

“Menominee – Where the best of Michigan Begins”

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858*

*Brian R. Bousley– County Administrator
Sherry Smith – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
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The Menominee County
Parks and Recreation Committee
Will meet on **Tuesday ~January 31, 2012**
at **6:30 p.m. C.D.T.** at the **Stephenson Annex Building**, Stephenson, Michigan

~A Quorum of The Menominee County Board of Commissioners Maybe Present~

AGENDA

- A. Call Meeting to Order
- B. Roll Call
- C. Approval of Agenda
- D. Approval of Previous Meeting Minutes
- E. Public Comment
- F. Business
 - a. Elections of Officers
 - aa. Chairman
 - bb. Vice Chairman
 - cc. Secretary
 - b. Joint meeting with Fair Board
 - c. Schedule of Dates/Times/Places for 2012 Parks and Recreations Committee Meetings
 - d. Budget Review
 - e. Grants 2% and DNR
 - f. Camp Host
 - g. Park Updates
- G. Correspondence
- H. Any Other Items Members Wish to Present
- I. Public Comment
- J. Adjournment

James Furlong – Chairperson

Charlie Meintz – Vice Chairperson

Jim Pearson

Bernie Lang

Mark Jasper

Menominee County Parks and Recreation Committee

Meeting Minutes

December 6, 2011

The meeting was called to order at 6:30 pm by Chair Bob Desjarlais at the Menominee County Library in Stephenson, MI on December 6, 2011.

Reporting for roll call were: Bob Desjarlais, Ruby Ivens, Gail Jerzyk, Glenn Cody, Vola Bleile, County Administrator Brian Bousley, and County Commissioners Charlie Meintz and Mark Jasper. There was a quorum present to conduct the meeting.

Approval of agenda: Motion was made by Mark and seconded by Vola. The motion carried.

Minutes: Minutes from the previous meeting on November 1, 2011 were approved. Charlie made the motion that was seconded by Mark. The motion carried.

Public Comment: There was no public comment

Business:

- a. **Park Office Manager/Park Ranger Report:** Brian reported that not much was going on at the present time and that the park crews were engaged in cleanup activities. Ruby asked whether campers were allowed to use Kleinke Park in late October. Brian stated that campers were permitted to use the park, as long as they were continuing to pay the required fees.
- b. **Budget-monthly review:** Brian submitted the latest budget statement for review by the committee. There were no comments or questions.
- c. **Projects Updates:** A revised drawing entitled "Option 1" of the orientation and surroundings of the Shakey Lakes Bathhouse Project was reviewed by the committee. Charlie made a motion to approve the plan that was seconded by Glenn. The motion carried.
- d. **Annual Campground Inspection:** Brian provided copies of an inspection of Shakey Lakes Park and Kleinke Park undertaken by the Public Health Department of Delta and Menominee Counties. He announced that the issues identified for Shakey Lakes Park had already been addressed, and that those for Kleinke Park would be addressed before the beginning of the next season. None of the issues were considered to be major.
- e. **2012 lease site agreements/ policy and procedures:** It was suggested that the park policies be amended to include a requirement that license plates and/or tags on all vehicles and campers in the park be valid and current. A motion was made by Bob to add this requirement to the site registration that was seconded by Vola. The motion carried. It was also decided to leave the opening date at May 1. Those campers who arrive earlier than that date must pay for the additional days. A motion to this effect was

made by Charlie and seconded by Vola. The motion carried.

- f. **Sheriff Department site at Shakey Lakes - Discussion:** The committee decided to table action on this issue until it was established that Officer Menacher was actually able to secure a campsite. An addendum to his lease would then be added specifying that the officer be present at the park on weekends.
- g. **Camp Hosts – Review :** Brian reported that the camp host program envisioned by the committee had not yet been discussed by the Menominee County Board of Commissioners. This was to take place at their next meeting. Brian also noted that the committee needed to develop clear objectives for the program.
- h. **Advertisement:** Katelin Brown presented a proposal to the committee to create a website for the park system that would provide information about the parks and the local area. She provided and described samples of similar projects that she had designed for other organizations. In addition, she presented a cost estimate of \$1500.00. Ruby made a motion to approve the project pending consideration and approval by the Menominee County Board of Commissioners that was seconded by Vola. The motion carried with one abstention on the part of Bob Dejarlais. Bob noted that Katelin Brown was his daughter.
- i. **Grants:** Brian reported that the grants were not out yet.

Correspondence: None

Public Comment: none

A motion to adjourn the meeting at 8:30 pm. was offered by Vola and seconded by Ruby.

