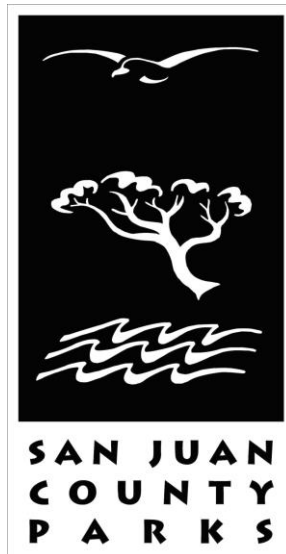


# Volunteer Handbook



**January 04,2022**

Ver. 2.4



January 4, 2022

Thank you for your interest in volunteering for San Juan County Parks! The following pages offer the park volunteer guidelines and support for successfully participating in park programs.

In response to the then worsening economic indicators, the County Council found it necessary to significantly reduce the Parks Department budget in 2009. Only through the public outcry raised over possible park closures was the department given adequate support to create this volunteer program. The availability of county day parks for resident and visitor enjoyment is still dependent on the success of the park volunteer program.

Each of the county day parks is unique, but in general park volunteer opportunities include:

- Regular monitoring and litter pick up – checking for inappropriate use, damage, hazards and safely picking up litter
- Interpretation and education - developing and implementing natural and cultural history programs
- Special projects, i.e., fixture repair, weed eradication, information board construction and maintenance, storm clean up, etc.
- Photographic library – Beautiful shots as well as problem areas are needed for Parks Department public information and presentations.

Well maintained facilities and grounds actually help prevent the spread of litter and vandalism, in addition to providing a welcoming site for visitors.

Thank you for offering your help in support of our county parks. In these current economic times, we simply could not keep the parks open without your efforts.

Sincerely,

Brandon Cadwell  
Parks & Fair Director

350 COURT ST #8  
FRIDAY HARBOR WA  
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(360) 378-8420  
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## Overview of the San Juan County Parks Volunteer Program

The San Juan County Parks Department is a small department with fewer than 3.0 full time equivalent staff in administration and 4.233 full time equivalent seasonal and part-time park staff responsible for 15 park properties spread across four islands.

### **Program Description**

The park volunteer program is designed to support operations of county day use and camping parks. The program provides an organized, efficient, cost-effective approach to managing a wide range of volunteer projects in San Juan County Parks.

Our intention is to use technology as much as possible to ensure accountability and to ease program administration. To be successful we are depending on each participant to follow our guidelines, report work regularly, follow contact procedures, and generally let us know of problems or ideas on how we can make the program better.

### **San Juan County Parks Volunteers**

A San Juan County Parks volunteer is an individual under the direction of department personnel, who of his or her own free will and without compensation or financial gain, contributes services or goods to assist San Juan County Parks in the accomplishment of its goals and objectives. Volunteers are not considered employees within the legal meaning of the term and do not have the same rights of County employees.

The reasons why people volunteer are as numerous as the types of work they do. Most volunteers have more than one reason for donating their time, but a common motivation is the satisfaction of performing a needed job and doing it well. Volunteering gives an individual the opportunity to do things he or she wants to do or can learn to do. Volunteers come from a variety of backgrounds and possess different abilities and desires. Some thrive on interacting with people and others prefer to work alone. Personal interaction and socializing among volunteers contributes to a healthy volunteer program.

Volunteers are recruited without regard to race, religion, color, ancestry, gender, sexual orientation, age, national origin, or disability. Each volunteer must be given a specific identified task and be able to perform safely and adequately the work that he or she is assigned. The relationship between a volunteer and the department must be one of mutual benefit. The department is not obligated to accept or retain any person who volunteers his or her services.

### **Current Volunteer Opportunities**

Individuals in the volunteer program perform a variety of duties that assist Parks staff and enhance services. Current opportunities include:

**Monitoring:** Inspect a park(s) and report conditions on a regularly scheduled basis and after storm events.

**Litter pick up:** Scheduled litter removal from an assigned location. Yellow transfer station litter bags will be provided and may be dropped off at the transfer station free of charge. Volunteers are required to wear gloves they supply themselves. The use of litter picker devices are encouraged.

