

Arizona Game and Fish Department

Volunteer Handbook



azgfd.gov



THE STATE OF ARIZONA
GAME AND FISH DEPARTMENT

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GOVERNOR

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Dear Arizona Game and Fish Department Volunteer:

Welcome to the Arizona Game and Fish Department. On behalf of the Volunteer Program, thank you for your interest and desire to contribute your time, energy, enthusiasm, and talents for the benefit of wildlife and the citizens of Arizona.

Whether you are a new or veteran volunteer, the Arizona Game and Fish Department (AGFD) extends its appreciation to you for your interest in becoming a part of our agency. We are committed to recognizing your time as important and worthwhile. We recognize that you have special interests and abilities to share as well as an interest in learning. Our goal is to provide you with an environment where you can build relationships with staff and other volunteers, and gain knowledge about wildlife and wildlife management.

This *Volunteer Handbook* is intended as a beginning. It is designed to introduce you to our agency and to explain some of our policies and procedures. We suggest that you use this handbook as you begin your work and continue to use it as a reference and guide.

We look forward to working with you and thank you for joining our team!

Sincerely,

Les Bell
Volunteer Coordinator
623-236-7680
Lbell@azgfd.gov

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The Arizona Game and Fish Department receives Federal assistance from the U.S. Fish and Wildlife Service, and thus prohibits discrimination on the basis of race, color, religion, national origin, disability, age and sex pursuant to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. To request an accommodation or informational material in an alternative format or to file a discrimination complaint, please contact the Deputy Director's Office at (623) 236-7276 or by mail at 5000 West Carefree Highway, Phoenix, AZ 85086. Discrimination complaints can also be filed with the U.S. Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program, Attention: Civil Rights Coordinator for Public Access, 4401 North Fairfax Drive, Arlington, VA 22203.

Arizona Game and Fish Department

Agency Mission

To conserve, enhance, and restore Arizona's diverse wildlife resources and habitats through aggressive protection and management programs, and to provide wildlife resources and safe watercraft and off-highway vehicle recreation for the enjoyment, appreciation and use by present and future generations.

Agency Vision

*To be recognized and respected as **the** leader in progressive management and professional stewardship of wildlife for tomorrow.*

ABOUT AGFD

Role of the AGFD Commission

- To establish policies for the management, preservation, and harvest of wildlife.
- Make rules and regulations for managing, conserving, and protecting wildlife and fisheries resources, and for safe and regulated watercraft and OHV operation for the benefit of the citizens of Arizona.
- Appoint, evaluate, and provide direction to the Agency Director.
- Commissioners are appointed by the Governor for a fixed, five-year term.
- Chairman is elected by the Commissioners.
- Commissioners represent the entire state relative to the Department's Mission.
- Commissioners by law, must be from different counties throughout the state, and no more than three can be from the same political party.
- The Commission meets monthly to take public input and make decisions.

A few facts about AGFD

The Department is responsible for carrying out policy for the management, preservation and recreational use of fish and wildlife. Additionally, the Department is responsible for watercraft and off-highway vehicle safety and management. These activities are carried out under the supervision of the Game and Fish Director, who also serves as Secretary to the Game and Fish Commission. The Game and Fish Commission consists of five members who are appointed by the Governor and confirmed by the State Senate. Commissioners are appointed for staggered five-year terms and by statute must meet at least quarterly.

The Department has about 600 permanent full-time employees within the Director's Office and four divisions: Wildlife Management, Field Operations, Information and Education and Special Services. A brief description of each division is as follows:

Directors Office: The Director's Office includes Headquarters, Human Resources, Rules and Risk Management and Funds/Planning.