Respectfully submitted by Glenn D. Cody

MENOMINEE COUNTY
Standard Budget Report
December 2011 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Program Revenues					
Charges for Services					
FIREWOOD SALES	0.00	5.00	300.00	-295.00	1.67
ANNUAL	0.00	20.00	8,250.00	-8,230.00	0.24
DAILY	0.00	0.00	5,200.00	-5,200.00	0.00
GATE RECEIPTS FOR FAIR	0.00	0.00	8,000.00	-8,000.00	0.00
SHAKY CAMPING FEES	0.00	370.00	67,000.00	-66,630.00	0.55
KLEINKE CAMPING FEES	0.00	547.00	20,000.00	-19,453.00	2.73
SHAKY LAKE LEASE SITES	0.00	72.00	63,682.00	-63,610.00	0.11
KLEINKE LEASE SITES	0.00	0.00	13,000.00	-13,000.00	0.00
Total Charges for Services	0.00	1,014.00	185,432.00	-184,418.00	0.55
Interest and Rents					
PAVILLION-SHAKEY	0.00	0.00	200.00	-200.00	0.00
PAVILLION-KLEINKE	0.00	0.00	100.00	-100.00	0.00
Outside Storage	25.00	3,860.00	3,600.00	260.00	107.22
Inside (Fair) Storage	0.00	2,847.25	2,500.00	347.25	113.89
Total Interest and Rents	25.00	6,707.25	6,400.00	307.25	104.80
Total Program Revenues	25.00	7,721.25	191,832.00	-184,110.75	4.03
Special Items					
Other Revenue					
PAID SHOWERS-KLEINKE	0.00	19.00	400.00	-381.00	4.75
PAID SHOWERS-SHAKEY	0.00	18.00	2,000.00	-1,982.00	0.90
MISCELLANEOUS RECEIPTS	0.00	192.00	100.00	92.00	192.00
Sweatshirt Revenue	0.00	0.00	300.00	-300.00	0.00
REIMBURSEMENTS	0.00	600.00	0.00	600.00	0.00
GENERAL FUND APPROPRIATION	0.00	10,728.75	42,915.00	-32,186.25	25.00
Total Other Revenue	0.00	11,557.75	45,715.00	-34,157.25	25.28
Total Special Items	0.00	11,557.75	45,715.00	-34,157.25	25.28
Total Revenues	25.00	19,279.00	237,547.00	-218,268.00	8.12

MENOMINEE COUNTY
Standard Budget Report
 December 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
SALARIES	7,479.80	15,095.88	66,031.00	50,935.12	22.86
SALARIES - TEMPORARY	48.00	48.00	23,712.00	23,712.00	0.20
OVERTIME	0.00	0.00	1,800.00	1,800.00	0.00
LONGEVITY	675.00	675.00	675.00	0.00	100.00
HOSPITAL DEDUCTIBLE	2,732.51	8,197.53	22,907.00	14,709.47	35.79
HRA REIMBURSEMENTS	0.00	0.00	4,000.00	4,000.00	0.00
LIFE INSURANCE	0.00	13.80	60.00	46.20	23.00
FICA-OASDI	489.75	1,086.00	5,477.00	4,391.00	19.83
FICA-MEDI	114.55	253.98	1,281.00	1,027.02	19.83
WORKMENS COMPENSATION	1,007.84	1,007.84	3,154.00	2,146.16	31.95
RETIREMENT	0.00	1,573.14	10,603.00	9,029.86	14.84
OFFICE SUPPLIES	0.00	0.00	1,200.00	1,200.00	0.00
OFFICE EQUIPMENT	0.00	0.00	300.00	300.00	0.00
POSTAGE-COUNTY PARKS	0.00	0.00	300.00	300.00	0.00
GAS, OIL ETC	866.63	866.63	6,000.00	5,133.37	14.44
DIESEL FUEL	0.00	0.00	2,000.00	2,000.00	0.00
L.P. GAS	0.00	0.00	2,100.00	2,100.00	0.00
UNIFORMS	69.99	69.99	700.00	630.01	10.00
UNIFORMS/SUMMER HELP	0.00	0.00	200.00	200.00	0.00
JANITORIAL SUPPLIES	0.00	26.69	3,000.00	2,973.31	0.89
OTHER OPERATING/GENERAL	123.35	368.60	1,000.00	631.40	36.86
BROCHURES/STICKERS	0.00	0.00	2,500.00	2,500.00	0.00
TREE REPLACEMENT	0.00	1,000.00	1,000.00	0.00	100.00
DEQ Permits	682.00	682.00	850.00	168.00	80.24
CONSTRUCTION SUPPLIES	0.00	0.00	1,500.00	1,500.00	0.00
PROFESSIONAL/CONTRACTURAL SERVICES	1,499.20	3,079.20	5,000.00	1,920.80	61.58
PROFESSIONAL-PHYSICALS	0.00	0.00	650.00	650.00	0.00
TRAVEL/Parks Per Diems & Mileage	35.48	102.64	1,500.00	1,397.36	6.84
PROGRAMMING/RECREATION	0.00	0.00	300.00	300.00	0.00
Sweatshirts	0.00	0.00	500.00	500.00	0.00
Gate Receipts	0.00	0.00	6,500.00	6,500.00	0.00
Inside Storage	0.00	0.00	2,500.00	2,500.00	0.00
WATER TESTING	0.00	370.35	700.00	329.65	52.91
UTILITIES/ELECTRIC	582.89	2,078.45	30,000.00	27,921.55	6.93
EQUIPMENT MAINTENANCE	2,142.16	2,666.99	4,000.00	1,333.01	66.67
FACILITY MAINTENANCE	141.48	141.48	3,500.00	3,358.52	4.04

