

Idaho Department of Parks & Recreation

VOLUNTEER HANDBOOK



Table of Contents

Welcome From Idaho Department of Parks & Recreation	3
Volunteer Rights & Responsibilities	5
Park Locator Map	7
Who Are We?	8
IDPR Organizational Chart.....	11
Our Volunteer Programs	12
What Are The Benefits Of Being A Volunteer?	14
Application, Agreement, & Timesheets.....	15
Insurance Coverage.....	15
Orientation & Training	17
Reimbursements & Taxation	18
Volunteer Identification Supplies	19
The Application Process	19
Discrimination & Harassment.....	20
Drug-Free Workplace	20
What Forms Do I Need To Fill Out?	20
Volunteers With Disabilities.....	21
What Should I Know About Safety?	22
What Should I Do When Accidents Or Emergencies Occur?	23
What You Should Know About Your Hosting Experience With IDPR.....	25
Expectations.....	25
Providing Information.....	25
Interacting With Visitors.....	26
Handling Difficult Situations.....	26
Ending Service With IDPR.....	27
Service At The Discretion of IDPR	27
Resignation	27
General Park Rules & Regulations	28
IDPR Fees	36
IDPR Reservation Policies.....	38
Park Program – Specific Information	42

Welcome to the Idaho Department of Parks & Recreation!

We're glad that you have chosen to donate your time and skills to IDPR. Exciting opportunities await you as a partner in the stewardship of Idaho's public lands. You are joining many others this year in accomplishing a variety of jobs we have created specifically for you. A few of them are:

Campground Host
Visitor Services Host
Maintenance Host
Interpretive Center Assistant
Gift Shop Clerk

Non-motorized trail maintenance
Yurt Maintenance
Boating Safety Instructor
Special Project Volunteers

And the list goes on and on...

The thousands of hours that volunteers donate each year bring us closer to fulfilling our mission of providing quality recreation opportunities for Idahoans and our guests. Whether you are planting trees, teaching safe boating practices, restoring an historic area, building trails, assisting campers, or answering public inquiries, we're confident that you will benefit from the experience of caring for Idaho's resources as well as meeting and working with our staff. We also know that *we* will benefit from the unique background and skills you bring to us. Volunteers are a crucial component of our workforce and allow us to spend every cent available to us through our budget process and then extend that budget beyond anything we could otherwise afford.



The primary objective of this handbook is to:

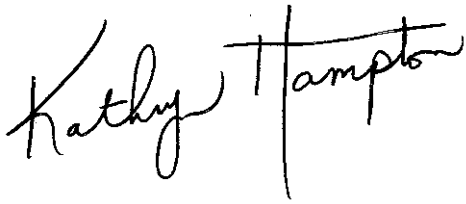
- ✓ Give volunteers an understanding of their role and how it fits into IDPR's mission.
- ✓ Help volunteers maintain the excellent level of service currently being provided to our visitors.
- ✓ Assist you in becoming the most informed and best trained volunteer you can be.
- ✓ Serve as a handy reference for information about our agency, specific information about the park or program with which you have been assigned, safety tips, hints for first-time hosts, and more.

We know that you will find your work fun, relaxing, stimulating, and educational as you get to know more about IDPR's mission, its resources, its employees, and the publics it

serves. As you begin your work with us, remember that the managers, rangers, and supervisors consider you to be an essential part of their workforce. As with the other paid employees, their expectations of you are high. Perform your work efficiently, treat our customers with care, and communicate with your staff regularly. At the same time, you can expect your time with us to be used wisely, to be treated fairly, be trained effectively for any job you are required to do, and be given regular feedback from the staff on the work you are performing.

Please contact your supervisor or the Volunteer Services Coordinator if you have any questions or comments on any part of your work.

Again, our sincere thanks for your help. Welcome aboard!

A handwritten signature in black ink that reads "Kathryn Hampton". The signature is fluid and cursive, with the first name "Kathryn" and the last name "Hampton" clearly distinguishable.

Kathryn Hampton, CVA
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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.

