

The Coalition for the Upper South Platte
Volunteer Coordinating and Projects
Policies and Procedures
SOP

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1. MISSION STATEMENT

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The Coalition for the Upper South Platte (CUSP) protects the water quality and ecological health of the Upper South Platte Watershed, through the cooperative efforts of watershed stakeholders, with emphasis placed on community values and economic sustainability.

2. INTRODUCTION

These policies were developed to enhance volunteer experiences and to provide a clear and consistent direction for these experiences. In an effort to provide the most beneficial experience for both the volunteer and the entity they serve, the following objectives have been taken into consideration:

- ☐ To ensure a safe environment in which volunteer activities can take place
- ☐ To provide scheduled events for volunteer opportunities
- ☐ To provide knowledgeable leadership
- ☐ To provide clear and concise policies and protocol for volunteer activities
- ☐ To provide the appropriate level of service for each participating group or individual determined by diverse volunteer categories

WHY DO WE NEED VOLUNTEERS?

There is a natural and wonderful symbiotic relationship between volunteers and a healthy watershed. For those who are generous with their time, talents and labor, working in the capacity of watershed stewards is both physically and emotionally rewarding.

Acquiring funding for water quality and ecological health programs is always a challenge. In order to sustain, create and enhance the health of the Upper South Platte Watershed we need the energy, vitality and support of a strong volunteer community.

The indispensable work of volunteers provides in-kind services that can result in support and matching funding from grantors. Most importantly, volunteers become ambassadors to the community and stewards for water quality and forest health. Together we can create a healthier watershed to be sustained for generations to come.

3. PRE-SEASON PLANNING

Fall and winter months will focus on preparing for upcoming volunteer projects by completing the following steps:

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Conduct annual outreach to identify volunteer resource needs and priorities. Many groups are identified in the database and in prior years' project binders and calendars as volunteer entities. Groups are generally scheduled on a first come basis, with courtesy given to returning groups. **Every effort should be made to be inclusive of diverse stakeholders.** Outreach should include, though not be limited to, the following categories:

- ☐ Conservation groups (Trout Unlimited chapters, The Wilderness Society)
- ☐ Corporate and teambuilding groups (FedEx, Hewlett Packard)
- ☐ Military groups (USAFA, Ft. Carson, Peterson AFB)
- ☐ Schools and youth groups (Denver UHL, Griffith Centers, YES Clubs, scouts)
- ☐ Recreation groups (Rising Sun 4 Wheel Drive Club, hiking clubs)
- ☐ Faith based groups (UMC mission groups, American Jewish Society)
- ☐ Stakeholder agencies and non-profits (Denver Water, Rocky Mt. Field Institute)

Conduct annual outreach and project scoping to identify partner needs and priorities. A partnering letter, including a link to the "Partner Request Form" located at <http://cusp.ws/partners/> should be sent early in the year. Project planning will be based on priority needs and available funding. Outreach should include, though not be limited to, the following agencies (found on the database under entities):

- ☐ Local (Town of Fairplay and Alma, local fire districts)
- ☐ State (CO Parks and Wildlife, CO State Forest Service)
- ☐ Federal (US Forest Service, BLM, the Natural Resource Conservation Service)
- ☐ Active stakeholders (the National Forest Foundation, Denver Water, South Park National Heritage Area)

Identifying, scheduling and planning annual single days of service, including:

- ☐ Colorado Cares Day
- ☐ Earth Day
- ☐ Global Youth Service Day
- ☐ Martin Luther King Service Day
- ☐ National Public Lands Day
- ☐ National Trails Day
- ☐ Pulling for Colorado

Group contact information is located on the server: Filemaker > Entities and individual contact information is located in: Filemaker > Contacts.

- ☐ Review entire volunteer website and ensure all information and forms are up to date for successive year.
- ☐ Update/ review Volunteer FAQs.

4. BASIC POLICIES FOR ALL VOLUNTEER PROJECTS

All staff, volunteers, groups and individuals working on projects under the jurisdiction of the Coalition for the Upper South Platte (CUSP) are asked to proceed under the following guidelines:

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- ☐ All projects will be pre-approved by CUSP's Operations Director, Deputy Operations Director or Volunteer Coordinator.
- ☐ Volunteers providing service and support to the Coalition for the Upper South Platte will be treated with respect and consideration, and without discrimination of race, religion, color, sex or sexual orientation, age, national origin, expression of gender, political affiliation or disability.
- ☐ Projects will be selected according to CUSP's mission and guidelines set forth in the Volunteer Policies and Procedures Handbook.
- ☐ All projects will be scheduled and covered by insurance provided through the Coalition for the Upper South Platte.
- ☐ Funding and funding sources or responsibilities for all projects will be determined prior to the initiation of a project.
- ☐ Projects that will add physical changes or additions to a property and/or facility will be outlined beforehand to property owners. Property owners are responsible for upkeep and/or long-range maintenance that may be required with such a project.
- ☐ In the event of inclement weather, projects will be rescheduled at the mutual convenience of CUSP and the volunteer agency or individual.
- ☐ Children under the age of sixteen (16) must be accompanied by an adult on volunteer projects, with volunteer's parent or guardian's signature required on all required volunteer forms.
- ☐ The ratio of children to adults (either CUSP staff or participating organization leaders) will be 1 adult to 15 youth. Increased adult supervision may be required due to factors such as: project safety, limitations in ages or physical abilities.
- ☐ Transportation to and from volunteer events is the sole responsibility of the volunteer group or individual. All transportation vehicles must remain on site for the duration of the project.
- ☐ Pets, whether staff or volunteer's, are not permitted at volunteer work projects.

BASIC POLICIES FOR ALL VOLUNTEER PROJECTS CONTINUED ON NEXT PAGE

- ☐ Documentation in the form of a CUSP "Liability Release Form" (Form Attachment 1) is required for **each** volunteer. A "Volunteer Sign-Up Sheet" (Form Attachment 2) must be provided by each group, listing each member, hours worked and contact information.

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- ❑ The Project Lead must complete an “Incident Report Form” (Form Attachment 3) in the event of a volunteer injury or a near miss on the project site, and turn the form into the Operations Director within 24 hours.
- ❑ All employees will strictly adhere to the **Policy Attachments – “Youth Protection Policy 8.1”** when working with any youth.

5. PROJECT PRIORITIZATION AND RANKING

Potential projects will be prioritized initially by funding availability, partner priority, and according to priority of necessity, such as, urgent, moderately urgent or ongoing.

- ❑ **Urgent** – requiring immediate action due to environmental factors, partner commitment or grant limitations
- ❑ **Moderately urgent** – must be completed within a specific season or time constraint
- ❑ **Ongoing** – occurring each work season or without time constraints

Note: The Executive Director may approve an unfunded project if it is within our mission and supports important community or ecological needs.

Projects will be ranked on a volunteer skills scale of:

- ❑ **Easy** – Projects able to be completed by groups of any skill level, to include children and persons of physical limitations. Projects that are easy to access by vehicle and walking short distances of less than ½ mile. These types of projects can include raking and seeding native grasses, weed control and plantings.
- ❑ **Moderate** - Projects that require greater physical activity, such as lifting, carrying and digging. Access by vehicle and distance to project site may require over ½ mile of walking.
- ❑ **Strenuous**- Projects that have difficult access to worksites and require physically demanding activities. This may include longer hikes into worksites while carrying tools and personal necessities. These sites are often on significant slopes and often include fire restoration work and/or rock work on trails. Advanced skills are always appreciated for these project types.

6. PROJECT PLANNING TIMELINE

Preparation for volunteer project planning will be ongoing with processes updated as areas of improvement are identified.

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Note: Volunteer contact information is NOT shared outside of CUSP. If an individual or volunteer group wishes to work with a partnering agency, that agencies information is provided to the volunteer.

6.1 Initial Contact:

Internet: Inquiring volunteers will be asked to complete a “New Volunteer Form” (Form Attachment 4), after completion they will receive an auto reply advising them a CUSP staff member will contact them shortly regarding their submission. The initial email request and response will then be forwarded to the Volunteer Coordinator and copied to the Operations Director.

Calls or In-Person Contact: Staff receiving walk-ins or calls from a group, organization, association or company should gather the contact information and encourage the inquirer to complete a “New Volunteer Form” located on the CUSP website: http://volunteer.cusp.ws/?page_id=103 (Form Attachment 4).

- ☐ If a volunteer does not have access to the internet, a “New Volunteer Form” (Form Attachment 4) or a “Group Volunteer Project/Planning & Information Sheet” (Form Attachment 5) can be filled out in-house, either over the phone or in person.

Database: All “New Volunteer Forms” and “Group Volunteer Project/Planning & Information Sheets” will be promptly entered into the Filemaker database and printed for reference. Once information has been entered into the database the new volunteer will be designated a contact ID number. Note the new volunteer contact ID number on the completed and printed “New Volunteer Form” and file for reference.

- ☐ Enter the new contact’s email address into the Volunteer Master Email List. The list is to be used for mass emails, when extra volunteers are needed, or for emergency/exigent projects that occur on short notice.

The “New Volunteer Form” will be automatically forwarded to the Volunteer Coordinator. The staff member will assess the details in the form to determine the type of volunteer (i.e. group, skill level). The staff member will contact the volunteer to assess their interests, level of involvement and how to best fit them into projects.

Contact Checklist: The Volunteer Coordinator will contact the prospective volunteer by both telephone and email within three (3) business days. Questions and notes will include:

- ☐ The volunteer’s interests, skills and motivation for volunteering

CONTACT CHECKLIST CONTINUED ON THE NEXT PAGE

- ☐ Types of projects they want to attend
- ☐ How often they are willing to volunteer

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- ☐ What days they are available to volunteer
- ☐ How far they are willing to travel and carpooling options
- ☐ How they heard about CUSP
- ☐ If they are willing to combine with another group
- ☐ Pertinent medical concerns of participants that may affect project location and/or project offering. Medical 'flags' may include, but are not limited to: disabilities, asthma, diabetes and/or insect allergies.