MENOMINEE COUNTY
Standard Budget Report
 December 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
GROUNDS MAINTENANCE	0.00	491.76	4,000.00	3,508.24	12.29
RENTAL/CONTRACTING	0.00	807.29	7,500.00	6,692.71	10.76
REFUNDS/REBATES	0.00	0.00	3,500.00	3,500.00	0.00
NEW/REPLACEMENT EQUIPMENT	0.00	495.82	5,000.00	4,504.18	9.92
Total COUNTY PARKS	<u>18,690.63</u>	<u>41,199.06</u>	<u>237,548.00</u>	<u>196,348.94</u>	<u>17.34</u>
Total Recreation and Culture	<u>18,690.63</u>	<u>41,199.06</u>	<u>237,548.00</u>	<u>196,348.94</u>	<u>17.34</u>
Total Expenditures	<u>18,690.63</u>	<u>41,199.06</u>	<u>237,548.00</u>	<u>196,348.94</u>	<u>17.34</u>
CHANGE IN FUND EQUITY	-18,665.63	-21,920.06	-1.00	-21,919.06	-2,192,006.00

MENOMINEE COUNTY
Standard Budget Report

December 2011 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Program Revenues					
Charges for Services	0.00	77.00	4,000.00	-3,923.00	1.93
BOAT FEES	0.00	77.00	4,000.00	-3,923.00	1.93
Total Charges for Services	0.00	77.00	4,000.00	-3,923.00	1.93
Total Program Revenues	0.00	77.00	4,000.00	-3,923.00	1.93
Total Revenues	0.00	77.00	4,000.00	-3,923.00	1.93

MENOMINEE COUNTY
Standard Budget Report
 December 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Recreation and Culture					
PARK IMPROVEMENT EXPENDITURE					
SHAKEY LAKES IMPROVEMENT	0.00	7,138.12	100,000.00	92,861.88	7.14
Total PARK IMPROVEMENT EXPENDITURE	0.00	7,138.12	100,000.00	92,861.88	7.14
Total Recreation and Culture	0.00	7,138.12	100,000.00	92,861.88	7.14
Total Expenditures	0.00	7,138.12	100,000.00	92,861.88	7.14
CHANGE IN FUND EQUITY	0.00	-7,061.12	-96,000.00	88,938.88	-7.36

DRAFT PROPOSED: 3/29/2010

CAMPGROUND HOST - VOLUNTEER PROGRAM

POLICY

The Parks and Recreation Division encourages the use of volunteers as Campground Hosts at all units with campgrounds. Volunteer Hosts must comply with all State Laws, Administrative Rules, DNR Policies & Procedures and Director's Orders. DNR Policy and Procedure 23.01-02 Volunteer Program and 23.01-02 Supplement 1 Volunteer Program - General Information establishes the process of approval for campground hosts.

Hospitality is the most important function of Campground Hosts. Their duties include, but are not limited to the following:

- Extend a warm welcome to campground visitors.
- Maintain a friendly presence
- Provide answers to questions and information regarding local attractions
- Loan forgotten camping equipment to visitors when available.

Hosts contribute their services with the goal of assuring visitors a comfortable enjoyable stay and enhance the quality of their outdoor-recreation experience.

The Unit Host Program Liaison is the unit employee responsible for overseeing the Host Program within a specific campground. This employee is designated as such by the Unit Supervisor. The Host Program Liaison needs to be available to the Host and knowledgeable of the services and activities to be provided by the Host. The Host Program Liaison is responsible for the following:

- Collecting the Host Activity Report on a weekly basis (PR3280)
- Ensuring the Expenditure & Cash reports are completed and provided to Administrative Support for processing.
- Completing an evaluation of the Host's performance (PR3275) upon their departure.
- Receiving the Host's feedback on their experience, including the Unit's performance upon the Host's departure (PR3276).