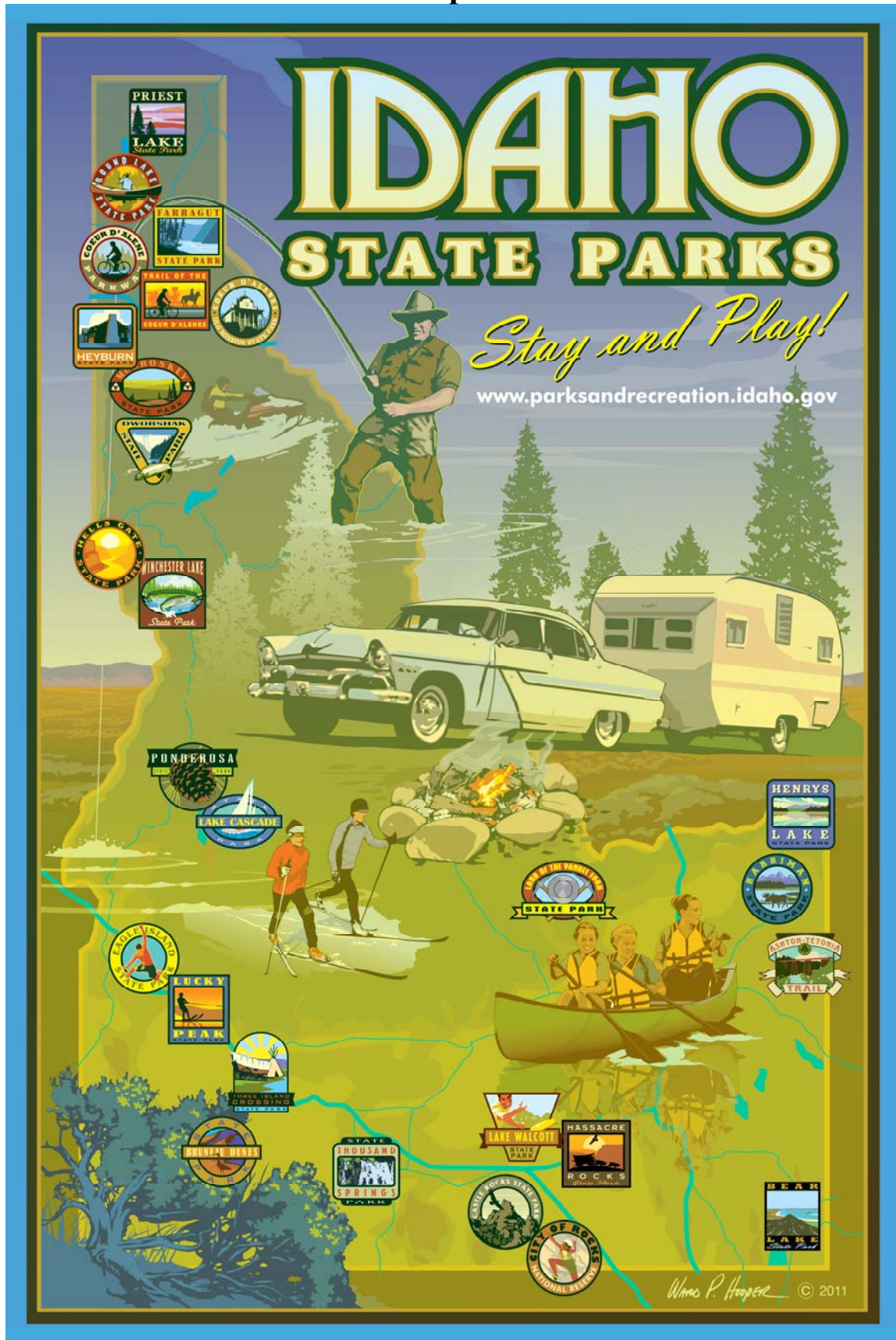


Volunteers with the Idaho Department of Parks & Recreation have the RESPONSIBILITY to:

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 on a monthly basis 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.



Idaho State Parks Location Map



Who Are We?

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 the vision out 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.

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 in a lasting, positive way.

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."

What Is The Mission Of IDPR?

The agency mission is our reason for existence. It concisely identifies what the agency does, why it does it, and for whom it does it. Our mission reminds everyone—the public, the governor, legislators, the courts, and agency personnel—of the unique purposes promoted and served by our agency. The Idaho Department of Parks and Recreation has historically utilized its enabling legislation as its mission statement. Idaho Code Section 67-4219 provides that: "it is the intent of the legislature that the department of parks and recreation shall formulate and put into execution a long range, comprehensive plan and program for the acquisition, planning, protection, operation, maintenance,



development and wise use of areas of scenic beauty, recreational utility, historic, archaeological or scientific interest, to the end that the health, happiness, recreational opportunities and wholesome enjoyment of the life of the people may be further encouraged.”

