# Volunteer Service Agreement Checklist (For DPR Use Only)

<table>
<thead>
<tr>
<th>VOLUNTEER NAME</th>
<th>WORK LOCATION/PARK UNIT(S)</th>
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<tbody>
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<tr>
<th>FORM</th>
<th>DATE GIVEN TO VOLUNTEER</th>
<th>DATE RETURNED BY VOLUNTEER</th>
<th>APPROVED (Yes / No)</th>
<th>DATE</th>
<th>APPROVED / SIGNED BY</th>
</tr>
</thead>
</table>

### Before the Volunteer is Registered:
- Volunteer Application (DPR 208H) [Recommended]

### At the Time the Volunteer is Registered:
- Volunteer Service Agreement (DPR 208)
- Volunteer Duty Statement (attached to DPR 208)
- Employee’s / Volunteer’s Notice of Pre-Designated Physician (DPR 615)
- Essential Functions Health Questionnaire (STD. 910)* w / Duty Statement
- Visual Media Consent (DPR 993)

### If the Volunteer is a Minor:
- Parental/Guardian Permission (DPR 208C)

### If the Volunteer is Serving as Campground Host or Performing Other Duties within DN 2004-06:
(e.g., handling sums of money, holding positions of special trust or security, having control over minors, working with interpretive collections, or having access to law enforcement records/communications, etc.):
- Volunteer Confidential Information (DPR 208D)*
- Pre-Employment Arrest/Conviction Disclosure Statement (DPR 883)*
- Request for LIVE SCAN Service (BCII 8016)*

### If the Volunteer Will Be Reimbursed for Expenses:
- Payee Data Record (STD. 204)
- Oath of Allegiance (STD. 689)

### If Driving Is Part of the Duties Listed on the Volunteer’s Duty Statement:
- Authorization to Use Privately Owned Vehicle on State Business (STD. 261)*
- Equipment Operators Qualification Card (DPR 161)
- Government Agency Request for Driver License/ Identification Record Information (INF 254)*

### If the Volunteer is Issued or Using Equipment:
- State Property / Equipment Issue Record (DPR 175)

### Additional Forms for Local Use:

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* Once the form is completed by the volunteer, process as a confidential personnel document.