The Volunteer Program Manager is a member of the Resource Management Section in the Division office as designated by Resource Management Section Chief.

PROCEDURE

Number of Hosts

Normally, each campground will be limited to one Host at a time. If simultaneous Hosts are desired, the Unit Supervisor/Manager may submit a written request of justification to the Volunteer Program Manager. Factors such as the following may justify a second campground Host:

- Campground occupancy rate
- Unique campground configuration
- Large numbers of special events

Timetables

Campground Hosts are required in campgrounds during the prime camp season months of June, July and August. Hosts on-site during the remaining camping months, while beneficial are optional to campground management. The Unit Supervisor/Manager may recommend to the Volunteer Program Manager that Hosts be present beyond the prime months of the camp year, based upon a unique need of the campground.

Selection and Application Process

Campground Host applications are accepted year-round.

- Applicants must be at least 18 years of age and Michigan residents are given priority.
- Applicants must submit a Volunteer Campground Host Application, DNR Form 3141 and Volunteer Release and Waiver of Liability Form PR0511, to the Unit Supervisor/Manager of the park where the applicant wishes to serve.
- Hosts may not be scheduled to relieve paid employees on breaks or scheduled to perform job tasks normally assigned to paid employees.
- Applicant interviews and selection will be conducted by the Unit Supervisor/Manager and are subject to criminal history background check.
- The Unit Supervisor/Manager or Administrative Support staff enters the Host applicant data necessary to complete the criminal history background check to the same data bank system utilized for STW hires.
- Once an "approval to hire" comes back from the criminal history check, the unit supervisor/manager has 60 days to notify the host of his/her assignment. A criminal history check does not have to be repeated unless the applicant returns the following year or the unit supervisor/manager thinks it necessary to do one before that.
- The DNR Human Resources office will notify the Volunteer Program Manager or his/her representative, and subsequently the Unit Supervisor/Managers of any problem discovered during criminal history checks.
- Volunteer Campground Host applications, the Volunteer Release and Waiver of Liability forms must be held on file at the Unit administrative office. Electronic copies of these documents and the applicant number from the criminal history check must be forwarded to the Volunteer Program Manager or his/her representative.
- Hosts may not begin service until the required forms are on file and the criminal history check is conducted. Units will only be notified of history checks which identify a problem.
- Unsuccessful applicants must be notified in writing by the Unit Supervisor/Manager.
- A new application is needed for each calendar year but not for repeat terms of service at the same unit within a calendar year. If a Host serves a second unit during the year, the first unit is to send a copy of their application to the second unit.
- Individuals chosen to serve as Hosts are not guaranteed selection for a succeeding service period.

Recreation Division (RD) employees are not eligible to be campground hosts. Campground Hosts who have an immediate relative (parent, sibling, child) serving as a full-time or seasonal employee assigned to a specific park cannot serve as Host at that same park, but may be eligible at a different location and will be reviewed under the same conditions as all other applicants.

Criminal History Check

Any adult who resides on the host site for more than 3 days, shall be subject to criminal history background checks. The Unit Supervisor/Manager submits the data for the criminal history background check in the same process as he/she does for the Campground Host (previously explained in the Selection and Application Process section of this Policy).

Training

All Hosts are required to attend a Campground Host Training Program within the first two years of their acceptance date into the host program. Failure of Hosts to conform to minimum training requirements will result in termination of Host assignments.

Campground Host duties should supplement the unit staff. The Host(s) are encouraged to attend summer orientation required of all unit staff.

Length of Service

All Campground Host schedules are assigned by the Unit Supervisor/Manager based on the needs of the Park.

- The intent is to schedule a Host for no less than four consecutive weeks at a time.
- Hosts wishing to serve another season are to complete the Volunteer Campground Host Application, DNR Form 3141 and submit it to the Unit Supervisor/Manager.
- Campground Hosts scheduled for more than eight continuous weeks, at a particular park in a single season are limited to a maximum term of three consecutive years at that park.
- Exceptions to the minimum or maximum time periods must be approved by the Volunteer Program Manager.

Scheduling

Being a Campground Host represents a major commitment of time. A minimum of 30 hours per week is to be contributed to each unit by the Campground Host.

Campground Host on-duty and off-duty hours should be mutually agreed upon by the Host and the Unit Supervisor/Manager. Hosts are required to provide services based on their units' needs, including weekends and holidays. On-duty and off-duty hours should be posted in a visible location at the Host site.

