

3-31-2006

## Cooperative Conservation: Increasing Capacity through Community Partnerships – Interagency Volunteer Program & Cooperative Conservation Program: Quarterly Progress Report, Period Ending March 31, 2006

Margaret N. Rees

*University of Nevada, Las Vegas, peg.rees@unlv.edu*

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## **QUARTERLY PROGRESS REPORT**

University of Nevada, Las Vegas  
Period Ending March 31, 2006

Cooperative Agreement Number H8R07010001

Task Agreement Number J8R07040006

Cooperative Conservation: Increasing Capacity through Community Partnerships -- Interagency Volunteer Program & Cooperative Conservation Program

### **Executive Summary**

- Interagency volunteer database now contains 2,211 records, reflecting 404 new volunteer records this quarter, a 22% increase over last quarter.
- Website activity decreased, recording an average of 35,798 hits per month, with an average of 3,337 pages viewed per month.
- Volunteer events were successfully executed in Sloan Canyon NCA, Spring Mountains NRA, and Lake Mead NRA.
- Interagency training was delivered to 70 volunteers.

### **Collaboration with Interagency Team**

The Interagency Volunteer Team (IVP) team meets twice monthly on the second and fourth Thursday to continue progress on its 2006 work plan (*see attached*). During the past quarter, meetings were held on January 12, January 19, February 9, February 23, March 9, and March 23, 2006 (*see attached agendas and meeting notes*). Topics of discussion during these meetings included:

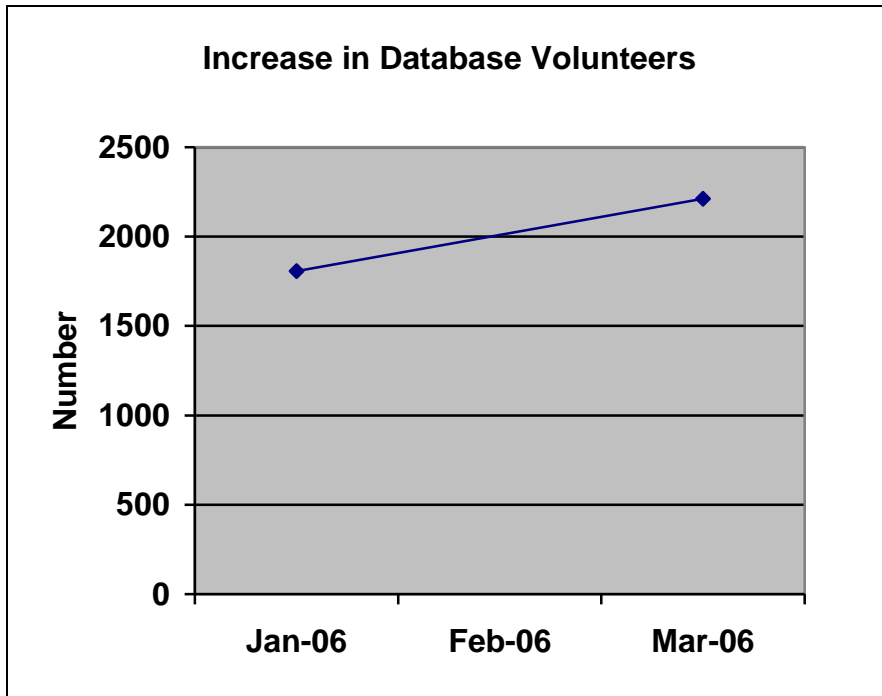
- Volunteer orientation and training program.
- Development of written standards and guidelines for recruitment.
- Development of written standards and guidelines recognition.
- Development of written standards and guidelines events.
- Development of written standards and guidelines for the Volgistics database.
- Development of written standards and guidelines for Get Outdoors Nevada website.
- Timeline for accomplishing activities and events.

### **Volunteer Database**

Database Manager Chuck Williams met with Jennifer Haley, IVP Team Lead Nancy Bernard and Donna Grady on February 21, 2006, to discuss the capabilities of the Volgistics database and its value to managing an interagency volunteer program. Chuck Williams has now drafted database

user guidelines and standards (*see attached*), which will be reviewed by the team on April 14, 2006.

The volunteer database is now populated with 2,211 records, an increase of 404 over last quarter (*see chart below*). This is the largest number of volunteers added in a single quarter since the second quarter 2005, when 489 volunteer records were entered. The majority of new records include e-mail addresses, thus providing increasing opportunities to improve outreach in an expeditious and cost-effective manner.



### **Public Relations and Outreach**

Volunteer outreach activities for the quarter included the following:

- Get Outdoors Nevada publicized a March 18, 2006, Searchlight/Cottonwood Cove clean-up event in collaboration with Outside Las Vegas Foundation, Forever Resorts, and the Southern Nevada Take Pride in America program. Event details were posted on the interagency website and promoted to interagency volunteers through a mass e-mail.
- Donna Grady met with Pat Williams, President of Friends of Red Rock Canyon (FORRC), twice during the quarter to discuss opportunities to collaborate on volunteer projects and solicit input for volunteer training program content.
- The program donated 100+ lanyards to FORRC for distribution at a team-building session held with executives from Station Casinos at Red Rock Canyon NCA. The lanyards include the website address and are effective giveaways for drawing community members to the site. A promising partnership opportunity is being pursued with Station Casinos that may lead to this large Nevada corporation adopting the Red Rock Canyon NCA as part of its local volunteerism efforts.

- The Spring 2006 issue of *UNLV Magazine* featured an article on the Southern Nevada Interagency Volunteer Program (*see attached*).
- Donna Grady collaborated with the Andre Agassi Academy and the Bureau of Land Management to plan and implement a community service project for students ages 10-12. Thirty-nine students and three teachers participated in the Sloan Canyon NCA clean-up event held March 18, 2006.
- Donna Grady contacted program supporter HSBC to discuss upcoming volunteer events and opportunities. HSBC's Diane Goodchild was recently named to chair an environment committee within the organization. This could lead to a more formal collaboration/partnership with the interagency volunteer program.
- Donna Grady and Nancy Bernard will represent the interagency volunteer program at an upcoming St. Rose Dominican Hospital Earth Day event.
- A print ad (*see attached*) was developed to publicize the March 25, 2006, Great American Cleanup Day event. The ad was published in the *North Las Vegas View* newspaper.
- Media releases were developed and distributed to publicize the Sloan Canyon NCA event as well as the Great American Clean-up in March 2006 (*see attached*).

### **Volunteer Events**

The team has drafted event guidelines and will be reviewing and refining those over the next quarter (*see attached*).

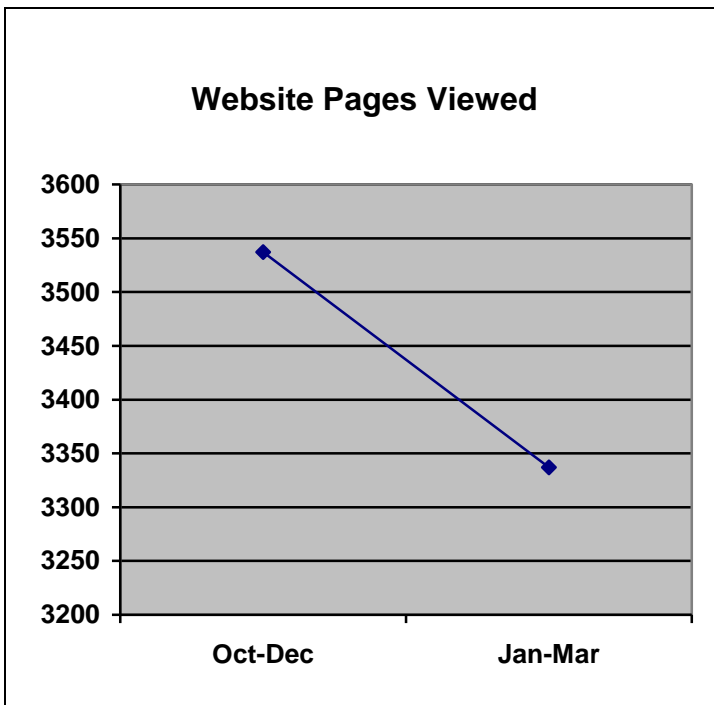
Three cleanup events were successfully implemented this quarter:

