

Volunteer Forms Index

	Form	Definition	Purpose	complete
Mandatory	ENG 4880 R	Volunteer Agreement	<ul style="list-style-type: none"> ▶ enrolls applicant into volunteer program ▶ provides protection under workman's comp. ▶ provides protection from tort claims 	before work
	Contact Sheet		▶ summarizes information	before work
	ENG 4882 R	Service Record	▶ volunteer hour reporting	after work
	work plan	job description	<ul style="list-style-type: none"> ▶ defines work task, signed by volunteer ▶ describes job hazard analysis ▶ helps maintain up-to-date needs assessment 	before work
	volunteer letter		<ul style="list-style-type: none"> ▶ welcomes volunteer into program ▶ states behavioral expectations ▶ explains required forms and reporting procedures 	before work
	volunteer checklist		▶ tool for supervisors to insure all necessary steps are taken throughout the volunteer process.	throughout work
	volunteer work evaluation	USACE eval. of volunteer/work	<ul style="list-style-type: none"> ▶ determines quality of volunteer ▶ determines benefit of work 	after work
	volunteer experience evaluation	volunteer eval. of USACE	▶ determines success of the volunteer program	after work
Mandatory When Applicable	ENG 4881 R	Parental Approval	▶ allows those under 18 to enroll into the volunteer program	before work
	Group Registration Roster	group sign-up sheet	<ul style="list-style-type: none"> ▶ replacement of ENG 4880 R for members ▶ alleviates paperwork 	before work
	Activity Hazard Analysis	non-typical safety hazards	▶ identifies safety hazards outside the job hazard analysis in the work plan	before work
	Mileage Reimbursement		<ul style="list-style-type: none"> ▶ trip ticket/log for tracking mileage ▶ only way of reporting mileage for reimbursement 	throughout work
	SF 1164	Claim for Reimbursement	▶ allows for reimbursement of predetermined expenses	throughout work
	ENG 3065	Property Loan Form	<ul style="list-style-type: none"> ▶ tracks Corps equipment issued to volunteers ▶ makes volunteers accountable for Corps property 	before work
	thank you card		<ul style="list-style-type: none"> ▶ shows appreciation for volunteer's work ▶ part of the volunteer recognition/award policy 	after work
Optional	OF 301	Volunteer Application	▶ helps with placement of volunteers	before work