Additional days off and other changes in scheduling will be subject to the Unit Supervisor/Managers approval.

Uniforms

All Campground Hosts shall be provided uniforms from the Volunteer Campground Host uniform section at www.Logofit.com at the expense of the Unit. Nametags should be wood-grain, white lettering, this set-up:

- Line 1: Host name (however you/they want it, first only, first & last, Mr or Mrs ???)
- Line 2: Michigan Parks & Recreation Division
- Line 3: Volunteer Campground Host

Name tags, and at least one other uniform part, must be worn at all times while on duty.

Uniforms should not be worn outside of the assigned unit unless on official business which has been approved by the Unit Supervisor/Manager.

Campground Host vests and name tags must be returned to the Unit Supervisor/Manager at the end of the Host's assignment.

Budget

Each Campground Host assignment is entitled to receive \$150 per month from the Host program budget to purchase supplies for their Host duties. This amount will be prorated if a host assignment is filled for less than a full month.

Each Unit with a Host program is required to track expenditure of this Host budget on the Volunteer Host Expenditure and Cash Report Form PR3147. Form PR3147 must be kept with all verifying receipts at the Unit, in the administrative files, in compliance with state records retention schedules (i.e. FY plus 7 years). In addition, copies of the expenditure reports must be submitted upon request to the Volunteer Program Manager or his/her designee at the end of the host season.

The Unit has the following options for dispersing money to the Hosts:

1. Pay the invoices via MAIN as they are presented, using the host coding.
2. Give Host Funds to the Host, requiring they provide receipts for expenses.

3. Reimburse the Host from Host Funds on site as they provide receipts.
4. The Unit makes the purchases from a list of needed supplies the Host provides.

Whatever method, the Unit Supervisor/Manager is responsible to comply with state purchasing procedures.

Campsite

Campground Hosts must provide their own camping unit, equipment, and personal items. It is the Unit Supervisor/Manager's responsibility to select the site and facilities to be used by the Campground Host at no charge. The site is to be in a highly visible area, such as a location near the campground entrance or across from a campground restroom building. The Campground Host site should not be located on a high demand campsite.

The Host campsite must be kept neat and clean at all times.

The Unit Supervisor/Manager will provide the Host campsite with the following:

1. "Campground Host" sign
2. Bulletin Board or Eraser Board.
3. "On Duty/Off Duty" sign
4. Display rack or table for brochures, maps, etc.
5. Electricity (if available), Water (if available)

Visitors to Host's Campsite

Guest visits and lengths of stay must not interfere with the Host's duties. The only people, who may reside on the Host campsite for more than 3 days, are those on the application.

Recreation Passports

Campground Hosts are not required to have Recreation Passports for their vehicles when at their assigned parks; however a good example should be set for our guests. Any visitors to the Hosts are expected to follow Policy regarding entrance fees.

Equipment

The Unit Supervisor/Manager may loan the Host unit equipment for other campers to borrow during their camping experience. This camping equipment may include but is not limited to recreational equipment, hand tools and other items deemed necessary.

If a unit wishes to purchase some items for the host to loan, they may utilize host program money for such uses. Items which are not considered routine must be reviewed by the Volunteer Program Manager.

Duties

Campground Hosts duties will supplement the unit staff by assisting and directing visitors to a campsite, explaining camping fees, assisting with camping activities, supply visitors with information and similar tasks. Specific Host duties can vary with assignment, but should not include janitorial, building and/or grounds maintenance.

The following Campground Hosts activities contribute to the 30 weekly service hours for Hosts:

1. Weekly Coffee Hour
2. Providing or Assisting with at least one (1) Special Weekly Activity
3. Daily Tour of Campground
4. Loan of Recreational Equipment and/or hand tools
5. Maintain Bulletin Board at Host site with weekly activities listed

6. Assist Unit in "Green Initiatives" efforts (i.e. recycling programs)
7. Create and/or Update Local Attractions/Services Directory. Sample table of contents can be found as DNR form IC3290. Examples of items:
 - Points or places of recreational interest within/outside the park
 - Camping supply outlets within/outside the park
 - Faith-based organization locations
 - Maps of the local area and local phone books
 - Hospital/medical resources nearby and contact information
 - Emergency responder services and contact information
 - Weather service providers in the area
 - Emergency evacuation plans for the park
8. Create and/or update a Host Resource Manual to include items such as but not limited to:
 - Park history, natural and cultural resource and recreational opportunity information
 - Current DNR Issue information i.e. EAB, Beech Bark, fishing and wildlife information
 - Key PRD Management Policies i.e. Camping, Motorized Equipment, Dogs, Metal Detecting, Geo-caching, Volunteer, Camp Host
 - Camper courtesy brochure

Activity Report

Hosts are required to complete a weekly Volunteer Campground Host Activity Report, available as DNR template PR3280 on file at their site and available upon request.

