

Reclamation Manual

Directives and Standards

Memorandum

To: Area Manager or Volunteer Coordinator

From: *name of volunteer*

Subject: America the Beautiful - National Parks and Federal Recreational Lands Pass - Volunteer Pass

I would like to be considered for the America the Beautiful - National Parks and Federal Recreational Lands Pass - Volunteer Pass. I have accumulated the required number of volunteer hours necessary for the Volunteer Pass as shown below. I understand that the Volunteer Pass will be good for 12 months from the date of issue; only one (1) America the Beautiful - National Parks and Federal Recreational Lands Pass - Volunteer Pass may be issued to me in a calendar year; and that any additional volunteer hours accumulated at the time the Volunteer Pass is issued, will not be accredited towards another Volunteer Pass.

Full Name of Volunteer: _____

Area Office:

Total number of hours I have accumulated: _____ between _____ and _____ . (Date)

Signature of Volunteer: _____ Date: _____

To be filled out and signed by Volunteer Coordinator

I certify that that hours listed above by the volunteer are correct.

Volunteer Coordinator: _____ Signature: _____

Telephone number: _____ Date: _____

For Official Use Only To be filled out by Fee Program manager/representative

Date Pass issued: _____ Issued by: _____

Pass Number: _____