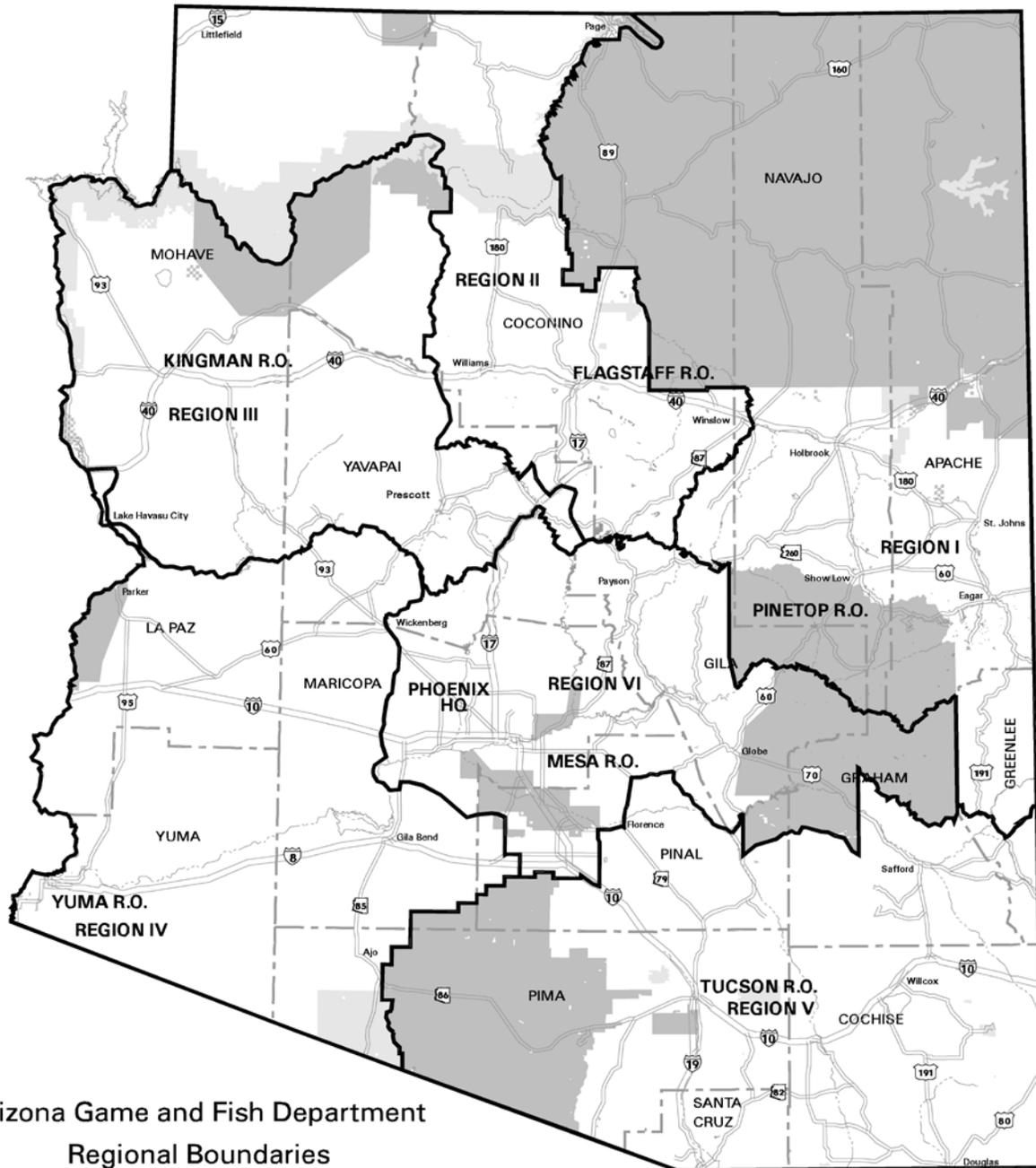
Wildlife Management Division: The Wildlife Management Division is responsible for programs and projects related to Game, Fisheries, Nongame, Research, and Habitat activities.

Field Operations: The Field Operations Division is responsible for field wildlife management such as wildlife surveys and law enforcement, as well as watercraft and off-highway vehicle safety and enforcement. These activities are carried out in six regions, with regional offices in: Region I – Pinetop, Region II – Flagstaff, Region III – Kingman, Region IV – Yuma, Region V – Tucson, and Region VI – Mesa.

Information and Education: The Information and Education Division is responsible for informing and educating the public about wildlife, aquatic resources, hunter responsibility, conservation issues, and laws regulating the harvest of wildlife. These activities are carried out through the following branches: Information, Education, Publications, and Audio-Visual branches. The Education Branch also manages The Wildlife Center.

