

America the Beautiful

The National Parks and Federal Recreational Lands Pass Program

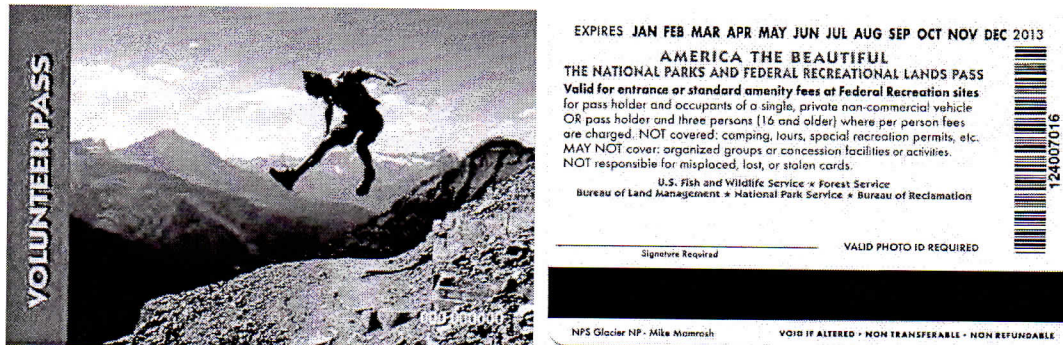


Interagency Standard Operating Procedures

March 30, 2012



INTERAGENCY VOLUNTEER PASS



What is the Interagency Volunteer Pass?

Congress authorized the Secretaries of the Departments of Agriculture and Interior to issue an annual pass for entrance or standard amenity fees to volunteers in exchange for the performance of significant volunteer services. The Volunteer Pass is one of many ways to recognize a volunteer's contributions. Individuals who already possess an Interagency Access or Senior Pass do not need an Interagency Volunteer Pass. In cases where someone already possesses an Interagency Pass, supervisors are encouraged to look for other forms of recognition.

Cost

Free

Availability

- 1) The Interagency Volunteer Pass will be available through agency-specific volunteer program coordinators.
- 2) The Interagency Volunteer Pass may be issued free of charge to volunteers who accrue 250 volunteer hours provided that they do not already have a valid Interagency Pass.
- 3) The Interagency Volunteer Pass is valid for one year from the month of issuance.
- 4) Volunteers may count any hours accrued beginning January 1, 2007.
- 5) There is no specific time frame in which the volunteer hours must be accrued. Once the 250 hour requirement is reached and a pass is issued, the volunteer's hours are reset to zero and the count begins again. Only one Interagency Volunteer Pass may be issued per 12-month period.
- 6) Interagency Volunteer Passes are not transferable.
- 7) Each site should designate a Volunteer Coordinator or staff member to track hours and issue the Interagency Volunteer Passes.
- 8) Volunteer Coordinators are responsible for ordering volunteer passes through USGS or the site's Interagency pass point-of-contact.

Validation

- 1) The pass must be punched with an expiration date at the time it is issued. The pass should be punched for the month in which it is issued.
- 2) The pass will have one signature line. The pass is not valid until it is signed, so the volunteer must sign the pass with first and last name when the pass is issued.

- 1) Motorcycles: At sites with vehicle entrance fees the Volunteer Pass will cover entrance for the pass owner on one motorcycle only.
- 2) Volunteer Coordinators or designated staff members are responsible for ordering Volunteer Passes through USGS or the site's Interagency Pass point-of-contact.
- 3) Student Conservation Association (SCA) hours do count towards a Volunteer Pass.
- 4) Each agency has its own form that Volunteer Coordinators use to track volunteer hours, so there is not one official interagency form.
- 5) All volunteer activities count toward the 250 hours, so long as they are pre-approved by a Volunteer Coordinator and occur on Federal lands managed by one or all of the five participating REA agencies.
- 6) The designated Volunteer Coordinator who verifies that a volunteer has accrued 250 hours is the person responsible for issuing the Volunteer Pass.

Frequently Asked Questions – Volunteer Pass

1) What is the Volunteer Pass?

A "Volunteer Pass" is an annual pass awarded to those individuals who volunteer 250 hours at one or more recreation sites managed by five Federal agencies as a way to say "thank you!"

2) Where can volunteers accrue hours (on which agency lands)?

Volunteer hours may be accrued on lands managed by the following:

- a. Bureau of Land Management (BLM) <http://www.blm.gov>
- b. Bureau of Reclamation (Reclamation) <http://www.usbr.gov>
- c. Fish & Wildlife Service (FWS) <http://www.fws.gov>
- d. USDA Forest Service (USDA FS) <http://www.fs.fed.us>
- e. National Park Service (NPS) <http://www.nps.gov>

3) Where can I find out about volunteer opportunities on Federal recreation lands?

<http://www.volunteer.gov/gov/>

4) Do we need to stock Volunteer Passes at all locations where other passes are sold?

No. Volunteer coordinators should work with USGS or the site's pass POC to order Volunteer Passes as needed.

5) How will volunteer hours be recorded and tracked?

The site supervisor or Volunteer Coordinator/Manager should provide timesheets for volunteers to record their hours (maintaining copies for their own record as needed). Additionally, volunteers may log their hours into a central database found on: <http://www.volunteer.gov/gov/VT/>

6) Who will issue the Volunteer Pass?

The Site Supervisor/Volunteer Coordinator/Manager who authorizes that a volunteer has accrued 250 hours.

- 7) **Can a volunteer accrue hours on lands managed by more than one Federal agency, or can they only accrue them by volunteering with one agency?**

A volunteer can accrue 250 hours by volunteering on Federal recreation lands managed by one or all of five agencies - NPS, BLM, USDA FS, FWS, and Reclamation. For example, they can volunteer 50 hours for each of the five agencies and earn a pass.

- 8) **What type of volunteer activities/projects count towards 250 Volunteer Pass hours?**

All activities that have been pre-approved by the Site Supervisor/Volunteer Coordinator count toward the required 250 hours.

- 9) **If a person volunteers more than 250 hours in 12 month period, do they receive additional passes?**

No. If a volunteer works more than the 250 hours over a 12 month period they earn only one pass.

- 10) **Can a volunteer give their pass to someone else if they already have an annual or lifetime pass?**

No. Volunteer Passes are non-transferable and may not be given to someone else or traded in for cash equivalent. The Volunteer Pass is only one means of recognizing a volunteer, so if a volunteer already has a pass, other types of acknowledgement should be offered in place of a pass.

- 11) **What if someone shows up with an un-punched Volunteer Pass?**

Punch the current month; make sure the pass owner's signature is on the back of the card; and verify that the signature matches identification.

- 12) **What if a couple each have earned 250 volunteer hours? Can I issue both of them passes?**

Yes. All volunteers that have volunteered 250 hours are eligible to receive a pass.

REMEMBER: Refer to the *General Pass Rules and Benefits* on Page 10 that apply to ALL Interagency passes