

Dear

The New Hampshire Volunteer Immunity Law (RSA 508:17) provides limited liability protection for volunteers in the event of an accident while performing their volunteer duties. As a condition of coverage, the legislation requires non-profit organizations to provide each volunteer with a letter recognizing **him or her** as a volunteer of the organization.

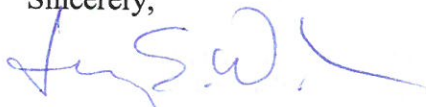
In compliance with the provisions of RSA 508:17, as it may be amended from time to time, you are hereby recognized as a volunteer for the Harris Center for Conservation Education for all volunteer activities that you might perform with our knowledge.

The Harris Center for Conservation Education is a non-profit organization that is dedicated to promoting understanding and respect for our natural environment through education of all ages, direct protection and exemplary stewardship of the region's natural resources and programs that encourage active participation in the great outdoors. Your tenure as an official volunteer will continue until your resignation or your termination by the organization.

Please contact me if you have any questions or desire further information about this law. Keep this letter as a record of your volunteer involvement with the Harris Center for Conservation Education.

Thank you so much for your volunteer service.

Sincerely,



Jeremy Wilson
Executive Director

Harris Center for Conservation Education Volunteer Policy

Approved by board vote 1-17-12

Volunteers are recognized as key contributors to the success and mission of the Harris Center. They enhance and extend the services provided by paid staff, but under no circumstances should they be used to supplant or take on the duties of paid staff members. Volunteers are not expected to perform the scope of duties assigned to professional staff, and should have very specific tasks for which they are properly trained and supervised. Volunteers are valued for their dedication, enthusiasm, and for the services they perform in support of the Harris Center mission.

- Volunteers are any individuals who assist with work done at the Harris Center, without remuneration, as part of an authorized volunteer program.
- Volunteers are selected based on their interests and qualifications and the needs of the Harris Center. A volunteer must be trained and supervised by paid staff, limiting the number of volunteers to those whom staff have time to supervise and evaluate on a regular basis.
- The Harris Center is under no obligation to take volunteers from outside services seeking placements. The Harris Center chooses not to accept court-appointed volunteers for reasons of liability. Individuals seeking assignments to meet a requirement from an outside agency for the performance of service are subject to all the selection and evaluation criteria which any volunteer would be expected to fulfill. Volunteers who will be working with children, will be required to have a criminal background check before beginning service. The Harris Center will pay for background checks.
- Volunteers are required to uphold the same confidentiality, performance and behavior standards as paid staff.
- Volunteers will be informed of safety and security measures. They are NOT covered under Workmen's Compensation. Volunteers must be covered by their own vehicle insurance if their volunteer activity includes use of a vehicle, and are liable for their own fees for traffic offenses. Mileage reimbursement is not provided. Volunteers have limited liability coverage under provisions of the state's RSA 508:17, Volunteer Immunity Law.
- In the event of an opening for a paid position, volunteers who apply for the position shall be treated and evaluated on the same basis as all other external candidates.
- Volunteers are asked to log in their hours, or call to notify Harris Center staff of their hours on a regular basis.
- Volunteers who cannot keep their commitment are asked to inform the Harris Center.

I have read and agree to the above policy:

Volunteer Name – print

Volunteer Signature

Date