Special Services Division: The Special Services Division provides support services, which include Finance and Accounting, Data Management, Purchasing and Supply, Watercraft Registration, Engineering, Development and Maintenance of all Department-owned facilities and vehicles.

AGFD REGIONS



Arizona Game and Fish Department
Regional Boundaries



Arizona Game and Fish Department

Core Values

As Adopted by the Management Team

TRUST

I will be honest & truthful. I will make the best decisions possible with best information available. I will seek first to understand the positions of others. I will provide adequate feedback to all affected parties. I will have faith in the abilities & decisions of others. I will respect roles/functions & spans of control.

EMPOWERMENT

I will provide clear vision & direction. I will believe in the quality of the employee. I will expect/accept risk and tolerate error. I will encourage innovation. I will practice catching people “doing the right thing”.

RESPECT

I will treat others with honesty, fairness, and dignity. I will actively listen to the opinions of others and honor diversity. I will strive to earn respect, and set a good example for others. I will work to ensure and celebrate the success of others.

RELIABILITY

I will maintain a strong professional work ethic and accept responsibility and be accountable for my actions. I will communicate openly, honestly, accurately, and effectively. I will strive for excellence and create an environment for others to achieve their potential.

ACCOUNTABILITY

I will respect rules, standards, processes, deadlines, and budgets. I will make recommendations and decisions that are mine to make and own the responsibility for these actions and decisions. I will seek, accept, and use constructive criticism. I will learn from my mistakes and mistakes of others. I will emphasize employee development, team efforts, and give credit where due.

CIVILITY

I will be honest and forthright. I will honor diversity and be respectful. I will exhibit self-control and not hold grudges. I will be an interested and active listener and not be defensive of what I hear. I will be patient & appreciative.

VOLUNTEER PROGRAM OVERVIEW

The Volunteer Program is designed to help Department personnel accomplish their duties and to give volunteers an opportunity to participate in and learn about the management of wildlife in Arizona. We also want volunteers to see what AGFD does first-hand. As the public becomes more involved in managing wildlife, whether by influencing local land-use decisions, providing input to the AGFD Commission, or even at the ballot box, an understanding of wildlife needs and management options are critical and will promote informed decision-making.

Program Goals:

- Identify projects that will assist personnel in accomplishing their work plans.
- Develop and nurture an effective volunteer work force to accomplish projects requested by personnel.
- Encourage Arizona citizens to get involved in and educated about wildlife issues by offering fulfilling, positive experiences through volunteer projects.
- Provide training and workshops to volunteers to increase volunteers' knowledge of AGFD and wildlife issues, enhance existing skills, and teach new skills. Utilize trained volunteers as educators.
- Form partnerships with other government agencies and non-profit organizations to promote volunteerism and aid in recruitment and recognition efforts.

Guiding Principles:

- We are committed to professionalism in volunteer management.
- We believe that the volunteer workforce will contribute significant value to the Arizona Game and Fish Department.
- We are responsive to changing priorities within the agency.
- We will work at building relationships with our staff.
- We are committed to providing positive wildlife-related experiences for our volunteers.
- We respect the value of the individual.

Volunteer – *a person who, of his or her own free will, provides goods or services (time and experience) without the expectation of any financial gain.*

EXPECTATIONS

What We Expect Of You:

Before You Volunteer...

- Be honest and open with staff regarding intent, goals, needs, and skills so that a good placement is possible.
- Understand the requirements of time and duties before accepting them.
- Contact the volunteer coordinator, if you have questions.

While You Volunteer ...

- Consider your assignment a serious professional commitment and view the position as valid and important.
- Be aware of and abide by the policies and procedures of AGFD and participate fully in training and any meetings associated with the assigned work.
- Be prompt and reliable in reporting for work and notify your immediate supervisor or coordinator as soon as possible if unable to work scheduled shift(s).
- Dress in an appropriate and professional manner for the position assigned.
- Give accurate information to the public and respect the confidentiality of the AGFD and the public.
- Follow the assignment and accept supervision.
- Return AGFD equipment at completion of assignment.
- Return project evaluations when requested.
- Follow the same “Core Values” as AGFD employees (see page 5).