Unit Supervisor/Managers are to report Host volunteer hours weekly from this form into the Volunteer Program monthly report in CARS.

Liability

While a volunteer is serving in the capacity of a Campground Host, he/she has the same immunity from civil liability as a Department employee.

Injuries/Accidents

At the time of an injury/accident, volunteers must notify their Unit Supervisor/Manager. Medical cases will be reviewed on an individual basis by the DNR Human Resources office. Unit Supervisors/Managers file these reports the same as for paid employees.

Prohibited Acts

1. Under no circumstances will Hosts be allowed to collect camping fees, Recreation Passport fees, or any other State of Michigan or concession operator's funds.
2. **Volunteers will not operate park vehicles or equipment (trucks, gators, golf carts etc.) without Unit Supervisor/Manager approval.**
3. Campground Hosts have no law enforcement authority. Infractions of DNR rules and policies are to be reported to Unit staff.
4. Personal gifts and gratuities will not be accepted.
5. Motor powered contrivances must comply with PRD Policy 7.21.

Departure

All equipment and specified uniform items must be returned to the unit when the volunteer assignment has ended.

Evaluations may be completed by the Campground Host and Host Program Liaison as frequently as desired but must be done at the completion of the agreed upon assignment. These evaluations are available as templates PR3275 and PR3276. Completed evaluations are to be kept at the unit and available upon request by the Volunteer Program Manager or his/her designee.



Michigan Department of Natural Resources
VOLUNTEER RELEASE AND WAIVER OF LIABILITY

This information is required by authority of the Michigan Department of Natural Resources, for volunteer assignment consideration.

Please read carefully! This is a legal document that affects your legal rights!

The Michigan Department of Natural Resources (MDNR) encourages and supports volunteers. As a volunteer, I have an important role in providing services and programs to the public.

I want to work as a volunteer for the MDNR which appoints people like me to serve and to help the MDNR. While I am serving as a volunteer, I have the same immunity from civil liability under Michigan law as an employee of the MDNR. After becoming a volunteer, the MDNR will provide me with support, supervision, training, and supplies for me to accomplish my assigned tasks.

Therefore, I do freely, voluntarily, and without duress, execute this Release and acknowledge the following terms:

- 1. Waiver and Release. I hereby release, waive, discharge and covenant not to sue the State of Michigan, its departments, officers, employees and agents, from any and all liability to me, for all losses, injury, death or damage, and any claims or demands thereto, on account of injury to person or property, or resulting in my death in reference to the activities authorized in my work as a volunteer.
2. Medical treatment. I release and discharge MDNR from any claim that arises or may arise due to any first aid, medical treatment, or service rendered to me.
3. Assumption of risk. I understand that my work for the MDNR may include activities that may be hazardous.
4. Insurance. MDNR does not have responsibility for providing any health, medical or disability insurance coverage for me.
5. Photographic release. I grant to MDNR the right to use photographic images and video or audio recordings of me that are made by MDNR or others during my work assignment for MDNR, including royalties, proceeds or other benefits from use of the photographs or recordings.
6. Copyright laws. I understand that showing videos in public that are intended for home viewing is prohibited under the U.S. copyright laws.
7. Background check. I understand that a criminal history check may be obtained prior to my appointment as a volunteer.
8. Discrimination laws. I agree to follow DNR's policy along with state and federal laws that forbid discrimination in employment, education, housing, public accommodation, law enforcement or public service based on a person's religion, race, color, national origin, age, sex, marital status, height, weight, or disability.
9. In-kind service. The MDNR is eligible for some grants that require us to match the dollars received from the grant.
10. Other. I agree that this Release is intended to be as broad and inclusive as permitted by the laws of Michigan, and that this Release is governed by and will be interpreted according to the laws of Michigan.

Volunteer From: To:
Name (please print) Date Date
Signature Date of Birth
Signature of Parent/Guardian

VOLUNTEER CAMPGROUND HOST APPLICATION

This information is required to be considered for a campground host position by authority of Part 741, Act 451, P.A. 1994, as amended.

List State Parks and dates you would be available to serve as Volunteer Campground Host(s) <u>1st Choice</u>	Available From	To

<u>Alternate Choice</u>	Available From	To

Indicate Region(s) of State Parks you would be available to serve as Volunteer Campground Host(s) if the choices above are not available.