**Public Outreach:** Greet park visitors, answer inquiries or direct them to Parks Administration. Develop and implement new natural or cultural history interpretive programs with park staff collaboration. Assist existing partner organizations with programs given in county parks.

**Photo Library:** Use your photographic skills and equipment to add to our photo library of all the county parks. Beautiful scenery, people and activities, and photos documenting problems/issues are all needed.

**Special Projects:** May include noxious/invasive weed removal, constructing or repairing small fixtures, storm clean-up, trail repair or addressing other specific problems.

## **Park Facilities**

The Parks & Recreation Department is responsible for operations and maintenance of the following county-owned park and recreation facilities:

### **San Juan Island –**

San Juan County Park – overnight camping facilities/day use

Reuben Tarte Memorial Day Park – day use only

Turn Point County Park– day use only

Eagle Cove County Park – day use only

### **Lopez Island –**

Odlin County Park – overnight camping facilities/day use

Otis Perkins – day use only

Shark Reef Sanctuary – day use only

Agate Beach Day Park – day use only

Blackie Brady Day Park (Hughes Bay) - day use only

Mud Bay Beach – day use only

Lopez Village Park – day use only

Lopez Skate Park – day use only

### **Orcas Island –**

Eastsound Village Green – day use only

Eastsound Waterfront Park – day use only

Mud Bay County Park – day use only

### **Shaw Island –**

Shaw County Park - overnight camping facilities/day use



# Welcome to San Juan County Parks

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*Thank you for visiting. Following all the rules below will make everyone's visit more enjoyable.*

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## Day Park Rules

**PARK HOURS** Parks are open for day use between dawn and dusk.

***NO FIRES IN DAY PARKS.***

**NO UNMANNED AIRCRAFT SYSTEMS** on or above Parks & Fairgrounds property without a permit.

**NOISE** Dive compressors and generators may only be operated between 11:00 A.M. and 5:00 P.M. Chainsaws and fireworks are prohibited at all times.

**PARKING ALLOWED IN DESIGNATED PARKING AREAS ONLY** (not off paved or gravel). No RV parking in Day Use parking areas at San Juan County Park.

**NO EQUIPMENT SET-UP**, including, but not limited to a BBQ/grill, tent/awning, volleyball net, croquet set, event table and chairs, in any day use area, as this may create hazards for other park users.

**PETS MUST BE LEASHED AT ALL TIMES!** No unattended dogs. Owners are responsible for clean up. Owners of dangerous or disturbing animals (especially barking dogs) may be asked to remove pet(s) from the Park.

**CHASING OR HARASSING WILDLIFE IN ANY WAY IS PROHIBITED.** Turkeys, rabbits, deer, foxes, raccoons, seals and otters are best viewed from a distance as to not disturb them. If you are concerned about a particular animal, please contact Park staff.

**PATHS ARE FOR FOOT TRAFFIC ONLY.** Skating and bicycle, skateboard, and moped riding is allowed on park roads only and is prohibited in all other areas.

**NO CLIFF CLIMBING.** The cliffs in the Parks are not stable and climbing can create rockslides and potential hazards.

**NO DRIFWOOD STRUCTURES.**

**WATER IS LIMITED IN THE ISLANDS.** Please do not run water continuously, wash items in containers. No vehicle or boat washing. No filling RV tanks. Please help us use water wisely.

**San Juan County is a Marine Biological Preserve.**

State law prohibits the taking or destruction of any living specimen except for food use. Taking of specimens must be in accordance with State Fisheries regulations.

Low Island, just offshore of San Juan County Park, is a National Wildlife Refuge site—  
*do not approach any Refuge site closer than 200 yards.*

---

**NOTE:** *Failure to adhere to these rules may be grounds for expulsion from the Park.*

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## Being a San Juan County Parks Volunteer

### How to sign up as a volunteer

- Visit <http://www.sanjuanco.com/Parks/volunteering.aspx> and after reviewing the volunteer handbook to determine if our program is a good fit for you, e-mail us at [parks@sanjuanco.com](mailto:parks@sanjuanco.com), putting “volunteer” in the subject line and let us know your interest.
- We will then put you in touch with a park manager, if applicable, or we will contact you from our office to get you started.
- ***Each volunteer must sign a volunteer agreement*** (example included in this handbook), including a work/project description, with the Parks & Fair Department before beginning their volunteer work.