Keep Us Informed...

- Notify coordinator of any address or phone number changes as soon as possible.
- Provide adequate notice to your immediate supervisor or coordinator before terminating your position.
- Notify your immediate supervisor or coordinator within 24 hours of an accident during your work.
- Keep an accurate record of the hours you worked on a project and report your hours to your supervisor as requested.

“The ultimate expression of generosity is not in giving of what you have, but in giving of who you are.”

Johnnetta B. Cole

EXPECTATIONS

What You Can Expect From Us:

A Positive Experience...

- full support and effort of AGFD to make your experience satisfying and rewarding
- to be treated in accordance with the AGFD “Core Values” (see page ?)
- opportunities to expand your knowledge and skills, at all skill levels and in a variety of geographic areas
- to be thanked and recognized for time, effort, or materials donated to the agency, informally and/or formally

Prompt Communication...

- timely communication about volunteer opportunities through the AGFD web site or other means and inquiries returned promptly
- to receive direction and support from the job supervisor and to have an honest, constructive evaluation of performance whenever requested
- to be informed of policies and procedures of AGFD and the Volunteer Program

A Fair and Safe Work Environment...

- non-discrimination in recruitment, selection, training, rewards or duties assigned, regardless of race, religion, national origin, age, sex, marital status, physical or mental handicap, providing it does not prevent performance of the assigned work
- to receive orientation and training for the safe and successful performance of duties and to have a safe working environment
- support from the Volunteer Program to resolve conflicts between you and a staff member or other volunteer
- to be treated courteously by employees
- to be informed of any required equipment and/or skills up-front
- to be covered by liability and accident insurance while doing volunteer work

A Variety of Opportunities...

- a choice of short term or long term project commitments
- to be able to work on more than one project if responsibilities in both projects can be fulfilled

"Volunteers polish up the rough spots in our communities."

Jefferson Award Winner Alice Sandstrom

The Arizona Department of Game and Fish greatly appreciates the service provided by its volunteers. Their services allow the Department to continue conservation efforts that benefit wildlife. Even so, Participation in the Departments volunteer program is a privilege, not a right. As a volunteer with the Arizona Game and Fish Department, you need to be aware of and understand the Department's volunteer policy.

AGFD Volunteer Policy

*Arizona Game and Fish Department
Operating Manual
Section N: Volunteers and Reserves*

N1.1 Volunteers (not Arizona Game and Fish Department Reserve)

Effective: 10/17/2005

Department Policy:

Definition. For this section, "supervisor" means the Department employee managing the individual volunteer or project.

A. Supervisors of programs using volunteers (persons performing services for the Department without salary, not including members of the Arizona Game and Fish Department Reserve) are responsible for ensuring that each volunteer beginning service after the effective date of this policy complete the Arizona Department of Administration (ADOA) Volunteer Registration Form, and for ensuring that the volunteer be provided a copy of this policy. The ADOA Volunteer Registration Form is available from the Volunteer Coordinator and may be photocopied for use as needed.

B. Insurance.

1. Coverage's prescribed by law for tort liability and driving State vehicles will apply if the volunteer is within the course and scope of their State authorized activities. Volunteers working on an agency task assigned by a Department supervisor may be protected from civil liability for injuries or damage to the person or property of another as long as the action does not involve willful or wanton negligence by the volunteer. For volunteers driving State vehicles with Department authorization pursuant to Paragraph C of this policy, the State will cover the vehicle and any third-party liability to the extent of the law. Pursuant to ARS 28-4009, volunteers are obligated to obtain insurance covering any accident involving their private motor vehicle when driven in the course of their volunteer duties.
2. No one in volunteer service with the Department (except for Reserve Officers) is covered for personal medical claims through the State's workers' compensation insurance. Volunteers assume responsibility for providing personal medical insurance coverage.
3. Volunteer Accidental Medical, Death and Dismemberment coverage is provided to volunteers and is excess over any other valid and collectible medical coverage's. A copy of the insurance policy and claim forms are available from the Volunteer Coordinator.