At the time of contact, an overview of available projects matching the volunteer's interests and needs will be reviewed along with the process for registering for projects.

6.2 Within One Week of Initial Contact:

Copying of Project Status Documentation: Correspondence regarding projects will be forwarded to the Operations Director. Project-specific information will be entered into the "Project Information Sheet Template" (Form Attachment 14) and will be uploaded into Filemaker database > "Project Record: Crew"> Documents, photos and media tab and kept in a "Project Information" binder. All project correspondence will be retained electronically for a period of three (3) years.

Staff Consultation: One or more CUSP staff will be consulted to best determine a match for volunteers and projects. The Volunteer Coordinator is the initial contact, with the Deputy Director of Operations and Operations Director in close consultation and having final approval or denial of project offerings.

6.3 Distinct Volunteer Categories

Found in section **8. DISTINCT VOLUNTEER CATEGORIES, ATTACHMENTS.** Detailed considerations and planning specifics are needed for distinct volunteer categories to include but not limited to:

- ☐ Individual and Skilled Volunteers
- ☐ Church Mission Groups
- ☐ Scout Troops
- ☐ Eagle and Girl Scout Gold Award Projects
- ☐ Corporate Groups
- ☐ Internships and Research Volunteers
- ☐ Environmental Education and Service Learning Projects
- ☐ Outreach
- ☐ Mining and Water Monitoring
- ☐ Video, Photography and/or Computer Science
- ☐ Forest Planning/ CWPPs
- ☐ Alternative Spring Break Groups
- ☐ Military
- ☐ Divide and Fairplay Slash Sites

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- ☐ Court Ordered Community Service
- ☐ Office Volunteers

6.4 Volunteer Interest and CUSP Consult Table

The following is a guideline of CUSP staff contacts in respect to volunteer interests:

CUSP Volunteer Category	CUSP Staff
Field Work	Deputy Director of Operations, Operations Director
Office	Office Administration
Skilled Volunteers	Deputy Director of Operations, Operations Director
Community Service	Office Administration
Corporate Teambuilding	Deputy Director of Operations, Operations Director
Internships / Research	Operations Director
Environmental Education	Environmental Education Coordinator
Service Learning	Environmental Education Coordinator
Outreach	Development and Outreach Director
GIS Mapping	GIS Coordinator
Mining	Habitat and Monitoring Coordinator
Video, Photo, Computer Science	Digital Media Technician
Forest Planning / CWPP / NAP	CWPP Coordinator, Forester
Divide Slash Site	Office Administration, Slash Site Operator
Court Ordered Community Service	Office Administration, Deputy Director of Operations, Field Crew
Other	Discuss with Leadership Team

6.5 Planning Volunteer Projects

The Volunteer Coordinator confers with the Deputy Operations Director for Field Crew to assess project priorities, volunteer needs and plan dates in accordance with the availability of work, staff, transportation, tools and supplies.

Volunteer Requests Not Matching CUSP's Mission: Occasionally a group or individual will contact CUSP with a request to participate that is not a good fit with CUSP's goals and objectives. Examples of such a request might be:

- ☐ A group wants to join CUSP as an advocate for or against a politically charged issue.
- ☐ An individual or group requests to participate with the intent of receiving favors or work done on their property or for their organization.
- ☐ A group wishes to do a work project that is not in the scope of our work plans.

CUSP is a politically neutral and accountable nonprofit organization. As such, we will remain responsible for mission fulfillment, leadership on behalf of the public interest, stewardship and quality of work. Volunteer requests that don't meet this standard will be

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respectfully declined. Those making requests not in the scope of CUSP's work area will be encouraged to contact partnering agencies that would better fit their needs.

Scheduling: To avoid scheduling conflicts, each participating staff member will check: personal calendars, the electronic staff calendar and the volunteer calendar.

Staff Calendar: <http://uppersouthplatte.info>

Volunteer Calendar: <http://volunteer.cusp.ws/>

- ☐ Upon project approval with all involved staff, the Volunteer Coordinator will post the project on the above staff and volunteer calendars.
- ☐ Project leads and staff designation will be posted on the weekly field crew schedule by the Deputy Operations Director for Field Crew and emailed to all pertinent staff.

Technical or Support Assistance: Any areas of expertise or additional aid needed outside of CUSP staff will be identified by the Deputy Operations Director and Volunteer Coordinator, and arranged and communicated to support staff, outside agencies and/or private property representatives.

“Project Record: Crew” on the Filemaker database will be completed by the Volunteer Coordinator prior to each project day and posted to the staff calendar or communicated directly to the Deputy Operations Director for Field Crew. This form will include each county the project(s) occur in, each project site location, and funding associated with the project. Notes are to include any special instructions, including, but not limited to: project details, special volunteer needs, where to park, gates to be closed or locked, pet and/or livestock considerations and cancelation notes.

6.6 One Month Prior to the Project

The Volunteer Coordinator, Deputy Operations Director, Operations Director and/or supporting staff will complete all of the following steps. Each item will be checked off prior to commencement of a volunteer work project. Documentation will be made at all steps. The planning process has variations depending on the project site location, with special considerations given when partnering with outside agencies, as described below.

Private Property: A “License to Enter Upon Land and Release of Liability” (Form Attachment 6) must be completed and signed prior to projects occurring on private land.

If the project is located on Private Property (vs. Public Lands) then proceed to Pre-Project Checklist.

Public Lands: Approval must be obtained from a public lands' representative prior to a project occurring and noted on Filemaker> “Project Record: Crew.” All required regulatory compliance matters must be completed prior to commencement of project

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work, to include though not limited to: National Environmental Policy Act (NEPA), 404 permits, etc.

Project Partnering (Outside Agencies): Projects occurring with outside agencies require clear, collaborative communication and documentation. The partner may complete a “Partner Project Request Form” (Form Attachment 7) accessed at: <http://cusp.ws/partner-project-intake-form/>. The form will automatically be forwarded to the Volunteer Coordinator, who will review and then contact partners to determine possible project opportunities.

Project Partnering Checklist:

- ☐ Which agency is the project lead?
- ☐ Which agency will be capturing volunteer hours?
- ☐ Which staff members from each agency are responsible for what specific aspects of the project? (i.e. tools, safety, project goals)
- ☐ The two above items will be verified and approved in writing by all parties
- ☐ **A project site visit is mandatory for all partnering projects**
- ☐ Loans of tools or equipment **to and/or from** a partnering agency will be documented on an “Equipment Check-out and Statement of Liability” (Form Attachment 9).

Pre-Project Checklist:

Scoping Form: All volunteer projects require a “Scoping Form” to be completed in the Filemaker database. This form will be created by a field crew staff member under Contacts > Project Landowner in Filemaker database. The Volunteer Coordinator will be notified by field crew staff members via email of any scoping forms created and the assigned form number associated with the scoping form. The scoping document will include:

- ☐ Any background of property or relationship info
- ☐ Project goals, objectives and tasks
- ☐ Difficulty rating(s)
- ☐ Vehicle accessibility (4 wheel, bus, low or high clearances, etc.)
- ☐ Number and type of volunteers needed to complete the project
- ☐ Project work time for completion
- ☐ All potential safety issues
- ☐ Accurate directions
- ☐ All necessary tools and equipment

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Project Notes: Project Notes on the “Project Record: Crew” in Filemaker are mandatory and will include:

- ☐ Volunteer group project leader name and contact information
- ☐ Project goals
- ☐ Details and any special instructions, such as directions, where to park, gates to be closed or locked and pets or livestock to be aware of and special concerns or areas of hazard.
- ☐ Notes will be included on the “Project Record: Crew” in Filemaker. If the project is canceled, it will be notated in the project notes.

Project Information Sheet Checklist: A “Project Information Sheet” will be completed by the Volunteer Coordinator and uploaded into the “Project Record: Crew” in Filemaker. The “Project Information Sheet Template” (Form Attachment 14) Checklist should be sent to the contact person(s) one month prior to the event, including the following information:

- | | |
|--|-------------------------------|
| ☐ Name of project and name of work group | ☐ What to bring |
| ☐ Work date, location and time | ☐ Workday schedule |
| ☐ Difficulty rating | ☐ What to expect |
| ☐ Number of volunteers expected | ☐ Weather and safety concerns |
| ☐ Workday description | ☐ Driving directions |
| ☐ Mandatory requirements of volunteers | ☐ Important notes |

Physical Challenges: Every effort will be made to clearly communicate the physical challenges of work projects to potential participants. CUSP will request to be notified in a timely manner if any participant is unable to physically participate in a project, including medical ‘flags’. As a general guideline, each participant should be able to walk one mile on uneven terrain. In the event that a participant has physical challenges, project plans will be adjusted to include each volunteer’s capabilities.