### Reporting & Communications:

To responsibly run a county volunteer program we need to keep records of the work performed by volunteers. We will use this information for quarterly tax reports to WA State Department of Labor & Industries, as well as to track what’s occurred and how often the parks are being maintained.

To make this recordkeeping easy for both the volunteer and the Parks Office we have set up a web-based reporting form on the Parks Department website.

**We need volunteers to make an entry each time they perform their volunteer duties or when they want to report something about a park.** The Parks Department administration staff will check on the data base entries regularly.

***If you have not submitted a signed volunteer agreement***, you must do so before beginning any volunteer work.

#### To report your volunteer activity:

- Go to the [www.sanjuanco.com/parks](http://www.sanjuanco.com/parks).
- Click on the “Report Volunteer Hours” on the left side of the page.
- When the Work Report page opens, enter your e-mail address and first letter of your first name (unless sharing the same e-mail address and your first name starts with the same letter. In that case, enter the next letters unique your first name).
- ***Only those volunteers signed up with our office will be able to enter information into the report form.***
- Fill out or select all boxes that apply to your activity and click “Save” to record hours and close the form. That’s all there is to it!
- If you have an urgent situation or concern, please call the Parks Administration Office directly at 378-8420, or the Director at 370-7452 (work) or 360-643-4894 (cell).



# AGREEMENT FOR INDIVIDUAL VOLUNTEER SERVICE

**PURPOSE:** The purpose of this Agreement is to outline the responsibilities of the San Juan County Parks & Recreation Department (“Department”) in providing volunteer opportunities, and to create an understanding between the Department and the volunteer. This Agreement shall apply to persons voluntarily performing non-compensated services for the Department.

Volunteer Name: First, Middle, Last Name(Please Print)	Home Phone (with area code):	<u>Date of Birth (DOB)</u> <u>mm/dd/yyyy</u>  / /
Parent/Guardian (if under 18) Name (Please Print)	Cell Phone (with area code):	
Address	Work Phone (with area code):	Emergency Contact:
City, State, Zip	Email:	Emergency Contact Phone:

**AGREEMENT FOR NON-COMPENSATED SERVICES:** I hereby volunteer my services to the San Juan County Parks & Recreation Department. I agree to abide by all relevant Department policies and procedures and to perform the volunteer services in a safe, responsible manner in accordance with the descriptions of service.

It is further understood that this Agreement shall not in any way constitute nor create an employer/employee relationship between the Department and the Volunteer. The Department shall not be responsible for, nor liable for, nor shall the applicant be eligible to receive, any compensation or benefits as a result of this Agreement EXCEPT for State Labor and Industries Industrial Insurance medical aid coverage.

General scope of services to be provided: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I further understand that: *(Please initial each of the following)*

- \_\_\_\_\_ I am not to appear for volunteer service under the influence of alcohol or any illegal drugs. I agree to inform the supervisor at the beginning of the shift if taking any over-the-counter or prescription medications that may impair the ability to perform volunteer duties.
- \_\_\_\_\_ I will abide by all Department policies regarding personal conduct while performing volunteer services.
- \_\_\_\_\_ I agree not to go beyond the scope of volunteer work agreed to without authorization.
- \_\_\_\_\_ I am to be trained on any activity that I am unfamiliar with, learn the corresponding policies, and it is my responsibility to understand them completely or ask questions until I feel confident to perform them.
- \_\_\_\_\_ I hereby identify that I am capable of performing duties without accommodation, or with the following accommodation(s): \_\_\_\_\_.
- \_\_\_\_\_ Depending on the scope of volunteer work, the following policies may apply: Safety Procedures, Computer Operation, Anti Harassment, Confidentiality, Non-Discrimination, and Drug-Free Workplace.
- \_\_\_\_\_ Should an injury occur during the scope of my service, the Department has included my hours of volunteer service in the State Labor and Industries coverage for volunteer workers. I am responsible for recording and reporting my hours to the Department.
- \_\_\_\_\_ I understand that I am to report any on-the-job injury or illness, no matter how minor, to my supervisor. I authorize emergency medical care if it should become necessary.
- \_\_\_\_\_ I grant full permission to use any photographs, videotapes, motion pictures or recordings for publicity purposes by the Department.

