



Volunteer Handbook May 2018

Alaska Trail Stewards Building a Community of Trail Volunteers



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Welcome to Alaska Trails! We're Glad you are here!

On behalf of the Alaska Trails board and staff, allow me to welcome you to the team and thank you for choosing to donate your time and skills to support and care for Alaska's incredible trails. As a volunteer, your contributions not only help us to maintain Alaska trails but they also improve overall stewardship of public lands. Our volunteer program helps local, state and federal agencies accomplish trail maintenance that they are otherwise unable to complete because of limited resources. Knowing that your time is very valuable, we try to provide rewarding and challenging experiences for our volunteers. We provide training, tools, and leadership you need to be successful and we also know that we will benefit from your unique background and skills.

This handbook provides information that will help orient you to the organization and inform you on what to expect while volunteering on a trail crew, as well as how to plan and prepare for your project. We will provide you with the necessary training and additional information about your specific project and job duties at each event. We hope your volunteer experience enriches your life and provides an opportunity for service and learning. Please let us know if you have any questions or comments about any part of your volunteer experience. Again, our sincere thanks for your help—and welcome aboard!

Happy Trails,
Steve Cleary
Executive Director

Alaska Trails

Mission

To enhance the Alaska Trails experience by supporting world-renowned sustainable trails through advocacy, education and technical assistance

About

As a 501(c)(3) tax-exempt nonprofit, incorporated in the state of Alaska, we provide funding ideas and sources as well as technical assistance for on-the-ground trail related projects and programs such as development, maintenance, easement acquisition, safety, education, and more. Our supporters and partners represent a cross section of trail user groups, businesses, government agencies, community organizations, and individuals. Alaska Trails is the only Alaska statewide group providing care for all Alaskan trails.

Benefits and Recognition

- The satisfaction of incorporating service into your life and making a difference in your community and country.
- Become a member of a team that has the goal of making trails in Alaska the very best they can be.
- Earn valuable experience that may help you in future careers.

Making the Most of Being a Volunteer

While we try to make sure all of your needs are met while on a trail crew, please remember you are a vital component in ensuring your own experience is a positive one. Being flexible and open-minded with a willingness to work as part of a team will help to make your experience joyous and memorable.

Living and working on the trail can be an enjoyable and rewarding experience. While each person's experience will be different, many times volunteers say they feel satisfied with the work they performed, excited about their new friendships, and thankful for the opportunity to give back to the trail.

The best volunteer experience comes from what we call "a good fit". This means that the volunteer selects and is placed in an activity that suits their interests, aptitude, and physical abilities. Alaska Trails, to a great extent, depends on volunteers to be realistic concerning their abilities and not select a volunteer opportunity that would not be safe or enjoyable for them. This requires information and open communication prior to the experience; something that is addressed later in this handbook.

Patience

Learn all you can about the position that you take on, ask lots of questions and observe how your crew leader does things. Sometimes progress may not happen as fast as you would like, but there may be things happening in the background that you are not aware of. There also may be turnover or crew leader changes that affect your position. This is a healthy process for Alaska Trails and helps with the flow of ideas. Once you are comfortable with your role feel free to make suggestions to your crew leader.

Address Concerns Promptly

Resolving all issues swiftly is extremely important. If you have any conflicts with visitors, other volunteers, or Alaska Trails staff they should be immediately reported to your crew leader so that a solution can be found quickly.

Learning

Your continuing education about the trails in Alaska benefits Alaska Trails and you. There are numerous resources available to further your knowledge about trails. See the Resources section of this handbook to discover additional reading sources and never hesitate to ask your crew leader for help.

Have Fun!

Volunteering can enhance your quality of life. Bring your passions and sense of humor to the trail with you. If you are having fun, most likely our other volunteers will have fun, too.