- **Great American Clean-Up – Lake Mead NRA**  
83 volunteers participated in the Great American Cleanup event held in the Government Wash area of Lake Mead NRA on March 25, 2006. Volunteers covered 2 square miles to collect 20 cubic yards of litter and lake-bed debris, including 1,000 pounds of glass. Volunteer hours for the event totaled 332.
- **Cold Creek Area – Spring Mountains NRA**  
Eleven volunteers (including five *Timberland* employees) participated in a clean-up event in the Cold Creek area on March 20, 2006. Volunteers worked diligently to clear a three-acre unauthorized dumpsite, collecting nearly 40 cubic yards of litter and debris. Volunteer hours for this event totaled 44.
- **Sloan Canyon NCA**  
39 students from the Andre Agassi College Prep Academy and 24 community volunteers participated in a Sloan Canyon NCA cleanup event on March 18, 2006. They filled a 20 cubic yard dumpster and cleared litter and debris from a one mile stretch of desert wash. Volunteer hours for this event totaled 193.

Planning is underway for two additional interagency events during May and June 2006. Red Rock Day will be held on Saturday, May 13, 2006, in Red Rock Canyon NCA, and National Trails Day is scheduled for Saturday, June 3, 2006, in the Spring Mountains NRA.

### **Interagency Website**

Website activity, as measured by a statistical program used by UNLV, recorded an average of 35,798 hits per month for the quarter, a decrease of 2,601 over last quarter. A more realistic measurement, though, is the number of pages viewed, which averaged 3,337 for the quarter, down 200, or 5%. (*see chart below*). To ensure the decrease in pages viewed does not become a long-term trend, we will begin to monitor this activity on a monthly basis and develop strategies and actions for refreshing the site and for attracting and maintaining community interest. Nevertheless, the website remains an effective tool for volunteer recruitment, as we have met or exceeded the number of volunteers desired for all Spring 2006 events to date.



### **Volunteer Recruitment, Recognition, and Training**

#### *Recruitment*

The team has drafted Recruitment Guidelines and will be refining that document during the next quarter (*see attached draft*). The IVP website in combination with Volgistics continues to be a highly effective medium for recruiting volunteers needed for conservation events (episodic volunteers). During the next quarter the team will review the process and develop guidelines for recruiting operational volunteers.

### *Training*

IVP team members developed and delivered the inaugural interagency volunteer workshop on February 3 and 4, 2006 with more than 70 volunteers participating. The program included presentation and discussion of the following areas:

- History and Mission (for each agency as well as interagency program)
- Volunteer Role
- Ethics and Harassment
- Customer Service
- Safety

Participants completed an evaluation form, which will be reviewed and analyzed by the IVP team to guide development of the September/October 2006 training program. For the remainder of Spring 2006, the team agreed to adopt the BLM training program and promote and publicize it across all four agencies. Volunteers can view the training schedule and register at the Get Outdoors Nevada website. A few of the courses currently offered are Botany, Hydrology, Native American Culture, Map/Compass/CPR, Anthropology, Reptiles, Invasive Weeds, Geology and Birds.

### *Recognition*

October 14 and November 4, 2006, were selected by the interagency team as two potential dates for the Fall Interagency Volunteer Recognition event, and those dates will now be vetted with the federal managers. The 2006 event will be scheduled around a Saturday brunch. As an additional, less formal recognition, interagency volunteers with one or more hours of service recorded between April 1, 2005 and March 31, 2006, will be mailed a lapel pin and thank you card (*see attached draft*) during National Volunteer Week (April 23-29).

Submitted by: \_\_\_\_\_ Date: March 31, 2006  
Margaret N. Rees, Principal Investigator

# **2006 IVP Work Plan**

Month Week	Jan					Feb					Mar					Apr				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
IVP Meetings		12	19				9		23			9		23			13		27	
<i>Events</i>																				
PAHR Site Stewardship Saturdays																				22
Earth Day Events																				
Sloan													18							
SMNRA													20							
LMNRA													25							
National Trails Day -SMNRA																				
Red Rock NPLD																				
LMNRA NPLD																				
Site Steward Saturdays (SS) AHME				28																
Sloan Clean-up									18											
AHME									25											
Red Rock Day																				
Sloan Clean-up																				
<i>Recognition</i>																				
• Recognition Luncheon																				
• Spring Recognition																				24-29
<i>Reports</i>																				
Quarterly Reports														31						
<i>Training</i>																				
• Volunteer Orientation Training					3 4															
• Volunteer Training							10 11 17	24 25		3		10 17 18	24 25 31							
Supervisor Training																				
Volunteer Coordinator Training																				
<i>Standard Operating Procedure Manual</i>																				
• Recruitment			19				9		23			9							13	
• Vol. Training																			13	
• Recognition							9		23			9							13	
• Events						1			23	28		9								
• Administration (Volgistics, website, communication)											1			23	31				13	
• Development (IVP Team)			19				9					9		23						
• Training (Project leaders, supervisors)																			13	



Month Week	May					Jun					Jul					Aug				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
IVP Meetings		11		25			8		22			13		27			10		24	
<i>Events</i>																				
PAHR Site Stewardship Saturdays																				
Earth Day Events																				
Sloan																				
SMNRA																				
LMNRA																				
National Trails Day -SMNRA					3															
Red Rock NPLD																				
LMNRA NPLD																				
Site Steward Saturdays (SS)																				
AHME																				
Sloan Clean-up																				
AHME																				
Red Rock Day			13																	
Sloan Clean-up								10												
<i>Recognition</i>																				
• Recognition Luncheon																				
• Spring Recognition																				
<i>Reports</i>																				
Quarterly Reports									29											
• Volunteer Orientation Training																				
• Volunteer Training																				
Supervisor Training																				
Volunteer Coordinator Training																				
<i>Standard Operating Procedure Manual</i>																				
• Recruitment																				
• Vol. Training			11	25			8													
• Recognition																				
• Events																				
• Administration (Volgistics, website, communication)																				
• Development (IVP Team)																				
• Training (Project leaders, supervisors)			11	25			8													

Month Week	Sep					Oct					Nov					Dec				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
IVP Meetings		14		28			12		26			9					14			
<i>Events</i>																				
PAHR Site Stewardship Saturdays																				
Earth Day Events																				
Sloan																				
SMNRA																				
LMNRA																				
National Trails Day -SMNRA																				
Red Rock NPLD			16																	
LMNRA NPLD				?																
Site Steward Saturdays (SS)																				
AHME																				
Sloan Clean-up																				
AHME																				
Red Rock Day																				
Sloan Clean-up																				
<i>Recognition</i>																				
• Recognition Luncheon																				
• Spring Recognition																				
<i>Reports</i>																				
Quarterly Reports					30															31
• Volunteer Orientation Training																				
• Volunteer Training																				
Supervisor Training																				
Volunteer Coordinator Training																				
<i>Standard Operating Procedure Manual</i>																				
• Recruitment																				
• Vol. Training																				
• Recognition																				
• Events																				
• Administration (Volgistics, website, communication)		1																		
• Development (IVP Team)																				
• Training (Project leaders, supervisors)																				

# **Agendas and Meeting Notes**

# AGENDA

## IVP TEAM MEETING

*Thursday, January 12, 2006*

**9:00 a.m. – 3:00 p.m.**

Lake Mead Headquarters

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**9:00**                      **Updates**                      ALL

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**9:15**                      **Review/discuss 12-6-05 Meeting Notes**                      ALL

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**10:00**                      **2006 Workplan**                      ALL

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**12:00**                      **Lunch**                      ALL

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**1:00**                      **Phase 1 Training Program**                      ALL

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**3:00**                      **Wrap-up**                      ALL

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### FUTURE MEETINGS:

<u>Dates</u>	<u>Time</u>	
January 19	9-3	Interagency Bldg.
February 8	9-3	TBD
February 23	9-3	TBD

**To:** IVP Team  
**From:** Donna Grady  
**Date:** January 20, 2006  
**Subject:** IVP Team Notes – January 12 & 19

### **January 12 Meeting**

Present: N. Bernard, J. Cribbs, A. Meketi, C. Le’au Courtright, D. Grady

### **2006 Workplan**

Drafted plan tasks and timeline. Nancy B. to enter into a computerized software program for project management purposes.