How Do We Fulfill This Mission?

The Idaho Department of Parks and Recreation manages 30 state parks and 6 Advisory Committees. 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. IDPR hosts over 5 million park visitors annually--that’s over 382,000 family camping days. 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.”



What Is The Mission Of The Volunteer Services Program?

The Idaho Department of Parks & Recreation Volunteer Services Program fosters highly effective volunteer engagement throughout all state parks and programs. We strive to attract and involve multiple resources from local, statewide, and international communities in order to enhance the quality of life for Idahoans. The achievement of the goals of IDPR is best served by the active participation of citizens of the community. To this end, IDPR accepts and encourages the involvement of volunteers at all levels in the department and within all appropriate programs and activities. All staff members are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

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.

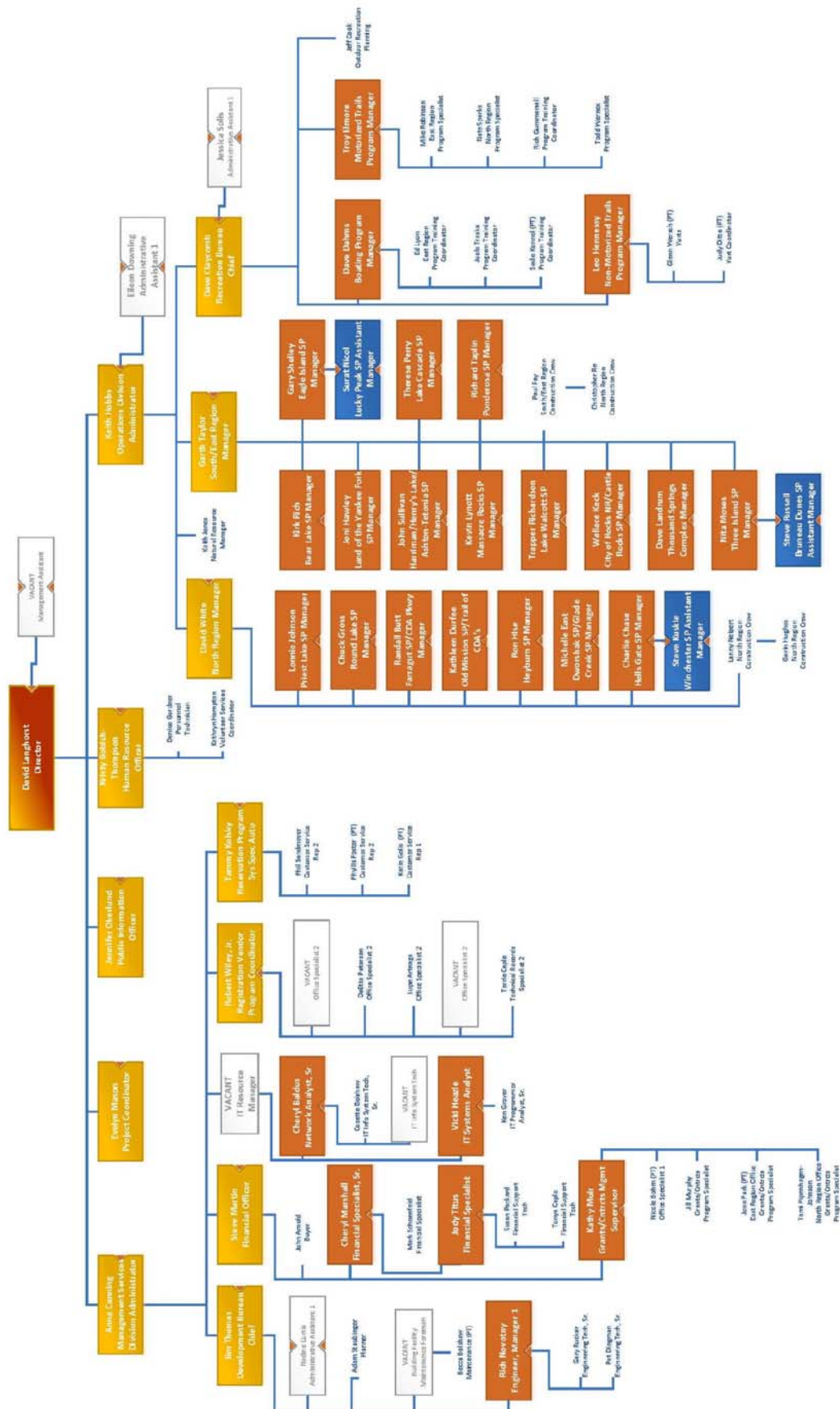
Goals:

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 ORGANIZATION



Our Volunteer Programs

The Host Program

For at least fifty-five 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 20-30 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, recognition, and ongoing evaluation.