***(Continued on reverse)***



**San Juan County Parks Agreement for Individual Volunteer Service, continued**

**BACKGROUND CHECKS:** I consent to the Department performing a background check into my history in accordance with RCW 43.43.830–839 and waive any right of privacy I may have in such information for the limited purpose of the Department considering it for determining my suitability as a volunteer. (To be used for volunteers who will have unsupervised access to children, developmentally disabled persons, or vulnerable adults or who will be working with confidential information.) [Your full legal name and birth date are required to perform this background check.]

**TERMINATION:** I understand that the Department or I may terminate this agreement at any time without cause, and that I am volunteering my services at will and may be asked to discontinue such without prior notice or reason.

**WAIVER & HOLD HARMLESS:** I am fully aware that the work associated with being a Department Volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the Department’s Volunteer Program, I hereby assume all risk of injury, damage, and harm to myself arising from such activities or use of Department facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless San Juan County, its officials, employees and agents and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities.

**LIABILITY COVERAGE:** I understand that San Juan County is self insured through the Washington Counties Risk Pool (WCRP) for liability coverage. Volunteers performing within the scope of their assigned duties as authorized by the County are afforded the same coverage as County employees under the County’s liability coverage with WCRP. I am fully aware that a volunteer’s intentional misconduct is not protected or covered by the County or WCRP.

This agreement will be in effect for the duration of my volunteer services beginning this date.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Printed Volunteer Name

\_\_\_\_\_  
Signature of Parent or Guardian (if volunteer is less than 18 years old)



Mailing Address: 350 Court Street #8  
Friday Harbor WA 98250  
360-378-8420

***For Office Use Only***

Approved:	Signature:	Date:	WSP check:	Initials:	Date:
			WSP accepted:	Yes: ( )	No: ( )
Assigned to:			WSP mailed:	Initials:	Date:



350 COURT ST #8

FRIDAY HARBOR  
WA 98250

(360) 378-8420

fax (360) 378-2075

e-mail

[Parks@sanjuanco.com](mailto:Parks@sanjuanco.com)

[www.sanjuanco.com/  
parks](http://www.sanjuanco.com/parks)

### **No Chainsaw use!**

**Use only approved  
tools & equipment.**

**Carry tools safely -  
use blade guards;  
carry in your hands  
and down at your  
side, not over your  
shoulder.**

**Take a firm,  
balanced stance  
before using tools.**

# Volunteer Guidelines

## *Safety First . . .*

As a volunteer, your safety is our priority. Please review and follow these safety guidelines:

## *For the Group Leader . . .*

- Review County Resolution 23-2021 for mandatory COVID 19 rules.
- Before the project begins, review safety guidelines with all participants.
- Always use the appropriate tool for the job and wear protective gear.
- Take a first-aid kit appropriate for the size of your group.
- If children are involved, have at least one adult supervisor for every 6 children. Keep children in sight at all times.
- Encourage group members to take water and rest breaks as needed.
- Do not work in inclement weather. Work only during daylight hours.

## *For All Volunteers . . .*

- Review County Resolution 23-2021 for mandatory COVID 19 rules.
- If it's not safe, don't do it!
- If working in a group, let your leader know of any health or emergency needs such as allergic reactions to insect bites or plants.
- Avoid overexertion; take a rest break when needed and drink plenty of water.
- Use sunscreen and sunglasses as needed.
- Preserve valued trees, shrubs, and flowers.
- Explain your activity and park rules to park users in appropriate situations.

## *While working . . .*

- Wear appropriate clothing including gloves, long pants, shirts with long sleeves and sturdy shoes. Use appropriate eye and/or ear protection for the tools you are using.
- Avoid noxious weeds such as nettles or poison oak; watch for stinging insects.
- Ensure others are beyond the combined length of your arm and tool.
- Watch your footing – be alert to holes, slippery ground, & slopes.
- Protect your back by bending at the knees.
- The incorrect tools or dull tools can make a task take longer or damage the site and can cause fatigue and/or injuries.
- Balance heavy weights, especially when repeating tasks.
- Do not pick up anything that might be hazardous or cause injury such as heavy objects, animal bodies, or drug and sex materials. Report the location of such items to the Team Leader or Park Dept. office.
- If you are participating in a cleanup project, do not overfill litter bags and avoid injuries from sharp or broken objects.
- Use only approved tools and equipment.