### **Development of SOP’s**

- Brainstorm Recruitment/Recognition SOP at February 9 Meeting
- Donna G. to draft SOP for events and present at February 23 IVP Meeting
- Donna G. to draft SOP for Administration (website/database, etc.) and present at March 23 Meeting
- Donna G. to draft recruitment/recognition SOP and present at March 9 IVP Meeting.

### **Volunteer Training – Phase 1 – Volunteer Orientation**

Reviewed powerpoint draft. Team agreed to the following:

- Donna to make revisions recommended by team prior to 1-19 meeting.
- Callie to develop and deliver ‘icebreaker.’
- Amy to refine and deliver ‘Safety’ section
- Nancy to refine and deliver ‘Ethics’ section
- Callie to refine and deliver ‘Customer Service’ section
- Jim to refine and deliver ‘Volunteer Role and Responsibilities’ section
- Donna to refine and deliver ‘interagency’ section
- Team members to deliver respective agency sections

Jim agreed to open all BLM training to interagency and Donna suggested including sign-up opportunity to website. Jim agreed.

Presentation, including member updates, will be reviewed at 1-19-06 meeting.

All team members will participate in February’s orientation sessions (4 sessions).

### **Spring Volunteer Recognition (Volunteer week 4-23 through 4-29)**

- Team agreed not to hold a Spring volunteer event
- Donna will ID gift ideas to be delivered to volunteers in recognition of National Volunteer Week

## **January 19 Meeting**

Present: J. Cribbs, C. Le'au Courtright, D. Grady, A. Meketi, C. Linehan

- Reviewed power point presentation and adjusted as needed.
- Made the following assignments:
  - Donna to develop training manual with team input.
  - Donna will draft session evaluation form for team review.
  - Donna to bring laptop and projector to each training session
  - Donna to bring water bottles and lanyards to training sessions.
  - Donna to bring a few t-shirts.
  - Jim to bring refreshments including coffee, creamer, sweetener, cups, napkins, donuts or bagels. (Jim please coordinate with Nancy B. for February 3 Lake Mead session. She has some of these items at the Water Safety Center).
  - Jim will have equipment, (i.e., screen, VCR, connection needed to project VCR through laptop projector) set-up for Field Office training sessions.
  - Nancy B. will have appropriate equipment (i.e., screen, VCR, connection needed to project VCR through laptop projector) set-up for Water Safety Center training session.
  - ALL – agreed to have final presentations to Donna by noon on Tuesday, January 31 (Donna will roll up into one presentation).

## **Upcoming IVP Meetings**

- February 2, USFS Conference Room (Field Office). Jim/Amy will have VCR and connector needed to run tape through laptop projector.
- *February 3, Volunteer Orientation, Water Safety Center, LAME*
- *February 4, Volunteer Orientation, Field Office*
- February 9, Field Office
- *February 9 & 16, Evening Volunteer Orientation, Field Office*

###

# AGENDA

## IVP Meeting

**Date:** February 9, 2006

**Meeting Called By:** Nancy Bernard (NPS) and Donna Grady (PLI)

**Attendees:** Jim Cribbs (BLM)  
Callie Le'au-Courtright (USFW)  
Amy Meketi (USFS)

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**9:00 – 9:15**

**Roundtable**

All  
Catch up on what is happening

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**9:15 – 10:15**

**Evaluation on Orientation Sessions**

Donna Grady  
Review orientation sessions evaluations and brainstorm what went well and needs improvement

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**10:30 – 10:55**

**Training: Next Steps**

Donna Grady  
Identify next steps and timeline for developing volunteer training – beyond the orientation

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**11:00 – 12:00**

**Meeting with Federal Managers**

All

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**1:00 – 1:30**

**Upcoming Events**

Donna Grady  
Look at upcoming events: set locations and time for March events

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**1:30 – 2:00**

**Topic: Work Plan**

Nancy  
Review what was outlined in previous meeting and make necessary changes/corrections.

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**2:00 – 3:30**

**SOP – Recruitment, Recognition, Events, Development**

Nancy  
Begin to draft/outline the four sections for writing. (20 minutes per area)

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**Additional Instructions:**

Bring you calendars.

# IVP Meeting Minutes

February 9, 2006

9:00 am – 3:30 pm

Interagency Building

## **Minutes**

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**Agenda item:** Evaluation on Orientation Sessions

**Presenter:** Donna Grady

**Attendees:** N. Bernard, J. Cribbs, A. Meketi, D. Grady

**Discussion:**

Debriefed volunteer orientation sessions and reviewed and discussed volunteer evaluations.

**Worked Well:**

Always busy – no down time

Breaks quick – kept on schedule

Started on time

Fifty ok – don't have a larger group

Refreshments

Fed 75 volunteers on \$100

Candy

Masks

Maintained professional presentation while incorporating fun (interactive)

Manuals

Invitation and confirmation letters

**Ideas for Improvement::**

Offering several types (weekday/weeknight/weekend/Boulder City/Las Vegas/Pahrump/Moapa)

Wider variety of presentation methods (i.e. safety video for snakes/plants/desert, etc.)

Review presentation to eliminate any repetition of subject matter

Invite ALL active volunteers

Plan ahead to purchase items needed (i.e. masks, candy)

USFWS has money to purchase food and beverage items

Evaluate whether the entire IVP team needs to participate

Edit and fix photos in PowerPoint/ PP too slow – split into sessions

Improve quality of printing (especially photos) in the manual

Need wireless microphone

Improve knowledge of technology

Add coordinator names to manual

Meet deadlines ahead of time

Change dates on USFS 1881 to 1891

Invite and confirmation letters were mailed on UNLV letterhead/envelopes – use SNAP

If cutting snake video short, ID specific snakes in PowerPoint presentation

Limit group size to 50

Allow 10 minutes at end of presentation to have volunteers complete evaluation forms



Volunteers suggested certain improvements including additional information on customer service (including problem visitors), an overview of all volunteer positions, site visit orientation, info on castor bean plants, cat claw, puncture vine, killer bees, bobcats and coyotes. Add volunteer coordinator names to contact list.

**Conclusions:** The interagency volunteer orientation presentation is appropriate and certain changes will be made to improve the quality of the product for future sessions.

Action items	Person responsible	Deadline
✓ Implement ideas for improvement	All	
✓ print professionally	Donna Grady	TBD
✓ remove copyrighted photos	Agencies	TBD
✓ add volunteer coordinator names to contact list	Donna Grady	TBD

**Agenda item:** Training: Next Steps **Presenter:** Donna Grady

**Discussion:**

Discussed next steps in developing training program. Team agreed to adopted BLM training offered in the Spring and then review participant evaluations to develop program for Fall delivery.

Action items	Person responsible	Deadline
✓ Identify training instructors for Fall sessions	Team	June 30

**Agenda item:** Brief Team Regarding Meeting with Jennifer **Presenter:** All

**Attendees:** N. Bernard, J. Cribbs, A. Meketi, D. Grady

**Discussion:**

Nancy briefed the team on meeting with Jennifer Haley. The teams have been asked to use a standardized format for meeting agenda and notes and to post both to GroveSite. Nancy distributed copies of the forms.