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 must 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 trained volunteers who interpret the cultural, natural, and recreational resources of the parks to 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. 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.

Ambassador Hosts: Hosts work with other host volunteers from Oregon and Washington to encourage camping and visitation by RV owners. During their travels in the fall and winter months to their snowbird homes they share information on volunteering, camping, and recreation opportunities in the Northwest. They also volunteer to staff exhibits at various RV shows and to attend RV conferences on behalf of the state parks and recreation departments.

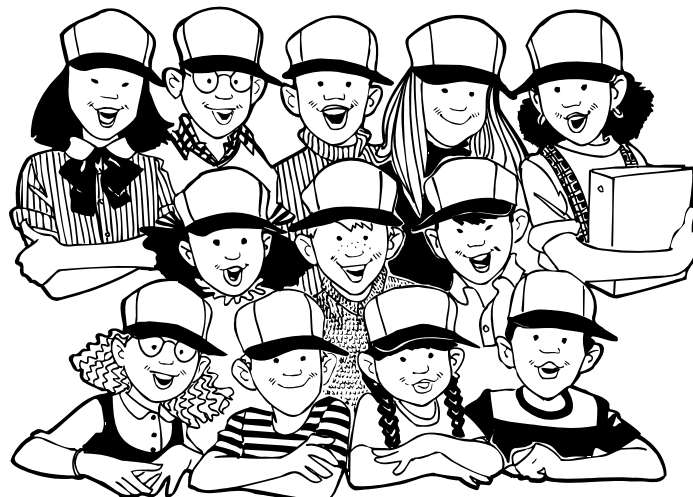
Group & Short-Term Projects

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 a large number of ongoing, special event, or special project volunteers who donate their time at regular intervals or maybe just once a year. These project volunteers may come to us as groups or individuals, and usually work on specific tasks with a defined product or end-point. They 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 probably 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.

Adopt-A-Park or similar programs

While IDPR does not have an “official” Adopt-A-Park program, it is a concept that is easily incorporated into any park or program. Volunteers may be individuals or groups, who work on projects and activities on a regularly scheduled basis at least twice in one year, or once a year for at least two successive years. In recognition of their commitment and contribution, a sign with their name is prominently displayed in the park.



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. Additionally, volunteers are recognized in a formal way through the Volunteer-In-Parks Annual Recognition Award and Volunteer Service Awards based on hours contributed.
- ✕ **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 track record 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 from 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.
- ✕ **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 one's life satisfaction and well-being, sense of purpose, self-confidence, and personal growth.

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. Before you begin work, you will be asked to fill out and sign a number of forms including the Volunteer Service Agreement. Each of the forms has a specific purpose, such as to ensure 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 you are covered for any injuries you incur while you are on duty, and for liability protection.



Insurance Coverage

Worker's Compensation

All volunteers are covered by Worker's Compensation insurance while on duty, and should receive a wallet size insurance card at the beginning of an assignment. This insurance is to help pay damage claims and medical expenses. It is very important to immediately report any injuries or accidents that occur. The park manager or volunteer supervisor will ask you to fill out special forms in order to file a claim. Please perform only the duties and activities listed on your host position description and do not attempt to perform any activities for which you have not been trained.

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 also 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. 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.

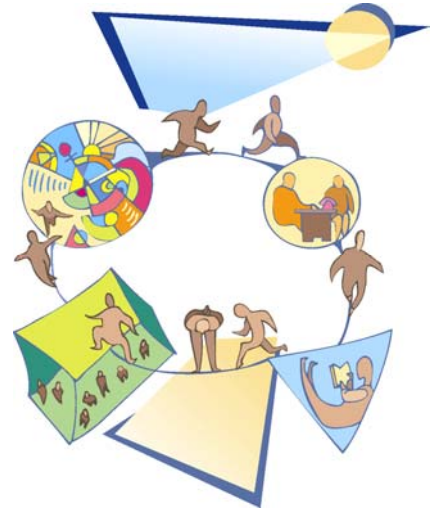
You can expect a warm welcome when you arrive at your volunteer position location. Your orientation is part of that welcome and should answer these three basic questions for you:

This question can be answered by learning about the IDPR history, mission, vision, strategic direction, programs and services. Ask to see a copy of the document “Horizons: Strategic Direction for the Idaho Department of Parks and Recreation” for a better understanding of who we are.