## *THANK YOU . . .*

Without you, the Volunteer program cannot be successful. We appreciate your volunteer efforts to enhance our parks and trails. Your safety is important to us!

## **SAN JUAN COUNTY LITTER PROGRAM**

San Juan County Parks participates in a litter pick-up program through the County. Trash picked up from beaches, roadsides, and parks is eligible for this program.

Parks provides trash bags at no charge to Parks volunteers. Stop by the Parks & Fair office at 849A Argyle Avenue in Friday Harbor (at the Fairgrounds). Trash bags are available for pick-up during office hours Monday through Friday 8:30am-4:30pm.

Filled bags can be dropped off with Parks staff at each main park on each island. San Juan Park for San Juan Island, Odlin Park for Lopez, and Shaw Park for Shaw Island.

## **Parks Accident Reporting Procedures**

1. If trained and comfortable doing so, give **First Aid** to any injured party and call **9-1-1** (or 378-4151 from a cell phone) if any doubt about seriousness of injury.
2. Call the Parks & Fair Director, Brandon Cadwell, at 370-7452 (office) or 360-643-4894 (cell). If Brandon cannot be reached, *leave a message*, and then call the park staff (360-378-2992 on San Juan; 360-468-2496 on Lopez; 360-468-4673 for Shaw). If you cannot reach them, call the County Risk Manager at 360-370-7404 or the Sheriff's business line at 360-378-4151.
3. "**Freeze**" the accident scene by using tape or other barriers.
4. **Injured parties**: record names, addresses, home and work phones.
5. **Witnesses**: record names, addresses, home and work phones.
6. If possible, **photograph** the scene & all relevant equipment or damaged property. Take lots of shots and overlap view to get the entire scene. Print photos at once and write date of incident on back of each photo.
7. **Incident Report** – print neatly. Keep it simple and report what you observed, not what you think happened. If you relate what someone told you, state who it was. Forward to Parks & Fair Director ASAP (preferably within 24 hours). Scan and email report to [parks@sanjuanco.com](mailto:parks@sanjuanco.com) or drop off incident form at Parks & Fair office directly.
8. **Cooperate** with the County to investigate what happened. Do not talk to attorneys or investigators unless the Parks & Fair Director is informed and approves. **DO** cooperate with law enforcement if they are called.

DO NOT say it's "my fault" or "our fault" – legal fault is impossible to determine at the scene.

DO NOT accuse someone else of causing the accident. It won't help you or them.

DO NOT promise what you cannot deliver. Even if you feel sorry and have a desire to apologize, do not do so at the scene. Help everyone to get safe and comfortable, but save your emotions for later. If the County is responsible, there will be an opportunity to say we are sorry once the facts are reviewed.

### **Goals of Accident Reporting Procedures**

- To protect the property and persons of the staff and public
- To treat all staff and members of the public fairly
- To preserve the relevant facts at the time of the accident
- To retain the identities of all witnesses and injured parties
- To notify the County promptly and to aid in a proper investigation



## INCIDENT REPORT FORM

NAME OF EMPLOYEE/VOLUNTEER COMPLETING FORM:	POSITION / DEPARTMENT:
DATE AND TIME OF INCIDENT:	LOCATION OF INCIDENT:
LIST ANY WITNESSES AND IF AVAILABLE, THEIR PHONE NUMBER(S):	
1. _____	
2. _____	
3. _____	

**This is a report of (check all that apply):**

<input type="checkbox"/> Damage to equipment, material or property. (complete section #1)	<input type="checkbox"/> First aid injury. (complete section #3)
<input type="checkbox"/> Vehicle accident. (complete sections #1 and #2)	<input type="checkbox"/> Injury requiring medical attention (complete section #3)
	<input type="checkbox"/> Fatality. (complete section #3)

<b>SECTION #1 - For reporting vehicle accidents and/or damage to equipment, material or property.</b>
<b><i>Describe the event and what property was damaged (vehicle, equipment, building, etc.):</i></b>



## FREQUENTLY ASKED QUESTIONS

### **Q: Who manages these parks?**

**A:** The San Juan County Parks, Recreation & Fair Department owns or manages 17 different public properties here in the San Juans. The day parks you may be volunteering in are overseen by the staff of the camping park on that island.