Volunteer Forms: The following forms encompass all volunteer related needs and scheduling tasks. Forms are listed below with each prospective defined use:

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- ❓ **“New Volunteer Form”** (Form Attachment 4); this form is available on our website (http://volunteer.cusp.ws/?page_id=103). The form is filled out by any group or individual that wants to volunteer with CUSP, and upon completion is automatically forwarded to the Volunteer Coordinator.
- ❓ **“CUSP Intern & LT Volunteer Handbook”** (Form Attachment 10); this handbook has an application included for long-term volunteers or prospective interns.
- ❓ **“Group Volunteer Project-Planning & Info Sheet”** (Form Attachment 5); this form is an internal “first contact” paper document used when a volunteer does not have internet access to complete the “New Volunteer Form” on the website.
- ❓ **“Education Project & Info Planning Sheet”** (Form Attachment 11); this form is an internal planning document for educational or service-learning projects.
- ❓ **“Outreach Event Planning & Info Sheet”** (Form Attachment 12); this form is for outreach events and could involve volunteers or could be related to recruiting volunteers.
- ❓ **“Project Info & Planning Sheet”** (Form Attachment 13); this form should be partially completed by the Volunteer Coordinator and given to a field staff member for completion on the project day, provided the crew members do not have Filemaker database.
- ❓ **“Project Information Sheet Template”** (Form Attachment 14); this form is a guideline for detailing the information that will be disseminated to the volunteers and posted on the volunteer calendar.
- ❓ **“Liability Release Form”** (Form Attachment 1); this form is completed by **EACH** volunteer participant and turned in on the day of the project. Employees will carry extra in the work vehicles in case they are forgotten.
- ❓ **“Volunteer Sign-up Sheet”** (Form Attachment 2); One sign-up sheet will be completed by each group and turned in on the day of the project. In the event the volunteer project has individual participants not part of a group, the field staff will have each person complete a line on the sheet the day of the project.
- ✓ Both the **“Liability Release Form”** and **“Volunteer Sign-up Sheet”** are to be completed at the time of the project, attached to and turned in with the printed **“Project Record: Crew”** sheet (Filemaker) or attached to the **“Project and Info Planning Sheet”** upon completion of the project. These documents are to be submitted to administrative staff for data entry as soon as possible, and by the end of each pay period at the latest.

Safety Concerns and Plans will be determined, as referenced in:

7.2 Policy Attachment “Volunteer Project Safety” to include:

- ☐ General Safety
- ☐ Project-Specific Safety Concerns
- ☐ Emergency Response Plans
- ☐ Emergency Medical Services List (Form Attachment 15)

Portable Restroom: Needs and logistics will be determined, as referenced in:

7.4 Policy Attachment “Portable Restrooms” and noted in “Project Record: Crew” on Filemaker database or on “Project Information and Planning Sheet”.

Posting Project Information on Volunteer Calendar: Project information will be posted for all projects at: <http://volunteer.cusp.ws/>. Outreach for additional volunteer needs should be promoted via eblast and on CUSP’s social media pages by the Environmental Education Coordinator.

- ✓ The Volunteer Coordinator will include all project information regarding the project on the volunteer calendar, ideally, one month prior to each project. This information will include everything on the “Project Information Sheet Template” (Form Attachment 14).

6.7 One Week Prior to the Project

All steps listed below will be completed by the Volunteer Coordinator, Deputy Operations Director, Operations Director and/or supporting staff. Each item will be checked off and documented.

Staffing Requirements: Staffing requirements are to be determined by the Operations Director and Deputy Operations Director according to the number of volunteers, their skill level and the difficulty of the project. Staffing requirements will be added to the scoping form for that project landowner/location.

Project Leads: The Project Lead designation is determined by the Operations Director or Deputy Operations Director. The Project Lead is responsible for participant safety and ensuring project goals are met in a professional manner. The Project Lead is accountable for the final paperwork, as well as tools, equipment and vehicle(s) used in the project.

Site Visits: A scoping form will be completed in Filemaker. A CUSP staff member will scope the majority of projects in order to assess the project site for hazards or other elements that may impact the safety and objectives of the volunteer project. Hazards will be identified, removed if possible, mitigated or flagged off. The need for a site visit is determined by the Operations Director or Deputy Operations Director. Depending upon weather changes, a second site visit may be necessary and the scoping may need to be updated to ensure new hazards or dangers will not impact the project.

Signage: Projects occurring near roadways will require a “Road Work Ahead” sign. A white “CUSP and Community Volunteers” sign will also be placed when feasible.

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Signage needs will be determined by the Operations Director and/or Deputy Operations Director and can be placed the night before or the day of the project.

Tools, Equipment and Materials: The Deputy Operations Director and Project Lead will identify tool and equipment needs as outlined on the Scoping Form and determine how tools and equipment will be transported prior to the event. Tools and equipment sent to multiple work projects will be accounted for on a “Field Project Checklist” (Form Attachment 16)

Food: Generally, participants will provide their own sack lunch. On occasion, funds or donations for food are available. The Volunteer Coordinator may seek donations by a letter written to the donor with the project information, number of participants and CUSP’s “Certificate of Exemption for Colorado State Sales/Use Only” number. A donation receipt will be given to the donor (Form Attachment 17). All donations of food and/or beverages will be acknowledged by a sign or flyer at the event.

Verifying with Contacts Checklist: The Volunteer Coordinator will contact all individual volunteers, volunteer group leaders, partners, agencies and private property representatives to verify project details and any changes to include:

- ☐ Number of participants
- ☐ Methods of transportation
- ☐ Parking arrangements
- ☐ Completion of required “Liability Release Form(s)” (Form Attachment 1)
- ☐ Completion of required “Volunteer Sign-Up Sheet” (Form Attachment 2)

Verifying with Staff Checklist: The Volunteer Coordinator will confirm with staff any project changes to include:

- ☐ Staffing numbers
- ☐ Vehicle logistics and carpooling arrangements
- ☐ Meeting times
- ☐ Changes in participant numbers or mode of transportation

6.8 One Day Prior To Project

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The Volunteer Coordinator, Deputy Operations Director or supporting staff will:

Email or Contact Emergency Dispatch: An email with project information will be sent to the corresponding law enforcement agencies **when warranted** by medical concerns, large groups, hazardous areas or remote areas. Information sent will include: location, directions to site, type of event and CUSP staff contacts on site. Please refer to the database for contact information.

Stage Equipment: When possible, tools, equipment, materials and portable restroom(s) will be staged at the site prior to the workday. Staging of equipment will occur only when equipment can be secured. The Deputy Operations Director and Project Lead will determine the logistics of staging equipment.

Assemble Paperwork: The corresponding “Project Record: Crew” in Filemaker will be updated by the Volunteer Coordinator to ensure any changes to the project were updated.

Blank copies of the following documents will be brought to volunteer projects for outreach purposes and in the event they are forgotten by participants:

- ☐ CUSP newsletters and outreach materials, including donation envelopes
- ☐ Blank “Liability Release Forms” (Form Attachment 1)
- ☐ Blank “Volunteer Sign-Up Sheets” (Form Attachment 2). Individual volunteers joining scheduled groups may be added onto the group volunteer sign-up sheet.

6.9 On the Project Day

Arrival Checklist: CUSP staff will be on site a minimum of 30 minutes prior to the project. Required lead time depends on the amount of equipment set-up required. Upon arrival, the Project Lead will **designate staff assignments/group leaders** and **speakers** for:

- ☐ Conducting an internal pre-project safety meeting “Tailgate Safety Worksheet” (Form Attachment 18) and assigning the CUSP spot device if no cell phone coverage is available.
- ☐ Completing the “Field Project Checklist” (Form Attachment 16)
- ☐ Parking
- ☐ Collecting paperwork/checking medical flags
- ☐ Photographer
- ☐ GIS
- ☐ CUSP General Talk
- ☐ Project Specific Talk
- ☐ Safety Talk
- ☐ Project Demonstration
- ☐ After Action Review

Before Project Begins: Project Lead and staff will address:

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- ❑ **Portable Restrooms:** Ensure portable restroom(s) are set up, supplied with toilet paper, hand sanitizer, and checked for suitability (cleanliness and/or graffiti will be covered). Specific details are addressed in **7.4 Policy Attachment “Portable Restrooms”**.

- ❑ **Parking:** Determine the safest locations for staff and participant parking. Designated CUSP staff member(s) wearing high visibility vest(s) will greet the first volunteer vehicle and instruct volunteers to remain in vehicles until all are safely parked. While in clear view, staff member(s) will direct volunteers to the correct parking area, assisting them in safely parking each vehicle. If a volunteer has to back into a spot, CUSP must have a staff member spotting them.

- ❑ **Paperwork:**

Completed “Liability Release Form(s)” (Form Attachment 1) **must be collected** for each participating volunteer. The medical history section will be reviewed for medical flags, i.e. asthma, heart conditions, diabetes, insect allergies, and discussed with the Project Lead and participating organization leaders.

Completed “Volunteer Sign-Up Sheet” (Form Attachment 2) **must be collected**, including the name, whether adult or youth, email and contact information for each participant (excluding youth), with the “total hours worked” completed *at the close of the project*.

- ❑ **Pre-Project Discussion:** To be held prior to every volunteer project, addressing topics found in, **7.3 Policy Attachment “Pre-Project Discussion,”** including: CUSP General Information, Project-Specific Information, Safety for Volunteers, and Project Demonstration. For more information refer to “Talking Points Handbook” (Form Attachment 21).

During Project Work:

All staff, technical assistants and volunteers will follow the plans, guidelines, safety precautions and perform tasks previously coordinated under supervision of the Project Lead.

The Project Lead will ensure all volunteer participants are working in a safe manner, and have proper equipment and knowledge under the supervision of Group Leaders. Group Leaders will **immediately inform the Project Lead of any changes, needs or emergencies**, and will assist with the following duties as assigned:

ON PROJECT DAY CONTINUED ON NEXT PAGE

Assignments - Other Than Project Work:

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- ❑ **Photos:** A CUSP staff member will be designated to document the event through photographs. Photos should be taken of the work site prior to, during and after project completion. These photos should be taken on a field iPad. Staff photographers will be mindful that photos serve a number of reporting purposes – all photos should be appropriate for public viewing, publishable and accessible to grantors and funders.

Photo Points: (Often used for thinning projects): A staff member will locate a good view for a before picture (sometimes in multiple areas of project site). Staff will fill out compass degree, direction, notate location, date, and before or after on the dry erase board and take a clear photograph. This process is repeated each time the compass direction is changed. Photos used for publication that clearly identify a minor must have written permission from their legal guardian. This permission release is on our “CUSP Liability Release Form” (Form Attachment 1).