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

- ⇒ **How do I fit in with everyone else?**

- 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.



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:

- ⇒ This is what you should do and accomplish in your job.
- ⇒ This is what you should not do.
- ⇒ This is what you should do if you encounter an emergency or a situation that is not routine.
- ⇒ This is with whom you will be working and to whom you are accountable to for your performance.
- ⇒ This is 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 work-site (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.

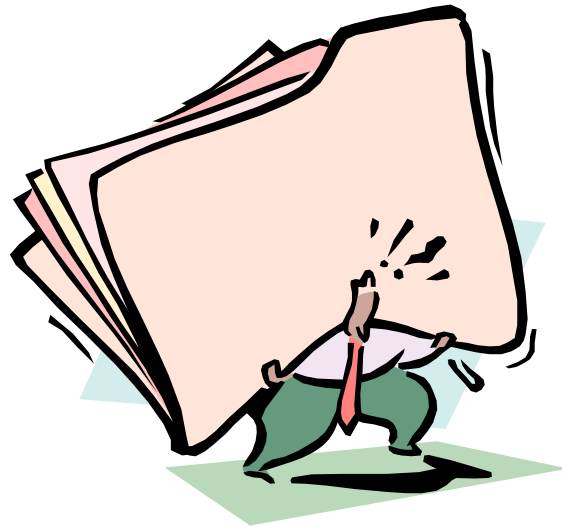
Volunteer Identification Supplies

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 should be issued at the beginning of the hosts' assignment and then be returned at the end of the season. Volunteers may keep their shirts, caps, name badges, 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.

The Application Process

Your application will be kept on file for a minimum of two years. A new application must be completed each time you wish to apply to a park where you have not worked before. Please supply all information asked for on the application. References may be checked. You may obtain an information packet by contacting any park office or by calling (208) 514-2493. Please leave a brief message about why you are calling, your name, address, and a phone number where you can be reached.



Generally speaking, the Volunteer Services office and field staff accepts new applications or renewals year round, and we begin making contacts for the next season's hosts in November. Some parks also fill their vacancies on a year-round basis. Be sure to ask the park staff about this.

After your application is received in the Volunteer Services office in Boise, at your selected park, or with a specific program supervisor, your application will be considered for how well your skills fit the available positions. If you are selected for an interview, a member of the staff will contact you either by phone or mail. You will be interviewed by phone or in person. You should request to receive a written description of your specific duties and responsibilities before you arrive for duty. When you reach an agreement on terms, duties, and location, a confirmation letter will be sent to you. Once you arrive for your assignment, you will receive further orientation to the site, and specific job training.

Ask questions! Make sure that you thoroughly understand the scope and details of your duties. If your assignment duties and responsibilities are not explained prior to your arrival or if they change significantly once you arrive, you have the right to negotiate new

terms, contact the Park Manager or Volunteer Services Coordinator, and/or refuse the assignment without penalty.

Ask to do more! Make suggestions! If you feel bored or that your skills are not being used to their potential, talk to the staff. Don't take things into your own hands! You must never attempt to do any activities for which you have not been trained. Communication is the best way to prevent any misunderstandings, or worse yet, injuries.

Discrimination & Harassment

Sexual harassment and discrimination due to skin color, race, religion, age, gender, national origin, or disability is harmful to the efficiency and effectiveness of our Department and will not be tolerated. It is against the law and will be grounds for immediate dismissal.

Drug Free Workplace

It is the policy of the Department of Parks & Recreation to maintain a drug-free workplace. Alcohol/drug abuse in the workplace has many detrimental effects on any organization, its employees, and its volunteers. Alcohol/drug abuse 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.

What Forms Do I Need To Fill Out?