Action items	Person responsible	Deadline
✓ Post meeting agenda to Grove Site	Nancy B.	Monday before meeting
✓ Provide Nancy B. with input to agenda.	Team members	Friday before meeting
✓ Type meeting notes and e-mail to team for feedback	Donna G.	Day after meeting
✓ Post meeting notes to Grove Site	Donna G.	8 days after meeting

**Agenda item:** Upcoming Events

**Presenter:** Donna Grady

**Discussion:**

All events are clean-ups:

3/18 – Sloan Canyon NCA - 8:00– 12:00. Breakfast foods provided if funding available (no lunch).

3/20 – Cold Creek Area – 9:00 – 12:00. Snack foods and beverages if funding available.

3/25 – Lake Mead NRA – 8:30– 12:00. Lunch provided if funding available.

**Action items**

- ✓ Donna will meet w/each coordinator to schedule site visit and ID needs
- ✓ Nancy will provide Donna with map/directions to Govt Wash

**Person responsible**

Donna Grady

Nancy Bernard

**Deadline**

March 1

Feb 20

**Agenda item:** Work Plan

**Presenter:** Nancy Bernard

**Discussion:**

Team reviewed work plan and agreed to add to Grove Site.

**Conclusions:**

**Action items**

- ✓ Add to Grove Site

**Person responsible**

Donna Grady

**Deadline**

March 1

**Agenda item:** SOP – Recruitment, Recognition, Events, and Development

**Presenter:** Nancy Bernard

**Attendees:** N. Bernard, J. Cribbs, A. Meketi, D. Grady

**Discussion:**

Brainstormed and documented SOP's related to recruitment (separate document).

# AGENDA

## IVP Meeting

**Date:** February 23, 2006

**Meeting Called By:** Nancy Bernard (NPS) and Donna Grady (PLI)

**Attendees:** Jim Cribbs (BLM)  
Callie Le'au-Courtright (USFW)  
Amy Meketi (USFS)

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<b>9:00 – 9:30</b>	<b>Roundtable</b> All Catch up on what is happening in each agency
<b>9:30 – 10:00</b>	<b>Upcoming Events</b> Donna Look at upcoming events – discussion
<b>10:10 – 10:30</b>	<b>Volgistics -update</b> Nancy Brief team on meeting regarding volgistics
<b>10:30 – 10:45</b>	<b>Training</b> Nancy Discuss opportunity to do spring supervisory training
<b>10:45 – 11:15</b>	<b>Topic: Work Plan</b> Nancy Review what was outlined in previous meeting and make necessary changes/corrections.
<b>11:30 – 12:00</b>	<b>SOP – Event</b> Donna Present 1 <sup>st</sup> draft of Event Section to group
<b>12:00 – 1:00</b>	Lunch
<b>1:00 – 2:45</b>	<b>SOP – Recruitment</b> Nancy Continue to draft outline
<b>2:45 – 3:15</b>	<b>Recognition event</b> Nancy Possible dates, time of event, and location

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**Additional Instructions:**

Bring you calendars. Need to determine where we will be meeting over the next several months.

# IVP Meeting Minutes

February 23, 2006

9:00 am – 3:30 pm

NPS Headquarters

## Minutes

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**Agenda item:** Roundtable **Presenter:** All

**Attendees:** Nancy Bernard, Jim Cribbs, Callie Leau Courtright, Donna Grady

**Discussion:**

- Jim cancelled April 1 volunteer training on Spanish Trails and May 13 Sloan Canyon NCA Clean-up.
- Jim scheduled NPLD day for September 16, 2006
- Callie asked for help with tools for April 22 Pahrnagat clean-up. Callie also said she will not be present at that clean-up, and will be at the Summerlin Earth Fair. Refuge manager will run the event.

**Conclusions:**

Action items	Person responsible	Deadline
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✓ Donna will remove April 1 training from website		
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**Agenda item:** Upcoming Events **Presenter:** Donna Grady

**Discussion:**

Donna gave an update on Spring events and shared current checklist used to track planning. We will have monies to purchase food and beverage items, and portable toilets/wash stations have been ordered.

March 18, Sloan Canyon NCA – Andre Agassi Prep students participating

March 20, Spring Mountains, NRA – 11 volunteers recruited

March 25, Lake Mead NRA, - Recruiting underway

**Agenda item:** Volgistics Update **Presenter:** All

**Discussion:**

Nancy discussed meeting with Jennifer Haley, Chuck Williams and Donna Grady. Purpose of meeting was for Jennifer to understand Volgistics features and benefits. During demonstration, Nancy asked several questions as well.

- Site stewards have been added to agency sites in Volgistics.
- Chuck provided the names of everyone with access to Volgistics.
- Nancy asked that when access is given to anyone, that she be notified.
- Nancy mentioned that Callie had some questions related to Volgistics.

Action items	Person responsible	Deadline
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- ✓ Team to review Volgistics at next meeting and document and questions or issues for Chuck to address. Team
- ✓ Chuck to notify Nancy if new access is provided. Chuck
- ✓ Chuck to add IVP team to Volgistics (for e-mail notifications) Chuck
- ✓

**Agenda item:** Training **Presenter:** N. Bernard

**Discussion:**

Nancy is offering a NPS 2-day training for Supervisors and Project Leaders – probably sometime in March or April. Much of this training is applicable to all agencies and it can be tweaked to deliver to all agencies. Nancy wanted feedback from the team as to whether they are interested in offering to their supervisors.

Nancy asked for a volunteer to draft training SOP's. Jim agreed to develop a draft.

**Conclusions:** Team may have a couple supervisors to send would depend on timing.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Draft training SOP's	Jim	
✓ Nancy will proceed to schedule for NPS and notify team when date is scheduled.	Nancy	
✓ Team will then decide if they want to include supervisors	Team	

**Agenda item:** Work Plan **Presenter:** Nancy Bernard

**Discussion:**

- Workplan reviewed and updated.
- Team discussed adding workplan to GroveSite.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Investigate adding workplan to Grove Site	Donna	

**Agenda item:** SOP - Events **Presenter:** Donna Grady

**Discussion:**

Donna drafted Event SOP's for review and discussion with team members. Team reviewed, suggested some minor modifications.

Safety will be a separate category in the SOP.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Update Event SOP including meeting comments	Donna	3/6/06
✓ Brainstorm 'Safety' SOP's	All	

**Agenda item:** SOP - Recruitment **Presenter:** Nancy

**Discussion:**

Continued brainstorm on recruitment SOP developed previously.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Update Recruitment SOP with today's additions	Donna	3/6/06
✓		

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**Agenda item:** Recognition Event **Presenter:** Donna Grady

**Discussion:**

- Discussed Volunteer Appreciation Week gift, end of April. Donna presented several gift options and the team liked the idea of a lapel pin.
- Discussed dates for Annual Volunteer Recognition event and whether to have a brunch, lunch, or dinner.

Will keep gift of nominal value and to identify a gift that can be mailed at a nominal cost.

Will use the period April 1, 2005 – March 31, 2006 for recipient list.

Will send gift to anyone with 1 hour of volunteer time during that period.

**Conclusions:**

Annual recognition event will be a brunch and will be scheduled for a Saturday. Two dates were tentatively chosen to present to Federal Managers (October 14 and November 4).

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Investigate options for lapel pin and present to team	Donna	March 7
✓ Volunteer Coordinators will give two dates to Federal Managers to determine best date to schedule Annual Recognition Event.	Vol Coordinators	March 15

# **Interagency Database Guidelines (Draft)**

# INTERAGENCY DATABASE GUIDELINES

## INDEX

### **VOLGISTICS ACCOUNT NUMBER = 147863045**

These procedures are written in order to standardize volunteer application processing, database design, reporting of volunteer hours, event registration, and to provide tips on how to utilize the database for reports, scheduling and tracking hours.

If an individual volunteers for more than one agency, the affected agencies will see hours and job history for all agencies. Agency Volunteer Coordinators will be able to run reports showing hours for their agency only. The UNLV Public Lands Initiative (PLI) Database Administrator and Project Manager will be able to run reports showing volunteers total hours (all agencies) for award purposes.