- ❑ **GIS:** A GIS trained staff member or volunteer will document the event through GIS data collection. This information will be used for mapping, monitoring and reporting to the appropriate agencies or grantors. The GIS naming convention must be entered into the Activity Record on “Project Record: Crew” in Filemaker.
- ❑ **Breaks:** Breaks are encouraged a minimum of every twenty (20) minutes in order to prevent dehydration and/or exhaustion, especially if participants have travelled from a lower altitude. The Project Lead will determine if intervals of more or less time are needed in accordance with factors of climate and participants’ needs.
- ❑ **Lunch:** At about noon each workday, a break for lunch of approximately thirty (30) minutes will occur. Participants will be encouraged to eat in a shaded location and to hydrate well.
- ❑ **After Action Review (AAR):** The AAR will be conducted at the close of the volunteer project. Participants will be asked what they liked about their experience and how their experience could be improved. Comments will be noted on the Activity Record tab on “Project Record: Crew” in Filemaker. AAR (Form Attachment 19)
- ❑ **Survey:** The staff member conducting the AAR will also mention and encourage volunteers to fill out the survey located at: <http://volunteer.cusp.ws/>

Departure:

- ❑ Confer with the group’s leader to ensure all participants are accounted for
- ❑ Complete the “Volunteer Sign-Up Sheet” (Forms Attachment 2) at the close of the project by recording the total hours worked.
- ❑ Give participants information about CUSP and encouraged them to donate
- ❑ Thank volunteers for their participation

- ☐ Guide participants as they exit the parking areas at the project sit

6.8 Closeout Actions

On-Site Closeout Actions: are to be completed and coordinated by the Project Lead and supporting staff:

- ☐ **Tools and Equipment:** Inventory, cleanup and return any CUSP or borrowed equipment used and accounted for on the “Field Project Checklist” (Form Attachment 16).
- ☐ **Site Cleanup:** All litter, tools, etc. will be removed during a site walk-through. CUSP’s work is represented at each site and as such will be exited in better condition than it was found.
- ☐ **Portable Restrooms:** The Deputy Operations Director is responsible for ensuring CUSP is supplied with clean portable restrooms for scheduled projects each week. The restrooms are cleaned by Mr. Potts and staff must always check restroom(s) prior to transport. Toilet paper is to be removed before transport. When restrooms arrive at a site, the crew must check to see if any additional tidying is needed, remove or cover graffiti and make sure toilet paper is supplied.

Post-Project Field Staff Administrative Closeout Actions:

- ☐ **Completing Project Documentation:** Project Lead will access “Project Record: Crew” on the Filemaker database or the “Project Information and Planning Sheet” and ensure it is completed by his or herself or field crew staff. This documentation will include all volunteer hours worked and the total number of participating volunteers, separating youth from adults. The completed project work data will also be added to the “Activity Record tab” on the “Project Record: Crew” on the Filemaker database.
- ☐ **“Project Record: Crew”:** Within seven (7) days of the project, the Project Lead or designated staff member will complete, print and submit the “Project Record: Crew” to office staff for data processing to include the following attachments:
 - ✓ Completed “Liability Release Form(s)” (Form Attachment 1)
 - ✓ Completed “Volunteer Sign-up Sheet(s)” (Form Attachment 2)
 - ✓ Completed “Field Project Checklist” (Form Attachment 16)

Note: When not working with Filemaker, these documents will be attached to the “Project Info & Planning Sheet” (Form Attachment 13)

Information References: Printed “Project Record: Crew” or “Project Info & Planning” sheets with above named attachments, will then be filed by year and by county in the “Completed Projects” notebook. Notebooks are located near the main file cabinet at the CUSP office.

CLOSE OUT ACTIONS CONTINUED ON NEXT PAGE

Volunteer Coordinator Closeout Actions:

- ☐ **Thank You Letters:** The Volunteer Coordinator will promptly send a follow-up thank you note to individual volunteers, groups and partnering agencies. These notes should include a follow-up invitation, such as, “When will you be coming next?” Note the date and type of thank you note (written or email) on the “Project Record: Crew” form in the Filemaker database in planning notes dialogue box on the Daily Plan tab.
- ☐ **Volunteer Surveys:** The Volunteer Coordinator will send an invitation to complete a Volunteer Survey (included with the above thank you note). Note the date and type of invitation (written or email) on the “Project Record: Crew” form in Filemaker in the planning notes dialogue box on the Daily Plan tab. The Volunteer Survey can be accessed at the CUSP volunteer website:
<http://volunteer.cusp.ws/>.

END OF SOP

7. POLICY ATTACHMENTS

7.1 Youth Protection Policy

Two-person adult supervision: Two CUSP staff, or one CUSP staff and one parent and/or adult group leader, both whom must be 18 years of age or older, are required for all events and projects involving youth. This includes instances where a large group is dispersed into smaller groups to organize work groups or to travel. The participating organization is responsible for ensuring that sufficient adult supervision is provided for all activities at the minimum ratio: one adult to 15 youth. Increased adult supervision may be required due to factors such as: project safety, limitations in ages or physical abilities.

Overnight supervision: The above policy applies to all overnight events or projects. Coed overnight events or projects require both male and female adult leaders and supervision, both of whom must be 18 years of age or older at the ratio stated above.

Under no circumstances will youth be left unattended on a CUSP project. CUSP staff and participating organization leaders will be aware of each youth's whereabouts at all times. This policy will be communicated to all staff, organization leaders and volunteers in a pre-project discussion at the onset of all events and projects involving youth.

Two person contact: One-on-one contact between adults and youth will not be permitted. In situations requiring personal attention, such as disciplinary action, first aid or medical transport, two adults will be present, preferably one CUSP staff and one parent and/or adult group leader, both whom must be 18 years of age or older.

7.2 Volunteer Project Safety Policy

- ☐ **General Safety**
- ☐ **Project-Specific Safety Concerns**
- ☐ **Emergency Response Plan**

General Safety

The safety of volunteers and all participants is our main priority at all times. Safety guidelines will strictly be adhered to as set forth in the “**Personnel Handbook Safety Policy**,” which contains example planning, reporting and investigation forms.

Project-Specific Safety Concerns

The Volunteer Coordinator, Deputy Operations Director, Operations Director, supporting staff and participating agencies will actively seek to identify and address any potential safety concerns in the planning phase and throughout the project.

Participants will be advised in advance, and in a pre-project discussion, of potential safety concerns inherent to the scope of the project that are: personal, environmental and tool related. Including, but not limited to:

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- ❑ **Altitude sickness:** All field staff will be familiar with and able to identify the first signs of high-altitude illness: headache, lightheadedness, weakness, trouble sleeping and an upset stomach. If a participant exhibits these symptoms, they will be instructed to rest and to hydrate. If symptoms persist, the participant will be taken to a lower altitude until symptoms subside. More severe symptoms include difficulty breathing even while resting, coughing, confusion and the inability to walk in a straight line. If these symptoms occur, participants will be moved to a lower altitude right away and emergency services will be contacted.
- ❑ **Natural elements:** Projects often occur in an exposed mountain environment. Preparations for the elements will include: appropriate attire and footwear for working near water, and using caution when working near water and/or hiking on loose soils and decomposed granite. Field staff will make every effort to identify and fell potential hazard trees prior to volunteer projects. Participants will be advised when hazard trees may be present.
- ❑ **Weather:** CUSP will always err on the side of caution when working in questionable weather conditions such as: snowstorms, thunderstorms, lightening, flooding, debris flows, wildfires, high winds, tornados or extreme heat. The decision may be made to delay or cancel the project entirely if such weather conditions are present; projects may also be postponed or ended early.
- ❑ **Tools:** Appropriate use of tools will be discussed, addressing any and all applicable tools to the project, including: using each tool for its intended purpose (example: never use shovels as a pry bar or hammer), how to safely carry each tool and proper placement of tools when not in use.
- ❑ **Horseplay:** Wrestling, running, pushing, or throwing any item in play or other disorderly conduct will not be permitted at volunteer projects. Participants may be removed from the project if horseplay occurs.
- ❑ **Personal Vehicles:** Volunteers using personal vehicles to travel to project work sites and/or using personal vehicles in the scope of the project (i.e., hauling materials) will receive a safety talk to include, but not limited to: volunteers will always travel with another person and be aware of potential hazards (winding roads, trees falling, motorcycles, inclement weather, flooding).
- ❑ **Hard Hats:** Hard hats will be worn by each participant and staff member (a rare exception may be made at the discretion of the Project Lead if working in an area with no overhead hazards or safety concerns).
- ❑ **Children:** Under no circumstances will children be left unattended at volunteer projects. The Project Lead, staff and volunteer Group Leaders will be aware of each child's whereabouts at all times. This will be communicated to all parties (staff and volunteers) when large groups are split into smaller groups.

Emergency Response Plan

Any actions, or acts of nature, resulting in the potential for damage or injury to property or person will be handled by the Project Lead or highest ranking staff. Administrative follow up or incident reports will be completed if required.

Medical Emergencies:

The Project Lead will gather sufficient information to determine the nature of the problem and to select the most appropriate response. The best course of action will depend on the level of the emergency. CUSP staff will err on the side of caution in all emergencies. Once a participant or staff member is safely being assisted, an "Incident Report Form" must be filled out and turned into the Operations Director (Form Attachment 3).

- ❑ **First Aid – Minor Injury or Illness:** If the injury is minor, including cuts, abrasions and/or minor strains or sprains, the injured party can remain at the project and participate. CUSP staff, all of which are CPR and First Aid certified, will administer first aid.
- ❑ **Minor Medical Problem:** If a participant experiences minor sprains, illness or mild symptoms of dehydration, the injured party can remain at the project but will not participate in the project. A CUSP staff member or qualified volunteer will treat the injured person, place them in a comfortable area and monitor them for the remainder of the project.
- ❑ **Medical Transport by Staff or Volunteer Leader:** If a participant has cuts requiring stitches or possible broken bones, the injured party must be treated or evaluated at a medical facility for non-life threatening injury. The Project Lead determines who will transport the injured person.
- ❑ **Medical Response by Emergency Services or Evacuation by Helicopter:** Serious and/or life threatening medical situations require a call to 911 to determine the method of transport. In this situation, the CUSP staff with the highest level of medical training will remain with the injured party. The Project Lead will designate a staff member to make the call to 911. If a call cannot be made, a crew member will activate the SOS button on the spot device carried at each CUSP project.

