

Memorandum

Date : January 23, 2019

To : Cooperating Association Liaisons and Cooperating Association Leaders

From : Paige Rogowski, Nonprofit Program Manager
Partnerships Division
Department of Parks and Recreation



Subject : Cooperating Association Volunteer Pass Implementation Memo and Guidelines

California State Parks and the Partnerships Division are pleased to announce the Cooperating Association Volunteer Pass Recognition Program. Cooperating associations provide a benefit to California State Parks and, with recent legislative authority, State Parks can extend the same benefits offered to its own volunteers to cooperating association volunteers whose work supports the mission of California State Parks.

The Cooperating Association Volunteer Pass Recognition Program seeks to recognize the benefits of cooperating associations and the volunteer services they provide to California State Parks. It should be noted that Volunteers In Parks (VIPs) receives the same benefits by volunteering directly with California State Parks.

Eligibility criteria:

To be eligible to receive the California State Parks Volunteer District or Statewide Pass in recognition for cooperating association volunteers, cooperating associations must meet the following criteria:

1. **Have a valid cooperating association agreement with California State Parks and be in good standing.** The agreement must be in term and compliant with all reporting requirements, and have a current, signed Contractor Certification Clause (<http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>). A cooperating association "in good standing" shall be compliant with the agreement and operating within the spirit of partnership and within the association's mission and purpose of supporting California State Parks. Also, the association must be compliant with all federal, state, and local requirements for reporting, registering, and/or payment of taxes.
2. **Have its own volunteer program in which volunteers are providing a service that benefits California State Parks.** The nature of the volunteer work performed must be in support of the mission of California State Parks. "Service to an association that benefits California State Parks" is defined as any activity performed by a volunteer working under the direction of cooperating association leadership where the nature of the work contributes to the cooperating association contract with California State Parks. The nature of the work may be interpretive, educational, or supporting maintenance or park operations.
 - a. Examples of beneficial service include providing interpretive talks or hikes, trail maintenance or monitoring, interpretive sales coordination, youth education programming, leadership on an association board or committee, or education and outreach to the community on behalf of the park.

- b. Examples of services that are not beneficial to the park include events or programs with a low return-on-investment or that are off-mission with the association or California State Parks missions, that benefit another local/federal agency that is not California State Parks, that support programs or fundraising for an organization that is not California State Parks, or any service that is not approved by the Cooperating Association Liaison (CAL) or district leadership.
3. **Work with the CAL to develop a written plan for the volunteer program that is updated each year.** The CAL must approve the plan and agree that the volunteer service provides a benefit to California State Parks. The plan should include information such as how many volunteers are expected to serve and how many hours they may provide, a plan for training and evaluation of volunteers in that year, a description of the type of duties performed by the volunteers, a description of goals and purpose for the volunteer program, etc. The Volunteer Plan Worksheet may be used as a tool for creating a plan.
4. **Provide to the volunteer a written job description** that outlines the specific duty responsibilities, performance standards, and supervisory chain of command. Furthermore, a job description typically includes the following items: title, purpose, duties/responsibilities, skills/qualifications, time commitment, training, reporting, benefits the volunteer can earn, or more.
5. **Provide training to the volunteer and ensure the volunteer is prepared to perform his or her duties.** Training must ensure compliance with Exhibit A, Attachment 1, Sections 2.C.15–19 of the Cooperating Association Agreement. Service performed by association volunteers on California State Parks property must be compliant with California State Parks policies. Association volunteers must be trained and demonstrate an understanding that the volunteer is operating under the direction and responsibility of the association.
6. **Properly manage the risk of having a volunteer program by providing insurance coverage.** At a minimum, the cooperating association agreement requires accident insurance coverage for all association volunteers who will be engaged in the performance of work on the property. The association should consult with their insurance provider on the best coverage for the volunteer program, which may require fingerprinting and background checks.
7. **Have a system for adequately tracking volunteer hours and responsibilities.** The tracking system shall document the name of the volunteer, the date trained, the hours worked, and the nature of the work performed.
8. **Agree to present the recognition benefit to the volunteer in a manner that defines the role of the cooperating association as the supporting organization for California State Parks.** The association shall award the pass recognition to the volunteer using cooperating association letterhead and specifying that the volunteer is receiving recognition for their service to California State Parks because the cooperating association is an official supporting partner of the park. Furthermore, because the passes are property of California State Parks, the recognition package must include the pass terms and conditions with the pass.