However, even though hours and job assignments are shown for other agencies, Volunteer Coordinators will not be able to change or delete other agency information. If an agency 'deletes' a volunteer and the volunteer is active in another agency(s), none of the hours history will be lost. The agency that deleted the volunteer will no longer be able to view the volunteer information, but the PLI staff and the other affected agencies will still be able to view the volunteer record.

The exception will be if you delete a volunteer record and your agency is the only 'Site' shown on the Core Tab. *In this case, the entire record will be deleted and can not be recovered. Always use care in deleting records, check with the database administrator if you have questions or concerns about deleting a volunteer record. If there are any volunteer hours associated with a volunteer, the record should be archived instead of deleted – see below.*

### Archiving Volunteer Records

When it becomes known that a volunteer is no longer active (because the volunteer moved out of the area, has passed away, or has not volunteered in over one fiscal year) the record should be archived. This will not only un-clutter the database by removing inactive records, it is also less expensive to store archived records.

The record is archived by a button on the "Core" tab.

Archived records can be re-activated by using the "Advanced Options" button at the bottom of the "Volunteers" search page (click on the word "Volunteers" on the left hand side of the screen). When the Advanced Options page is listed, check the "Archived volunteers" box and then select "All" at the top of the page. All Archived records will be



listed. The record can be placed back in the active database by clicking the “Restore” button at the top of the “Core” tab.

The IVP team will determine how long an ‘archived’ record will be kept in the database. At some point it would make sense to delete these records, perhaps keeping a paper copy.

### History Tab

The History Tab should be used to track awards, check list items and training.

### Profile Tab

The Profile Tab should be used to record any of a volunteer’s skills or volunteer preferences (if known). This information can later be used to match volunteers with open job functions.

### Service Tab

The Service Tab is used to track which job functions a volunteer has been assigned to (if any – an events only volunteer will not be assigned to any specific function) and to record volunteer hours worked. Generally, hours are posted under this tab.

### Schedule Tab

The Schedule Tab is used to schedule the volunteer for specific job functions or events. Scheduling may also be done using the “Schedule” function, accessed by clicking on the word “Schedule” shown on the left hand side of the screen.

## **Database Field Definitions**

### Volunteer Status

*Active* - a volunteer who has volunteered at least one hour for any agency.

*Applicant* - this will be the default status for any new volunteer who submits a volunteer application or who pre-registered for an event.

*Inactive* - this status may be used when a volunteer becomes inactive for health, or other valid reasons. This is generally only used for a short term absence. See “Archiving Volunteers” for instructions on deactivating volunteer records.

*Mailing List* – this status is used for a contact (usually an organization or media contact) that wishes to receive information about events or volunteer activities.

*Prospect* – this status is used when an agency (generally a Volunteer Coordinator) has an individual they wish to recruit as a volunteer.

By using the database functions, the Database Administrator or Volunteer Coordinator can automatically change the status of “Applicants” and “Prospects” to “Active” once volunteer hours have been recorded.

Assignments – the assignment is the basis of Volgistics database structure. There are a maximum of three levels of assignment. The highest level, Site, is used to determine database security. Volgistics System Operators may either have access to all Sites, or one specific Site.

Volunteers may be assigned to any, all, or a combination of Sites.

Sites - there are five “Sites” within the IVP database which relate to the four public land agencies plus Site Stewardship: Bureau of Land Management (BLM), US Fish and Wildlife Service (FWS), US Forest Service (USFS), National Park Service (NPS) and Site Stewardship.

Place – this is the second level of database structure and is used to identify agency specific job functions such as; “Wildlife”, “Cultural”, “Environmental”, etc. Agency Volunteer Coordinators control these definitions and can add, combine or delete as needed.

Assignment – is the third and lowest level of the database structure and is used to identify and track hours by specific job function such as; “Information Desk”, “Trail Maintenance”, etc. Again, agency Volunteer Coordinators controls these definitions.

Assignments can be structured for specific scheduling requirements and may also be optioned so that the database can be searched for associated job skills required by the position. This would be useful when Volunteer Coordinators need to fill open volunteer positions.

### Flags

Flags are used to identify specific groups of volunteers. Some examples would be organizations (Sierra Club, Master Gardeners, etc.), the type of volunteer functions desired (Work Events only), or other items that would assist the team in creating reports.

### Check List

IVP standard and agency specific check list items to be determined by the IVP team. The check list items must be added or deleted by the Database Administrator. Some examples would be “volunteer orientation”, “Confidentiality Agreement signed”, etc. Automated reminders can be generated so that the Volunteer Coordinators can track

which items need to be completed by using the “Tickler” functions. Completed items can be posted to the History tab by using the ‘Tags’ function.

### Awards

IVP standard and agency specific awards to be determined by the IVP team. The awards and associated ground rules are added or deleted by the Database Administrator. Automated awards list can be generated so that the Volunteer Coordinators can track when awards are due by using the “Tickler” functions. Letters, reports or certificates can be printed and/or posted to the “History” tab by using the ‘Tags’ function.

### Processing volunteer applications received from the Get Outdoors Nevada web site

The on-line application will be received automatically by the Volgistics database. These applications will have a status of “Applicant”.

The Database Administrator will make an initial review of the application to determine which agencies are affected, based on how the applicant checked the “Volunteer Location” on the “Profile” tab.

The Database Administrator will activate the desired “Sites” on the “Core” tab and then send an email to Project Manager.

Project Manager will review the application and, if necessary, contact the applicant for initial screening. Once this has been accomplished, she will notify the affected agencies for further processing.

### Procedures to follow when notified that a volunteer application has been received for your agency

You will receive an email from Project Manager with the name phone number and email address (if provided) of the volunteer to process.

Individuals who are already volunteering at other agencies will have a status of “Active”. The status of these volunteers should NOT be changed by other agencies.

If your agency rejects the volunteer or the volunteer decides they do NOT want to volunteer for your agency you can delete the volunteer record (as covered above, you should not delete a volunteer record if your agency is the only ‘Site’ listed on the Core Tab, and the volunteer has any volunteer hours). If in doubt, check with Database Administrator or Project Manager first.

*It is the responsibility of each agency Volunteer Coordinator(s) to contact the volunteer so that the volunteer is made aware of their status and volunteer opportunities.*

It is suggested that a history of these contacts and/or decisions be posted to the volunteer's "Notes" tab.

### Procedures to use when agencies enter volunteer information

When entering a new volunteer application, use a status of "Applicant" if you have not yet made a decision to accept the volunteer into your organization. If you have decided to the applicant is acceptable, use a status of "Active". The application will default to "Active" if you do not enter anything in status.

*At a minimum record a mailing address and telephone contact number. If at all possible, record an email address, which is the most desired means of communications. If there is no contact information available, the record should not be placed into the database as we would have no means to contact the volunteer or to verify identity. In the case of event volunteers who do not provide contact information, the preferred method of recording hours is to group these hours under a common volunteer record such as "Great American Cleanup Volunteers".*

If the volunteer wishes to be notified of other agency events or volunteer opportunities, please remember to check the following on the "Profile" tab.

- Events/Opportunities under "Email Preferences"
- Yes under "Referral"
- Under Volunteer Locations, check the appropriate preferences, if known

If the volunteer only wants to participate in 'events', such as trash clean ups, you will need to add the Flag of "Special Events Only" on the Core tab.

If the volunteers name is already in the Volgistics database for another agency (*or if the name matches a record in the archived file*), you will receive an error message. The application will list the address, phone number and any other contact information of the possible duplicate. You will have a choice of combining the records, continuing with a separate record for just your agency, or canceling the transaction. In almost all cases, you should combine the records so that volunteers receive credit for all hours they volunteer and to eliminate confusion. If you are not sure how to proceed, please contact Database Administrator or Project Manager for resolution. The Database Administrator can combine duplicate records and make the effected agencies aware of the combined record.

## Printing reports, updating volunteer information and extracting volunteer data

By specifying Assignment (Site, Place and Assignment), Status, Flags and Sets; we are able to create almost any report, listing or file extraction the team desires. The use of “Tags” helps to identify specific groups of volunteers for later reports, posting hours, etc.