The "Emergency Medical Services (EMS) List" (Form Attachment 15) will be consulted in the event of a non-emergency, or if needed for any reason. An "Emergency Medical Services (EMS) List", organized by county, is located in each CUSP vehicle.

- ❑ Phone numbers and locations of Sheriff/Police Departments
- ❑ Phone numbers and locations of surrounding Fire Departments

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The person making the 911 call will gather as much information as possible to assist EMS, including:

- ☐ Age of the injured party
- ☐ Nature of the injury
- ☐ Medical history and medications
- ☐ Vital signs (if possible)
- ☐ Exact location of the group
- ☐ Estimated travel time by vehicle

The follow-up “Incident Report Form” (Form Attachment 3) will be completed by the Project Lead and reviewed by the Operations Director.

7.3 Pre-Project Discussion Policy

Appreciation for volunteer participation is one of our foremost messages. CUSP could not accomplish this work without the help of volunteers and support from donors. Pre-project discussions should include:

- ☐ Staff and Group Leader Introductions
- ☐ Watershed Facts / What is a watershed?: Refer to “Quick Facts” in “Talking Points Handbook” (Form Attachment 21)
- ☐ CUSP General Info: Sample talking points will vary according to project type. Refer to “Quick Facts” in the “Talking Points Handbook” (Form Attachment 21).

CUSP was formed in 1998 as a group of stakeholders - local governments, state and federal agencies, businesses and citizens, banded together to ***protect the water quality and ecologic health of the Upper South Platte Watershed...*** The Coalition for the Upper South Platte was formed as a non-profit 501c(3). Our programs address issues such as:

- ☐ Water quality
- ☐ Stream health
- ☐ Identification and prioritization of areas in need of restoration
- ☐ Forest health and fuels mitigation
- ☐ Recreation opportunities (trails, OHV use, wilderness)
- ☐ Fire rehabilitation
- ☐ Fire suppression team
- ☐ Historic preservation
- ☐ Environmental education
- ☐ Invasive weed control
- ☐ Alternative energy
- ☐ Mine assessments

The Upper South Platte Watershed:

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- ☐ Covers 1.6 million acres
- ☐ Supplies drinking, industrial and agricultural water for over 75% of Colorado residents.
- ☐ Historically, a 500 to 800-acre fire was considered a large fire in Colorado.
- ☐ The 1996 11,700-acre Buffalo Creek Fire was the largest fire in Colorado history at the time. Flooding from the fire resulted in several deaths and blocked the flow of the North Fork of the South Platte.
- ☐ The 2002 Hayman Fire was a catastrophic event burning 137,000 acres.

Project-Specific Info:

- ☐ Why we are here: Describe the work to be accomplished including goals, objectives and process.
- ☐ Partners: Note public or private partners including funders, grantors and volunteer groups.
- ☐ Project Details: Detail timeframes, breaks, lunch and locations of water and restrooms.
- ☐ Safety: Review safety as discussed in: 8.1 “Policy Attachment - Volunteer Project Safety”
- ☐ Project Demonstration: Safely demonstrate how to accomplish the work needed to complete the project (rehab a trail, plant a willow, move a rock, etc.).

7.4 Portable Restrooms Policy

Restrooms available on-site (such as USFS outhouses) will be identified during project planning. When on-site restrooms are not available, portable restrooms are utilized for volunteer projects. The type of restroom used is noted in project notes on “Project Record: Crew” or next to “Sanitation” on the “Project Info & Planning Sheet” (Form Attachment 13). **For the comfort and hygiene of all volunteers, a minimum of one (1) portable restroom will be available for each group of fifty (50) volunteers, to be serviced daily.**

- ☐ Portable restrooms are stored at the Slash Site in Divide.
- ☐ Portable restrooms will either be placed prior to the event day (when feasible), or on the morning of the volunteer event.
- ☐ Portable restrooms are transported on the CUSP trailer, and are to be strapped down and securely ratcheted for travel.
- ☐ Portable restrooms will be cleaned out and resupplied prior to each event. Note that toilet paper is removed for transport.
- ☐ When placing a portable restroom, a CUSP staff will be a spotter to assist in safe parking.

END OF POLICY ATTACHMENTS

8. DISTINCT VOLUNTEER CATEGORIES, ATTACHMENTS A-Z

Attachment A: Individual and Skilled Volunteers

Individual Volunteers

Individual Volunteers may attend projects on a re-occurring basis. Always verify with the primary group or agency prior to adding on an individual volunteer.

Skilled Volunteers/Trained Crew Leaders

Volunteers interested in joining CUSP in an ongoing capacity shall receive orientation and training from an experienced staff member. Program/equipment-specific training may be required. For example, personnel who will operate a chipper will receive specific training based on manufacture recommendations. Such volunteers may be offered to participate in a First Aid/CPR refresher course.

General orientation and training will emphasize that long-term volunteers represent CUSP, CUSP is not an advocacy group, CUSP is politically neutral and CUSP is an accountable nonprofit organization. As part of an accountable organization, volunteers are responsible for mission fulfillment, leadership on behalf of the public interest, stewardship and quality.

Each volunteer must always act in a manner that will safeguard the reputation and integrity of CUSP and will preserve and strengthen public confidence in CUSP activities. Likewise, volunteers must refrain from engaging in any transaction in which personal interests conflict, potentially conflict or appear to conflict with CUSP's interests.

Upon review and internal approval from the Operations Director, each long-term or skilled volunteer/crew leader will complete a CUSP "Intern / LT Volunteer Handbook" application (Form Attachment 10), which are available at, and are to be filed at the CUSP office.

Attachment B: Church Mission Groups

The number of volunteers and amount of work accomplished by these groups has become an invaluable asset to CUSP. Keeping in very close contact with these groups throughout the year is important. As the dates for mission groups approach, weekly communication is to be expected. Communications include, but are not limited to:

- ☐ Methods of travel to Colorado (planes, automobile, etc.)
- ☐ Methods of transportation when they arrive, especially the transportation used at volunteer project work sites. High clearance and 4 wheel drive transportation is recommended for most work site transportation. CUSP staff will need to plan accordingly for parking, shuttling and/or hiking into project sites.
- ☐ When they will be arriving
- ☐ Where they will be staying
- ☐ Whether the groups be split into several groups
- ☐ Whether groups will be attending work projects on different days

- ☐ Number of volunteers (likely to fluctuate as the travel date approaches)

The planning process for church mission groups may additionally include a presentation by CUSP to the entire group prior to the volunteer work project at their accommodations.

Attachment C: Scout Troops

Scout Troops are great groups to work with. CUSP works with Boy Scouts, Girl Scouts, Cub Scouts and Brownies. Important things to take note of when organizing projects with the scouts are:

- ☐ Troop number
- ☐ Type of badge or award
- ☐ Potential Eagle Scouts
- ☐ Often return annually
- ☐ Environmental education component - Is this a service-learning project?

Attachment D: Eagle Scout and Girl Scout Gold Award Projects

The Volunteer Coordinator screens scout candidates with a preliminary telephone call. The Volunteer Coordinator will contact Eagle Scout hopefuls when students are not in school. Good times for this call include summer break, Thanksgiving break, Christmas break, spring break and after 4:00 pm. The Volunteer Coordinator is looking for several important indicators during the preliminary call:

(1) The maturity level of the scout - their ability to plan, organize and implement a safe and complete project in accordance with scout requirements. One or all of the following steps may be requested prior to accepting a scout candidate for an Eagle Scout or Girl Scout Gold Award Project:

- ☐ Letter(s) of recommendation regarding the scout's readiness from a scout leader or an adult other than a family member may be requested.
- ☐ A short research paper with correctly cited works may be requested to clarify the candidate's understanding of the scope of project work.
- ☐ Participation of the scout candidate on a volunteer project of similar nature may be requested to provide an overview of how their project will proceed.

(2) The project planning will be completed by the scout, independent of the parents. While parental support is expected, CUSP will facilitate Eagle and Gold Award Scout projects only when a scout demonstrates maturity and independence worthy of these high awards.

Scout candidates that do not meet these requirements will be encouraged to plan a CUSP project at a later date, or to contact partnering agencies.

After completing the initial screening, the scout candidate and their parents will be asked to conduct an in-person interview with the Volunteer Coordinator and/or Deputy Operations Director, which may include a site visit to potential project sites.

The scout council approval process or weather may change the project date, so setting an alternate project date is recommended. The Volunteer Coordinator will maintain close communication with the scout to provide any requested documentation, including letters of recommendation to Scout Council, and appropriate CUSP policy information, such as **Volunteer Project Safety 6.4d-6** and **Youth Protection Policies 4.1**.

SCOUT AWARDS CONTINUED ON NEXT PAGE

In accordance with Scout guidelines regarding fundraising for Eagle and Gold Awards, raising funds for cash donations to charitable organizations is not allowed. Scout candidates are encouraged to raise funds or seek donations for tools, materials and supplies used specifically in their project work that may be donated to CUSP upon project completion.

Attachment E: Corporate Groups

The number of volunteers and amount of work accomplished by these groups has become an invaluable asset to CUSP. Keeping in very close contact with these groups throughout the year is important. As the dates for corporate groups approach, weekly communication is to be expected.

- ☐ Excellent teambuilding components for their organization
- ☐ Often return annually
- ☐ Potential funders/ grantors

Attachment F: Service Learning & Environmental Education

Environmental education is more than learning about environmental processes; environmental education involves discovering the dynamic connections between people and ecosystems, both in the classroom and out in the field. The Environmental Education Coordinator will coordinate education functions incorporated into volunteer workdays. Education functions will be communicated one week in advance and in writing to the workday Project Lead.