### **Q: Why can't the Parks Department just maintain these parks?**

**A:** The budget cuts incurred in the 2009 budget forced cutbacks in the number of staff hours on each island. Since our camping parks generate needed revenues to help us sustain a public park program here in the islands, we must focus much of our resources on those properties. Fortunately, a great number of prospective volunteers stepped forward almost immediately, to help us care for these valued day parks. Volunteers are still a great asset to our park operations.

### **Q: Where will I be volunteering?**

**A:** We will try to match you to the specific park you would most like to help with.

### **Q: How much time do I have to volunteer?**

**A:** We are pleased that you have agreed to volunteer your time and talents to help us maintain these special parks. While there is no set amount of time we require, we do find that volunteers who can devote at least 2 hours per month feel more connected to the process.

### **Q: What types of things might I be doing, as a Parks volunteer?**

**A:** Glad you asked! Here are brief descriptions of the various duties you can select from:

**Monitoring:** Inspect a park(s) and report conditions on a regularly scheduled basis and after storm events.

**Litter pick up:** Scheduled litter removal from an assigned location. Yellow transfer station litter bags will be provided and may be dropped off at the transfer station free of charge. Volunteers are required to wear gloves they have supplied

**Public Outreach:** Greet park visitors, answer inquiries or direct them to Parks Administration. Develop and implement new programs with park staff collaboration. Assist existing partner organizations with programs given in county parks.

**Photo Library:** Use your photographic skills and equipment to add to our photo library of all the county parks. Beautiful scenery, people and activities, and photos documenting problems/issues are all needed.

**Special Projects:** May include noxious/invasive weed removal (please , constructing or repairing small fixtures, storm clean-up, trail repair or addressing other specific problems.

**Q: What if I can't come at the agreed time?**

**A:** For the most part, the hours you work are scheduled by you. If you have agreed to conduct volunteer services on a particular schedule and cannot make it that day or that week, please report this in the comments area of the web-based reporting form. We'll determine whether or not we need to take action at that point. Please coordinate with your volunteer team leader/park manager on scheduling.

**Q: Will I be covered by Washington State Department of Labor & Industries workers' compensation (industrial insurance)?**

**A:** Yes. In order for you to be covered, we will need to have a current Volunteer Agreement and you must submit a volunteer timesheet for each month you have volunteer hours. You can find more information at the Washington State Department of Labor & Industries website: <http://www.lni.wa.gov/ClaimsIns/Insurance/Learn/Intro/Default.asp>

**Q: Why is it important to report when I worked and what I did?**

**A:** We want to gather information about the volunteer work you've done for a number of reasons. We need to report all volunteer hours to the State, so that you and other Parks volunteers will be covered by State Labor & Industries insurance. It is important for us to be able to see if the parks under volunteer stewardship are receiving the attention they need to be maintained in top shape and to see if there are any problems developing. This data collection also allows us to keep a record of routine inspections, in the event that something unforeseen happens that requires investigation. We also collect volunteer hours as an important tool in measuring how we accomplish all the many tasks required to keep our parks open and functioning properly.

**Q: How do I report my volunteer hours and what I observed on my visit?**

**A:** The information about how to report your volunteer hours is included in the section in this manual titled, "Reporting and Communications", but here it is again:

Go to the [www.sanjuanico.com/parks](http://www.sanjuanico.com/parks). Click on the "Report Volunteer Hours" link on the left side of the page. When the Work Report page opens, enter your e-mail address and first letter of your first name (unless sharing the same e-mail address and your first name starts with the same letter. In that case, enter the next letters unique to your first name). ***Only those volunteers signed up with our office will be able to enter information into the report form.*** Fill out or select all boxes that apply to your activity and click "Save" to record hours and close the form. That's all there is to it!



**Q: What if I feel uncomfortable with a piece of equipment or materials on the site?**

**A:** Let your good judgment be your guide – if you don't feel comfortable, don't do it. If there is someone else onsite who has experience or training with the equipment or materials, talk with them.

