

Volunteer Service Agreement (form 301a/b)

Anyone who volunteers with state and federal organizations, which includes patrolling through their areas, is required to submit a new Volunteer Service Agreement form (OF-301a [or b]) each year. This form is required by law and is mandatory.

A copy of the form, instructions, and volunteer position descriptions are available online in Trail Patrol's Resources + Forms section. You can also get the form with instructions on the ATC web site at the following URL - <https://appalachiantrail.org/get-involved/volunteer/partner-resources/volunteer-management/>

Forms are either arranged at the club level, to which each person simply signs on to, or are submitted to an organization on an individual basis.

There are three primary organizations to which we need to submit agreements: the Appalachian Trail, Shenandoah National Park (SNP), and State of Maryland. However, for each/any other national park, like George Washington and Jefferson National Forest, an OF-301a (or b) will be required.

Pennsylvania's DCNR requires one to register with them at least initially, if not every year. Go to the following URL - <https://www.volunteers.dcnr.pa.gov/cvhow.aspx>

For the Appalachian Trail: The agreement is being handled at the club level via the Appalachian Trail Conservancy (ATC), who have provided a link to the online OF-301B form, allowing one to sign on to PATC's agreement with APPA. The link is <https://www.tfaforms.com/4876629>.

For SNP: The agreement is being handled at the individual level. One can either submit the form on line via volunteer.gov or fill in an OF-301a following the form instructions, date, hand sign, and email it to Corrina Wendell (corrina_wendel@nps.gov). Indicate in the email whether you do or do not need a park pass. If by mail, send the form to:

Corrina Wendel
Shenandoah National Park
3655 US Hwy 211 East
Luray, VA 22835

If submitting electronically, sign in to 'volunteer.gov'. You'll need a login.gov account to do so. If you don't have an account, create one. Then apply for the position relevant to you. See the following links/explanations:

- a. **PATC Trail Maintainer 2025** - all frequently recurring volunteers, Trail Maintainers, should please use this link to complete their VSA
- b. **PATC Group Project in SHEN** - folks who volunteer sporadically or are out for a group project and not a recurring maintainer should please use this link. Feel free to share this going forward when folks sign up for a project, like Hoodlums Weekends.

Note - SNP differentiate so that they can better track info for invitations to events, to distribute annual PATC passes, and for our reporting

After volunteers apply, SNP will "Tentatively Accept" and then "Assign" volunteers the task of updating their VSA. Once that is done, you have to log back in to 'volunteer.gov' and complete the process: Open "My Profile", click on the "Individual Volunteer (301...) and "Volunteer Tasks", and select "Complete Form". Then, follow the rest of the prompts to complete and confirm.

Please be sure to read the Volunteer Service Description and JHAs. These are the tasks for which PATC volunteers are covered as they work within the scope of the project. The JHAs outline expectations for safety to prevent injury.

Corinna Wendel is currently the only one able to manage the backend of things on volunteer.gov at Shenandoah. She will strive to "Accept" people as quickly as possible, but please expect a delay around the holidays and on weekends.

For State of MD: The agreement is being handled at the club level. Go to the following URL - <https://ec.samaritan.com/custom/1528/> . If, you don't already have an account, create one. Then, search on a park like Monocacy or South Mountain State Park, scroll down to find an option for PATC, and proceed from there.