



VOLUNTEER HANDBOOK

Idaho Department of
Parks & Recreation



"Life's most persistent and urgent question
is, What are you doing for others?"

— Martin Luther King, Jr.



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Welcome to the Idaho Department of Parks and Recreation Volunteer Program! We are thrilled to have you join our team of dedicated individuals who are committed to preserving and enhancing the natural beauty of our State's parks and recreational areas.

As a volunteer with the Idaho Department of Parks and Recreation, you play a vital role in helping us achieve our mission of improving the quality of life in Idaho through outdoor recreation and resource stewardship. Your contribution of time, skills, and passion will make a significant difference in the communities we serve and the experiences we offer to visitors from near and far.

Enclosed with this letter, you will find our Volunteer Handbook, which serves as a comprehensive guide to help you navigate your role as a volunteer. This handbook outlines our policies, procedures, and expectations, as well as provides valuable information about the various opportunities available to you within our organization.

Please take the time to review the handbook thoroughly, as it contains important information about safety protocols, volunteer responsibilities, and the resources available to support you in your role. If you have any questions or need further clarification on any aspect of the handbook or your volunteer duties, please don't hesitate to reach out to your designated volunteer coordinator or supervisor.

Once again, thank you for your commitment to serving with the Idaho Department of Parks and Recreation. We are truly grateful for your dedication and enthusiasm, and we look forward to working together to create memorable experiences for all who visit our parks and recreational areas.

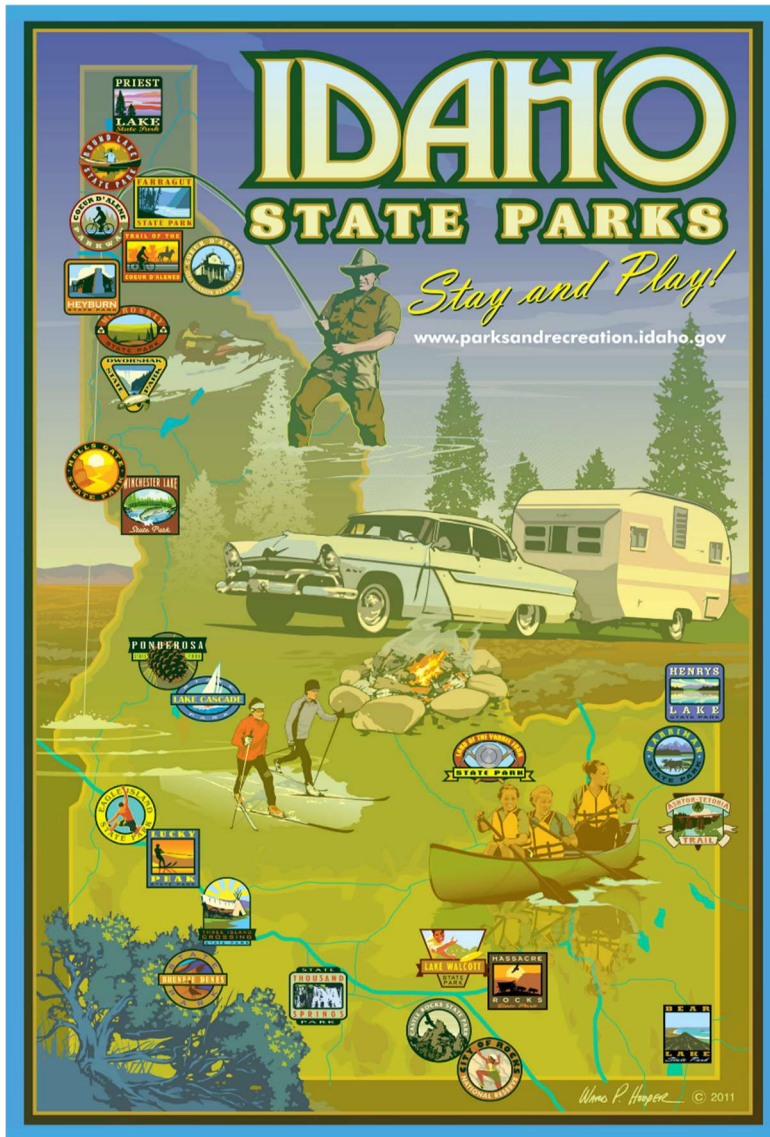
Welcome aboard!

Sincerely,

A handwritten signature in blue ink, appearing to read "Patricia Hendrickson".

Patricia Hendrickson
Volunteer Services Coordinator
Idaho Department of Parks and Recreation
208-514-2493
Trish.hendrickson@idpr.idaho.gov





What Are Our Core Values?

Core values are the essential and enduring tenets of an organization. They are its guiding principles. For the employees of the Idaho Department of Parks and Recreation, our core values include integrity, compassion, service, stewardship, and commitment. We feel obligated to protect the resources we are entrusted with, to help visitors experience those resources, to be vital members of our communities and to touch the lives of every Idahoan and visitor in a lasting, positive way.

What Is The Mission Of IDPR?

The mission of the Idaho Department of Parks and Recreation is to improve the quality of life in Idaho through outdoor recreation and resource stewardship.

How Do We Fulfill This Mission?

IDPR offers over 30 State Parks and Recreational sites, Motor Vehicle Entry Fees, camping fees and program fees allow IDPR to maintain and staff these memory making recreational opportunities, many offer beautiful campgrounds, relaxing fishing prospects, sublime trail hiking, impactful education, and many more ways to enjoy Idaho's most

valuable resource, our diverse outdoor experiences! Additionally, IDPR administers the registration programs for snowmobiles, boats and off-highway vehicles, and the permit program for the state's Park N' Ski areas. Money from those registrations and other sources goes to develop and maintain trails, facilities, and programs statewide for recreationists. Our slogan, developed during the formation of our agency vision, proudly states that we fulfill our mission by providing "Today's Fun, Tomorrow's Memories."

Philosophy:

We believe that Idaho State Parks and Recreation programs serve as a catalyst within their communities to create a climate for developing leisure-time activities that enhance the quality of life and meet the basic needs shared by all human beings. These include: a need to belong, to achieve, to be recognized, to have status, to acquire and use skills, and to have a creative outlet. We also believe that volunteers enhance our ability to offer a quality recreation program in Idaho. Volunteers offer our staff years of experience, skills, and talents. They are a crucial component of our workforce.

What Is Our Vision?

“We are innovators in outdoor recreation, committed to excellent service and resource stewardship. We foster experiences that renew the human spirit and promote community vitality.”

Goals:

The goals of the Volunteer Services Program are:

- To create State Parks & Recreation advocates and stewards who believe in and support our mission.
- To give an added personal touch to the services we provide our customers.
- To provide outreach to the communities where our facilities and programs are located.
- To create a channel for community input into our facilities and programs.
- To provide positive opportunities for individuals to “give something back” to their community.
- To enable IDPR to respond to offers of assistance from the public.
- To engage needed skills or expertise in certain areas when resources are simply not there to make a staff appointment.
- To build linkages to and partnerships with other local, state, and federal entities.
- To allow IDPR to spend every cent available through our budget process and then extend that budget beyond anything we could otherwise afford.



IDPR History

The Idaho Department of Parks and Recreation owes its existence largely to the vision of one man, Governor Robert E. Smylie. He looked into the future and saw a professionally managed system of state parks available for the enjoyment of all Idaho’s citizens and visitors. He kept that vision in mind when Roland and Averell Harriman offered to donate their beloved Railroad Ranch to the state, persuading them to stipulate that a professional managing agency be put in place before the transfer of their generous gift would take place.

Others took up Smylie’s vision and when the opportunity presented itself, added recreation to the agency’s charge to take advantage of the new federal Land and Water Conservation Fund in 1966. The agency became the Idaho Department of Parks and Recreation, and through that federal program helped countless cities and counties across the state fulfill their own outdoor recreation visions in their individual communities.

