

# Reclamation Manual

## Directives and Standards

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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: \_\_\_\_\_

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**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: \_\_\_\_\_

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

Date Pass issued: \_\_\_\_\_ Issued by: \_\_\_\_\_

Pass Number: \_\_\_\_\_