Overview

Role of Volunteers

As an Alaska Trails Volunteer, you are part of a team that helps land managers fulfill their mission. Some of the rewards of working with Alaska Trails include opportunities to learn new skills, meet interesting and highly motivated people, and test your ability to perform jobs that need to be done. It

is our hope that your experience with Alaska Trails will enhance your awareness, understanding, and appreciation of Alaska's trail resources.

The Alaska Trail Stewards Volunteer Program is an essential component of maintaining trails in Alaska. The many thousands of hours volunteers donate each year make it possible for land managers to complete unfunded work that would otherwise not be done. Communication is very important. Volunteers and crew leaders will exchange contact information and note preference of phone calls, text messages, or emails.

Role of Alaska Trails Crew Leaders

Crew leaders participate in trail project planning and volunteer recruitment and selection; they conduct or participate in volunteer orientation and training; they provide guidance and advice to volunteers; they oversee and evaluate volunteer performance; they ensure accuracy of volunteer agreements and job descriptions and update as necessary; they acknowledge volunteer accomplishments and recommend formal recognition and awards for outstanding service; they maintain records of volunteer work hours; they ensure that volunteer rights are respected, and assist volunteers in carrying out their responsibilities and performing their duties.

Role of Alaska Trails Staff

Alaska Trails is responsible for the management, recruitment, and training of this volunteer program. Alaska Trails performs local volunteer recruitment and local Volunteer Program promotion; consults with land management agencies about volunteer needs for programs and projects; compiles, maintains, and reports volunteer program statistics for submission to land managers; and maintains files for individual volunteers within the Alaska Trails office.

Who Can Volunteer?

Anyone over the age of 18 can volunteer unless otherwise specified for a project. With permission of the land manager, youths 14 and up may volunteer with a parent/guardian or be a part of an organized youth group such as a school, civic, or church group. Volunteers must also be physically able to carry out the job agreed upon. Volunteers are accepted without regard to race, creed, religion, age, sex, sexual orientation, national origin, or disability.

Ways to Help Alaska Trails Have a Consistent High-Quality Volunteer Program

- Let Alaska Trails know as soon as possible if you will not be able to attend a volunteer project.
- Communicate with us by updating your e-mail address and phone number when necessary.
- Attend special training, workshops, and field trips when applicable.

Each trail crew is constructed of a diverse group of people varying in age, gender, and ethnicity. Getting to know your fellow trail crew members is fun and an inevitable part of being on a trail crew. The crew will vary in size but will include at least one crew leader who will act as an instructor and educator while providing assistance and advice on trail construction and maintenance. Every crew leader has the responsibility to make sure the project runs smoothly and safely while providing quality

control as well. Therefore, the final word will also lie with the crew leader.

We want you to learn and use a wide variety of valuable trail skills that you can use to do the job right. Ask questions, watch and work with experienced crew members. Work at your own pace and work together with your fellow crew members while trying to experience the wide variety and rewarding world of trail construction and maintenance.

Volunteer Agreement Forms

Anyone volunteering on an Alaska Trails event must sign the Alaska Trail Stewards Volunteer Agreement. This form informs you of the work you will be doing, has emergency contact information, covers tort claims against you while volunteering for one of the management agencies, and certifies your health and physical capability to complete the job. It may also cover background checks and additional requirements as needed. Youths under 18 must have their parent/guardian sign the form. Each volunteer must sign an Alaska Trail Stewards Volunteer Agreement annually.

Some land management agencies may have additional volunteer forms to sign. Examples include the Alaska State Parks Volunteer Service Agreement (VSA) and the U.S. Forest Service's 301 Form. Your crew leader or Alaska Trails Staff will inform you of those forms.

Time Commitment and Tracking

Work days can average 6-8 hours long. Time for warm-up is encouraged and factored into the work day, as are training and safety sessions with the crew leaders prior to the beginning of a new project, and plenty of breaks for lunch and snacks.