- ☐ Education Project & Information Planning Sheet (Forms Attachment 11)

Attachment G: Internships and Research Volunteers

Upon initial contact, the Volunteer Coordinator will gather background information to include, but not limited to:

- ☐ A cover letter and resume
- ☐ Career and study areas of interest
- ☐ Goals and objectives of candidates
- ☐ Personal background as it applies to internship or research position (i.e. ability to travel, relocate or work from home).

A cover letter and resume will be requested describing their specific area(s) of interest and available time frames. All correspondence will be copied and forwarded to the Operations Director.

Upon approval from the Operations Director, each intern and research volunteer will complete a CUSP "Intern / LT Volunteer Handbook" (Forms Attachment 10), which are available at, and to be completed at, the CUSP office.

Important Note: All potential interns and research volunteers are to be coordinated by the Operations Director.

Attachment H: Outreach

The Outreach Director, through the workday Project Lead, will coordinate outreach functions incorporated into volunteer workdays. Information is to be recorded on the "Outreach Event Information and Planning Sheet" (Form Attachment 12).

Attachment I: Mining and Water Monitoring

Due to the inherent dangers of mines, every effort will be made to screen potential volunteers for physical ability to hike at high altitude and to navigate difficult terrain.

Attachment J: Video, Photography and/or Computer Science

Send all capable and interested parties to the IT Coordinator.

Attachment K: Forest Planning/ CWPPs

Some individuals or communities may be interested in finding out more about: improving forest health, reducing hazardous fuels, enhancing wildlife habitat, mitigating insects and disease, preparing communities for fire and enhancing recreation and aesthetics.

CUSP's Forester or Operations Director will assist these individuals. They can fill out a "Forestry Intake Form" on our website at: <http://cusp.ws/forestry-intake-form/>.

CUSP staff members will use the "CWPP Information & Planning Sheet" (Form Attachment 20) for these projects.

Attachment L: Alternative Spring Break

CUSP occasionally hosts school programs and other groups over spring break. These groups need to be notified of specific considerations, including but not limited to:

- ☐ During the winter prior to their trip, CUSP should discuss with groups methods of travel to Colorado (planes, automobile, etc.)
- ☐ During the winter prior to their trip, CUSP should discuss with groups methods of transportation when they arrive, especially the transportation used at volunteer project work sites. High clearance and 4 wheel drive transportation is recommended for most work site transportation. CUSP staff will need to plan accordingly for parking, shuttling and/or hiking into project sites.

- ☐ When they will be arriving
- ☐ Where they will be staying
- ☐ Whether the groups be split into several groups
- ☐ Whether the group will be attending work projects on different days
- ☐ Number of volunteers (likely to fluctuate as the travel date approaches)
- ☐ Advised of additional gear requirements and clothing necessities during winter months

The planning process for Alternative Spring Break Groups may additionally include a presentation by CUSP to the entire group prior to the volunteer work project at their accommodations.

Attachment M: Military

Military groups have been instrumental in getting tough project work completed. Their hard work and dedication out in the field is almost unparalleled. It is important to stay in close communication with these groups and foster our relationships.

- ☐ Teambuilding components
- ☐ Potential to return annually
- ☐ Potential to complete difficult projects

Attachment N: Divide and Fairplay Slash Sites

Divide Slash Site <http://www.divideslashsite.com/>

Volunteers for the Divide Slash Site will be recruited annually.

The contact information for those who have expressed interest in volunteering and prior slash site volunteers can be accessed through the office administration staff.

- ☐ Volunteers who work at the slash site are permitted to dump one pickup load of slash per half day of work (or 2 pickup loads per whole day).
- ☐ Volunteers interested in working at the slash site are given the slash site manager's phone number and listed in the Slash Site Book, which is kept at the CUSP office on the notebook stand. The Slash Site Manager will track all volunteer hours. All of the above information will be copied and forwarded to office administration.

Slash Site Season:

- ☐ Open April 16th through October 31st each year (may vary depending on weather)
- ☐ Closed on Memorial Day, July 4th, and Labor Day.
- ☐ **Weekends Only:** Friday, Saturday and Sunday 9 a.m. to 3 p.m.

Slash Site Location: East of the Intersection, off Highways 24 & 67 in Divide, CO.
Take Hybrook Rd. south; turn left, just past the post office.

Slash Requirements:

Max length = 6 feet
Max diameter = 8 inches

Forbidden Items:

NO Stumps, Roots or Lumber
NO Tires, Dirt, or Household Trash
NO Metals, Weeds, Grasses

Fairplay Slash Site <http://fairplayslash.com/loc.html>

- ❑ Open May through October 31st each year (may vary depending on weather)
- ❑ Closed on Memorial Day, July 4th, and Labor Day.
- ❑ **Saturdays Only:** 9 a.m. to 4 p.m.

Slash Site Location: At the Fairplay waste transfer station – the entrance is just east of NW Fire off 285 on the hill behind the aspens.

Attachment O: Court Ordered Community Service

Court Ordered Community Service Volunteers will be directed to the Office Manager, who will conduct an interview and determine their best fit for volunteer projects.

- ❑ **Teller County: Teller County Sheriff's Office**
- ❑ **Park County: Intervention Bailey – Park County Community Service**

Attachment P: Office Volunteers

Office volunteers will be assessed on a case by case basis and current administrative needs. The Volunteer Coordinator will discuss opportunities with Administrative Staff as opportunities arise.

END OF VOLUNTEER CATEGORIES ATTACHMENTS

9. FORMS, ATTACHMENTS

PAGE

IMPORTANT NOTE: These forms are embedded into the document. If you double click on any given form, Word will pull up a new document, the form with all included pages of said document and all proper formatting. The document can then be updated or edited.

Form Attachment 1: Liability Release Form

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Form Attachment 2: Volunteer Sign-Up Sheet

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Form Attachment 3: Incident Report Form

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Form Attachment 4: New Volunteer Form

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Form Attachment 5: Group Volunteer Project Planning & Info Sheet

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Form Attachment 6: License to Enter Upon Land and Release of Liability

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Form Attachment 7: Partner Project Intake Form

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Form Attachment 8: Project Request Form

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Form Attachment 9: Equipment Check-out & Statement of Liability

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Form Attachment 10: CUSP Intern / LT Volunteer Handbook

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Form Attachment 11: Education Project Info & Planning Sheet

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Form Attachment 12: Outreach Event Info & Planning Sheet

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Form Attachment 13: Project Information & Planning Sheet

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Form Attachment 14: Project Information Sheet Template

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Form Attachment 15: Emergency Medical Services List

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Form Attachment 16: Field Project Checklist

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Form Attachment 17: Donation Receipt

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Form Attachment 18: Tailgate Safety Worksheet

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Form Attachment 19: After Action Review (AAR)

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Form Attachment 20: CWPP Info & Planning Sheet

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Form Attachment 21: Talking Points Handbook

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INDIVIDUAL ASSUMPTION OF RISK, RELEASE FROM LIABILITY, AND PHOTO RELEASE

PROJECT INFORMATION

Project Description: _____

Project Date(s): _____ - 2015

Group: _____

PLEASE PRINT CLEARLY. REVIEW ENTIRE DOCUMENT. AND SIGN ON BACK

Salutation: _____ Last Name: _____ First Name: _____

Street Address: _____ New Volunteer YES NO

City, State, Zip: _____ New Address YES NO

Home Phone: _____ E-Mail: _____

16-18 Yrs?: _____ YES _____ NO (IF YES, A PARENT OR LEGAL GUARDIAN MUST ALSO SIGN)

Under 16?: _____ YES _____ NO (IF YES, A PARENT OR LEGAL GUARDIAN MUST ALSO SIGN)

In case of emergency, please contact:

NAME: _____

RELATIONSHIP: _____

PHONE: (DAY) _____ (EVENING) _____ (OTHER) _____

The following information may be needed by any hospital or medical practitioner not having access to the Volunteer/Participant's medical history (PLEASE WRITE ON BACK IF MORE SPACE IS NEEDED):

Allergies (medicine, food, etc):

Medications being taken:

Date of last tetanus shot:

Physical limitations:

Other medical issues we should be aware of:

1. I acknowledge that I have voluntarily applied to participate in restoration and other activities at various locations with the Coalition for the Upper South Platte (CUSP). I am not working in a paid position, and will receive no compensation for participating in CUSP activities.
2. As consideration for being permitted to participate in these activities and use CUSP tools and facilities, I hereby agree that I, my assignees, my heirs, distributes, guardians, and legal representatives will not make a claim against, sue, or attach the property of CUSP its legal representatives, successors and assigns, or the suppliers of any of the tools or equipment that I

Coalition for the Upper South Platte

VOLUNTEER LISTING

Project & Location:

Group:

Date:

[illegible]

We **do not** need email or phone # for anyone under the age of 18 on this form

COALITION FOR THE UPPER SOUTH PLATTE

ACCIDENT/INCIDENT INVESTIGATION REPORT

<input type="radio"/> Injury - First Aid Only <input type="radio"/> Injury - Medical Treatment <input type="radio"/> Property Damage <input type="radio"/> Near Miss - Record Only		Name of injured Employee	Occupation
		Assigned Department	Supervisor
Date & Time of Incident	Date Incident Reported	Incident Location	Witnesses

SUMMARY -Describe the incident (photo and/or sketch may be necessary).

ANALYSIS -Describe conditions that led to the incident (environmental conditions, tools/equipment used, task being performed, etc.).

RECOMMENDATIONS -Describe any controls and/or corrective procedures that may prevent reoccurrence of similar incidents.

MANAGEMENT SYSTEM IMPROVEMENTS – Describe measures taken by management to improve the system and prevent reoccurrence of similar incidents (employee training, new equipment, changes in safety policies, changes in operating procedures, etc.).