C. Driving State Vehicles. Volunteers who possess valid Arizona driver's licenses may drive State vehicles while performing volunteer service. A Department supervisor must authorize this use. Volunteers driving state vehicles are subject to all usage standards and conditions required of employees. It is the responsibility of the person supervising the volunteer to verify existence of a valid Arizona driver's license, with no applicable restrictions and to request a

motor vehicle record check through the Human Resources section. Human Resources will maintain a list of approved license checks and will recheck volunteer motor vehicle records annually.

D. Equipment - Supplied by Volunteer. Volunteers should be advised that the Department does not cover personally owned items against theft, damage or other losses. Remind volunteers to be sure their property is protected under their own private insurance coverage.

E. Reimbursement of Expenses. Volunteers cannot be reimbursed for expenses incurred as part of their service. It is the practice of the Department to provide necessary materials, supplies, equipment and facilities to allow volunteers to carry out their assignments with little personal expense. Any agreement to reimburse for expenses or pay a stipend or other regular hourly, daily or monthly rate or a fixed sum at completion of a project removes the activity from the scope of volunteerism. Any such arrangement must be formalized as a personal services contract and shall be approved by the Assistant Director. The Volunteer Coordinator shall be informed of the contract.

F. Safety.

1. Volunteers should be included in the same type of safety training as employees if their activities are similar to those for which we provide safety training to employees. Orientation of new volunteers should include instruction in safety for any hazards likely to be encountered. Each volunteer must also consider their own safety and that of those around them.

G. Uniforms. Uniforms are not provided. Logo attire, name badges or patches identifying the person as a Department volunteer may be provided.

H. Record Keeping.

1. The original copy of the ADOA Volunteer Registration Form and other signed documents including agreements, applications, release forms and contracts shall be forwarded to the Volunteer Coordinator. When applicable, the Funds Planning Manager and Volunteer Coordinator are to be supplied with the records needed for matching federal funding.

INSURANCE AND LIABILITY

Liability

Volunteers are covered for third party liability where they may cause property damage or physical injury to another party. If that party sues the volunteer or the state agency, Risk Management will defend and pay on behalf of the volunteer, if he/she is within the course and scope of his/her state authorized activities.

If you are notified of a lawsuit, you must notify your coordinator within 15 days after the notification of suit. Prompt notification to the state of an incident or claim is a requirement to assure the volunteer's rights to protection.

If the act occurs while the volunteer is acting *outside* the scope of his or her job, or is done willfully and wantonly, the state will not afford coverage.

Insurance

The state provides *Volunteer Accidental Medical, Death and Dismemberment* insurance to registered volunteers and is **excess over any other valid and collectible medical coverages**. This is accident only coverage. Benefits are not payable due to loss for sickness. The Volunteer Coordinator can provide details about the insurance program.

Volunteers are responsible for their own medical treatment and bills. If the volunteer does not have medical coverage, he/she would submit a claim to TIG Specialty Insurance Solutions. The *Volunteer Accidental Medical, Death and Dismemberment* insurance is being provided by Arizona Department of Administration, Risk Management Section. It provides accidental medical coverage to registered volunteers in a limited amount and is excess over any other valid and collectible medical coverages the volunteer may have. Claim forms and filing instructions are available through the Department's Volunteer Coordinator.

DRIVING

State Vehicles

You may be asked to drive a state vehicle in the course of your duties. The project supervisor must request and authorize this use, and follow proper procedures. Before you drive a state vehicle for your volunteer duties, you must be in possession of a valid driver's license. You will also be required to complete a State mandated Driver Safety training course. Volunteers driving state vehicles are subject to all usage standards and conditions required of employees.

Anyone riding in or operating a state vehicle must wear a seat belt at all times. Before operating any vehicle, be sure you are familiar with the controls and safety features and check that the lights are working. The vehicle should be returned in the same condition it was loaned out, clean and with a full tank of gas.

State vehicles may only be used for official state business. Spouses and friends who are not volunteering for the work may not accompany you in the vehicle. Smoking is not allowed in state vehicles.

For volunteers driving State vehicles with Department authorization, the State will cover the vehicle and any third-party liability to the extent of the law.