Within the agency, the people who comprise its heart and soul carry out the vision every day. In addition to hundreds of volunteers, we employ seasonal staff members to assist our full-time employees in this noble pursuit. We can borrow the agency’s acronym (IDPR) to describe our staff: Individuals Dedicated to People and Resources.

Volunteer Rights and Responsibilities

Volunteers with the Idaho Department of Parks & Recreation have the **RIGHT** to:

1. Be treated as a co-worker.
2. Receive a suitable assignment with consideration for your personal preference, temperament, life experience, and education.
3. Thoroughly planned and effectively presented job training, orientation, and materials so you can perform your duties safely and successfully.
4. Know as much about IDPR as possible, including its mission, policies, staff, and programs.
5. Be “kept in the information loop” with regards to decisions that affect volunteer assignments, changes to the normal routine, or new developments in policies and procedures.
6. Sound guidance and direction from a supervisor and staff who are experienced, well informed, patient, and thoughtful.
7. An orderly, designated place to work.
8. A variety of experiences.
9. Be heard, to have a part in planning, to feel free to make suggestions and to have respect shown for an honest opinion.
10. Recognition and expressions of appreciation.



Volunteers with the Idaho Department of Parks & Recreation have the **RESPONSIBILITY** to:

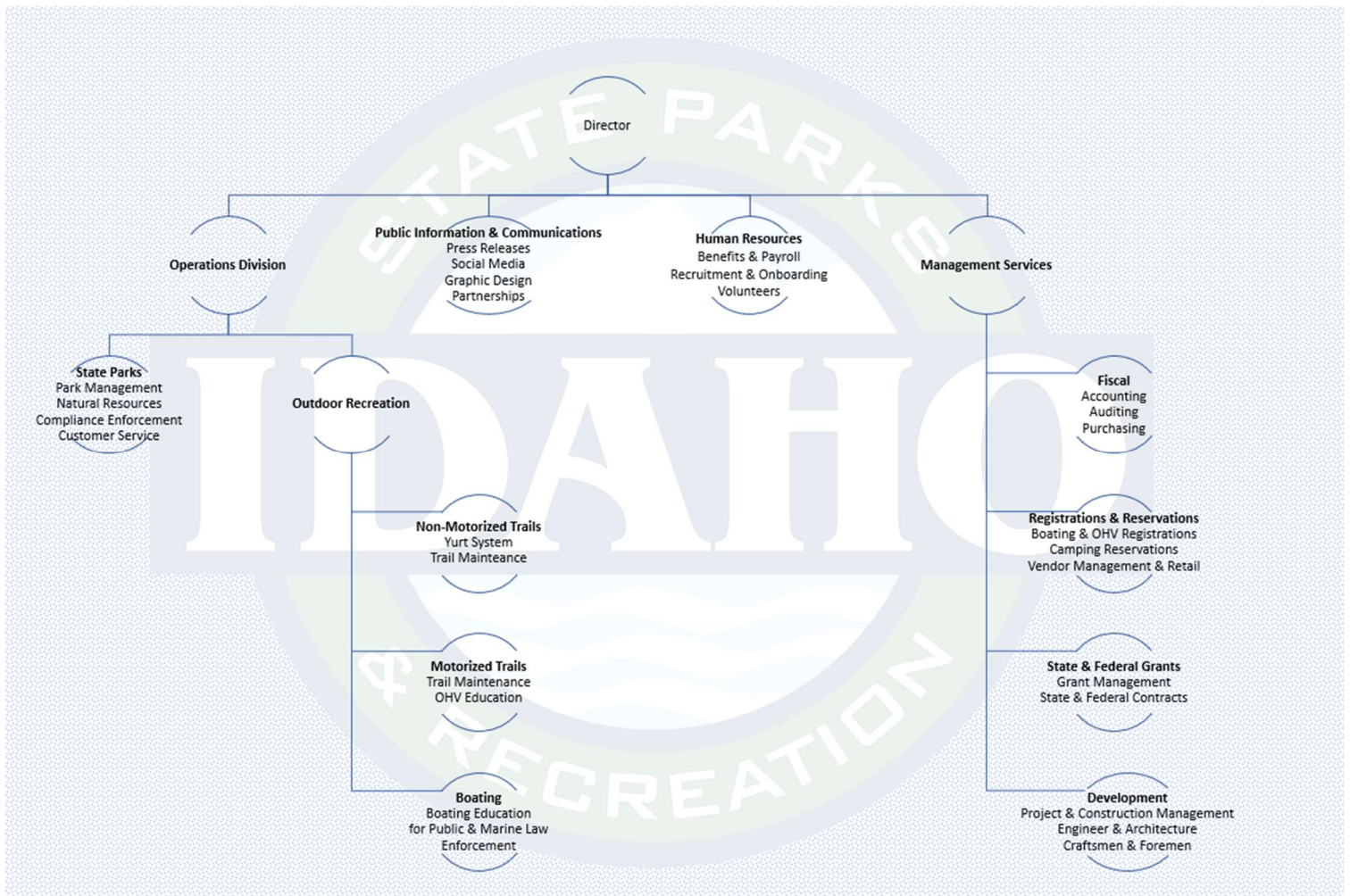
1. Show up at your scheduled time on the days that you have agreed to be there and to stay as long as you have committed to stay or to notify your supervisor early enough that a substitute can be located.
2. Come to an agreement with park/program staff on job duties and put it in writing on a Volunteer Service Agreement.
3. Carry out your job as described; to ask for help if you need it; to ask for information if you need to know something.
4. Complete a time sheet monthly or at the end of your service (whichever comes first).



5. Let your supervisor know if you become aware of problems or have suggestions for improvement.
6. Follow all laws and regulations that apply to your job.
7. Comply with the expectations set forth by your supervisor including dress code, decorum, customer service standards, etc.
8. Select an assignment that you are physically capable of performing and to let your supervisor know if you feel uncomfortable with any job that you are asked to do.
9. Use reasonable judgment in making decisions when there appears to be no policy and, as soon as possible, to consult with your supervisor.



IDPR ORGANIZATION



Volunteer Chain of Command

First Level Contact - Each park or recreation site assigned volunteers is also assigned a volunteer supervisor. If you should not be familiar with this designated staff member, please ask! Full-time staff, a park manager or even the Volunteer Services Coordinator will be able to provide you with this information.

Second Level Contact - If you should find your volunteer supervisor unavailable or are not having success in communicating with them, the Park Manager would be at your disposal.

Third Level Contact - Should you ever feel the need to reach out to a contact outside of your park, feel free to reach out to your Volunteer Services Coordinator. This individual is here to provide oversight to the entire volunteer program and to assist however necessary and to ensure that you and the individuals you work with in your assigned duty station have the best possible experience while taking advantage of the volunteer services program.

Trish.hendrickson@idpr.idaho.gov

208-514-2496

Our Volunteer Programs

The Host Program

For at least sixty years, volunteers have served as ambassadors in Idaho state park campgrounds, interpretive centers, and in the gateway visitor centers. In most cases, the term “host” is used to describe a couple or an individual who temporarily lives on-site in the park or on other IDPR property. Hosts agree to perform specific tasks as outlined in a position description written specifically for the job they perform. These volunteers usually provide their own recreational vehicle housing and agree to stay a minimum of 30 days and work 20 hours/person/week. After being placed in a park, they receive free access to an RV pad or campsite with varying degrees of hookups. These volunteers are also given an orientation to the facility, job training, a uniform, and recognition.

Campground Hosts: Campground hosts live in their own recreational vehicles as they perform their work in the park. They are contracted to work a minimum of 30 days to a maximum year-round caretaker position. These park ambassadors are often the first contact our visitors have with IDPR. They perform a variety of tasks such as greeting visitors and handing out information, collecting fees, hosting visitor get-togethers, maintaining flowerbeds, light maintenance duties, and informing the park staff about potential problems.

