

Memorandum

Date : March 20, 2007

To : District Superintendents
District Volunteer Coordinators

From : Theodore Jackson Jr.
Deputy Director, Park Operations
Department of Parks and Recreation

Subject : Clarification of Camp & Park Host Length of Occupancy (Ref. DOM MEMO NO. 129)

The new DOM Chapter 2200, Department Housing, was issued on March 2, 2007, superseding Departmental Notices 2004-08 and 2002-10, "Employee Housing." Consistent with past policy and practice, camp and park hosts who meet functional criteria for housing may reside in designated locations identified in District and Sector Housing Plans.

The purpose of this memo is to clarify Section 2204.4 of the new DOM chapter regarding length of occupancy for volunteers in designated host sites. Specifically, "occupancy of the host site shall not exceed **six (6) continuous months**, except that the District Superintendent may permit an extension under the Volunteers in Parks Program Guidelines of up to **two (2) additional months**. Under no circumstances shall occupancy exceed **eight (8) continuous months**."

Currently, the Volunteers in Park Program Guidelines state, "camp hosts may serve a maximum of six (6) months annually in any single campground. If no other qualified applicants are available, the time limit may be extended on a month-by-month basis up to three (3) months, if approved by the District Superintendent."

Please be advised the new occupancy limit of eight (8) continuous months is effective immediately, and supersedes the VIPP Guidelines issued in 2005. The decision to revise the time limit is based on various legal and tax regulations outlined in Sections 2202.4, 2208.1 and 2208.2. Camp and Park Host Program policies and procedures currently in development by the Host Advisory Team will reflect the new time limit. When the Volunteers in Parks Program Guidelines are updated in the future, the new time limit will be noted.

If you have questions or need further clarification, please contact Margo Cowan, Volunteers in Parks Program Coordinator, at 916-653-8819 or mcowan@parks.ca.gov, or Karl Poppelreiter, Superintendent of Park Operations, at 916-653-9771 or kpoppelreiter@parks.ca.gov.

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