The Volunteer Coordinators should review the operation of the following functions (accessed by clicking on the associated work shown on the left hand side of the screen);

Volunteers – these functions allow the Volunteer Coordinator to search the database for volunteers who match certain criteria (sites, sets, flags, etc.)

Assignments – these functions allow the Volunteer Coordinator to create or update volunteer positions; define schedules and list or contact volunteers assigned to the position.

Schedule – this function can be used to schedule volunteers by specific dates and job functions.

Tickler – these functions can be used to track check list items or determine awards.

Post – this function is used to post batch hours, generally used for events, meetings or regularly scheduled job functions such as; Campground Host, Information Desk, etc.

Tags – used to automatically update batch items (after volunteers have been “tagged”) such as; changes in Status, Awards, Check List items, Training, etc.

Sets – this is used to identify specific groups of volunteers by creating one, or several, search criteria based on any field within the volunteer database.

Print – print reports or extract data for off line reports (Word, Excel, etc.) based on any of the above listed criteria (tags, flags, sets, status, sites, assignments, etc.). Note that you now have the option of printing the report in Adobe Reader format (PDF) or as an Excel document for Volunteer List, Service Details or Service Summary.

The Database Administrator is available for assistance in creating more complex reports or information needs.

## Tracking hours and volunteers by work events.

We should only create one work assignment job title for each work event within each agency. For example each agency may schedule a “Public Lands Day” or “National Trails Day” each calendar year. Volgistics does not require a separate job title for each year, as the application has the functionality to create reports by date.

It is suggested that volunteers be encouraged to pre-register for an event. This will speed up registration the day of the event and also allow for better logistics planning.

It is best to update event volunteers on at least a weekly basis. By doing so, your entry time is broken up into small time commitments. For example, it takes one or two minutes to add a volunteer record to Volgistics and about half a minute to ‘assign’ an existing volunteer to a job function. If you receive 20 volunteers per week, these could be entered in two, 15 minute sessions, rather than waiting until you have 100 volunteers to enter and having to spend three hours entering as one batch.

If volunteers are part of a group agreement, such as Wells Fargo Bank, make sure that they have a “Flag” indicating this. By tracking this information up front, it makes it easy to rerun reports after the event for thank you letters, and tracking volunteer hours by group.

In order to utilize the scheduling functions of Volgistics to pre-register volunteers for events, the Database Administrator or Volunteer Coordinator needs to “Setup” the event date for the number of volunteers required. This is accomplished by clicking on “Assignments” on the left side of the screen and then selecting the assignment (Great American Clean Up, National Trails Day, etc.).

- One the assignment is listed, click on the “Schedule” tab at the top of the screen.
- Move the cursor to the bottom of the screen and click on “Show setup”.
- The items shown with the light green background apply to having volunteers pre-register on line. If this option is not being used, you may scroll down to the where the white back ground appears with red lettering “Add an opening”.
- Enter the hours of the event and the maximum number of volunteers required.
- Make sure that “One time” is selected and enter the date of the event.
- Click on “Save” at the bottom of the screen. At this point the schedule calendar will show the number of ‘open’ slots for that assignment and date.

To schedule volunteers for an event, you need only do the following actions:

- Click on “Schedule” on the left side of the screen.
- Select the date of the event using the date boxes shown at the top of the screen.
- Click on “Go”.
- The screen will change to the desired date and a list of all open and filled slots will be displayed. NOTE: open slots are shown first followed by the slots that are filled. If you have several open slots you will need to scroll down to see the volunteers who have already pre-registered.
- Click “Fill” on any open (blank) line.
- When the screen changes, click on the “Volunteer:” drop down box.
- Select the volunteer’s name.
- Make sure that “One time:” is selected.
- Click “Save” at the bottom of the screen.

*Volunteers may also be scheduled by accessing their volunteer record, clicking on the “Schedule” tab. Then select the month the event is being held. Next use the drop down box to select the event title. Lastly click on the date of the event (it should be the only day shown in green.) and then add the volunteer to the schedule.*

To create pre-registration list, or send email to the pre-registered volunteers:

- Click “Schedule” on the left side of the screen.
- Select the date of the event using the date boxes shown at the top of the screen.
- Click on “Go”.
- Move the cursor to the bottom of the screen.
- Click on “Tag all”
- At this point you can create reports, send email or list the ‘tagged’ volunteers. Instructions for creating pre-printed registration sheets are covered in a following section.

After event processing (posting volunteer hours, sending thank you emails or letters, etc.):

- List the scheduled volunteers by clicking “Schedule” on the left side of the screen and entering the date of the event.
- Using the pre-registration sheets, click “Remove” after the name of the volunteers who were “No Shows”.
- Add volunteers who worked, but were not pre-registered, as covered in the “Schedule” instructions. NOTE: this assumes that the volunteer is in the Volgistics database. If this is not true, a volunteer record will have to be created (if sufficient information is available such as full name and some form of address – email or US mail).
- Tag the finished listing by scrolling to the bottom of the screen and clicking on “Tag all”.
- Use “Post” on the left side of the screen to post hours for the tagged volunteers.

You can also run reports on the ‘tagged’ volunteers. The ‘tag’ will be removed when you log off of Volgistics.

### Creating pre-printed registration sheets.

Event registration sheets can be printed with pre-registered volunteers using either Volgistics or Excel to print the report.

To print the report from Volgistics:

- Tag the scheduled volunteers as described above.
- Click on “Print” on the left side of the screen.
- Click on “Volunteer List”.
- Click on either Event Sign Up List – legal, or Event Sign Up List – standard – depending if you want the report printed on standard paper or legal size. *NOTE: you have the option of printing this report as an Adobe Reader file (PDF), or as an Excel spread sheet. If you select the spread sheet option, you may customize the report (with headings, page numbers, etc.) in Excel after it has been created.*
- Make sure “Tagged Volunteers” is selected for printing.



- After printing the report, click on “Mailbox” on the left side of the screen to view the report.

To print the report using a Word Document (extracting the information to an Excel file):

- Tag the scheduled volunteers as described above.
- Click on “Print” on the left side of the screen.
- Click on “Excel spread sheet”.
- Click on “Event sign up volunteers”.
- Make sure “Tagged Volunteers” is selected for printing.
- After printing the report, click on “Mailbox” on the left side of the screen to view the report.
- You will be asked if you want to “open” or “save” the report – select OPEN. The Excel document will be open.
- If the list looks correct, click on the word “File” at the top of the screen and select “Save as”. Enter the document name and path where you wish to save the spread sheet and make sure to change the “Save as type” to Excel spread sheet. Then save the document.
- Start Word. Open the document “Event sign up sheet” (previously provided and saved as a document on your PC). Select “Tools”, then “Letters and Mailings” then “Mail Merge Wizard”. Under “Select Recipients”, make sure “Use Existing List” is selected. Select the file you saved in the step above.
- The rest of the set up should be set up correctly. You should choose the option of selecting all the names in the list. Once the merge is completed you can print as is, or modify the Header by adding the name of the event.

### Tagging event volunteers if you did not use the pre-registered procedures (above)

If you choose to not to pre-register volunteers who worked events, posting hours requires an extra step. Volunteers can either be tagged for using the “Post” function, or have their hours entered individually.

To tag the volunteers, you will need to first enter any new volunteer (who is not already on the database). Then list all volunteers by clicking on “Volunteers” on the left hand side of the screen and then clicking on “all” on the right side of the top line on the screen.

Using the sign in sheets, tag each volunteer who worked the event. After this is complete, you can use the “Post” function. You can post the same hours for each volunteer, or enter the hours for each volunteer from the sign in sheets.

While the volunteers are still ‘tagged’, it is suggested you send emails and/or print reports or labels. Once you sign off Volgistics, the tags will be removed.

Reports can also be generated by selecting “Service Details” under the “Print” option. Next select “Assignment Service Details”.