Hosts are provided a free campsite, and the normal camping time limit is waived. Utility hookups can be furnished at no cost, if available. Campground Hosts work under a specific agreement and job description just like any other volunteer. They also receive enough orientation and training to be able to adequately perform their job. Some parks supply their hosts with portable radios for routine and emergency communications. Hosts should work under the direct supervision of the employee who has direct responsibility for the particular campground in which they are located.

Interpretive Hosts: These hosts may reside in an area of the park other than the campground. They are volunteers who can either come to the park with a educational background or receive training on site to interpret the cultural, natural, and recreational resources of the parks for visitors. They also share their unique hobbies and skills through special hands-on workshops. Interpretive hosts provide public oriented services, which include conducting guided tours, planning, and delivering historical and cultural talks, assisting with the research and development of programs, and maintaining collections.

Visitor Services Hosts: These volunteers answer questions and provide information to park visitors at park entrances, or park visitor/interpretive centers. They serve as clerks in retail stores, restock brochure racks, and help with front desk clerical and reception duties.



Maintenance Hosts: Hosts assist in the repair and maintenance of park facilities as existing buildings and other structures need constant improvements. These volunteers lend their hands to assist park staff on new construction projects and to provide electrical, carpentry, masonry, mechanical, and landscaping skills.

Group & Short-Term Projects

The Public Boating Education program, the Off-Highway Motor Vehicle program, the Non-Motorized Trails program, IDPR region offices, and most state parks also partner with many ongoing, special event, or special project volunteers who donate their time. These project volunteers may come as groups or individuals, and usually work on specific tasks with a defined product or endpoint. The volunteers do not live on site. Project volunteer contributions can be ongoing or a one-time event. They may be stipend “volunteers” such as AmeriCorps, Student Conservation Association students, or “managers-in-training” volunteers, alternative sentencing volunteers, or families.

Youth organizations, such as Girl/Boy Scouts, 4-H, Campfire, etc. are the most visible sources for involving groups of children. Church/synagogue/mosque youth programs, sports leagues, special interest clubs, recreation centers, performing arts troupes, and after-school daycare groups also provide IDPR with sources of special event or one-day project volunteers.

Application, Agreement, and Timesheets

When you applied to become a volunteer for the Idaho Department of Parks & Recreation (IDPR), the application you submitted was used to help place you in a park or with an IDPR program in your area of choice, doing tasks you enjoy doing. Each of the forms has a specific purpose, such as ensuring that you understand your job duties, that you are properly trained, and that you understand the rules and regulations under which you volunteer. Your supervisor will explain the purpose of each of the forms if you have any



questions. Timesheets must be completed and submitted to your supervisor at the end of your service or at the end of each month, whichever comes first, to ensure that we capture service hours and you are covered for any injuries you incur while you are on duty, and for liability protection.

What Are The Benefits Of Being A Volunteer?

- **An opportunity to be a part of your community in a special way.**
You'll know the satisfaction of being a member of a team dedicated to providing a fun, exciting, and relaxing outdoor experience for every visitor that we serve.
- **Recognition for a job well done.**
IDPR realizes that the debt it owes volunteers is considerable. Your "pay" may be a pat on the back or perhaps special recognition before your peers and staff.
- **Opportunities for personal and professional growth.**
You can learn new skills, improve existing skills, and gain knowledge of IDPR's mission and goals. Volunteering offers great opportunities to "try something you've always wanted to do."
- **Opportunities to gain work experience.**
If you are trying to establish a work history before entering or re-entering the work force, volunteering can provide valuable experience and credentials. It is also a great way to "try out" a career before jumping into it full time. Even if it is not new skills you are seeking, volunteer experience on a resume says to a potential employer that you have gone out of your way to help others.
- **An opportunity to maintain your skills.**
If you no longer choose to or are not able to work full time, volunteering is a great way to "stay in shape" professionally.
- **An opportunity to meet people.**
You will meet people with diverse backgrounds and a full spectrum of life experiences if you volunteer to work with IDPR. Volunteering is one of the best ways to meet people and make friends among people who share a common interest.
- **Free stuff!**
Depending on how many hours you donate, and what job you are assigned to do with our agency, we will provide you with a full hook-up campsite, a complimentary annual park pass which allows you free entrance to any of our 30 state parks for an entire year, a uniform, and discounts in our gift shops and at our interpretive centers at Park Manager discretion.
- **It's good for you!**
Several research studies have shown that volunteering has been linked to improved quality of life, stronger social networks, increased levels of physical activity, and lower mortality rates. Volunteerism contributes to successful aging by enhancing ones life satisfaction and well-being, sense of purpose, self-confidence, and personal growth.

Insurance Coverage

Workers' Compensation Policy:

The State of Idaho provides workers' compensation benefits to eligible employees who experience work-related accidents, injuries, illnesses, or exposures. Employees must report such incidents to their supervisor or Human Resources department as soon as possible, regardless of severity or the need for medical treatment. The reporting process involves completing specific forms, including a Supervisor Incident Report, an Injury/Incident Witness Statement (if applicable), and a First Report of Injury or Illness (if medical treatment is sought). These forms are submitted to the Human Resources department, which then forwards them to the State Insurance Fund (SIF) for further processing.

Employees seeking medical treatment must use preferred/designated medical providers whenever possible. Failure to do so may result in the employee being responsible for associated medical expenses.

Upon returning to work after a work-related incident, employees must provide a written medical provider's note to their Human Resources department. If the note includes restrictions, accommodations may be made to facilitate the employee's return to work.

Tort Liability

All volunteers are covered by the State of Idaho for civil liability. This protects volunteers from being liable for claims of negligence or injury to others under these conditions: you are working on a state agency task assigned by an authorized supervisor, you limit your actions to the duties assigned, and you perform your duties in good faith and do not act in a reckless manner or with the intent to inflict harm on others.

General Liability/Automobile Liability

In addition to the Tort Claims Act, the State of Idaho Comprehensive General Liability and Automobile Liability Policy provides that 'volunteer workers' acting within their scope as such and as authorized by the governing body to perform volunteer services are insured under the policy with certain exclusions. These exclusions are:

1. To the ownership, maintenance, operation or use of an automobile;
2. To the rendering of any professional service or the omission thereof;
3. To bodily injury, sickness, or disease, including death at any time resulting from and including loss of services sustained by any volunteer worker while performing services on behalf of IDPR;
4. To injury caused intentionally by or act at the discretion of a volunteer worker;
5. To bodily injury to another volunteer worker or to any officer, servant, or employee of IDPR.

The automobile liability section of the policy provides that:

Any other persons while using an owned automobile or a hired automobile within the permission of IDPR, provided his actual operation or (if he is not operating) his other actual use thereof is within the scope of such permission, but with respect to bodily injury or property damage arising out of the loading or unloading the vehicle, such other person shall be an insured only if he is:

1. A lessee or borrower of the automobile, or
2. An employee of IDPR or of such lessee or borrower.

Thus, the state's insurance policy provides coverage to 'volunteer workers' as insured under the policy with the limited restrictions concerning the use of an automobile, the policy provides

coverage for any driver of a state owned or hired automobile but does not cover the volunteer worker operating the volunteer's owned or hired automobile.

Property Damage

If you damage state property, equipment or tools, the responsibility for damages, replacement, and repair is the same as for state employees; your supervisor should be notified immediately, and an Incident/Accident report completed. In most cases, IDPR's general liability or automobile liability insurance will cover the loss with no additional cost to you. However, if you damage your own personal property, equipment, or tools, the responsibility for damages, replacement, and repair is your responsibility. Whenever possible, you should use agency-owned equipment and property in your work, rather than using your own personal property. Volunteers' personal belongings are not covered by Idaho State Parks and Recreation. It is necessary for volunteers to carry their own insurance to cover damage to personal belongings (RV's, tents, golf carts, automobiles) from natural disasters, such as storms, ice, fire, flooding, high winds, etc.

Volunteers should never borrow state equipment for personal use. Such unauthorized use of state-owned equipment is grounds for termination of a volunteer's active status.

Orientation

You can expect a warm welcome when you arrive at your volunteer position location. Your orientation is part of that welcome and should answer these three basic questions for you:

Why should I be working here?

