESCRIPTION FOR VOLUNTEERS-IN-PARKS (VIP)
Natural Resources and Maintenance Assistance
Jean Lafitte National Historical and Preserve/Barataria Preserve
New Orleans Jazz National Historical Park

Commitment

The Volunteer Service Agreement for Natural Resources Agencies for Individual or Groups and Position Descriptions must be reviewed, completed and signed before any volunteer service begins. Volunteers, committing to assisting with projects, are expected to follow National Park Service Regulations. Safety training will be provided prior to the commencement of project work. When agreeing to serve with the Volunteers-In-Parks Program, volunteers are expected to be punctual. If unable to work on a particular day, the volunteer (or group leader) will notify Barataria Preserve as soon as possible. The Visitor Center's telephone number is (504) 689-3690.

Major Duties

Natural Resource Management and Maintenance projects require physical activity that may include bending, lifting heavy objects, digging, cutting vegetation along trails using small hand-tools such as pruners and loppers, cleaning headstones, litter and debris cleanup, invasive vegetation control projects and/or raking invasive vegetation from waterways. This may involve using rakes, pushing wheelbarrows, climbing up and down slopes, walking on slippery, uneven and debris-covered surfaces, and traveling by foot and motorized vehicles over roadways, fields, and water (may include watercraft).

Driving/Operating Vehicles and Equipment

Driving NPS motorized vehicles and boats by Volunteers, requires specific NPS training and approval by the appropriate NPS authority. If operating NPS vehicles for National Park meetings, programs, errands and operations. Drivers first need to meet safety standards, training, and submit paperwork as required, as well as, receive approval by Park Headquarters prior to driving or operating park vehicles and equipment. If volunteers choose to use any of their own motorized vehicles, watercraft, and/or any personal equipment during a project, it will be at their own risk. The National Park Service will not be held responsible for damage to privately-owned motorized vehicles and/or any personally owned equipment.

Hazards and Safety

Project work will be performed mostly out of doors in a sub-tropical climate that may be extremely hot and humid. Environmental hazards include the presence of biting and stinging insects (including fire ants, harvester ants, wasps, bees, deer flies, mosquitoes, and others); spiders (including brown recluse and black widows); alligators and other reptiles (including venomous and non-venomous species); and harmful vegetation (including poison ivy and plants with thorns). Safety precautions (drinking large amounts of water, taking resting breaks, and alerting staff of discomfort) must be followed to avoid dehydration. Also, volunteers must wear safety equipment and clothing as appropriate, such as personal flotation devices in and around boats, work gloves, earplugs, safety goggles, and helmets, as well as, other safety items required by the project work supervisor. If uncertain about any part of a particular duty, alert the project supervisor before continuing.

Alert National Park Service (NPS) staff to safety and/or any harassment concerns involving the public, other volunteers, employees, park facilities, or project operations, etc.. Refer issues through appropriate NPS channels when they exceed the volunteer's scope of responsibility or possess the potential for controversy or embarrassment. **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 work that the volunteer will perform.**

Signature of Volunteer, or Parent/Guardian of volunteer under 18 years

Date

Printed Name of Volunteer