

## Capture ALL Volunteer Hours



When groups help—  
count their hours.



When spouses and friends  
help—count their hours.



When board members  
help—count their hours.



When producers help—  
count their hours.

## How to Sign Up A Volunteer

1. Interview the potential volunteer or group leader. Tailor the volunteer assignment to the NRCS Office needs and the volunteer's expectations. (If your office has not completed a Needs Assessment now may be the time.)
2. The OF-301A, Volunteer Services Agreement for Natural Resources Agencies, is the application that must be used for an individual volunteer or group.
  - The volunteer/group leader should complete the form, sign it and return it to the NRCS supervisor who will add a position description and sign the form.
  - Group leaders must provide a listing of all group members.
  - Volunteers between the ages of 14-18 must ask a parent or guardian to sign the form.
3. Discuss the volunteer's work schedule, explain how the Agency will track hours and describe the activity codes. Provide a copy of the timesheet.
4. Provide the volunteer with a copy of the Volunteer Orientation Guide (Optional).
5. Establish a Volunteer Case File which should contain a copy of the OF-301A and future timesheets.
6. Check with the State Volunteer Coordinator to see who will be entering volunteer information and time into the Earth Team Volunteer Tracking System.

International volunteer applications must be approved through the International Division in NHQ prior to the individual starting.

Visit the Earth Team Share Point site at:

<https://nrcs.sc.egov.usda.gov/chief/lpad/et/default.aspx>

for additional information.