Anywhere in Michigan
 Southern Lower Peninsula
 Northern Lower Peninsula
 Upper Peninsula

List two references and their relationship to you.

Name	Name
Address	Address
City, State, ZIP	City, State, ZIP
Telephone	Relationship
Relationship	Telephone
	Relationship

In Case of Emergency, please notify:

Name and address of person to be notified (not living with you)	Relationship	Telephone
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- I certify that I have willfully provided all information on this application and it is true and accurate.
- I understand that the information provided is required under the authority of the Michigan Department of Natural Resources for the safety and well-being of all persons who utilize public campground facilities and this information will become public record.
- I understand that a criminal history check may be obtained prior to my appointment as a Volunteer Campground Host.
- I understand that once I have accepted a host assignment, I cannot change my assignment to another State park and will provide notice should I/we need to leave.
- I agree to abide by State and Federal laws and Department policy which prohibit discrimination in employment, education, housing, public accommodations, law enforcement or public service based on religion, race, color, national origin, age, sex, martial status, height, weight, or disability.
- I further certify that I have read, understand, and have signed the PR0511, Volunteer Release and Waiver of Liability.
- I further certify that I have read, understand and agree to abide by the Campground Host-Volunteer Program Policy#6.7.

Applicant's Signature	Date	Co-Applicants Signature	Date
Applicant's Shirt Size		Co-Applicant's Shirt Size	
<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> 1X <input type="checkbox"/> 2X <input type="checkbox"/> 3X		<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> 1X <input type="checkbox"/> 2X <input type="checkbox"/> 3X	

**SUBMIT TO THE MICHIGAN STATE PARK(S) INDICATED AS YOUR
1ST CHOICE TO SERVE AS A VOLUNTEER CAMPGROUND HOST.**

FOR PARK SUPERVISOR USE ONLY	Approved by: _____
Confirmed Dates of Assignment _____	Park Supervisor Signature _____ Date _____
<input type="checkbox"/> Criminal History Check completed and Volunteer is approved _____	



CAMPGROUND HOST ACTIVITY REPORT

Issued by authority of Part 741, 1994 P.A. 451, as amended.

Park Name _____

Report Period Dates _____ to _____

INSTRUCTIONS	*NUMBER OF CONTACTS	
This form should be kept during your assignment and turned in at the end of your term. It should be available upon request. **“Number of Contacts” – Totals should be for the day, not just for your activities or events. **“Daily Host Activities” – Planned, structured events. Daily walks or contacts should only be included if unordinary in some way.	SUNDAY	
	MONDAY	
	TUESDAY	
	WEDNESDAY	
	THURSDAY	
	FRIDAY	
	SATURDAY	
	TOTALS	

****Daily Host Activities** (Identify category or type of activity performed)

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Campground Host Policy Frequently Asked Questions

How many hosts can be at a campground during a given time period? A park is allowed to have one host per campground at a time. Exceptions might be made due to high occupancy rates, unique campground configurations or large numbers of special events being held at the campground. Requests for additional hosts will be reviewed by the Volunteer Program Manager.

When should a campground have hosts? Hosts are required in campgrounds during the busy camping season, considered to be from June through August. Having hosts during the shoulder seasons is optional. It is important to let the Volunteer Program Manager know when your campground would like to have hosts in place.

What are the requirements for becoming a host at a campground? To become a host, a person must:

- Be 18 years of age or older
- Pass a criminal history check
- Apply, be interviewed and be selected

How does one become a host? Persons interested in hosting at Michigan State Parks must do the following:

- Apply directly to the park to the park where the applicant wishes to serve using the Volunteer Campground Host Application (3141)
- Submit a signed copy of the Volunteer Release and Waiver of Liability (PR0511)
- Pass a criminal history check
- Be interviewed and selected by the unit supervisor/manager

What sort of criminal activities will keep a host from being accepted? A failed criminal history check will result from any felony conviction and certain misdemeanors. Misdemeanors that will result in a failed check include:

- Resisting and obstructing
- Indecent exposure
- Child abuse
- Criminal sexual conduct
- Assault and battery on a police officer
- Domestic assault

What if the conviction was from an offence that occurred a long time ago? Exceptions can be made by the Volunteer Program Manager and the Resource Management Section Chief. These exceptions can be made based on the nature of the crime, the time since the conviction, the applicant's recent record and the recurrence of the crime.