Most volunteer days will begin by meeting the crew at the designated location and time, which will typically be a trailhead or campground. Please review the directions to the meeting location well in advance so that if you have questions you will have adequate time to get answers and clarification. Please give yourself plenty of travel time and plan to arrive 15-30 minutes early. If, for whatever reason, you are running late or unable to attend, please contact a crew leader to let them know. If you miss the safety briefing at the meeting, you will not be eligible to participate in the day's activities.

Rights and Responsibilities

As a Volunteer you have the Right to:

- Be given suitable assignments after informed consideration of your preferences, skills, experience, and training. You will also receive a clear description of your duties.
- A variety of assignments and increasing levels of responsibility and challenge.
- Receive training appropriate to your project assignments, and orientation to Alaska Trails and its responsibilities.
- Continuing education on the job as follow-up to initial training, information on new

developments, and training to prepare for greater responsibility.

- Have your time used effectively and efficiently; and receive supportive guidance and supervision, and fair and regular evaluation.
- Have a crew leader who is experienced, well informed, patient, thoughtful, and who has the time to invest in giving guidance.
- Be invited to participate as a co-worker, not just free help, and have your suggestions considered by someone who can do something about them.
- Expect that Alaska Trails will keep any commitment made to you in your volunteer agreement or position description.
- Be held responsible for your actions as a volunteer and be acknowledged for your contributions and accomplishments.

As a Volunteer, you have the Responsibility to:

- Keep your agreements with Alaska Trails.
- Follow the policies and procedures outlined in this handbook.
- Accept the guidance and decisions of your crew leader.
- Serve the public well and represent Alaska Trails in an appropriate manner.
- Inform Alaska Trails if your crew leader is not keeping any of its commitments to you.
- Work within the bounds of your duties as set forth in your agreement or project description, and advise your crew leader if you think these should be revised because of change in your circumstances or for any other reason.

Ethics and Volunteer Conduct

- Volunteers are required to maintain high standards of honesty, integrity, impartiality, and conduct in the course of, or in relation to, their volunteer service.
- Volunteers shall be held accountable for government property and monies entrusted to them in connection with their volunteer service. It is each volunteer's responsibility to protect and conserve government property and to use it for official purposes only.
- Volunteers are expected to be courteous, considerate, and prompt when dealing with and serving the public.
- Volunteers must comply with all applicable Federal statutes and regulations issued any of our land manager partners.
- Volunteers must comply with any lawful regulations, orders, policies, and appropriate requests issued by the crew leader or other government officials having jurisdiction over the work or projects involved.
- In the course of, or in relation to their volunteer service, volunteers shall adhere to the policy of the Federal government that there shall be no discrimination in service based on factors of

race, creed, or religion, color, national origin, political affiliation, physical disability, sex, age, and similar matters not related to merit and fitness.

- Volunteers shall not use or authorize the use of a government owned or leased motor vehicle other than for official purposes.
- Volunteers shall not sexually harass other volunteers, government employees, or members of the public having business with the Department. Sexual harassment is defined as verbal comments, gestures, and physical contact of a sexual nature that are deliberate or repeated and unsolicited and unwanted advances.
- Volunteers shall not participate in gambling while on government owned or leased property, or while on duty for the government. This includes raffles, lotteries, and sports pools.
- Volunteers are prohibited from using alcohol or illegal drugs while on duty, as described in the volunteer agreement. A volunteer who uses intoxicants while on duty is subject to dismissal and cancellation of his/her agreement.
- Possession or use of marijuana is prohibited at all times on any Alaska Trails volunteer projects. Although Alaska has legalized the medical and/or recreational use of marijuana, it remains illegal to possess marijuana on all federal lands and the federal government can prosecute people who are otherwise protected under state laws. Although projects vary in locations, Alaska Trails' stance remains firm in not allowing the use of marijuana at all times. Volunteers will be dismissed from a project if caught using marijuana.
- The carrying or transportation of firearms in a government vehicle or while on duty is prohibited. A federal employee may be required to carry a firearm for protection from bears, but Alaska Trails volunteers will not carry firearms during events.
- Follow the off-duty, off-premises rule for political activities. Avoid discussing your personal political views with visitors when you are on duty. Do not wear campaign buttons on your uniform. When sharing your views off duty, such as in a letter to the editor, do not represent yourself as an Alaska Trails volunteer or in any official capacity.
- Fundraising for outside organizations is prohibited. An example would be selling Girl Scout cookies at an Alaska Trails Event.
- You may not receive compensation for any activity that is related to your volunteer duties. Sometimes visitors may wish to tip you for your hard work; instead notify them of our donation programs.