Process for Awarding Complimentary Passes:

1. By November 1 of each year, the cooperating association ensures eligibility as described above by providing documentation to the CAL. The CAL will review the documentation and affirm:

- The association is current in the term of the contract, and the cooperating association is considered by California State Parks to be in good standing.
 - The association's volunteer program is providing service that benefits California State Parks.
 - A written volunteer plan has been developed in partnership.
 - A written job description has been provided to the volunteers.
 - All volunteers have been trained on their duties, including training that addresses when volunteers are working under the direction of the state or of the association. Additionally, volunteer conduct training complies with Exhibit A, Attachment 1, Sections 2.C.16–19 of the Cooperating Association Agreement.
 - All necessary insurance requirements are in place, including specific insurance coverage for volunteers (see Exhibit D, Insurance Requirements of the Cooperating Association Agreement).
 - Volunteer hours and duties are tracked and furnished to the CAL as a report that includes the volunteer's first and last name, spelled correctly.
2. Once eligibility has been confirmed by the CAL, the CAL submits the pass request to the District Superintendent.
 3. The District Superintendent shall request passes for eligible volunteers by submitting a DPR 145 form to the Partnerships Analyst via email at partnerships@parks.ca.gov.
 4. The Partnerships Division verifies the list of volunteers and orders passes for qualifying volunteers to be sent to the district.
 5. The District Superintendent receives passes and issues them to cooperating associations.
 6. Cooperating association awards passes to volunteers with a letter of recognition explaining the role of the volunteer as providing service to the association through the association's partnership with California State Parks. The association must also include the terms and conditions of the pass.
 7. The CAL records passes issued on a DPR 308A for recordkeeping in the district.
 8. The CAL completes a DPR 106 form and submits it to the Partnerships Analyst.

State Parks Volunteers Versus Cooperating Association Volunteers

State Parks Volunteers are known as Volunteers In Parks, or VIPs. VIPs work under the direction of California State Parks. Cooperating associations may have their own volunteer programs, outside of the VIP program, where volunteers work under the direction of cooperating association leaders. Volunteer training should distinguish the difference between State Parks' Volunteer In Parks program volunteers and cooperating association volunteers. Cooperating associations are responsible for communicating this distinction to association volunteers. Volunteer hours worked on behalf of the association should be recorded by the association and contribute toward the hours needed to qualify for cooperating association volunteer passes, as described in the "Types of Passes" section on the following page.

A volunteer, whether a cooperating association volunteer, a VIP, or both, may only earn one pass. Cooperating association and VIP hours worked may not be combined.

Types of Passes:

Volunteer Statewide Pass (DPR 208E)

- Issued by the District Superintendent.
- 200 hours in a calendar year in work that benefits California State Parks OR one year of service on the board of an association.

Volunteer District Pass (DPR 208F)

- Minimum work requirements as established by the District Superintendent (varies by district).
- Day-use access to state park units within the district where the individual volunteers.
- Passes are not transferable and are valid only for the calendar year following the volunteer's achievement of minimum hours worked.

Terms and conditions for both passes may be found at www.parks.ca.gov/volunteer.

Background/Authority:

Legislative intent of [Senate Bill No. 204, Chapter 573, 2015](#) and [Public Resources Code 5009.1](#) provides the department with the authority to extend complimentary passes to cooperating association volunteers.