Personal Vehicles

Volunteers are obligated to obtain insurance covering any accident involving their private motor vehicle when driven in the course of their authorized volunteer duties.

TAX DEDUCTIONS

Volunteers **may not** deduct the value of their volunteer time or services. This includes any of the assignments in which you participate as an AGFD volunteer. However, there are other tax benefits available to volunteers. You should consult a tax advisor for the current tax law.

Volunteers may deduct *un-reimbursed* out-of-pocket expenses directly related to their volunteer service if they itemize deductions. Volunteer service or other charitable donations must have been contributed to a “qualifying organization”. This includes government organizations and agencies operated only for charitable, religious, educational, scientific, or literary purposes. A general rule is that, when deducting volunteer-related expenses, organizations or companies operated “for profit” do *not* qualify.

The following list offers examples of the types of expenditures that volunteers may deduct on their tax returns:

- ✓ Bus and cab transportation costs
- ✓ Parking costs and toll fees
- ✓ Cost and expenses of upkeep of special uniforms
- ✓ Telephone bills
- ✓ Supplies purchased to perform volunteer duties
- ✓ Automobile mileage
- ✓ Dues, fees, or assessments made to a qualified organization
- ✓ Non-cash contributions of property (e.g. clothing, books, household items, equipment, etc.)

Volunteers may deduct automobile expenses at the IRS-approved rate or on an actual basis. You may not deduct auto repair or maintenance. Good record-keeping is a must if you intend to claim automobile-related deductions.

A charitable deduction is denied for travel expenses (including amounts expended for meals and lodging) while away from home, whether paid directly or by reimbursement, unless there is NO significant element of personal pleasure, recreation, or vacation in the travel.

More detailed information can be obtained from the Internal Revenue Service. Check the blue pages of the phone book for the appropriate contact. Or, contact your tax preparer.

CODE OF ETHICS AND ETHICAL CONDUCT

As a volunteer with the Arizona Game and Fish Department, you need to be aware of and understand the Department's Code of Ethics and Guidelines for Ethical Conduct.

C1.21 Code of Ethics and Guidelines for Ethical Conduct

Effective: 11/01/1993

Code of Ethics:

Respect others
Act with integrity
Resolve conflicts
Be open and honest
Strive for excellence
Practice & promote teamwork

Guidelines for Ethical Conduct:

IS IT LEGAL? Is it in accordance with Federal and State laws, State rules, Department policies and procedures and Commission Orders?

IS IT BALANCED? Does it create a win-win situation or an unfair personal advantage?

DOES IT PASS THE HEADLINE TEST? How would the public at large view your actions? How about your spouse or family members?

HOW WILL IT MAKE YOU FEEL ABOUT YOURSELF? "There is no pillow as soft as a clear conscience."

DON'T RATIONALIZE. "There is no RIGHT way to do a WRONG thing."

As a volunteer with the Arizona Game and Fish Department, you need to be aware of and understand the Department's policy on sexual harassment.

SEXUAL HARASSMENT POLICY

*Arizona Game and Fish Department Operating Manual
Section C: Employment
Chapter 1: General Employment Policies*



C1.3 Sexual Harassment

Effective: 06/19/2007

Department Policy: The Arizona Game and Fish Department (Department) is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, sexual orientation or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the Department as a result of bringing a complaint of unlawful harassment.

A. Sexual harassment is defined as verbal or physical conduct of a sexual nature in the work place imposed upon any employee as a condition of employment or creating an intimidating, hostile or offensive work environment. There are two basic types of sexual harassment, quid pro quo and hostile environment.