Check the box to report by date and enter the dates requested. Check the box next to “Only include service in...”. Using the pull down menu, select the job assignment title and agency you wish to print. All other options can be left at default. Print the report.

### Assignments and Scheduling

Volunteers that regularly work in defined job functions, such as the Information Desk, Trail Maintenance, Graffiti Removal, etc. can be ‘assigned’ to these functions. Once the volunteer is assigned to a function they can be easily scheduled or communicated with.

Volunteers who register for ‘Events’ do not need to be assigned to these job functions, but can be “Scheduled” for specific work days.

Volunteers who are either assigned, or scheduled for a job function can then be identified and “tagged” for reports, email notices, posting hours, or other activities.

Volunteer Coordinators can option the job Assignments for specific skill sets required and/or to set scheduled openings.

A scheduling reminder can be activated with one or both of the following options:

- 1) Send a monthly reminder prior to the start of the month showing any scheduled activity. The monthly reminder can be sent to the volunteer, the coordinator, or both.
- 2) Send a daily reminder (a few days in advance – we determine how many days in advance). The daily reminder can be sent to the volunteer, the coordinator or both.

## Volgistics Backup Procedures

In order to ensure that we have an off site backup of the Volgistics database, the PLI staff will download a copy of the entire volunteer database at least once a month.

The “Excel spread sheet” report “Back Up Vol Info Get Outdoors Nev” has been optioned to create a back up file automatically the first day of each month. This report will be placed in the “Get Outdoors Nevada” mailbox in Volgistics.

This file should be saved onto a CD or DVD disk and placed in a locked drawer or cabinet in the PLI offices. A re-writable disk can be used to store more than one months of data (approximately 4 MB per download at present) to cut down on the number of CD/DVD's kept.

During a meeting with the Park Service on January 4, 2005 their attorney stated that a locked file and/or office will suffice for security of paper documents or other volunteer records

## The Coordinator Function

The Coordinator Function allows agency staff, or trained volunteer team leaders to manage assigned job functions by scheduling volunteers and tracking volunteer hours. Volunteers would be assigned to the job functions by the Volunteer Coordinators.

George Phillips is ready to implement this feature with the Site Stewardship Program. It will allow his area coordinators to better schedule and track site visits within their area of responsibility.

It could also be useful for other specific job functions such as the Information Desk, Cultural Resources, Tortoise Habitat and Roving Interpretation.

In the past, Callie has indicated that she would like for the Fish and Wildlife field supervisors (who supervise the volunteers) to be able to schedule and track volunteers.

The Coordinators will need to complete a Confidentiality Agreement form before they are provided access to the application.

## Volunteer Information Center (VIC)

This function allows selected volunteers to access their volunteer record. The function can be optioned to allow the volunteer do any of the following; update their personal information, view their work history, schedule themselves for job functions they have been assigned (and if there are scheduled openings), and to update their volunteer hours.

It is recommended that a test group of volunteers be provided with access to this feature. The test will allow us to determine how the feature should be optioned and to determine if the feature should be opened to other, qualified, volunteers.

### Aligning text on laser or ink jet label sheets

Labels arrive in your Mailbox as Adobe Reader portable document files (PDF). You then print your labels from the PDF file. In the case of label sheets, proper alignment of text on the page is critical. Adobe Reader sometimes requires adjustment to insure proper page alignment.

Follow these steps if text does not properly align with the labels on your label sheets:

1. Double check to be sure you selected the correct Avery® label number on the Page Design window if you're using Avery brand labels, or if your label manufacturer provides the comparable Avery stock number. If you're not using Avery labels or you're not sure of the Avery® label number, be sure you've selected "Unknown or different brand" as the Avery® label number, and then double check your label page dimensions on the Page Design window.
2. Versions of Adobe Reader prior to Adobe Reader 6 may not accurately scale some printed reports, such as labels. For proper label alignment from Adobe Reader, use Adobe Reader version 6 or later. [Learn more about how to get Adobe Reader.](#)
3. Set scaling to 'None' in Adobe Reader. To do this:
  - a. Be sure you're using Adobe Reader 6 or later.
  - b. From your Volgistics Mailbox, click on the label report you want to print. This opens Adobe Reader and displays the report on the screen.
  - c. From the *Adobe Reader tool bar*, click the Print button, or choose Print from the *Adobe Reader File menu*. This opens a 'Print' window.
  - d. In the 'Page Handling' box on the Print Window set Page Scaling to 'None.'
  - e. Click the OK button.
4. In rare cases there are compatibility issues with Adobe Reader and certain printer driver software versions that cause text alignment problems. Adobe provides more information about this and additional support for Adobe Reader at [www.adobe.com](http://www.adobe.com).

# **Program Publicity**

**FOR IMMEDIATE RELEASE**

March 20, 2006

**FOR INFORMATION CONTACT:**

Donna Grady, Project Manager  
Interagency Volunteer Program  
702-895-4890  
Hillierie Patton, Bureau of Land Management  
702-515-5046

**NEVADANS URGED TO PITCH IN FOR GREAT AMERICAN CLEANUP**

**LAS VEGAS-**The 2006 Great American Cleanup is underway across the United States. Residents of Southern Nevada have the opportunity to become involved as well.

The Southern Nevada Interagency Volunteer Program, Get Outdoors Nevada, will hold a community clean-up event on March 25, 2006, at Lake Mead National Recreation Area. Get Outdoors Nevada is seeking more than 100 volunteers to help remove litter and debris from Government Wash at Lake Mead. The volunteer program is coordinated by the UNLV Public Lands Institute and sponsored by the Bureau of Land Management, National Park Service, U.S. Fish & Wildlife Service, and U.S. Forest Service.

“The Great American Cleanup is expected to enlist 2.5 million people in all 50 states to improve their local communities between March and May,” said Nancy Flagg, director of the Public Lands Institute. “Our federal partners and UNLV view this as a wonderful opportunity for Southern Nevadans to do their part to beautify our state.”

The Lake Mead clean-up event will be held from 8:30 a.m. until noon on Saturday, March 25. Lunch will be provided following the event. Residents can preregister by visiting [www.getoutdoorsnevada.org](http://www.getoutdoorsnevada.org) or calling 895-4890.

The Great American Cleanup, a program of Keep America Beautiful, is now in its 21<sup>st</sup> year. Last year, 2.4 million people volunteered nationwide, collecting more than 208 million pounds of litter and debris and cleaning 176,000 miles of roads, streets and highways across the U.S.

Get Outdoors Nevada is funded by the Southern Nevada Public Land Management Act (SNPLMA). More information about the Public Lands Institute and SNPLMA is available at <http://publiclands.unlv.edu>.

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*UNLV is a doctoral-degree-granting institution with more than 27,000 students and approximately 2,800 faculty and staff. More than 200 undergraduate, master's and doctoral degrees are offered. Founded in 1957, UNLV is located on 337 acres in dynamic Southern Nevada. The university is ranked in the category of Doctoral/Research Universities-Intensive by the Carnegie Foundation for the Advancement of Teaching.*

**March 15, 2006**

**Contacts:** Gian Galassi: 895-3104; Day of event, Donna Grady: (cell) 410-935-4747

**\*\* MEDIA ADVISORY \*\***

**ANDRE AGASSI PREP STUDENTS  
TAKE PART IN CLEAN-UP EVENT**

*Students join community volunteers to remove litter from Sloan Canyon*

**WHAT:** Approximately 40 students from Andre Agassi College Preparatory Academy will join with community volunteers to help clean up litter and debris from Sloan Canyon National Conservation Area for Sloan Canyon Stewardship Day.

**WHEN:** **Saturday, March 18, 2006, from 8:00 a.m. to Noon. Best photo opportunity between 9:30 a.m. and 10:30 a.m.**

**WHERE:** **Sloan Canyon National Conservation Area**  
Take Highway 95 south to Exit 59 - Horizon Drive. Turn right onto Horizon Dr. Go .01 miles and turn left on Horizon Ridge Parkway. Drive 1.5 miles and turn right on Paradise Hills Drive. Follow signs for "Desert Cleanup."