An equal, inclusive, and comfortable volunteer workplace

You should feel comfortable in the volunteer workplace at all times. Any adult is welcome at an Alaska Trails event, so long as they support a positive and caring culture. Assault will never be tolerated. Verbal and physical harassment will never be tolerated. Discrimination will never be tolerated, and we should actively seek to reverse our personal biases.

We strive to create a culture of open communication where everyone has the power to say, "I'm not comfortable with that. Please don't do that anymore." We strive to create a culture where this feedback is welcomed and respected. We strive to create a culture where fear to advocate for oneself is absent.

If a fellow volunteer, AK Trails staff member, land manager, or state or federal employee assaults, harasses or discriminates against you, please document it accurately and report it as soon as

possible to another AK Trails staff member or board member so action can be taken.

Safety and Protection

Safety comes first on every job, every time. Your safety is extremely important to us.

Tailgate Safety: Your crew leader will conduct a tailgate safety meeting in the parking lot for each event. Waivers, the work plan, and priorities for the day will be covered. A PPE check will be performed, medical training will be identified, the location of First Aid Kits will be made known, and the Emergency Action Plan will be reviewed. Additionally, hiking safely in bear country and carrying tools properly will be covered.

Before beginning work: At the work site, your crew leader and/or the land manager will cover the hazards you may encounter that day. You will talk about hazards from tools, environmental hazards, and human hazards, and discuss how to mitigate the risk of exposure to these hazards.

First Aid Kits: First aid kits will be provided and you should make sure there is one at every project. It isn't just about calling 911 when an accident occurs. It's about situational awareness, self-care, and accident prevention. On some projects, definitive medical care may be hours away. Accidents can take on a much more serious nature in these settings and accident prevention is the highest priority.

Using tools safely: While building trail, we utilize a variety of tools. If used, carried, or stored improperly, they can be dangerous. You will be trained on proper use of every tool you use while volunteering for Alaska Trails as well as the common hazards associated with each tool.

Preventing repetitive use injuries: The daily repetitive use of trail tools can be stressful on your body. Repetitive use injuries can be prevented by switching up tasks frequently. Crew leaders should demonstrate and model proper body mechanics while lifting and moving objects and swinging tools. Suggestions for improvements in body mechanics and techniques should not be taken with offense. All participants on a project should be mindful, work within their personal physical limits and should not feel compelled to push themselves beyond their limits.

If you see something, say something: If you feel unsure about the safety of any task you have been asked to do, tell your crew leader immediately. We don't want anyone to be hurt, and we don't believe accidents are acceptable. Any participant on a project should feel responsible and empowered to stop trail work operations if they spot a safety concern or problem. Crew leader(s) should be informed immediately regarding safety issues.

Health Concerns: As required on your volunteer agreement, provide Alaska Volunteers with accurate information concerning your health and physical condition and your ability to perform specific types of work, especially under adverse conditions. If you rely on daily medications, make sure you bring enough to the project site. If you need accommodations for a medical condition, communicate this to your crew leader or Alaska Trails staff before the event.

Personal Protective Equipment (PPE)

In keeping with industry standards and mirroring those of our land management agency partners,

certain safety gear is required for certain tasks. As volunteers, we can increase our professionalism by coming prepared with proper PPE.