This question can be answered by learning about the IDPR history, mission, vision, strategic direction, programs, and services.

How will I be working here?

This question can be answered when the volunteer supervisor provides a discussion and presentation of:

- The structure of IDPR programs and how volunteers contribute to them.
- The system of volunteer involvement within IDPR; policies and procedures.
- An introduction to the facilities and equipment.
- A description of your rights, responsibilities, and the benefits afforded you.
- An introduction to record-keeping requirements.

How do I fit in with everyone else?

This portion of your orientation introduces you to:

- The leadership of the park/program
- The "culture and etiquette" of the park/program such as how to dress, daily rituals, and routine staff celebrations.

Training

Your training will help you understand exactly what your job is and how to do that job well. It is an ongoing process, not a one-time activity. Training should communicate these things to you:

- What you should do and accomplish in your job.
- What you should not do.
- What you should do if you encounter an emergency or a



situation that is not routine.

- With whom you will be working and to whom you are accountable for your performance.
- How your job fits into the overall mission of IDPR, the park/program, and your role in the successful realization of that mission.

Reimbursements & Taxation

According to the Federal Fair Labor Standards Act—“Volunteers may be paid expenses, reasonable benefits, a nominal fee, or any combination thereof, for their service without losing their status as volunteers. Individuals do not lose their volunteer status if they receive a nominal fee from a public agency. A nominal fee is not a substitute for compensation and must not be tied to productivity. Individuals do not lose their status as volunteers because they are reimbursed for tuition, transportation, and meal costs involved in their attending classes intended to teach them to perform efficiently the services they provide or will provide as volunteers. Likewise, the volunteer status of such individuals is not lost if they are provided books, supplies, or other materials essential to their volunteer training or reimbursement for the cost thereof.”

IRS Publication 526, Charitable Contributions; Contributions You Can Deduct states concerning **Daily Allowances or per diem:**

“If you provide services for a charitable organization (the state of Idaho is NOT a 501c3 but as a government entity we can receive charitable contributions) and receive a daily allowance to cover reasonable travel expenses, including meals and lodging while away from home overnight, you must include in income the amount of the allowance that is more than your deductible travel expenses. You can deduct your necessary travel expenses that are more than the allowance.”

Living Allowances, Stipends, and Other Payments During Service

To the extent living allowances, stipends, and other forms of cash awards constitute “compensation for services,” they are taxable under the Internal Revenue Code and subject to FICA withholding just as if they were wages paid to employees.

Non-Cash Benefits

In-kind benefits, such as meals, lodging, and uniforms are subject to special tax rules. Although the IRS treats many in-kind benefits as taxable compensation, exceptions apply to most non-cash benefits volunteers typically receive.

Meals and lodging are exempt if they meet the following tests:

- Meals are provided for the convenience of the program and served on park premises or worksite (not in a restaurant).
- Lodging is provided to recipients required to accept the lodging as a condition of their service to enable them to better perform their duties.

Accident insurance coverage is provided tax-free. Likewise, uniforms required as a condition of the work and which are not suitable for everyday wear are not taxed. Inexpensive items may be excludable from income as fringe benefits. This imprecise exception encompasses items such as lapel pins, caps, holiday gifts, coffee and doughnuts, soft drinks, local telephone calls, and use of the copy machine. The more expensive the item, the less likely it is to qualify as a fringe benefit, especially if given more than once.

Uniforms

When on duty, volunteers should be easily recognized as such by the visiting public. While performing official volunteer functions in the park, volunteers should wear an identifying uniform. The Park Volunteer Supervisor will provide each volunteer with a shirt or vest, hat or visor, and a name badge. Vests, shirts, and name badges should be issued at the beginning of the hosts' assignment and then be returned at the end of the season. Volunteers may keep their caps, lapel pins and any other recognition items given to them during their tenure. Because some groups can be quite large and it is not feasible to issue identification supplies to every group member, group leaders should be issued a vest to wear during the project. This identifies them as the contact person for the group.

Respectful Workplace Policy

The State of Idaho is committed to fostering a respectful and inclusive work environment where all employees are treated with dignity and equality. Discrimination or harassment based on any protected characteristic, such as race, color, religion, sex, age, disability, or national origin, is strictly prohibited. Harassment, as defined by federal laws including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), and the Americans with Disabilities Act of 1990 (ADA), encompasses unwelcome conduct based on protected characteristics. This includes behaviors that create a hostile, intimidating, or abusive work environment. Retaliation against individuals who report discrimination or harassment is also prohibited. Employees are encouraged to promptly report any incidents of discrimination or harassment, and the State is committed to investigating and addressing such reports promptly and thoroughly.

Drug Free Workplace

It is the policy of the Idaho Department of Parks & Recreation to maintain a drug-free workplace. Alcohol/drug use in the workplace has many detrimental effects on any organization, its employees, and its volunteers. Alcohol/drug use impacts morale, lowers productivity, causes safety violations, and increases health care costs. The Department is committed to maintaining a work environment free from illegal drugs and alcohol and other drugs.

ADA Accommodations Policy

The State of Idaho complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations to qualified employees and volunteers with disabilities. This includes adjustments to job duties, the work environment, or application processes to enable individuals to perform essential job functions. Reasonable accommodations are determined based on the individual's needs and the nature of the job, with consideration given to avoiding undue hardship for the agency. Essential job functions are those duties fundamental to the position, which employees must be able to perform with or without accommodation.

Employees or applicants with disabilities are encouraged to request accommodations, and the State is committed to working with them to identify suitable solutions that ensure equal employment opportunities.

To download "*A Guide for People with Disabilities Seeking Employment*" go to the Department of Justice ADA Home Page at: <http://www.ada.gov/workta.htm>

Safety

Volunteers must always follow safety standards and practices. Training is required before operating certain equipment. Perform your duties carefully and safely. Always use the appropriate

protective equipment, including personal protective equipment for eyes/face/head/extremities, protective clothing, respiratory devices and protective shields, and barriers. Report any unsafe conditions you encounter. Do not attempt to perform any duties for which you have not been trained!

Here are a few tips to keep you safe while volunteering your services in our system:

- Know your physical limitations! Discuss with your supervisor any physical limitations you may have prior to starting your duties. Remember in many cases, the park size, location, facilities, and public use determines how strenuous or demanding your duties will be. Find out before you commit!
- Use your legs, not your back, when lifting objects.
- Don't operate unfamiliar tools or machinery without training.
- Let your supervisor know if you have any health conditions that staff should be aware of in case of an emergency, record on the **Emergency Notification Form**.
- Dress properly for your tasks. Wear sturdy shoes and proper clothing.
- Attend park safety meetings.

If you are injured, report to your supervisor immediately and complete an **Idaho State Parks & Recreation Accident/Incident Report**.

When Accidents or Emergencies Occur

Each Park has an Emergency Action Plan, EAP created for their individual park Emergency Response. If you have not been issued a copy of this document, ask for one and familiarize yourself with it!

In an Emergency:

- KEEP CALM—assess the situation quickly but rationally.
- Make every attempt to contact the park manager, a park ranger, or any other park staff, no matter how minor an injury/accident/incident may appear. Send a bystander, if necessary, to get park personnel.
- Administer first-aid or CPR *ONLY* if you are trained and certified to do so.
- Never administer any medication to other people.

If the Park Manager or Staff Is Not Available...

Health, Injury, or Accident

1. If you have any doubt as to the extent of injury or serious illness, CALL 911 or an ambulance. Send a bystander, if necessary, to make the call if you cannot leave the scene. Make sure they know the PARK, SITE NUMBER or AREA, and TYPE OF EMERGENCY.
EXAMPLE: "You! Go call 911 (or an ambulance) to Snake River State Park, site number 14, there is a possible heart attack..."
2. Contact local emergency services - 911 if vehicles or watercraft are involved in an accident. Send a bystander if necessary to make a phone call. Make sure the bystander knows PARK, SITE NUMBER or AREA, and TYPE OF ACCIDENT (non-injury or injury). Assist with first aid, if trained; if not, try to comfort the injured or direct traffic around or away from the accident. DO NOT remove any vehicles or materials (even broken glass) if there has been an injury. Traffic accidents are considered to be crime scenes.

