VOLUNTEER/SERVICE ACTIVITY ABSTRACT

The following description of services and special provisions apply to the Group Volunteer Agreement. This agreement covers volunteer activities planned and administered directly by Back Country Horsemen of Washington (BCHW).  This volunteer agreement will consist of several phases to further strengthen the partnership between the various Backcountry Horsemen of Washington Chapters and the National Forests across the State of Washington.

**Phase 1: Shared Understanding**: Establishment of National Forest Level Volunteer Agreement to establish shared understanding between BCHW chapters and National Forests in Washington State.

**Phase 2: Trail Project Planning, Education and Outreach**: Identification of trail maintenance and development priorities at the Ranger District level on an annual basis.  Identification of mutually beneficial public education opportunities for public outreach. Priorities will be established through collaboration and will focus on the identification of specific work projects given the available resources that the Forest Service and BCHW have available annually.

**Phase 3: Project Implementation**: Project specific priorities will be implemented annually based on the mutually agreed schedule that is developed during phase 2 of this agreement. Implementation and coordination will occur across all levels of both of the respective organizations.

Back Country Horsemen of Washington will conduct routine training, trail maintenance, and reconstruction of trails within WashingtonNational Forests. This work includes packing with stock to support trail work, safety, and technical training, signing, tool use and maintenance (including crosscut and chainsaws), clearing, brushing, log outs, drainage construction (culverts, water bars, drain dips), and tread work, campsite and trail condition inventories, campsite restoration or other trail-related projects specified and managed by the Forest Service. Boardwalk and bridge repair will be approved on a case by case basis. Work beyond the attached job hazard analyses (trail maintenance, saw use, stock use, and rigging, noxious weed treatment, packing explosives) requires a separate volunteer agreement. In the unforeseen circumstance that logs along Forest System roads and trails are blocking access to/from worksites, volunteers may be authorized to buck logs within the scope of their saw certification, provided they have reviewed and signed a JHA that addresses this activity, and they contact dispatch or the designated local Forest Service contact before and after cutting operations take place.

Additionally, Back Country Horsemen can, when mutually beneficial, partner with the Forest Service on public education events and messaging around shared stewardship.

Back Country Horsemen of Washington must contact and is responsible for fully coordinating with the FS liaison for each district to obtain approval for work activity, to schedule actual workdays, as well as, to make arrangements to ensure that work is accomplished to the FS safety, COVID phasing and technical standards. While coordinating with the FS liaison, determinations can be made on check in and out procedures, to include notifications to forest dispatch.

This work may require the use of hand tools, brush cutters, clearing saws, rock drills, grip hoists and rigging equipment, and chain and/or crosscut saws. Appropriate Personal Protection Equipment (as addressed in the Job Hazard Analyses) will be used while performing trail work. Anyone using a chain or crosscut saw will be required to have a current Forest Service-recognized saw certification card as well as a current First Aid and CPR card. These may be sent to the regional office annually and disseminated to the forests as needed or updated.

Crew leaders will:

1. Conduct and document a tailgate safety session prior to engaging in work to discuss the types of work involved with the project, hazards, and precautions, and seek crew input on safety.
2. Ensure all volunteers are aware of and understand the volunteer code of conduct.
3. Ask each volunteer to discuss with the crew leader and/or First Aid lead any physical limitations that would either be aggravated by or restrict participation in the work.  Crew members should stop work at any time they perceive a potential hazard is developing.
4. Have participants sign the 301b form and submit to the FS liaison within two weeks of the project completion.
5. If minors (anyone under 18) are planned to take part in a workday, coordinate with FS unit liaison for required completion of separate OF301a no later than 7 days prior of workday.
6. Collecting parental consent (full OF301a) for any minors participating in the event to be submitted to the FS liaison within two weeks of the project completion.
7. Notify the designated staff member or dispatch of check in and check out.

Job-related injury or illness caused by the volunteer activity must be reported immediately to the FS Liaison who will document on the appropriate forms. In non-emergency cases, volunteers must request pre-authorized medical treatment through the USFS supervisor. Only emergency treatment may be obtained without prior authorization.

Use of personal stock is authorized by this agreement in coordination with the USFS supervisor.  Partner organizations must ensure that their stock handlers are experienced and qualified to use stock on the projects they identify as needing this service. Stock use precautions outlined in the Stock Use JHA must be included in the Safety Tailgate Session prior to work commencing.

This agreement covers volunteers during work hours. Where volunteer projects involve overnight camping, camp work including setting up and tearing down camp, cooking, and cleaning, fetching, and treating water, etc., are considered volunteer services. Activities undertaken on crew off days or during down time for rest and relaxation are not considered volunteer services. Conducting unauthorized work could result in termination of this agreement. Volunteers will not receive compensation for the services provided.

This agreement does not include transportation to or from the trailhead. All stock use must be reported to and coordinated with the district liaison prior to the start of work.  Hiking/riding time to and from Forest Service project sites and associated camping areas and hiking time from the trailhead to the worksite is covered as a volunteer activity.

Within two weeks of project completion, signed JHAs, Group Volunteer Agreement Form OF301b, and minor OF301a for the workday will be submitted to the responsible Forest Service unit contact for record keeping and end of year data entry.

**Attachments Included in package**

1. 301b
2. Tailgate Safety Guide
3. Chainsaw JHA
4. Crosscut JHA
5. Trail Maintenance JHA
6. Livestock Operations JHA
7. Rigging JHA
8. Noxious Weeds JHA
9. Covid Considerations RA
10. Ethics and Code of Conduct
11. Volunteer Accomplishments Reporting Form