### Volunteer Service Agreement Checklist (For DPR Use Only)

<table>
<thead>
<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 (reimbursement must be listed on Duty Statement):**

- 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.