Disturbance

1. Contact the Sheriff (911) if there is domestic fighting, thefts, assaults, minors drinking, evidence of drug use, or rowdy behavior. **DO NOT ATTEMPT** to solve the problem yourself! You are not responsible for settling disputes or getting involved with dangerous situations. **DO RECORD** license plate numbers and descriptions, if possible, **WITHOUT** endangering yourself. **REMEMBER— DOMESTIC FIGHTING IS POTENTIALLY THE MOST DANGEROUS SITUATION YOU CAN ENCOUNTER!**
2. Direct Sheriff to area. Advise the officer if you noticed drugs, alcohol, weapons, or dogs in the site.

Fire (follow all directions from fire officials) Quickly (but calmly) assess the situation.

1. Contact the Fire Department for RV, facility, or brush/forest fires.
2. Use caution around RV fires. Keep campers away from propane tanks that may explode.

Lost Child

1. Get an accurate description of the child including name, gender, hair, eye and skin color, height, weight, age, clothing color, and any distinguishing characteristics.
2. Ask where and when last seen and if alone or with another person.
3. Offer searching parents and friends a map of the park. Suggest checking play areas, fishing docks, swim beaches, hiking trails, restrooms, and remind them to double check or leave a family member at their campsite in case the child returns.
4. If the child is still missing after a hasty but thorough search of the campsite and park contact the local Sheriff's office and report your information and location. You may want to contact them sooner if the child is very young, last seen at nearby hazards (cliffs, beaches, lake), or darkness is approaching.
5. Report any foul play at once to Sheriff officials. Follow any instructions they may give to you.

In All Situations

1. If outside assistance has been called, make sure someone is at the front gate (and at key locations if in a large area) to provide directions to the emergency crew.
2. Send a bystander if you are unavailable. Remind them to give clear directions and a site number or area. Ask for volunteers to maintain traffic flow or keep crowds away from the scene.
3. Write down notes about the emergency event so that you can report back to your supervisor. Note names, addresses, phone numbers, identification, vehicle licenses and descriptions, type of injuries, or damage. Your information will be needed to assist the park staff in filling out an Accident/Injury Report.
4. After the emergency, if possible, clean up debris or block off the area.

What You Should Know About Your Hosting Experience with IDPR

General Expectations of Hosts

- All hosts are expected to maintain clean, orderly campsites.
- Hosts may sell only IDPR-approved items in the park.
- Check with the manager before adding any additional structures or storage containers at your site. All plants or gardens must be grown in portable containers.

- Do not perform vehicle maintenance at your site.
- State equipment shall not be used for personal benefit.
- It is not appropriate to consume alcohol or use tobacco while on active duty. Please confine use to your site during off-duty hours.
- Hosts are official representatives of the Idaho Department of Parks & Recreation Department, therefore:
 - Dress appropriately while on duty. All hosts will be issued a uniform consisting of a shirt or vest, an IDPR hat or visor, and a name badge.
 - Avoid offensive language and conduct.
 - All dogs must be kept on a leash and have current rabies certificates.

Tips for Hosts

- Spend some time getting oriented to the area. Stop by the local Chamber of Commerce for flyers, read the Idaho State Parks Guide, and find out who has the best homemade apple pie in town!
- Keep a Host Journal about the location of special events, local merchants, RV supply dealers, ATM machines/banks, newspaper boxes, etc. Be sure to leave your journal at the park office for the next hosts.
- If you can, arrive a day before the previous hosts leave to ask them questions and discuss any special considerations. Be sure to check with the manager ahead of time if you plan to stay in the campground, especially in the summer.
- During the orientation session with park staff, don't hesitate to ask questions, clarify responsibilities, or bring up concerns.
- Remember: Safety first, always! Know your physical limitations and discuss any specific medical problems—allergies, surgeries, diabetes, etc.—with the volunteer supervisor. It is beneficial if you keep a current CPR certificate, especially in the more remote parks.

Providing Information

The more you know, the more confident you'll feel as you perform your host duties and the more helpful you can be to park visitors. But please don't think we expect you to know the answer to every question you will be asked. Never be embarrassed to admit to a visitor that you do not know the answer to a question. Tell them you will try to find the answer and get back to them.

Interacting with Visitors

The following tips will help you become an effective host when greeting and assisting park visitors:

DO:

- Be a good listener.
- Be polite and friendly, with a desire to be helpful.
- Have a positive attitude about the park, staff, and rules.
- Be a good neighbor. Set a good example by obeying the park rules yourself.
- Be familiar with park rules and regulations so you can explain them when asked or when you see a violation. Hand out an appropriate brochure if available. If the violation continues, report it to the park manager or your volunteer supervisor.
- Refer campers with complaints to the park manager or your supervisor.
- Wave as you walk by, and SMILE!



DON'T:

- Try to enforce park rules and regulations.
- Argue, scold, or let yourself become angry with visitors. **WALK AWAY!**
- Be harsh, sharp, abrupt, hurried, or impatient.
- Act like the authority or “enforcer” of the park.
- Be a busybody. Respect campers’ privacy and their right to a quiet time away from it all.
- Be the park bartender. Use common sense and discretion when consuming alcohol. Keep beverages in your campsite and be aware of your personal limits.

Handling Difficult Situations

Most visitors enjoy the use of our state parks without committing any violations or disturbances, and most people who do violate park rules will respond to a friendly greeting and education or information on the rules.

If you observe visitors breaking the rules after informing or presenting them with verbal information or brochures **DO NOT ATTEMPT** to further resolve or correct the problem. Contact your supervisor and proceed in the following manner:

1. **KEEP CALM.** Assess the situation carefully to determine if enforcement is needed and notify park staff. Park rangers have enforcement responsibilities and are trained to handle such situations.
2. If park rangers are not available and a serious violation or disturbance is occurring, refer to your Emergency Action Plan for the nearest available police.
3. Please do not ignore obvious rule violations. Minor or small violations can become serious problems. Be consistent with everyone! If in doubt, report activities to your supervisor.
4. Take good notes. Jot down descriptions, site, and license plate numbers. Report clear, accurate and concise information to the park ranger.



Ending Service With IDPR

Service At the Discretion of IDPR

The Idaho Department of Parks and Recreation accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Department.

Volunteers agree that IDPR may at any time decide to terminate the volunteer's relationship with the Department or to make changes in the nature of their volunteer assignment.

Resignation

Volunteers may terminate their service with IDPR at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

Additionally, both the volunteer and volunteer's supervisor should officially terminate the Volunteer Service Agreement in writing by emailing the Volunteer Services Coordinator outlining the cause of the early resignation.

Termination

Any volunteer who works with the department may be dismissed or otherwise disciplined for any of the following causes:

- Failure to perform the duties and carry out the obligations imposed by the state constitution, state statutes, or rules of the department.
- Inefficiency, incompetency, or negligence in the performance of duties.
- Physical or mental incapacity for performing assigned duties if NO reasonable accommodation can be made for the disabling condition.
- Refusal to accept a reasonable and proper assignment from an authorized supervisor.
- Insubordination or conduct unbecoming an IDPR volunteer or conduct detrimental to good order and discipline in the department.
- Intoxication on duty.
- Careless, negligent, or improper use or unlawful conversion of state property, equipment, or funds.
- Conviction of official misconduct in office, or conviction of any felony, or conviction of any other crime involving moral turpitude.
- Habitual pattern or failure to report for duty at the assigned time and place.
- Unexcused absences.
- Misstatement or deception in volunteer enrollment process.
- Failure to obtain or maintain a current license or certificate lawfully required as a condition in performance of duties.
- Possession of illegal substances.
- Project or job is complete, and no additional help is needed.

