



VOLUNTEER SERVICE AGREEMENT CHECKLIST (For DPR Use Only)

VOLUNTEER NAME		WORK LOCATION/PARK UNIT(S)				
FORM		DATE GIVEN TO VOLUNTEER	DATE RETURNED BY VOLUNTEER	APPROVED (Yes / No)	DATE	APPROVED / SIGNED BY
Before the volunteer is registered:						
Volunteer Application (DPR 208H) [Recommended]						
At the time the volunteer is registered:						
Volunteer Service Agreement (DPR 208)						
Volunteer Duty Statement (attached to DPR 208)						
Employee's / Volunteer's Notice of Pre-Designated Physician (DPR 615)						
Essential Functions Health Questionnaire (STD. 910)* w / Duty Statement						
Visual Media Consent (DPR 993)						
If the volunteer is a minor:						
Parental/Guardian Permission (DPR 208C)						
If the volunteer is serving as campground host or performing other duties within DN 2004-06 (e.g., handling sums of money, holding positions of special trust or security, having control over minors, working with interpretive collections, or having access to law enforcement records/communications, etc.):						
Volunteer Confidential Information (DPR 208D)*						
Pre-Employment Arrest/Conviction Disclosure Statement (DPR 883)*						
Request for LIVE SCAN Service (BCII 8016)*						
If the volunteer will be reimbursed for expenses (reimbursement must be listed on Duty Statement):						
Payee Data Record (STD. 204)						
Oath of Allegiance (STD. 689)						
If driving is part of the duties listed on the volunteer's Duty Statement:						
Authorization to Use Privately Owned Vehicle on State Business (STD. 261)*						
Equipment Operators Qualification Card (DPR 161)						
Government Agency Request for Driver License/ Identification Record Information (INF 254)*						
If the volunteer is issued or using equipment:						
State Property / Equipment Issue Record (DPR 175)						
Additional forms for local use:						