What if a DNR employee or their immediate family member wants to serve as a host? This is allowed, but only after a serious effort to locate a non-DNR employee/family member host has failed. If this is the case:

- The term of service for a DNR employee/family member shall not exceed 4 consecutive weeks
- The DNR employee/family member cannot serve at a park where they have an immediate relative (parent, sibling, child) member working
- Approval of the Volunteer Program Manager, the District Supervisor and the Operations Section Chief will be required
- Extensions to the 4 week maximum can be granted with the approval of the above PRD staff

Once a person is selected to be a host, are they guaranteed a spot at the park in the future? No. Applicants must reapply and be interviewed each subsequent year.

How long should we have a host serve at our campground? The intent is to have a host serve at a campground for no less than 4 consecutive weeks. .

Can we bring a host back year after year? It depends. If a host is scheduled for more than 8 continuous weeks at a park during a season, that host is limited to 3 consecutive years of hosting at that park. After the 3rd year, the host will need to take a year off from hosting at that particular park. They can, however, host at a different park during that 4th year. Requests for exceptions to this rule must be submitted to the Volunteer Program Manager.

Why do we have this rule? Shouldn't we want to keep good hosts around for as long as possible? We need to keep in mind that there is great demand to host at many of our parks and that the host position is very visible. With all of this demand and high visibility, it is important to make sure that the host hiring process is as fair and open as possible. By allowing hosts to monopolize certain locations, there is the appearance of favoritism in the host hiring process. Plus, who knows, by opening the position up to many applicants you might find better hosts.

Are the hosts always considered to be on duty? No. Each host is required to work at least 30 hours per week spread over at least 5 days per week. Hosts are required to work on weekends and holidays. Scheduling of shifts and off-duty days should be agreed upon by the host and Unit Supervisor/Manager and a written copy of the schedule is to be kept in the host file.

What are we required to provide for our host? You need to provide a campground host sign, a bulletin board or eraser board, a display rack or table for brochures,

electricity and water (if available), a coffee maker, uniforms and nametags and a free campsite located in a highly visible area.

Can we give them any other equipment? Sure can. Popular items to provide to campground hosts include brooms, rakes, recreational equipment, hoses and an "On Duty/Off Duty" sign. Think of what your campers might need to have quick access to and provide that to your host.

What is the host uniform and how do we get it? The host uniform includes a vest, t-shirt and hat or visor. One set of these will be provided to new hosts who attend the host training. For hosts whose uniforms are showing wear and tear, contact the Volunteer Program Manager for replacements parts.

How do we get nametags for our hosts? Nametags are to be purchased locally at the unit's expense. Many parks combine the host nametag order with the state worker nametag order. Another option is to purchase them from a local business.

What is the policy on visitors at the host campsite? Visitors are allowed at the host site, but their visit cannot interfere with the duties of the host. The visitors are also required to purchase motor vehicle permits for their vehicles when entering the park. Visitors can stay overnight as long as their stay does not violate PRD camping policy, but only individuals listed on the host application can stay on the site for more than 3 days.

What is a host required to do while on duty? Hosts should provide a weekly coffee hour, provide or assist with at least one Special Weekly Activity, walk through the campground, check bathrooms, loan equipment, maintain an informational bulletin board, create/update a local attractions directory and host resource manual and answer questions for campers.

Do we have a host budget? Yes. Hosts are provided a budget of \$200 per month for host supplies. Expenditures against this amount are to be tracked using the Volunteer Host Expenditure and Cash Report form (PR3147). This must be kept at the park with all purchase receipts.

What can the host purchase with the funds? The funds are to be used for purchasing supplies and equipment that will directly assist the host in completing their required job duties. Examples include coffee, coffee cups, craft supplies, gloves, litter pick-up equipment, bulletin boards.

Can we buy cookies and juice with the host funds? No. The host is required to provide a weekly coffee hour. The funds can only be used for the purchase of coffee supplies. Providing additional beverages and food is not considered to be part of the host's duties.

Can hosts sell campsites or MVPs? No. Hosts are not allowed to collect camping fees, MVP fees or any other State of Michigan or concession operator's funds.

Can hosts enforce rules and regulations? No. Hosts have no law enforcement authority. Any violations of rules and regulations are to be reported to unit staff.

Are there any other restrictions on hosts? Hosts can only operate park vehicles and equipment with the unit manager's/supervisor's permission. They must also comply with the PRD policies on motor powered contrivances. In addition, they are not allowed to accept personal gifts and gratuities.

Are there any additional forms or reports that need to be filled out and submitted? At least once per year, hosts are required to fill out a Volunteer Campground Host Activity Report (PR 3280). These are to be kept on file at the unit. Unit managers/supervisors are to report host hours in the CARS Volunteer Program. At the end of the host period, the hosts and the Unit Host Program Leader are to complete evaluations for each other using forms PR3275 and PR3276. These are to be submitted to the Volunteer Program Manager and a copy is to be held on file at the park.