General Park Rules and Regulations

Rules Governing The Administration Of Parks And Recreation Areas And Facilities. The purpose of rules is to protect our park resources and visitors. As a host, you will be sharing information about rules with the public. It is important that as a representative of Idaho State Parks & Recreation you provide a good example by following all the park rules and regulations yourself.

Generally, people want to know what the rules are and what behavior is acceptable, but they don't always understand why a rule is required or why compliance is important.

Listed below are several rules that park visitors sometimes overlook. Following each rule is a brief explanation of why the rule is necessary, and what you, as a Host, can do to help inform visitors of the rules.

REMINDER: ALWAYS make sure the verbal or written information you give visitors is up-to-date, accurate, and provided or approved by the park manager. This may prevent any misunderstandings if a situation or violation should occur. Don't ever be hesitant to let visitors know that you are not sure of a rule. Ask your supervisor. You will know the information next time.

Use of Motorized Vehicles

Except where otherwise provided, motor vehicles may enter or be operated in park and recreation areas and facilities only upon payment of the motor vehicle entrance fee or display of a valid Idaho state Parks Passport or Annual Motor Vehicle Entrance Fee sticker. All motor vehicles must stay on authorized established department roadways or parking areas except for trails and areas which are clearly identified by signs for off-road use. Drivers and motor vehicles operated within lands administered by the department must be licensed or certified as required under state law. The operators of all motor vehicles must comply with the motor vehicle entrance fee requirements, speed, and traffic rules of the department, and all other federal, state, local laws, and ordinances governing traffic on public roads.

Motorcycle and ATV Safety Helmets

Persons under eighteen (18) years of age must wear a protective safety helmet when riding upon a motorcycle, motorbike, utility type vehicle, or an all-terrain vehicle as operator or passenger as provided in Section 49-666, Idaho Code.

Restrictions

The operation of motorized vehicles within a designated campground is restricted to ingress and egress to a campsite or other in-park destination by the most direct route.

Why These Rules?

Some parks have a problem with Off-Road Vehicles (ORV's) and All Terrain Vehicles (ATV's) that are not properly licensed or equipped, and at times operated by unlicensed drivers.

What Can You Do?

Ask you park manager if this is a problem at your park and what information or help you can provide to educate visitors. Find out which trails in your park and on surrounding state or federal land can accommodate and/or restrict hikers, bikers, equestrians, ATV's, motorized trail bikes, mountain bicycles, skiers, etc. Report anyone operating any device in an unsafe manner.

Parking Violations

Land or Facilities Administered by the Department.

No person shall stop, stand, or park a motor vehicle or trailer anywhere within land, designated campgrounds, or designated overnight use areas administered by the Department unless proof of payment of all required fees or other lawful authorization for entry is plainly visible and properly displayed.

Why These Rules?

These rules prevent “drive-through” joy riding. All vehicles coming into the park must pay the required fees.

What Can You Do?

The entrance station to your park will not be staffed every hour of the day. Know when the entrance station will not be staffed. Stay alert and notify park staff if you see vehicles routinely passing through the park without the proper permits. Do not put yourself in dangerous situations but let visitors to the park know that they must pay the day-use fee to use facilities such as playgrounds, restroom facilities, and fishing docks.

Public Behavior

Day Use

Between the hours of 10 p.m. and 7 a.m., unless otherwise posted, all persons not registered for the night or attending park sponsored activities are to leave the park.

Quiet Hours

Within lands administered by the department, the hours between 10:00 p.m. and 7:00a.m. shall be considered quiet hours unless otherwise posted. During that time, users are restricted from the production of noise that may be disturbing to other users.

Noise

Amplified sound, poorly muffled vehicles, loud conduct, or loud equipment is prohibited within lands administered by the Department, except in designated areas or by authority of the park manager.

Motorized Equipment

No generators or other motorized equipment emitting sound and exhaust are permitted to be operated during quiet hours.

Why These Rules?

These rules ensure peace and quiet for all visitors, and in some situations, to assist in crowd control.

What Can You Do?

Our guests have many reasons why they like to get away and enjoy our parks and lands. For some, it’s a place where they can unwind at the end of a long work week, “let their hair down” and enjoy life at a less structured and perhaps louder pace than they do at home. For others, parks are a place of meditation, solitude and quiet.

There are several things to consider when thinking about this rule. Before approaching visitors about an infraction of this rule ask yourself—

- ◆ Are there nearby campers/guests in the park that could potentially be disturbed by the noise?”

- ◆ Have other visitors complained to you?
- ◆ Have you noticed that the noise is escalating?

Remind arriving campers of quiet hours (some parks may have hand-outs available). Report any continuing or excessive loud disturbances to the park staff, particularly if they continue after 10:00 p.m. Do not attempt to contact visitors especially if suspected drinking or drug use is involved.

Pets

Pets are allowed within lands administered by the Department only if confined or controlled on a leash not longer than six (6) feet in length. No person may allow their pet to create a disturbance which might be bothersome to other users.

Except persons with disabilities who are assisted by guide animals, no person may permit their pet animals to enter or remain on any swim area or beach. Pet owners shall be responsible to clean up after their animals. Pets may not be left unattended. Areas for exercising pets off leash may be designated by the Park Manager or designee. Department employees may impound or remove any stray or unattended animals at the owner's expense.

Why The Rule?

Rangers and managers are in a constant battle with unleashed pets and irresponsible pet owners. Unleashed pets soil other campers' sites, chase or kill wildlife, chase cars, motorcycles, bicycles, or other pets. IDPR must protect people from being unexpectedly attacked or bitten as they walk by. Many people are afraid of dogs. Leashing also keeps animals from getting lost or injured.

What Can You Do?

Set a good example. Stay calm every time you must remind visitors of pet rules even though you feel as if it is a never-ending reminder. Pet rules apply to volunteers also. Explain the rules and hand out "Pet" brochures as needed. Do not scold, lecture, or argue with visitors. Remember that you are not the "enforcer." You are the extra eyes and ears of the park staff without the unpleasant responsibilities of enforcing park rules. Report violations to park staff.

Alcohol

State laws regulating alcoholic beverages, public drunkenness and the illegal use of drugs shall be enforced within lands administered by the Department.

What Can You Do?

Ask your supervisor where alcohol is allowed, and where it is not, and if alcohol abuse is a prevalent problem in your park. Ask what you can do to help. Report the following to your supervisor:

- ◆ Minors drinking. Do not attempt to take away liquor or ask minors to leave the park if they have been consuming.
- ◆ Rowdy behavior or large gatherings consuming alcohol.
- ◆ Drunk drivers.

Remember to set a good example yourself and constantly think about the image you portray. You should never drink while on duty, even when you are on duty at your campsite. Keep open containers in your campsite and please do not promote excessive alcohol consumption with neighbors.

Littering

Littering is prohibited within lands administered by the Department.

Smoking

State Park facilities are designated as “smoke free” areas. Persons shall not smoke within park structures or at posted outdoor areas.

Camping

Occupancy and Capacity.

Occupancy. Camping is permitted only in designated campsites, areas, or facilities. A campsite or facility will be determined occupied only after all required fees have been paid, registration information completed, and all permits properly displayed. Unique circumstances may arise, and specific sites or facilities by virtue of design may require exceptions to the capacity limits.

Campsite Capacity. Maximum capacity limits on each campsite are subject to each site's design and size. Unless otherwise specified, and provided the combined equipment and people fit within the designated camping area of the site selected, the maximum capacity will be one (1) family unit or a party of no more than eight (8) persons, two (2) tents and two (2) motor vehicles. No more than one (1) RV may occupy a site. Two (2) motorcycles are the equivalent of one (1) motor vehicle when determining campsite capacity. Each motorcycle will be subject to the MVEF. In general, companion campsites have double the capacity listed above.

Why The Rule?

Overloading sites causes unnecessary wear and tear on the facilities and resources. In addition, overcrowding results in excess noise, congested roads, and crowded restrooms.

What Can You Do?