- 1. Quid Pro Quo:** Employee submission to or compliance with the supervisor's or fellow employee's demands for sexual favors to avoid an economic or tangible job loss, e.g., failure to promote, failure to receive a merit increase, demotion, dismissal or other retaliatory acts. A situation, in which an employee rejects sexual favors and then suffers a tangible job loss, is also considered quid pro quo.
- 2. Hostile Environment:** Creating or condoning an intimidating, hostile, or offensive work environment. Hostile environment sexual harassment does not entail any tangible job loss to the victim, but is prohibited because it creates a hostile term and condition of employment based upon sex.
- 3. Examples of acts that constitute sexual harassment or can lead to substantiation of allegations of sexual harassment are:**
 - a.** Unwanted physical contact and foul language of an offensive sexual nature.
 - b.** Sexual propositions, sexual jokes or remarks, obscene gestures and displays of pornographic or sexually explicit pictures, drawings or caricatures.
 - c.** Displaying an intimidating, hostile or offensive attitude because of rejected sexually oriented demands, request, physical contacts or attention.
 - d.** Interfering with a co-worker's performance by exchanging unwanted sexual attention.
 - e.** Condoning sexually oriented innuendo or any other conduct of a sexual nature within the work environment.

- f.** Use of the Department's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

B. Responsibility.

- 1.** The Department, as an employer, may be responsible not only for the acts of fellow employees, but also for the acts of non-employees, with regard to sexual harassment, when supervisory and management personnel know or should know of the conduct and fail to take immediate and appropriate actions.
- 2.** Supervisors and managers shall ensure that all employees understand and comply with this policy.
- 3.** The individual receiving the unwelcome conduct, advances or requests shall inform the alleged harasser that the behavior is unwelcome and the individual wants the behavior to stop immediately. If (s)he is not comfortable addressing the alleged harasser, (s)he shall notify their supervisor or another individual in the employee's chain of command. The employee may also contact the Human Resources Branch Chief, the Director and/or Deputy Director.
- 4.** Supervisors or managers, not in the employee's chain of command, who become aware of an act of alleged harassment shall report the alleged harassment to the employee's chain of command or the Human Resources Branch Chief, the Director and/or Deputy Director.
- 5.** The investigation of sexual harassment allegations will be overseen by the Human Resources Section, as outlined in Department policy C1.10. The Human Resources Branch Chief, with approval of the Director, will determine whether an internal or external investigator will conduct the investigation.

C. Training

- 1.** All new employees will, within six months of employment attend new employee orientation that includes sexual harassment prevention training.
- 2.** All supervisors and managers will review this policy once a year with all staff and submit documentation to Training and Development that the review occurred. Training and Development will send an annual reminder to all managers and supervisors.
- 3.** All employees, supervisors and managers will attend formal harassment training every five years. Training and Development will coordinate the five-year training process.

NOTE: Filing a complaint of alleged harassment does not preclude an employee's right to file a complaint with

The following is a copy of the Volunteer Registration Form you signed:



**VOLUNTEER
 REGISTRATION FORM**



(Please print)

NAME: <i>(first, middle, last)</i>	E-MAIL:
MAILING ADDRESS:	HOME PHONE #:

EMERGENCY CONTACT:	DAY PHONE:
ADDRESS:	EVENING PHONE:

LIABILITY COVERAGE: Volunteers are persons doing State of Arizona work/activities without pay under the direction and control of a State authorized official.

Liability coverage is extended to volunteers acting at the direction of a State official and within the course and scope of their State authorized activities. Volunteers of the State are provided the same liability protection afforded employees. Thus, volunteers acting within the course and scope of their State authorized activities may be covered for their liability exposure as authorized volunteers of the State.

WORKERS' COMPENSATION IS NOT COVERED: Volunteers are NOT covered by the State's workers' compensation plan if injured while participating in this program. Volunteers are strongly encouraged to obtain their own medical insurance before participating in this program. When there is no other insurance in place, Risk Management provides a volunteer accident medical and accidental death & dismemberment *excess* program. Claim forms can be obtained from the Risk Management web site at "www.azrisk.state.az.us". The accident medical and accidental death & dismemberment insurance does not apply to volunteers under age 18 unless a parent or guardian accompanies them while volunteering.

If I use my private motor vehicle in the course of my volunteer duties, I understand it is my obligation to obtain vehicle insurance to cover any accidents involving my vehicle.

I HAVE CAREFULLY READ THE ABOVE INFORMATION AND HAVE RECEIVED A COPY OF THE ARIZONA GAME AND FISH DEPARTMENT VOLUNTEER POLICY, SECTION N1.1, AND UNDERSTAND ITS CONTENTS. THE ABOVE INFORMATION PROVIDED BY ME IS ACCURATE.