- **Hard hats** are required any time there is any type of overhead hazard. Overhead hazards include trees (standing dead trees, live trees with dead limbs, or any tree in a heavy wind storm), rocks or logs on a slope above you that could potentially shift. Other overhead hazards include swinging tools above your head for chopping, splitting, or crushing as well as working around other people doing these activities. Any time you are working below someone else, hard hats must be worn. Hard hats are also mandatory when using rigging, any type of saw, and while hiking if overhead hazards exist during travel.

Hard hats should fit properly by tightening the ratchet. If the hard hat remains on your head as you bend over at a 90 degree angle (as if digging in the dirt with a pulaski) you are wearing it properly. Hard hats should be stored out of the sun when possible, as UV degrades the plastic over time. Hard hats should also be treated gently and not thrown; every impact decreases the efficacy of the hard hat.

- **Eye protection** (ANSI approved) is required any time there is a chance of a particle or tool entering your eye. Situations include chopping or splitting wood, crushing rock, sawing of any sort, grubbing or digging tread, or working around other people doing these activities.
- **Face shields** should be used while operating a power brusher and may be used while operating a chainsaw.
- **Ear protection** is required any time chainsaws and power brushers are in use in the area, regardless of who is running the equipment. Ear pro should also be worn when crushing rock, pounding rebar, operating power or gas powered tools such as generators, rock drills, and plate compactors, or working around heavy equipment.
- **Work boots** Full-grain leather (no suede, synthetic, or mesh), ankle or higher work boots are the industry standard for most land management agencies, and are required for operating a chainsaw. Partial leather (part synthetic) ankle high work boots are acceptable for some trail tasks, but do not offer as much protection from penetration or crushing as full leather. Showing up to an Alaska Trails event in trail running or tennis shoes is highly discouraged, and volunteers who do such may not swing hand tools. Instead, they may engage in tasks such as lopping, transporting materials in buckets, or light duty tasks. Closed-toed shoes are a requirement for all Alaska Trails Events.
- **Gloves** should be worn for all trail work as well as sharpening and tool maintenance.
- **Long pants** are required for all trail maintenance and construction tasks.
- **Long sleeves** are required for any type of sawing or rock crushing, and are encouraged at all times.
- **Dust masks or improvised face shields** are encouraged for rock crushing and rock drilling and any other task that generates inhalable particulate matter.
- **Chaps** must be worn while operating a chainsaw, crosscut saw, or power brusher.

Chainsaw

Conditions for operating a saw:

1. Employees covered under Alaska Trails Worker's Compensation may operate a chainsaw if

they have been trained to an equivalent level of the agency they are working with AND they have been approved by the land manager to operate a chainsaw AND they have a signed and approved volunteer agreement specific to that agency.

2. Employees and volunteers NOT covered under Alaska Trails Worker's Compensation may operate a chainsaw if they have been trained to an equivalent level of the agency they are working with AND they have been approved by the land manager at that agency to operate a chainsaw AND they have a signed and approved volunteer agreement specific to that agency AND said volunteer agreement offers the volunteer Worker's Compensation insurance through the agency they are working with.

3. No Alaska Trails Employee or Volunteer may fall trees with a DBH greater than 6 inches.

4. No Alaska Trails Employee or Volunteer may saw alone.

5. Required PPE for operating a chainsaw in any setting includes ALL of the following: full grain leather over the ankle work boots (mesh and synthetic materials not acceptable), chaps, work gloves (leather is recommended but synthetic is acceptable if synthetic gloves offer a better hand fit or grip in wet conditions), eye protection (Bugs or a face shield offer greater protection than safety glasses), ear protection (using ear plugs and earmuffs together for prolonged sawing is recommended), long pants, long sleeves, and a saw helmet (ideally 6 point with ear protection).

6. Required PPE for sharpening or maintaining a chainsaw includes: gloves (leather is recommended for sharpening), and ear and eye protection if operating an air compressor. If starting a chainsaw during maintenance or troubleshooting, all PPE required for operating a chainsaw (#5) applies.