Long-Term Volunteers (*All volunteers who live on-site and/or are scheduled to work MORE than 40 hours/month.*)

Hosts, Student Conservation Association, AmeriCorps, unpaid interns

- ◆ Volunteer Enrollment Form for Individuals (for volunteers scheduled to work more than 40 hours/month)—**VOL 50.01**
- ◆ Agreement for Individual Voluntary Services—**VOL 50.13**
- ◆ Individual/Host Volunteer Time Sheet—**PER 50.71A**
- ◆ Host Orientation/Training Checklist—**VOL 50.03**
- ◆ Discrimination/Sexual Harassment Notice & Drug-Free Workplace Policy Notice—**VOL 50.02**
- ◆ Sign-off Memorandum—**VOL 50.02**
- ◆ Emergency Notification Data—**VOL 50.78**
- ◆ Volunteer Progress Report—**PER 51.03**
- ◆ Volunteer Program Evaluation—**PER 51.04**
- ◆ Accident/Incident Report—**PAR 50.30**
- ◆ Criminal History Request, Authorization for Release of Information

Volunteer Groups

Youth groups, Volunteer organizations, Service Clubs, National Outdoor Leadership School, special event groups

- ◆ Short-term Project Volunteer Enrollment Form—**VOL 50.04**
- ◆ Volunteer Group Service Agreement and Terms & Conditions of Service—**VOL 50.09**
- ◆ Group Volunteer Time Sheet—**VOL 50.10A**
- ◆ Group Volunteer Time Sheet Continuation—**VOL 50.10B**
- ◆ Accident/Incident From—**PAR 50.30**

Short-Term Volunteers (*Those who do not live on site and/or are scheduled to work LESS than 40 hours in a month.*)

Gift Shop Clerks, Interpretive Center Assistants, Gateway Visitor Center Tourism Assistants, individuals who are recruited to do a specific project, individuals who volunteer for special events, individuals who do volunteer work from their home

- ◆ Short-term Project Volunteer Enrollment Form—**VOL 50.04**
- ◆ Agreement for Individual Voluntary Services—**VOL 50.13**
- ◆ Individual/Host Volunteer Time Sheet—**PER 50.71A**
- ◆ Emergency Notification Data—**VOL 50.78**
- ◆ Employer's Feedback for Volunteers—**PER 51.03**
- ◆ Volunteer Program Evaluation—**PER 51.04**
- ◆ Accident/Incident From—**PAR 50.30**

I Am Disabled, Are There Volunteer Jobs Available To Me?

Yes! People with disabilities can fill most of our volunteer positions. Make sure that you talk with the volunteer supervisor about your disability and be honest about what you can and cannot do.

Disabled volunteers are protected by the Americans with Disabilities Act of 1990 (ADA) and have the right to request a **reasonable accommodation** for the hiring process and on the job. A reasonable accommodation is any change or adjustment to a job, the work environment, or the way things usually are done that would allow individuals to apply for volunteer positions, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace. For example, if the job requires a volunteer be able to stand in the park kiosk and take entrance fees, a reasonable



accommodation for a person of small stature could simply be placing a step stool in the booth. Some of the most common types of accommodations include:

- ◆ Installing a ramp or modifying a workspace or restroom to accommodate a wheelchair
- ◆ Sign language interpreters for people who are deaf or readers for people who are blind
- ◆ A quieter workspace for someone with a mental disability
- ◆ Training materials written in Braille, put on audio tape, or computer disks for people who cannot hear
- ◆ Special telephones for people who are deaf
- ◆ Time off for someone who needs treatment for a disability

A request for reasonable accommodation can be made at any time during the application process or any time before or after the volunteer starts working. However, disabled volunteers must still be qualified to do the job they are hired to do, with or without reasonable accommodation.

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>

What I Should Know About Safety?

Volunteers must follow safety standards and practices at all times. 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. Please 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. Make sure you fill out an **Emergency Notification Form (IDPR Form 50.78)** and return it to your supervisor with your other paperwork.
- ☒ 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**.

What Should I Do When Accidents or Emergencies Occur?

- ✂ **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 State Patrol if vehicles 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.
3. Contact the local Sheriff’s Office in an event of a boating accident or boating related injury or death.

Disturbance

1. Contact the Sheriff 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)

1. Quickly (but calmly) assess the situation.
2. Contact the Fire Department for RV, facility, or brush/forest fires.
3. 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 thorough search of the campsite and park (about 30-60 minutes), contact the local Sheriff's office and report your information and location. You may want to contact 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/Incident Report.

4. After the emergency, if possible, clean up debris or block the area off.

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.
- ☒ You must 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 of either to your site during off-duty hours.
- ☒ Hosts are official representatives of the Idaho Department of Parks & Recreation Department, therefore:
 - Please 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.
- ☒ Ask for feedback on your performance. You are entitled to receive a review of your work and will be given an opportunity for improvement unless you have acted in a reckless manner or with the intent to inflict harm on others.