Most campsites, cabins, and yurts can now be reserved online or by telephone prior to a visitors' arrival. Therefore, it may often appear to arriving drop-in guests who do not have a reservation, that there are many vacant sites that are available for them to occupy. Inform visitors about our reservation system and how they can take advantage of it in the future. Inform visitors of the rules in your park (check with your supervisor), and report non-compliance.

Length Of Stay

Except as provided herein, no person, party or organization may be permitted to camp on any lands administered by the Department for more than fifteen (15) days in any thirty consecutive (30) day period. This applies to both reservation and “first come first served” customers. The IDPR Operations Division Administrator or designee may authorize shorter or longer periods for any individual area.

Why The Rule?

Provides fair and equal use of parks. Prevents individuals or groups from “living” in parks. As a host, this stay limit may be waived permitting you to stay in the host campsite for several months.

What Can You Do?

Be knowledgeable of the stay limits and ask your supervisor to inform you when normal stay limits have been waived for certain areas in your park. Report campers exceeding the limit to park staff.

Registration.

All required fees must be paid, registration information completed, and all permits properly displayed prior to occupying a campsite or facility. **Saving or holding campsites or facilities for individuals not physically present at the time of registration for “first come first served” camping is prohibited.**

Why The Rule?

Friends and neighbors cannot “hold” a site for a camper who has not arrived in the park. This rule is one of fairness; everyone has the same opportunity. With few exceptions, Idaho state parks campsites, cabins, and yurts can now be reserved up to 9 months in advance online (at most parks) or by telephone. The online reservation system will give visitors many opportunities to check availability, prices, and amenities at many different state parks before making their final decision to reserve a site. With more and more campers competing for a limited number of sites, we feel that assuring our customers that they can count on having a place to camp is critical. Free time is precious, and most people would rather not spend their time driving around in circles looking for a campsite. We know, though, that many people prefer not to stick to a particular time schedule. That's why we offer reservable sites and first-come, first-served sites, too.

What Can You Do?

Most campsites, cabins, and yurts can now be reserved online or by telephone prior to a visitor's arrival. Find out details about how your park's reservation system works. It may often appear to arriving guests who do not have a reservation, that there are many vacant sites that are available for them to occupy. Inform visitors about our reservation system and how they can take advantage of it in the future. Generally, even parks on the reservation system will have some campsites that are available on a first-come, first-served basis. Provide campers with appropriate information. Report campers who continue to save unoccupied sites.

Condition Of Campsite

Campers shall keep their individual or group campsite or facility and other use areas clean.

Equipment

All camping equipment and personal belongings of a camper shall be maintained within the assigned campsite or facility perimeter.

Why These Rules?

To keep our parks looking beautiful for all visitors and to make sure that everyone has adequate personal space to recreate.

What Can You Do?

Set a good example. Keep your host site looking neat and keep all equipment within the assigned campsite perimeter. Do not perform vehicle maintenance at your site. Ask park staff to loan you a litter grabber and spend time in the park picking up litter and asking others to do the same. Remember to wear gloves and always be cautious of injuries caused by picking up sharp/jagged objects, or from stooping and bending. Never pick up bio-hazardous waste such as syringes. Notify park staff immediately if you find drug paraphernalia.

Liquid Waste Disposal

All gray water and sewage wastes shall be held in self-contained units or collected in watertight

receptacles in compliance with state adopted standards and dumped in sanitary facilities provided for the disposal of such wastes.

Visitors must use designated disposal areas or receptacles when dumping refuse and waste from vehicles and recreational vehicles; use only designated areas when cleaning fish or food, washing clothing or other personal or household articles, or when bathing pets; and use only designated areas when washing vehicle or recreational vehicle. Polluting, contamination, or dumping any type of waste or refuse including human or animal bodily wastes is not allowed in any stream, river, lake, or other water body running or adjacent to any park area.

Why The Rule?

Dumping sewage and wastewater can cause unsightly, smelly, unsanitary conditions, which can spread disease.

What Can You Do?

Know where gray water disposal and dump stations are located. If none are located within the park, find out where the nearest station is so you can inform visitors. Ask your supervisor to provide you with a copy of the booklet, "RV Idaho"; a listing of all private, state, Forest Service, Bureau of Land Management, Bureau of Reclamation, National Park Service, and all Idaho Power Campgrounds and Dump Stations in the state. This booklet is distributed annually by Idaho RV Campgrounds Association, Inc. and is free of charge.

Watch for sewage hoses or sink drain hoses lying on the ground and report any discharge to park staff.

Check Out

- a. **Campsite.** Campers are required to check out and leave a clean individual or group campsite by 1 p.m. of the day following the last paid night of camping.
- b. **Facility.** Campers are required to check out and leave a clean individual or group camping facility by 11:00am of the day following the last paid night of camping.

Why The Rule?

Check out/in times allow our visitors to get the best view of what we have to offer.

These designated times give the volunteers a chance to tidy up the sites and report any damages left by the previous guests. The old adage "leave it as you found it" lets arriving guests see a well-groomed site, clean floors, fresh linens, and a welcome mat that says, "we are so glad you are here".

What Can You Do?

Don't be pushy or offensive about check-out times but if you see visitors who are obviously not prepared to depart near check-out time it's ok to remind them or notify staff. Once a site has been vacated follow park protocol for cleaning sites, fire pits, sweeping, tidying, etc.



Waterfront Areas

Swimming

Swimming or water contact shall be at an individual's own risk.

Restrictions On Designated Beaches.

No glass containers or pets are allowed on designated beaches or swim areas.

Restricted Areas

Vessels shall remain clear of designated beaches and other areas signed and buoyed for public safety.

Ramps and Docks.

The use of docks located next to boat ramps is limited to the active launching and loading of boats.

Why The Rule?

It is not feasible for IDPR to employ licensed lifeguards for all its public swimming beaches. Swimming areas usually provide a gentle sloping sandy bottom, and keep swimmers safely away from boats, jet skis, and any submerged water hazards. Broken glass is easily buried in the sand and cause injuries.

What Can You Do?

REMEMBER: Never perform first-aid or CPR on any victim unless you are trained to do so. Follow the Emergency Action Plan set out by the park manager if you see swimmers in danger. Become familiar with your park. Know where specific sites, facilities, and park staff residences are located. Check with your supervisor on what type of communications will be maintained between the Host and park ranger, i.e., CB's, radios, or regular check-in with park staff.

Livestock

Grazing of livestock is not permitted within lands administered by the Department. Exceptions may be made by the Board for grazing permits or otherwise permitting the use of lands administered by the Department for livestock. The use of saddle or other recreational livestock is prohibited on trails, roadways, and other areas unless designated through signing for that purpose or with permission of the park or program manager.

Why The Rule?

Our parks are available for the enjoyment of everyone, but not all activities can be accommodated at every park. To prevent the degradation and destruction of some vulnerable habitats and to limit wildlife disturbance, some activities are not ever permitted.

What Can You Do?

Learn about the trails in your park. Hand out copies of appropriate trail maps and rules to visitors.

Fires/Firewood Collection

The use of fires shall be restricted to fire circles, grills or other places otherwise designated by the park manager. All fires shall be kept under control at all times and shall be extinguished before checking out of the campsite or whenever fire is left unattended. Areas may be closed to open fires during extreme fire danger. Collecting firewood within the park boundaries may be prohibited in many parks. Know what the wood collection policy is in your park. Be proactive and let visitors know where and when they can buy firewood. After campers have vacated a site, take time to do a site inventory/clean up. Make sure fires are doused thoroughly with water, litter is picked up, and firewood is stacked neatly for the next guests who will be using the site.

Fireworks

No person may use fireworks of any kind within lands administered by the Department, except under special permit issued by the Director for exhibition purposes, and then only by persons designated by the Director.

Why The Rules?

Wildfires cause tremendous damage to habitat, wildlife, and structures each year throughout the northwest; most human caused. Controlling campfires and fireworks helps reduce this risk. Fireworks not only pose a wildfire threat, but they can also disturb nesting birds or other sensitive wildlife populations.