**NOTE:** The Sloan Canyon National Conservation Area is managed by the Bureau of Land Management. The clean-up event is sponsored by the Southern Nevada Interagency Volunteer Program, **Get Outdoors Nevada**, which is funded by the Southern Nevada Public Land Management Act and delivered by the UNLV Public Lands Institute on behalf of the Bureau of Land Management, National Park Service, U.S. Fish and Wildlife Service, and U.S. Forest Service.

# **Volunteer Event Guidelines (Draft)**



## Southern Nevada Interagency Volunteer Program Volunteer Event Guidelines

Definition of a volunteer event for this document is a clean-up project, trail project, planting, etc.). Volunteer recognition event is included in 'recognition' guidelines (separate document).

In writing these guidelines, think broadly – (i.e. SNAP/SNPLMA).

Planning begins in April when team members meet to agree upon next fiscal year interagency events.

### **5 months prior to event confirm the following:**

- date and times of event
- nature of event (i.e. clean-up/planting/train restoration, etc.)
- general location of event (i.e. Lake Mead NRA)
- minimum/maximum number of volunteers needed
- who will be invited
- food and beverage desired (i.e. breakfast foods, lunch, snacks, etc.)
- Project manager lists events on website, [www.getoutdoorsnevada.org](http://www.getoutdoorsnevada.org)
- Project manager lists events on other volunteer sites (see list)
- Project manager registers on Take Pride in America website
- Project manager will seek event sponsors
- Project manager schedules meeting with volunteer coordinator for 4 weeks ahead (i.e. 4 months prior to event)

### **4 months prior to event:**

Project manager meets with volunteer coordinator to:

- Complete event checklist identifying needs such as tools, giveaways, banners, tables/chairs, etc. and who will provide what
- Identify individuals filling staffing roles (i.e. registration, team leaders, drives, etc.)
- Project manager documents information on website recruits

### **3 months prior to event:**

- Volunteer coordinator advises project manager of specific event location (i.e. Boulder Beach, and provides directions)
- Volunteer coordinator develops 'job description/agreement form/JHA
- Complete site review and determine layout of staging area
- Project manager and volunteer meet to review status of progress and fill in any missing information
- Project manager begins to actively publicize event through media releases, UNLV campus e-mail and student union plasma screen, flyers, mass e-mail to database.
- Project manager orders portable potties and wash stations if needed

- Project manager checks inventory of all 'event' administrative supplies to ensure quantities are accurate.
- Project manager documents information on website recruits

### **2 months prior to event**

- Project manager reviews recruiting success to additional need for outreach (i.e. how many are recruited, how many more needed)
- Project manager steps up or slows media/outreach efforts
- Project manager writes event confirmation and sends to volunteers (e-mail if possible, postal if necessary).
- Project manager begins sending parental consent form as needed up until week prior to event.

### **1 month prior to event**

- Project manager sends confirmations to volunteers and includes any critical information (see sample attached).
- Identify spokesperson for media and develop talking points

### **2 weeks prior to event**

- Project manager and volunteer coordinator do final review to ensure everything is ready to go for successful event.
- Project manager and volunteer coordinator do final site review to ensure area is ready for event.
- Project manager does final check of needs, confirms any orders placed (i.e. toilets, canopies, banners, printed materials, etc.) confirms staffing roles with volunteers.
- Volunteer coordinator provides Group Agreement form to project manager

### **1 week prior to event**

- Project manager prints sign in sheets, completes checklist of items to be taken to event and gathers in one area.
- Volunteer coordinator does final check of items they are bringing to event

### **Event Day**

- Project manager will bring 'event kit' including: duct tape, masking tape, scotch tape, twine (for hanging banners), scissors, permanent markers, stapler, staples, pens, clip boards, microphone, walkie talkies, first aid kit, safety vests, paper towels, hand wipes, pre-registration lists, Get Outdoors...banners, interagency brochures, post it notes,
- Project manager will bring any promotional info for future events or other
- Project manager will bring directional signs if agreed to (i.e. Nancy and Jim have their own)
- **Registration (pre)**
- **Run through event checklist (canopy, table, registration coverage, food station, equipment area, safety (safety message))**

**Post event**

- Project will send thank-you's via e-mail or postal mail to participating volunteers with event accomplishment documented.
- Project manager will send thank you notes to sponsors
- Project manager will forward event accomplishment to Take Pride in America – [www.takepride](http://www.takepride)
- Project manager will update [www.getoutdoorsnevada.org](http://www.getoutdoorsnevada.org) with event results and photos

**Other:**

- Team will attempt to wrap interagency events around recognized national events; i.e. National Trails Day (June), National Public Lands Day (September), Earth Day (April 22), Great American Clean-Up Day.

Project manager will provide photographer, media/publicity, posters/signs/banners, giveaways (if applicable), bottled water,

**Action Items:**

- Need to brainstorm
- post event media plan
- Talking Points
- Safety Section
- Debrief (what it looks like)

**Safety Talk:**

How to use tools

Potential hazards – plants, animals, ammo

Hydration

Conditions – ie uneven surface, flash floods

Personal safety – what to do if hurt

Pre event site visit

Safety equipment

- first aid kit
- radios
- water

# **Volunteer Recruitment Guidelines (Draft)**

## Southern Nevada Interagency Volunteer Program Volunteer Recruitment Guidelines

### **Type of Positions:**

- Event recruitment
- Job specific recruitment

### **IVP recruits for\*:**

- Ourselves
- Agency employees
- Partners
- Other CI teams

*\*Work through volunteer coordinators to recruit*

### **Recruiting methods used:**

- Advertising (t-shirts, lanyards, giveaways, other promotional)
- Press (media) releases (pre and post event/other)
- Message on trailers
- Interagency brochures
- Phone calls
- Drop in volunteer (at sites)
- Interagency Website
  - Post list of available event/job descriptions (must first be approved by respective agency coordinator)
  - Agency coordinator responsible for providing updates to PM
  - Use similar format for all listings
  - Include all processes to apply, follow-up, interview, background check, job placement
  - Set boundaries of who does what (PLI vs. coordinator)
- Volunteer.gov (list job description (specific jobs) – must be posted by each agency representative who has password to the site.
- Other websites to recruit: Take Pride in America; National Public Lands Day; American Hiking Association; Great American Clean-Up; Wilderness.net; Southern Nevada Volunteer Association; DOVIA (same as volunteer.gov but PM can post boilerplate); RSVP; other sites deemed appropriate.
- Other regarding publicity: a) Emphasize agency/land, b) Use SNAP logo, c) Use approved boilerplate copy, d) Solicit approval from respective agency coordinator (and chain if needed) prior to posting or release
- Publicity during events (flyers, announcements, etc.) –
  - sign up sheet for future events

- “bookmarkers” (cards listing events), flyers
- Lanyards
- Verbally announcing next events
- Get Outdoors water bottles
- Pens/pencils (recycled items) listing website
- Banners
- Staff familiarization – get to know the volunteers

**Job Specific Recruitment (define)**

Team/agency person does needs assessment and creates position description

Agency gives position description to volunteer coordinator

Volunteer coordinator gives position description to project manager

Project manager posts description to interagency website and other appropriate websites

Agency coordinator posts position to volunteer.gov

*Action Item: Need to standardize job descriptions (use volunteer.gov as model?)*

**Organizations from which to recruit:**

- Red Rock Interpretive Association
- Friends of \_\_\_\_\_
- Native Plant Society
- Sierra Club
- Friends of Nevada Wilderness
- Red Rock Audobon
- Master Gardeners
- Boy Scouts/Girl Scouts
- “Hoods in the Woods” – Court Ordered
- UNLV Extension – Nevada Naturalist
- Public Lands Alliance
- Hughes Corporation
- Station Casinos
- Bank of America
- Wells Fargo
- HSBC
- Chamber of Commerce
- Republic Services
- Starbucks
- REI
  
- (Attach media list used by UNLV)