**Q: How do I report an accident or incident?**

**A:** This information is included in the section in this manual titled, Parks Accident Reporting Procedures. Here are the steps (more details on pages 9 thru 11):

Call the Parks & Fair Director, Brandon Cadwell, at 360-370-7452 (office) or 360-643-4894 (cell). If Brandon cannot be reached, *leave a message*, and then call the park staff (360-378-2992 on San Juan; 360-468-2496 on Lopez; 360-468-4673 for Shaw). If you cannot reach them, call the County Risk Manager at 360-370-7404 or the Sheriff's business line at 360-378-4151.

Record the names, addresses, home and work phones of injured parties and witnesses.

If possible, photograph the scene & all relevant equipment or damaged property. Take lots of shots and overlap view to get the entire scene. Develop photos at once and write date of incident on back of each photo.

File an Incident Report – print neatly. Keep it simple and report what you observed, not what you think happened. If you relate what someone told you, state who it was.

Forward to Parks & Fair Director ASAP (preferably within 24 hours). Scan and email incident report to [parcs@sanjuanco.com](mailto:parcs@sanjuanco.com) or drop off report at the Parks & Fair office.

**Q: How do I report suspicious activity?**

**A:** If you think the activity might cause immediate injury to someone or something, call the Sheriff.

If this is less urgent, please include your regular reporting on the San Juan County Parks website, [www.sanjuanco.com/parks](http://www.sanjuanco.com/parks). Click on the "Report Volunteer Hours" link on the left side of the page.

- When the Work Report page opens, enter your e-mail address and first letter of your first name (unless sharing the same e-mail address and your first name starts with the same letter. In that case, enter the next letters unique your first name).
- ***Only those volunteers signed up with our office will be able to enter information into the report form.***
- Fill out or select all boxes that apply to your activity and click "Save" to record hours and close the form. That's all there is to it!

If you have an urgent situation or concern, please call the Parks Administration Office directly at 360-378-8420, or the Director at 360-370-7452 (work) or 360-643-4894(cell).

**Q: What if I have other questions about volunteering for San Juan County Parks?**

**A:** The best way to contact us is via e-mail at [parcs@sanjuanco.com](mailto:parcs@sanjuanco.com). Please use VOLUNTEER QUESTION as the subject line of the message. We're here to help!

## **The Tax Benefits of Volunteerism**

Those added expenses that go along with donating your time and services as a volunteer for the San Juan County Parks might be deductible when filing your taxes, as long as you keep a good written record. Generally, out of pocket expenses accumulated while serving a “qualified organization,” such as a government agency or a non-profit organization, as a volunteer may be deducted as charitable contributions. The amounts must not be reimbursed and the expenses incurred only because of the services you gave. They cannot be personal, living, or family expenses. Although we value your time and efforts, the monetary value of your time and services is not a deductible charitable contribution. The following is a summary of charitable contributions that may be deducted on your next tax return:

**\*Uniforms:** The cost and upkeep of uniforms, not suitable for everyday use and that must be worn while performing donated services, can be deducted.

**\*Car Expenses:** Out-of-pocket expenses (the cost of gas and oil) directly related to the use of your car in giving services to a charitable organization may be deducted. If you don’t want to deduct your actual expenses, you can use a standard mileage rate of 14 cents per mile to figure your contribution. Parking fees and tolls may also be deducted. Reliable written records of your car expenses are a must!

**\*Travel Expenses:** Travel expenses incurred while you are away from home performing services for a charitable organization, if there is no significant element of personal pleasure, recreation, or vacation in the travel, can be deducted. Travel expenses include the cost of air, rail, bus, car, taxi, lodging, and meals.

To receive more information, contact the IRS:

Free Publications and Forms: 1-800-tax-form (1-800-829-3676)

Tax Questions: 1-800-829-1040

Tax Information via the Internet: [www.irs.ustreas.gov](http://www.irs.ustreas.gov)

Three different publications were used to develop this summary, and are available free of charge, from the IRS:

- ◆ Your Federal Income Tax, Publication 17
- ◆ Charitable Contributions, Publication 526
- ◆ Instructions for Form 8283—Noncash Charitable Contributions.

Please note that this summary was prepared by state park staff, who are not tax consultants or CPA’s. This information should be discussed with a tax preparer, CPA, or attorney to evaluate its applicability to each individual’s case.