What Can You Do?

Know where fires are and are not allowed in your park. Alert visitors of wildfire danger and explain the rules when fires are not being contained. Be understanding when informing disappointed visitors about fire restrictions or bans on public land. Report violators to park staff.

Advertisement/Promotions/Demonstrations

Printed Material

Public notices, public announcements, advertisements, or other printed matter may only be posted or distributed in a special area approved by the park or program manager.

Political Advertising.

Political advertising is strictly prohibited within any lands administered by the Department.

Authorized Operations

No person, firm, or corporation may operate any concession, business, or enterprise within lands administered by the department without written permission or permit from the board. No person(s), partnership, corporation, association, or other organized groups may:

- Beg Or Solicit for Any Purpose
- Game Or Operate a Gaming Device Of Any Nature
- **Abandon Any Property.** Leaving property on Department lands is prohibited unless registered in a campsite or permitted by the Park Manager or designee. Property left on Department lands for more than twenty-four (24) hours will be removed at the owner's expense.
- **Discriminate.** Discriminate in any manner against any person or persons because of race, color, national origin, religion, gender, age, or disability within lands administered by the Department.

Only concessionaires authorized and issued a permit through Idaho State Parks are allowed to sell goods, food, or firewood within a state park area.

Why The Rules?

Prevents vendors or merchants from selling and peddling any type of goods or political viewpoints within a park area, harassing visitors, or leaving leaflets dispersed throughout a park area creating a litter problem.

What Can You Do?

Report solicitors immediately to park staff (get vehicle license if possible). Remove posted advertisement materials from restrooms and bulletin boards and give materials to supervisor.

Do not remove political banners, flags, or other advertisements from an individual campsite. Contact your supervisor and inform them of complaints or comments from visitors.



The Campsite Basics

- Check-in time is 2:00 p.m. for campsites and 3:00 p.m. for facilities (local park time).
- Checkout time is 1:00 p.m. for campsites and 11:00 a.m. for facilities (local park time). Late checkouts may incur additional fees unless prior arrangements have been made.
- Quiet hours are enforced from 10:00 p.m. to 7:00 a.m. (local park time).
 - Please be considerate of fellow campers and arrive early (prior to 10:00 p.m.) to set up your campsite. The noise created from setting up is often disturbing to other campers. If this is not possible, please be respectful and keep noise to a minimum. Your consideration is appreciated!
- Campfires are allowed in designated areas only!
- Pets must be kept on a leash. Please check with destination park staff for local restrictions.
- Fireworks are prohibited in all parks, always. No Exceptions!
- All equipment and vehicles must be within the designated camp site
- Generally, stays are limited to 15 days in a 30-day period



Below is a list of the sites available within the Idaho State Park system:

Category	Type Definition
Basic Campsite:	Site may have water
Electric Campsite	Site has electricity and may have water
Full Hook-up Campsite	Site has electricity, water, and sewer
Companion Campsite	Accommodates 2x that of a regular site
Hike-in/Bike-in Campsite	Available on a First-Come, First-Served basis only
Extra Vehicle \$8/day	Charged in addition to MVEF to vehicles exceeding site capacity

Category	Fee Schedule
Overnight Use of Parking Areas	\$20/night/vehicle, trailer, or vehicle with attached trailer
Use of Campground Showers by Non-campers	\$3/person/day
Cleaning	Card held on file in case of damages
Resident Disabled Idaho Veterans	Campsite fees are waived for resident Idaho veterans showing their IDPR Veteran Pass – issued by IDPR
Senior Citizen Discount	50% off for visitors aged 62+; applies to use fees M-TH @ Bear Lake, Heyburn, Lake Cascade (except Ridgeview & Poison Creek), Bruneau Dunes, Lake Walcott, Dworshak, Massacre Rocks, Three Island, and Winchester

** Check with your park staff about the actual cost of campsite fees at your park. This table shows Maximum Fees Allowed by Idaho Administrative Code.**

** Check with your park staff about the actual cost of campsite fees at your park. This table shows Maximum Fees Allowed by Idaho Administrative Code.**

Motor Vehicle Entry Fee (MVEF)

The MVEF is a daily charge for motorized vehicles. The \$7 fee is charged when a vehicle enters a designated state park area for the day. At Farragut, Priest Lake, Round Lake, Bear Lake, and Hells Gate the Non-Resident MVEF is \$14. The fee is the same regardless of how many people are in the vehicle. Visitors entering an Idaho state park without a motorized vehicle do not pay. Day use is defined as, use of any non-camping lands and/or facilities between the hours of 7:00a.m. and 10:00p.m. unless otherwise posted.

Idaho State Park Passport

A \$10 sticker, purchased from any county Department of Motor Vehicles’ office in the state of Idaho, that matches a particular motor vehicle license number and expiration date, allow that vehicle to enter Idaho State Parks without being charged a motor vehicle entrance fee.

Annual MVEF Pass

A \$80 sticker, purchased through IDPR that matches a particular Motor Vehicle license number and expiration date, allow that vehicle to enter Idaho State Parks without being charged a motor vehicle entry fee.

IDPR Reservation Policies

Confirmation Rules

A non-refundable reservation service fee of \$10.00 for individual campsites, yurts, and facilities; and \$25.00 for group camps and facilities will be assessed for each reservation.

Payment in full is required to confirm all reservations (additional vehicle fees are collected at the park).

Changes to Your Reservation

Modification Policy:

- A reservation service fee will be assessed for any modification to previously made reservation that involved reducing the planned length of stay
- A fee will be charged to change the reservation dates where part of the new stay includes part of the original stay booked (rolling window).
- Modifications that change the original stay so that no part of the new stay includes part of the original stay are to be considered a cancellation and re-book will be mandatory to keep a reservation.
- With the exception of the \$10 reservation service charge, any overpaid fees will be reimbursed at the time the reservation is modified.

Cancellation Policy:

- A \$10 reservation fee will be assessed for the cancellation of a reservation. This service fee will be assessed for each campsite or facility involved.
- If the customer cancels after the scheduled arrival date the customer forfeits all usage fees for the time period already expired.
- Cancellations received after checkout time will result in forfeiture of that day's usage fees for the campsite or facility.
- At no time will the customer be charged a cancellation fee that exceeds the amount originally paid.
- IDPR may cancel a customer's reservation for insufficient payment of fees due.
- With the exception of the reservation service fees, all fees paid will be reimbursed at the time the reservation is cancelled.

- A service charge of \$50.00 will be assessed for the cancellation of a designated group campsite or facility if notice is received 21 days or more prior to arrival. Cancellations received fewer than 21 days in advance of the scheduled arrival date will result in the forfeiture of the first night or daily facility use fee.

Reservation No-Shows:

The site will be held until check-out time on the day following scheduled arrival. Reservation holders failing to cancel a reservation or failing to notify the park of a late arrival will be considered "no-shows." The reservation will be cancelled at that time and all fees paid will be forfeited.

Campsite Capacity

- Where space permits, one camping unit per individual site is allowed. A camping unit is considered to be:
 - A family unit or party of no more than 8 persons, two tents and two motor vehicles.
 - No more than one RV may occupy a site.
 - Two motorcycles are the equivalent of one motor vehicle.

Refunds

Refunds will be processed using the original method of payment whenever possible. If paid by credit card, the original account will be credited electronically. If paid by cash, check or money order, limited refunds may be provided in cash at the park, or the refund may be provided by check (via mail) from the Idaho Department of Parks and Recreation, or in the form of a voucher that may be used to pay for future stays and associated fees.



Park/Program-Specific Information

Take time to collect information specific to the park, local community, and surrounding area in which you are working.

- Position Description
- Emergency Plan/Procedures
- Telephone Numbers
- Park map
- Detailed information about camping sites
- Park Information
- Surrounding community information
- Park/Program chain of command
- Staff Directory
- Anything else you would like to include! The next volunteers will thank you!