Action Taken:		Date:
Action Taken:		Date:
Action Taken:		Date:
Report Completed By:		Date:
Report Reviewed By:		Date:
Report Reviewed By:		Date:

New Volunteer Form

New Volunteer Form – complete one time only. If you have filled this out before, please don't complete it again. To register for a specific project, use 'bookings' at the bottom of the project description.

Name * _____
Email * _____
Home Address * _____
Address 2 _____
City * _____ Phone * _____ Cell Phone _____

Are you contacting us on behalf of a group or organization *
Yes
No

Organization * _____
(Church, Club, Corporation, etc. as applicable)
Organization Address * _____
Organization City * _____
Organization State * _____ Organization ZIP * _____

Group Size: *
____ Small group (10–20)
____ Medium group (21–50)
____ Large group (51+)

What age groups do your volunteers fit best? (You may choose more than one) *
____ Elementary age
____ Middle school age
____ High school age
____ Adult (18+)

What type of difficulty level are you comfortable with? (Check all that apply)

____ **Easy** – Projects that have minimal physical demand and are easy to access by vehicle and walking short distances less than ½ mile. These types of projects can include raking and seeding native grasses, weed control and plantings. Projects that are able to be completed by groups of any skill level, to include children and persons of physical limitations.
____ **Moderate** – Projects that require greater physical activity, such as lifting, carrying and digging. Access by vehicle and distance to project site may require over ½ mile of walking.
____ **Strenuous** – Projects that have difficult access to worksites and require physically demanding activities. These projects can often include longer hikes into worksite while carrying tools and personal necessities. These sites are often on significant slopes and often include fire restoration work and or rock work on trails. Advanced skills are always appreciated for these project types.

Tell us a little more about what you, or your group, is looking to accomplish:
Please include number of volunteers if this is a group.

Please select all project work and interests relevant to you.

- | | | |
|--------------------------|----------------------|-------------------------------|
| Fishing | Rivers | Ranching |
| Hunting | Vegetation | Volunteer fundraising/ Office |
| Motorized recreation | Water quality | Future employment with CUSP |
| Non–motorized recreation | Weeds | |
| Trails | Economic development | |
| Bio diversity | Energy | |
| Fire rehab | Chipping | |
| Forestry | Volunteer general | |

GROUP VOLUNTEER PROJECT/PLANNING & INFORMATION SHEET

STAFF CONTACT _____ GROUP/ ENTITY _____

CONTACT PERSON(s) _____

CONTACT INFO: Home _____ Cell _____

EMAIL _____

GROUP/ENTITY ADDRESS _____

GROUP DETAILS (interests, needs) _____

REQUESTED DATE(s) _____

VOLS EXPECTED _____ VOLS AGE GROUP _____

VOLS WORKING ABILITY (circle one) Easy Moderate Difficult

GROUP HOUSING _____

POSSIBLE PROJECT SITES/ IDEAS _____

FINALIZED DETAILS

PROJ SITE _____ DATE(s) _____

MEETING LOCATION/ TIME _____

VOL CONTACT _____ # _____

VOL #'s EXPECTED _ PR # _ SCOPING ID# _

ON STAFF CAL?: Y N ON VOL CAL?: Y N

COPY TO FIELD CREW? Y N DATE GIVEN TO CREW _____

CUSP Landowner Release: Fill in yellow blocks as appropriate.

<i>For CUSP staff use only</i>	
County _____	
Community Information (HOA, Subdivision, etc...) _____	
Grant _____	

***SIGNATURE REQUIRED – FAILURE TO SIGN THIS DOCUMENT WILL RESULT IN
SIGNIFICANT PROJECT DELAYS.***

LICENSE TO ENTER UPON LAND AND RELEASE OF LIABILITY

THIS LICENSE TO ENTER UPON LAND AND RELEASE OF LIABILITY is an agreement made and entered into this ____ day of _____, 201____ by and between _____, “Licensor” (landowner or landowner’s legal designee) and the Coalition for the Upper South Platte, hereinafter referred to as “CUSP”.

WHEREAS, CUSP has requested access to and the right to enter upon the land described herein below (the “Property”), for the purposes described below that are related to the CUSP’s mission; and

WHEREAS, Licensor is the owner of the Property, or of the current right to occupancy thereof, and has the right to grant a license to enter upon the Property for the purposes described herein, and desires to grant such right to CUSP upon the terms and conditions set forth in this Agreement;

NOW, therefore, in consideration of the mutual promises and covenants contained herein, receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows.

A. License Grant. The Licensor grants to CUSP, its employees and authorized volunteers, contractors and subcontractors, acting within the scope of their employment or contract (collectively, the “Licensees”), a non-exclusive license to enter upon the Property during the term hereof, without prior notice, for the purposes described below. Licensor may revoke such license at any time by written notice to CUSP in accordance with the Notice provisions herein. Said license is subject to the following terms and conditions:

1. Description of Property. This License concerns the following Property: <<enter street address and/or legal description of property to be accessed; attach map if possible>>:
2. Mailing Address: (mailing address, email, fax)
3. License Period. This License shall be in effect from _____ to _____, inclusive (the “License Period”). If any dates or times are excluded from the License Period, they are specified here:
 - not applicable
 - describe:

The Coalition for the Upper South Platte
Partner Project Intake Form

Date: * _____

Project Date (Estimated): _____

Partnering Agency Name: * _____

Phone: * _____

Agency Address: * _____

Contact Person: * _____

Email: * _____

County: * _____

Project Type (trails, fire restoration, river restoration, green forest work, environmental education, invasive weed control, re-vegetation, fire rehabilitation or other):

Trails Options (maintenance, building):

Project Work Description (goals, objectives, tasks):

Is this a time sensitive project? Y N

Please explain: Volunteer Needs (numbers, special skills, etc.):

Difficulty Level (Easy, Moderate, Difficult):

Safety Issues (environmental, man-made, biological or other):

Does this project require NEPA? Y N

Is funding available? Y N

Estimated Costs:

Do you need CUSP to help locate funding? Y N

Describe the property (acreage, parking access, easements, and terrain type):

**COALITION FOR THE UPPER SOUTH PLATTE
PROJECT REQUEST FORM**

TODAY'S DATE: _____ **ESTIMATED PROJECT DATE** _____

PRIVATE / PUBLIC / PARTNERING AGENCY NAME (circle) : _____

PROJECT CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

PROJECT LOCATION: _____ **COUNTY** _____

PROJECT TYPE (Please Circle):

Trails

Fuels Mitigation

Planting

River Restoration

Weed Control

Other

Fire Rehab

Environmental Education

PRIORITY LEVEL (circle): **HIGH / MEDIUM / LOW** _____

DIFFICULTY LEVEL (circle): **DIFFICULT / MODERATE / EASY** _____

PROJECT WORK DESCRIPTION (Goals, Objectives, Tasks): _____

VOLUNTEER NEEDS (Numbers, special skills): _____

SAFETY ISSUES? (Environmental, Biological, Manmade, Other): _____

FUNDING AVAILABLE FOR THE PROJECT? (Type / Grant): _____

DESCRIBE THE PROPERTY: (Acreage, parking, access, easements): _____

**The Coalition for the Upper South Platte
Equipment Check-out and Statement of Liability**

I _____, a legal representative of _____, take full responsibility for the selected equipment, listed below, and understand fully that if listed equipment is damaged or not returned I will be financially responsible to fix or replace the damaged equipment.

The equipment will be returned no later than ____/____/____

Agreed,

CUSP Representative

Partner Representative

Contact Information (phone, email, address):

Date:	Equipment Loaned:	Initials of Partner
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CUSP Intern/LT Volunteer Handbook

**AS ADOPTED BY THE BOARD OF
DIRECTORS
June 19, 2009**

Introduction

Thank you for your interest in working with CUSP as an intern or long-term volunteer. We hope that you enjoy your experience here, and that you meet the goals that brought you to us in the first place.

Although you are not a regular employee, you are required to adhere to the policies set forth below. As an intern or volunteer you are afforded many of the same rights as a regular employee of CUSP and therefore must adhere to this policy. Volunteers may be eligible for reimbursement of pre-approved, actual out-of-pocket expenses, including transportation expenses, incurred while engaging in volunteer service for CUSP.

In addition to compliance with this policy, all interns and LT volunteers are required to complete the CUSP Application / background check forms, attached below. As an intern or volunteer you are a representative of CUSP and are expected to professionally represent CUSP to your peers and our stakeholders.

Your signature connotes an understanding and acceptance to the principles set forth below. Volunteers under the age of 18 must also have their parents sign the youth volunteer form.

Relations and Practice

1. Non-discrimination Policy

The Coalition for the Upper South Platte (CUSP) has a policy and procedure of non-discrimination with regard to race, color, religion, national origin, physical and mental disability, military status, age, gender, sexual orientation and gender variance, applicable to CUSP's paid and volunteer staff; applicable to membership in CUSP's governing board; and applicable to persons served by CUSP.

Incidents or circumstances of discrimination, harassment, or sexual harassment will not be condoned, nor tolerated. Definitions for this section include:

- **Discrimination**

Discrimination with respect to any condition of employment or volunteer relationships, or against any applicant for employment, may be a violation of Title VII of the Civil Rights Act of 1964, as amended the Americans With Disabilities Act of 1990, the Civil Rights Act of 1991, and/or State statutes.

