

# OF 301b “Volunteer Sign-up Form for Groups”

## HOW AND WHEN TO USE THE OF301B:

- You are engaging an organized volunteer group or holding a group or public volunteer event.
- Parent or guardian consent is required for all minors. If an organized group does not have records of guardian permissions, each minor must be engaged through the OF301a. Same requirements for guardian permissions apply for walk-in one day events, like National Public Lands Day.
- The OF301b form **must** be used with a group agreement (OF301a) and applicable job hazard analyses.
- Additional pages of the OF-301b may be attached as needed.

## TOP:

- **Group Name:** Name of organized group. An organized group typically has an official name and a group leader who serves as liaison to the Forest Service. For one-time, day-of events to which the general public is invited and there is no sponsoring group, leave blank.
- **Agency Name:** Name of the Forest Service (FS) unit.

## BODY OF FORM:

- **Project Title:** Name of project or event, such as *“High Pines Trail Maintenance”* or *“Big Muddy Creek Streamside Restoration Project”*.
- **Date of Project:** Date(s) which the project takes place.
- **Group Name:** Official name of the volunteer group. Example: *Back Country Horsemen White River Chapter*.
- **Group Contact Name:** First and last name of group’s liaison to the agency.
- **Telephone:** Phone number(s) of the group contact.
- **Email:** Email of the group contact.
- **Agency:** FS unit name.
- **Agency Contact Name:** FS staffer supervising the project or event.

- **Telephone:** Agency contact's phone number(s).
- **Email:** Agency contact's email address.
- **# (Number):** Sequenced beginning at "1".
- **Volunteer Name:** First and last name of the volunteer.
- **Signature:** Each volunteer must sign.
- **Telephone Number:** Landline or cellphone number of the volunteer, if available.
- **Email Address:** Individual volunteer's personal email address, if available.
- **Photo Release Yes/No:** Check one to indicate consent or withholding of consent to allow the agency to use images of the volunteer.

**Provide a copy of the completed OF301b to the unit volunteer coordinator along with the completed OF301a.**