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 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.

A volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with IDPR. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

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 signing and dating the form that was previously completed before service began.

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

This information comes from IDAPA 26.01.20—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 of 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.

150. Use of Motorized Vehicles



All motorized vehicles shall stay on authorized established Department roadways or parking areas except for trails and areas that are clearly identified by signs for off-road use. The drivers of all vehicles operated within lands administered by the Department shall be licensed or certified as required under state law for the type of vehicle operated. The drivers of all vehicles shall comply with day use fee requirements, speed and traffic rules of the Department, and all other local, and state ordinances and laws governing traffic on public roads.

03. Motorcycle and ATV Safety Helmets

Persons under 18 years of age shall wear a helmet when riding on a motorcycle or an all-terrain vehicle as operator or as passenger within Idaho State Parks.

07. 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 your 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.

151. Parking Violations

01-03. 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. The current daily charge per motorized vehicles is \$5.

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 play grounds, restroom facilities, and fishing docks.

175. Public Behavior

02. 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.

03. Quiet Hours

Within lands administered by the department, the hours between 10:00 p.m. and 7:00 a.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.

04. 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.

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.

05. 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.

06. Littering

Littering is prohibited within lands administered by the Department.

07. Smoking

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

200. Camping

01. Occupancy

Camping shall be 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.

Each campsite is allowed one extra vehicle, per campsite at a cost of \$5 (the standard motor vehicle entry fee). Boats, trailers and other motorized vehicles must fit entirely within the camping parking spur. If it doesn't fit, it must be parked outside the campground area in a location designated by the park manager or a second campsite must be purchased.

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.

03. 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.

04. Registration Required

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 visitors' 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.

05. Condition Of Campsite

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

09. 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.

06. Liquid Waste (Sewage and Gray Water) 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.

10. 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 12 noon 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.

450. Waterfront Area Restrictions

01. Swimming

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

02. Restrictions On Designated Beaches.

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

03. Restricted Areas

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

Why The Rule?

It is not feasible for IDPR to employ licensed lifeguards for all of 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 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. Know where pay telephones 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.

475. 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.

Excepting 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 each and 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.

500. Livestock

The use of saddle or other recreational livestock is prohibited on trails, roadways, and other areas unless designated for that purpose or with permission of the park manager.

Why The Rule?

Our parks are available for the enjoyment of everyone, but not all activities can be accommodated at every park. In order 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.

525. 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.

550. 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 of 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.

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.

650. Authorized Operations (Solicitation)

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:

- 01. Beg Or Solicit For Any Purpose**
- 02. Game Or Operate A Gaming Device Of Any Nature**
- 03. 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.
- 04. 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 Rule?

Prevents vendors or merchants from selling and peddling any type of goods 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.



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 12:00 p.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, at all times. 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:

Campsite Maximum fee allowed	Type Definition
Primitive \$23/day	No amenities at site, camping area not defined
Standard \$26/day	Any defined campsite, either tent pad or RV pad/area (may include: table, and/or grill)
Serviced - Water \$30/day	Any defined campsite, either tent pad or RV pad/area, with water at site (may include: table, and/or grill)
Serviced - Electricity \$30/day	Any defined campsite, either tent pad or RV pad/area, with electricity at site (may include: table and/or grill)
Serviced - Water & Electricity \$34/day	Any defined campsite, either tent pad or RV pad/area, with water and electricity at site (may include table and/or grill)
Serviced - Water, Electricity, & Sewer \$36/day	Any defined campsite, either tent pad or RV pad/area, with water electricity, and sewer at site (may include table and/or grill)

Campsite Maximum fee allowed	Type Definition
Companion Campsites Site type multiplied By two (2)	Companion Sites may be any site type, regardless of amenities, that has greater equipment/people capacity (may include table and grill). Fee determined by actual site type.
Amenity Fee for Central Water \$2/night	Applies to “Standard” campsites in campgrounds with a central water supply. The Amenity Fee is charged in addition to the Standard Campsite fee.
Amenity Fee for Flush-Toilets/Showers \$2/night	Applies to “Standard” campsites in campgrounds with Flush-Toilets/Showers. The Amenity Fee is charged in addition to the Standard Campsite fee.
Use of showers by non-campers \$3/night	
Overnight Use Fee per motor vehicle or trailer per night \$10/night	Applies to non-campers leaving a motor vehicle or trailer on park property overnight.
Limited Income Discount \$4/day	Idaho residents showing proof of limited income (Medicaid card or other evidence approved by the Board) may receive a camping fee discount
Resident Disabled Idaho Veterans	Campsite fees are waived for resident Idaho veterans showing proof of a one hundred percent (100%) permanent and total service related disability
Senior Citizen Discount Maximum 50% of RV camping fee	Pursuant to Section 67-4223, Idaho Code, and at the discretion of the Director, IDPR may provide, at selected under-utilized locations and times, a senior citizen discount.
Camping Cabins and Yurts \$200/night	

