

## Volunteer Visit Form

Volunteer Name(s): \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

Site Visited: \_\_\_\_\_

Visited by: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

### Category Descriptions

**Written Records Maintained:** Hosts shall maintain written records of visitor comments, hours worked, number of contacts, violations of regulations, safety and maintenance work items, etc.

**Proper Uniform and Attire:** Hosts shall wear uniform hat, shirt and ID tag provided by Corps. No open-toed shoes or cut-off shorts are allowed. Dress shorts are permitted.

**Area Clean and Sanitary:** All trash, pet waste, grey water, etc. is properly disposed of. Hosts must provide their own self-contained camping unit in good repair and appearance.

**Punctual:** Be on time and ready to volunteer when scheduled.

**Customer Service:** Hosts are polite and respectable to all visitors, Corps employees, contractors, and fellow volunteers.

**Abides by Policies and Title 36:** No violations with Title 36, Campground Guidelines, Saylorville Lake Pet Policy, and other state and local laws.

**Limit of Authority:** Hosts will not argue with, threaten, nor accuse visitors of wrongdoing, nor attempt to enforce regulations by apprehending violators, nor commit Corps personnel to any type of action.

**Professionalism:** Hosts shall be professional and courteous at all times and shall not be under the influence of alcoholic beverages or drugs (except those prescribed by a doctor) while serving as host.

	Excellent	Meets Criteria	Needs Improvement	Comments
Written Records Maintained				
Proper Uniform and Attire				
Area Clean and Sanitary				
Punctual				
Customer Service				
Abides by Policies and Title 36				
Limit of Authority				
Professionalism				

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_

Signature of Ranger: \_\_\_\_\_

**\*\*Return Volunteer Visit Form to Program Coordinators Mailbox\*\***