VOLUNTEER'S SIGNATURE **DATE**

SIGNATURE OF PARENT OR GUARDIAN, IF VOLUNTEER IS UNDER 18 **DATE**

SUPERVISOR'S NAME (PRINT) **SUPERVISOR'S SIGNATURE** **DATE**

If the Volunteer will be driving a State vehicle, this section should be completed.

Volunteer's Date of Birth	Arizona Driver's License #	Is License Valid? Yes No
Supervisor's Name	Supervisor's Telephone #	Supervisor's E-mail

(Continued on next page)

INFORMATION RELEASE AUTHORIZATION: I understand that I may drive a state vehicle while performing my volunteer duties provided I possess a valid Arizona driver's license with no applicable restrictions and a Department supervisor has requested and authorized this use. I also understand that my Motor Vehicle Record (MVR) will be checked.

I further understand that The Driver Protection Privacy Act of 1994, amended 9/97, prohibits the release of my MVR data for other than bona fide driver selection and supervision activities, as required by Arizona Administrative Code R2-10-207 12. I understand that the State of Arizona will cover the state owned vehicle and any third-party liability to the extent of the law. I hereby authorize periodic reviews, as noted above, of my MVR, for the limited purposes noted above.

VOLUNTEER'S SIGNATURE **DATE**

SUPERVISOR'S SIGNATURE **DATE**

Forward completed form to the Volunteer Coordinator, DOPR.

Volunteer Timesheet

Arizona Game and Fish Department

5000 W. Carefree hwy
Phoenix, Arizona 85023

Date: _____

Name:	Name of Volunteer Project and Location:
Address:	
City, State, Zip:	

Week One					Week Two				
Day	Date	Hours Worked	Travel Time	If Driver-Roundtrip Miles	Day	Date	Hours Worked	Travel Time	If Driver-Roundtrip Miles
Saturday					Saturday				
Sunday					Sunday				
Monday					Monday				
Tuesday					Tuesday				
Wednesday					Wednesday				
Thursday					Thursday				
Friday					Friday				
Week One Total Hours/Miles					Week Two Total Hours/Miles				

Work Duties Performed:

Signature of Volunteer:	Date:
Supervisor' Name (Please Print):	Branch or Region:
Supervisor's Signature:	Date:

Submit to Les Bell, Volunteer Coordinator, at above address.

AGFD PHONE NUMBERS AND ADDRESSES

Web site: www.azgfd.gov

Volunteer Coordinator

Les Bell
(623)236-7680
Lbell@azgfd.gov

Weekly Wildlife News

(623)236-7700

Hunt Information Line

(623)236-7702

Weekly Arizona Fishing Report

(623)236-7701

Aquatic and Education Classes

(623)236-7219

Hunter, Sport Fishing and Boating

Education classes

(623)236-7235

Operation Game Thief

Report Wildlife Violations
1(800)352-0700

Phoenix Headquarters

5000 W. Carefree Highway
Phoenix, AZ 85086
(602)942-3000

Ben Avery Shooting Facility

(623)582-8313

Off-Highway Vehicle Information

(623)236-7223

The Adobe Mountain Wildlife Center

(623)582-9806

To Report Vandalism or Livestock Depredation

1(800)VANDALS

Environmental Education

(623)236-7220

TTY

1(800)367-8938

Regional Offices

Region I

2878 E. White Mountain Blvd.
Pinetop, AZ 85935
(928)367-4281

Region II

3500 S. Lake Mary Road.
Flagstaff, AZ 86001
(928)774-5045

Region III

5325 N. Stockton Hill Road.
Kingman, AZ 86409
(928)692-7700

Region IV

9140 E. 28th St.
Yuma, AZ 85365
(928)342-0091

Region V

555 N. Greasewood Road.
Tucson, AZ 85745
(520)628-5376

Region VI

7200 E. University Drive.
Mesa, AZ 85207
(480)981-9400

I would like to thank the following for their assistance in the development of this handbook:

Colorado Division of Wildlife, Nevada Division of Wildlife