** 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.**

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Motor Vehicle Entry Fee (MVEF)

The MVEF is a daily charge for motorized vehicles. The \$5 fee is charged when a vehicle enters a designated state park area for the day. 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.

Annual State Park Passport

The \$40 passport allows you to bring your vehicle into any of Idaho's state parks for the day as many times as you wish during the calendar year without paying the Day Use Vehicle 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).
- ☼ Payment by credit or debit card is encouraged. Payment in full will be immediately processed, allowing reservations to be confirmed at the time they are made.
- ☼ Payments by check or money order must arrive within 14 days of the date your reservation was processed. Reservations will be unconfirmed until payment has been received. Reservations for which payment is not received within 14 days will be cancelled.
- ☼ Payment by check or money order is not an option for reservations made fewer than 21 days prior to arrival.

Changes to Your Reservation

Modification Policy:

- ☼ Customers may extend original stays booked without incurring a modification fee.
- ☼ A modification fee will be charged for modifications resulting in a reduction of stay where notification is received prior to check-in time.
- ☼ A modification fee will be charged for any modification to a previously made reservation that involves a change to the reservation dates even where part of the new stay includes part of the original stay booked.



- ☀ Change of reservation dates, where no dates of stay involved in the original reservation are the same as the dates of stay for the resulting reservation, will require a cancellation of the original reservation and the booking of a new reservation with applicable service fees.
- ☀ If circumstances prevent check-in on the scheduled arrival day, campers are requested to notify the park of a change in schedule. Depending on when notification is given, a first night's use fee may be charged.

Cancellation Policy:

- ☀ A service charge of \$10.00, or the first night's fee (whichever is less), will be assessed for the cancellation of a reservation for each individual campsite or facility if notice is received more than 24 hours in advance of the scheduled arrival time. Cancellations made less than 24 hours in advance of the scheduled arrival time shall result in the assessment of a \$10.00 service charge and may require the forfeiture of the first night's camping fee.
- ☀ 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 Occupancy

- ☀ A maximum of 8 people are allowed to occupy an individual site and 16 people on a companion camping site. Exceptions may be granted if the occupants comprise a single-family group of adults and minor children less than 18 years of age.
- ☀ Where space permits, one camping unit per individual site is allowed. A camping unit is considered to be one RV and/or two tents or any combination not to exceed one RV and two tents per individual site. Two camping units may occupy a companion site; however, two RV's will not fit on all companion sites. Please check the site details for maximum widths.

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.

IDAHO ALPHABET SOUP

BLM—Bureau of Land Management

BOR—Bureau of Reclamation

IDFG—Idaho Department of Fish & Game

IDL—Idaho Department of Lands

IDOT—Idaho Department of Transportation

IDPR—Idaho Department of Parks & Recreation—That’s who you are working with—
State Parks!

IOGA—Idaho Outfitters & Guides Association

IRPA—Idaho Recreation & Parks Association

IRTI—Idaho Recreation & Tourism Initiative

ISHS—Idaho State Historical Society

ITA—Idaho Travel Association

MVEF—Motor Vehicle Entry Fee

NCA—National Conservation Area

NPS—National Park Service

NF—National Forest

National Forests located in Idaho:

Bitterroot National Forest

Boise National Forest

Caribou National Forest

Clearwater National Forest

Idaho Panhandle National Forests

Nez Perce National Forest

Payette National Forest

Salmon-Challis National Forest

Sawtooth National Forest

Targhee National Forest

TVBCH—Treasure Valley Back Country Horsemen

USDOE—United States Department of Energy

USEPA—United States Environmental Protection Agency

USFWS—United States Fish & Wildlife Service

USFS—United States Forest Service

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 communities information
- ☒ Park/Program chain of command
- ☒ Staff Directory
- ☒ Anything else you would like to include! The next volunteers will thank you!