COALITION FOR THE UPPERSOUTH PLATTE

EDUCATION PROJECT INFORMATION & PLANNING SHEET

PROJ DATE/TIME _____ CONFIRMED BY/DATE _____

INITIAL CONTACT DATE _____ STAFF CONTACT _____

SPECIAL NOTES _____

GROUP NAME _____ GROUP AGE _____

PROJ LEADER & STAFF _____

CONTACT: NAME _____

MAILING ADDR _____

DAY/EVE PHONES _____

EMAIL _____

FAX _____

LOCATION _____ COUNTY _____

DIRECTIONS *(building specifics)* _____

EQUIPMENT *(pp computer, display board, handouts, table, etc)*

EQUIP	QTY	NEEDED	USED	NOTES
PPPROJECTOR		YIN	YIN	
PPCOMPUTER		YIN	YIN	
TABLE(S)		YIN	YIN	
DISPLAYBOARD		YIN	YIN	theme?
CHAIRS		YIN	YIN	# needed
CANOPY		YIN	YIN	
HANDOUTS		YIN	YIN	type&#
BANNERS		YIN	YIN	

MAP/DIRECTIONS: FAXED _____ EMAILED _____ MAILED _____

INFORMATION: FAXED _____ EMAILED _____ MAILED _____

COALITION FOR THE UPPERSOUTH PLATTE

OUTREACH/EVENT INFORMATION & PLANNING SHEET

EVENT/ MTG DATE _____ **COMMUNITY** _____

STAFF CONTACT _____ **COUNTY** _____

SPECIAL NOTES _____

EVENT/ PROJECT NAME _____

CONTACT:

NAME _____

MAILING ADDR _____

DAY/EVE PHONES _____

EMAIL _____ **FAX** _____

LOCATION DESCRIPTION _____

DIRECTIONS _____

PARKING COST/LOCATION _____

BOOTH/SPACE COST _____ **SUPPLY COST** _____

VOLS NEEDED/ ANTICIPATED _____ **ACTUAL** _____

SCHEDULED HRS _____ **ACTUAL HRS** _____

Projector ____ **Ext Cord** ____ **Table(s)** ____ **Display** ____ **Other** ____

HANDOUTS DISTRIBUTED & # (CUSP Fact Sheet, Watershed Watch, etc) _____

EVENT/MTG EXPENSES _____ **EVENT/MTG INCOME** _____

FOLLOW-UP (thank-you, email, etc) _____

COALITION FOR THE UPPERSOUTH PLATTE

PROJECT INFORMATION & PLANNING SHEET

ONGOING PROJECT? Y / N *******AREA** _____

PROJ DATE/ TIME _____ **COMMUNITY** _____

STAFF CONTACT _____ **COUNTY** _____

SPECIAL NOTES _____

GROUP NAME _____ **GROUP AGE** _____

NAME _____

MAILING ADDR _____

DAY/EVE PHONES _____

CELL PHONE _____

EMAIL _____ **FAX** _____

LOCATION / SITE _____

SITE CONTACT _____

DIRECTIONS _____

OWNERS SIGNATURE (if required) _____

SAFETY CHECK LIST? YES / NO **LIABILITY RELEASES REC'D? YES / NO**

MEDICAL FLAGS? _____

OF VOLS ANTICIPATED _____ **ACTUAL** _____

TRANSPORTATION? _____ **PARKING?** _____

SANITATION? _____ **OTHER?** _____

WORKDAY HRS SCHEDULED _____

MAP / DIRECTIONS: FAXED _____ **EMAILED** _____ **MAILED** _____

INFO & RELEASE: FAXED _____ **EMAILED** _____ **MAILED** _____



Group name (add their logo) and CUSP Project Location/Area

Workday: day, month date, year

Project Location: area

Difficulty Rating: Easy, Moderate, Difficult

Project Times: am-pm

Meeting Location: detailed

Map Link: google maps short URL example: <https://goo.gl/maps/92ybG>

Directions: Detailed

Number of Volunteers Anticipated: up to ?

Workday Description: Describe partners, area, significance and importance of project work:

Important Notes:

- CUSP will provide hard hats; tools and materials necessary to complete project work
- Due to variable weather conditions and safety for our volunteers all vehicles and drivers must remain onsite for the duration of the project
- **What type of restroom? Portable, outhouse, none available**
- A safety review and work demonstration will proceed the project work
- Weather, which could create hazardous conditions, may cause the project to be canceled or rescheduled; staff will monitor weather and notify you of any changes, which will also be posted to www.cusp.ws/Volunteer.

Requirements of Volunteers: attach current documents

Prior to the project each volunteer must submit a completed Liability Release form, [CUSP 2014 Release Form](#) the group also needs to submit a Volunteer Listing, [VOLUNTEER LISTING 2015](#) attached.

Please print documents on both sides.

Emergency Medical Services Non Emergency List

By County

PARK COUNTY

ice

rk County Sherriff

0 CR 16

rplay, CO80440

719-748-3888

ounty Sherriff Substation

65 US 285

ley, CO 80421

303-808-4441

Hartsel Fire District

86 Valley Ave.

Hartsel, CO 80449

Ph. 719-836-3500

Northwest Fire District

21455 US 285

Fairplay, Co 80440

Ph. 719-836-3150

2

rissant Fire District

6 US HWY 24

rissant, CO 80816

719-748-3909

ur Mile Fire District

7 CR 11

rissant, CO 80816

719-689-3451

Platte Canyon Fire District

153 Delwood Drive

Bailey, Co 80421

Ph. 303-838-5853

Lake George Fire District

8951 CR 90

Lake George, CO 80827

Ph. 719-748-3022

TELLER COUNTY

ice

odland Park Police Department

Tamarac Parkway

odland Park, CO 80863

719-687-9262

ler County Sheriff's Office

00 HWY 24

ide, CO 80814

719-687-9652

2

pple Creek Fire and Emergency Services

' East Bennett Ave.

pple Creek, CO 80813

719.689.0240

Divide Fire District

103 CR 51

Divide CO 80814

Ph. 719-687-8773

Mountain Communities Fire Distr

869 Appleby Drive

Woodland Park, CO 80863

Ph. 719-687-1389

NE Teller County Fire Departmen

1010 Evergreen Heights Drive

Woodland Park, CO 80863

Ph. 719-687-1866

The Coalition for the Upper South Platte
Field Project Checklist

DAY OF PROJECT/EVENT PLEASE INITIAL

ARRIVAL:

Conduct an internal pre-project staff discussion RE:

- _____ Project outcomes and goals
- _____ Confirm project assignments
- _____ Determine site is safe from hazards
- _____ Tools and materials are staged
- _____ Inventory types and total of tools: _____
- _____ Determine the safest locations for staff and participant parking
- _____ Designate who will lead safety and general intro discussions
- _____ CUSP staff (wearing a high visibility vest) greets / assist in parking volunteers

Portable restroom(s) are:

- _____ Set up
- _____ Supplied with toilet paper
- _____ Hand - sanitizer
- _____ Checked for cleanliness and/or graffiti

BEFORE PROJECT BEGINS:

- _____ Collect completed "Liability Release Form(s)"
(one from each participating volunteer)
- _____ Collect a completed "Volunteer Sign-Up Sheet"
(Must include the name for each participant)

Pre-Project Discussion including:

- _____ CUSP General Information
- _____ Safety
- _____ Partner Information (if applicable)
- _____ Project Information and Demonstration

DURING EVENT: PLEASE INITIAL, DATE AND PROVIDE DETAILS

Project Work: _____

The Coalition for the Upper South Platte
Field Project Checklist

DAY OF PROJECT/EVENT PLEASE INITIAL

ARRIVAL:

Conduct an internal pre-project staff discussion:

- _____ Project outcomes and goals
- _____ Confirm project assignments
- _____ Determine site is safe from hazards
- _____ Tools and materials are staged
- _____ Inventory types and total of tools: _____
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- _____ Collect completed "Liability Release Form(s)"
(one from each participating volunteer)
- _____ Collect a completed "Volunteer Sign-Up Sheet"
(Must include the name for each participant)

Pre-Project Discussion including:

- _____ CUSP General Information
- _____ Safety
- _____ Partner Information (if applicable)
- _____ Project Information and Demonstration

DURING EVENT: PLEASE INITIAL, DATE AND PROVIDE DETAILS

Project Work: _____

Coalition for the Upper South Platte, PO Box 726, Lake George, CO 80827
719.748.0333 www.uppersouthplatte.org

Donation Receipt

Donor Information

Name _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Email _____ Web Address _____

Donation Information

Item(s) Donated _____ Value _____

Received By _____

Thank you for your support!

The Coalition for the Upper South Platte is a 501(c)(3) organization and donations are tax deductible as charitable contributions
EIN: 84-1469785

White - to Donor

Yellow - Bookkeeping

Pink - to Developing

COALITION FOR THE UPPER SOUTH PLATTE TAILGATE SAFETY WORKSHEET

WORK TEAM PRESENT:

[illegible][illegible]

TEAM LEADER ACKNOWLEDGEMENT: _____

The Coalition for the Upper South Platte
After Action Review

<u>Questions:</u>	<u>Answers:</u>
<ul style="list-style-type: none">• What did you like about today?• What didn't you like about today?	
<ul style="list-style-type: none">• What could we have done to make your experience better?• Why did we do this project work today? Big picture.	

Purpose of these questions: These questions generate reflection about the successes and failures during the course of the project, activity, event or task. The question 'Why?' generates understanding of the root causes of these successes and failures. The facilitator should encourage and promote discussion around these questions.

After completed – please enter answers into Project Record: Crew in Filemaker database.

COALITION FOR THE UPPER SOUTH PLATTE
CWPP INFORMATION & PLANNING SHEET

EVENT/MTG DATE _____ COMMUNITY _____

HOST _____ COUNTY _____

STAFF CONTACT _____ EXISTING OR NEW PLAN _____

TYPE MTG/EVENT _____

SPECIAL NOTES _____

CONTACT: NAME _____

MAILING ADDRESS _____

DAY/EVE PHONES _____

EMAIL _____

FAX _____

LOCATION DESCRIPTION _____

DIRECTIONS _____

EQUIPMENT NEEDS _____

Projector _____ Ext Cord _____ Table _____ Display _____ Other _____

HANDOUTS DISTRIBUTED & # (Fact Sheet, Watershed Watch, etc) _____

PRINTING B&W single _____ 2 sided _____ COLOR single _____ 2 sided _____

EVENT/MTG EXPENSES \$ _____ EVENT/MTG INCOME \$ _____

FOLLOW-UP _____

Background Information

Coalition for the Upper South Platte