Driving

- Do not drive while distracted.
- Texts and phone calls can wait. Pull over in a safe spot to conduct any necessary business. If possible, have your passenger handle your communications.
- Set your navigation system before you pull out of your parking spot. If possible, have your passenger navigate.
- Do not drive while intoxicated. Encourage a culture of safe driving. Take care of each other.
- Obey speed limits and traffic laws.
- Drive defensively.
- Always use your seatbelt. Aside from the obvious safety considerations, personal injury and/or vehicle damage may not be covered by the Federal government if you are injured in an accident and found not to be wearing your seatbelt.
- Do not use Federal government vehicles for personal use or transport unauthorized passengers.

Incident Reporting

- Report any injury, illness, or behavioral incident within 24 hours of the occurrence to an Alaska Trails Staff member.
- Also report “near misses” or incidents that *almost* occurred.
- Use the Incident Report Form found in the Crew Leader Binder.

What to Bring

When packing for your trip/project, please keep in mind:

- Temperatures may vary from the 20’s at night to 90’s during the day in some areas. Weather can change quickly in Alaska and it often does. Crews work in all conditions rain or shine, cold or hot. Please come prepared for all elements.
- Trail work is inherently a dirty job. Since you will be working in the dirt and may be working in mud, dense vegetation and rain in typical Alaskan weather, bringing appropriate gear can make all the difference between a great experience and a bad one.
- During the Alaskan summers insects are as close to a guarantee as anything. This can include mosquitoes, no-see-ums, white socks and flies of all kinds among others. Clothing that covers your arms and legs can prevent bites. You may also want to consider bringing bug spray or a head net if you have one.
- In the land of the midnight sun, sunshine can make for a great day on the trail, however, at higher elevations the risk of sunburn increases. Bring a hat, sunscreen, and lip balm for protection.
- Staying hydrated is one of the single most important activities you can do while working. As a general rule of thumb, bring at least one gallon of water to consume as you’re working throughout the day. Drink up, it may save your life.
- Since most of Alaska is considered bear country, a can of bear spray is always a good thing to have. No firearms are allowed at Alaska Trails events.

Packing Checklist

Clothing

- ✓ Layers work best as outdoor temperatures, weather, and your activity level will vary through the day.
- ✓ Long pants are required to conduct trail work. Long sleeve shirts are recommended for sun and insect protection and in some areas are required for trail work.
- ✓ Long underwear tops and bottoms, socks. Made of lightweight wool or synthetic material.
- ✓ Mid-weight wool or synthetic pants and shirt. Can be more than one layer; bring additional layers if you get cold easily. Cotton is not recommended but can be included here.

- ✓ Rain coat, rain pants, or other water/wind resistant gear.
- ✓ Sturdy boots: No sandals or sneakers while working on the trail.
- ✓ Work gloves and hard hat, if you prefer to use your own, otherwise we will provide them.

Food and Water

- ✓ Lunch and snacks (Bring more than you think, it's better to have food and not eat it all than being hungry and risking injury).
- ✓ Water and electrolytes: bring enough containers to hold 4 quarts (1 gal) of water

Toiletries and Personal Items

- ✓ Sunscreen
- ✓ Prescription or over the counter medications you may need
- ✓ Sunglasses/Safety Glasses- we will provide safety glasses if you do not have them (must meet ANSI standards)
- ✓ Hearing protection (when necessary)
- ✓ Lip balm
- ✓ Insect repellent
- ✓ Daypack

Other Items to Consider

- ✓ Camera
- ✓ Map and Compass
- ✓ Hat
- ✓ Pocket knife
- ✓ Bandana

Emergency Action Plan

If you are injured while volunteering with Alaska Trails you need to report the accident immediately to your crew leader. If your crew leader is not available, report the accident to any agency employee.

If a medical emergency occurs:

- Immediately call 911 if an emergency response from outside personnel is needed or contact someone by radio to make this call.
- Ensure that you or someone else summarizes the situation over the radio or cell phone. This will bring assistance from agency employees and let them know to cease non-emergency radio use. State your location and emergency details.
- Do not exceed the level of your current training and certification.
- Any time that you may come into contact with blood or other bodily fluids, you should wear nitrile gloves, even if it is just to put on a bandage.
- Always think of your safety first and then worry about the patient (or other situation). You can't do the patient much good if you get hurt while administering aid.

- Gather information. Jot down notes that describe the what, where, how, when and why of the situation. If there is a victim or a patient, get the names, addresses, phone numbers, and date of birth of involved parties. Remember, the goal is to stabilize the situation until qualified emergency personnel can take over.

An Alaska Trails volunteer working on certain projects *may* be an official volunteer of the USFS, BLM, NPS, or Alaska State Parks and is entitled to certain protections when safety requirements and current volunteer agreements are in place. In all three of these federal agencies, volunteers are considered to be federal employees for purposes of:

- Compensation for work-related injuries or illnesses under the Federal Employees Compensation Act (FECA), relating primarily to costs for medical care in case of injury or illness; and
- Protection from tort claims, under the Federal Tort Claims Act, which may be filed by anyone who may claim to have sustained personal injury or property damage due to the actions of a volunteer; and
- Claims relating to damage or loss of personal property of the volunteer while performing volunteer service.
- Volunteers are not considered to be federal employees for purposes of pay, benefits, retirement, or unemployment compensation.

Please be aware that the protections listed above will not be valid if a volunteer injures him/herself while hiking in to or out of a project/base camp site, either by arriving late or leaving early, without a member of the official trail crew or permissions. You will also not be covered if your injury is the result of lack of compliance with safety procedures, if the proper safety equipment was not used, or if you fail to report an injury immediately. The coverage also does not cover injuries you might sustain on days off during a recreational opportunity.

Completion or Termination of Service

Volunteers may end their service for any reason: completion of term of service or a specified project, loss of interest, disagreement, conflict with personal obligations, or any other reason.

Just as the volunteer has the right to end his/her service, Alaska Trails has the right to terminate a volunteer if he/she is not performing satisfactorily, or if there is an issue related to policy, harassment, safety, or any other significant factor or conflict.

Leave No Trace Principles

The Leave No Trace Principles are adopted by the Alaska Trail Stewards. These principles are designed to help us minimize our impact on nature. Please do your part.

1. **Plan ahead and prepare.**
2. **Travel and camp on durable surfaces.**
3. **Leave what you find.**
4. **Minimize campfire impacts.**

- 5. **Respect wildlife.**
- 6. **Be considerate of other visitors.**
- 7. **Dispose of waste properly.**

Resources

Alaska Trails Website – www.alaska-trails.org
BLM Volunteer Program - <http://www.blm.gov/wo/st/en/res/Volunteer.html>
USFS Volunteer Program - <http://www.fs.fed.us/working-with-us/volunteers>
NPS VIP Program - <https://www.nps.gov/getinvolved/volunteer.htm>
State of Alaska Volunteer Program - <http://dnr.alaska.gov/parks/vip/>
Volunteer.gov (Volunteer Recruitment Website) - <http://www.volunteer.gov/gov/>
American Trails (lots of trail resources including training) – www.americantrails.org
Book – Lightly on the Land: The SCA Trail Building and Maintenance Manual – R. Birkby

Acknowledgement and Receipt

Alaska Trails Steward Program

Volunteer Handbook Statement of Certification

I, _____, certify that I have received and reviewed the Alaska Trails Volunteer Handbook. I further understand that, by signing this statement as requested that I am indicating that I have read the Volunteer Handbook and understand its contents, or have discussed questions I have with my crew leader or the Volunteer Program Manager. I also acknowledge that this statement will become a permanent part of my volunteer personnel file.

Name (Please Print)

Signature

Date