"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 **Monday ~February 6, 2012** at **5:00 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. Budget Review
   b. Park Updates
   c. Camp Host

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

Standard Budget Report

February 2012 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Program Revenues					
Charges for Services					
FIREWOOD SALES	0.00	131.30	300.00	-168.70	43.77
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
SHAKEY 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
SHAKEY LAKE LEASE SITES	6,750.00	8,172.00	63,682.00	-55,510.00	12.83
KLEINKE LEASE SITES	4,050.00	5,130.00	13,000.00	-7,870.00	39.46
Total Charges for Services	10,800.00	14,370.30	185,432.00	-171,061.70	7.75
Interest and Rents					
PAVILLION-SHAKEY	0.00	0.00	200.00	-200.00	0.00
PAVILION-KLEINKE	0.00	0.00	100.00	-100.00	0.00
Outside Storage	0.00	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	0.00	6,707.25	6,400.00	307.25	104.80
Total Program Revenues	10,800.00	21,077.55	191,832.00	-170,754.45	10.99
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	21,457.50	42,915.00	-21,457.50	50.00
Total Other Revenue	0.00	22,286.50	45,715.00	-23,428.50	48.75
Total Special Items	0.00	22,286.50	45,715.00	-23,428.50	48.75
Total Revenues	10,800.00	43,364.05	237,547.00	-194,182.95	18.25

MENOMINEE COUNTY

Standard Budget Report

February 2012 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
SALARIES	0.00	17,589.48	66,031.00	48,441.52	26.64
SALARIES - TEMPORARY	0.00	48.00	23,760.00	23,712.00	0.20
OVERTIME	0.00	0.00	1,800.00	1,800.00	0.00
LONGEVITY	0.00	675.00	675.00	0.00	100.00
HOSPITAL DEDUCTIBLE	0.00	15,290.58	22,907.00	7,616.42	66.75
HRA REIMBURSEMENTS	0.00	0.00	4,000.00	4,000.00	0.00
LIFE INSURANCE	0.00	18.40	60.00	41.60	30.67
FICA-OASDI	0.00	1,231.19	5,477.00	4,245.81	22.48
FICA-MEDI	0.00	287.94	1,281.00	993.06	22.48
WORKMENS COMPENSATION	0.00	1,007.84	3,154.00	2,146.16	31.95
RETIREMENT	0.00	2,855.89	10,603.00	7,747.11	26.93
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	0.00	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	0.00	199.98	700.00	500.02	28.57
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	0.00	569.86	1,000.00	430.14	56.99
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	0.00	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	0.00	3,157.27	5,000.00	1,842.73	63.15
PROFESSIONAL-PHYSICALS	0.00	0.00	650.00	650.00	0.00
TRAVEL/Parks Per Diems & Mileage	0.00	116.52	1,500.00	1,383.48	7.77
PROGRAMING/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
UTLITIES/ELECTRIC	0.00	2,589.13	30,000.00	27,410.87	8.63
EQUIPMENT MAINTENANCE	0.00	2,811.12	4,000.00	1,188.88	70.28
FACILITY MAINTENANCE	0.00	141.48	3,500.00	3,358.52	4.04

MENOMINEE COUNTY

Standard Budget Report

February 2012 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	0.00	53,330.22	237,548.00	184,217.78	22.45
Total Recreation and Culture	0.00	53,330.22	237,548.00	184,217.78	22.45
Total Expenditures	0.00	53,330.22	237,548.00	184,217.78	22.45
CHANGE IN FUND EQUITY	**10,800.00**	**-9,966.17**	**-1.00**	**-9,965.17**	**-996,617.00**

MENOMINEE COUNTY

Standard Budget Report

February 2012 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Program Revenues					
Charges for Services					
BOAT FEES	60.00	137.00	4,000.00	-3,863.00	3.42
Total Charges for Services	60.00	137.00	4,000.00	-3,863.00	3.42
Total Program Revenues	60.00	137.00	4,000.00	-3,863.00	3.42
Total Revenues	60.00	137.00	4,000.00	-3,863.00	3.42

MENOMINEE COUNTY

Standard Budget Report

February 2012 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 EXPENDITU	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	**60.00**	**-7,001.12**	**-96,000.00**	**88,998.88**	**-7.29**

~~Parks and Recreation Policy # 6.7~~
~~Revised~~ ~~December 12, 2008 I~~
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 ~~PRO511,~~ 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. I hereby covenant and agree to indemnify and save harmless, the ~~State of Michigan~~, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related 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. I understand that I may not be entitled to workers' compensation.
3. **Assumption of risk.** I understand that my work for ~~the MDNR~~ may include activities that may be hazardous. I assume the risk of injury or harm in those activities I choose to do and release ~~the MDNR~~ from all liability for injury, illness, death, or property damage occurring from my work for ~~the MDNR~~.
4. **Insurance.** ~~MDNR~~ does not have responsibility for providing any health, medical or disability insurance coverage for me. IT IS MY RESPONSIBILITY AS A VOLUNTEER TO INSURE I HAVE MEDICAL/HEALTH INSURANCE. As with other members of the public, I may file a claim with the State Administrative Board for personal losses that are under $1,000.
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. By signing this agreement I agree to a criminal history check and agree to provide ~~MDNR~~ with my birth date.
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. Many of these grants allow us to use in-kind services as a portion of this match instead of actual dollars. Your volunteer time may be used as an in-kind service to help us earn our match for some grants from federal or other sources. By signing this form, you consent to the use of your volunteer time as a possible in-kind match for grants received by the ~~MDNR~~.
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. I understand that should any part of this Release be ruled invalid by a court, the other parts will remain valid and continue to be in effect.

Volunteer From:

_____ _____ _____

Name (please print) *Date* *Date*

_____ *Signature* *Date of Birth*

_____ *Signature of Parent/Guardian*

~~Michigan Department of Natural Resources - Parks and Recreation~~

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)

Available From *To*

~~*Alternate Choice*~~ ~~*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 notavailable~~

~~■Northern Lower Peninsula ❑Upper~~

~~❑Anywhere in Michigan ❑Southern Lower Peninsula~~

List two references and their relationship to you.

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

In Case of Emergency, please notify:

Name and address of person to be notified (not living with you) Relationship Telephone

- *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 PRO511, 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	

E S ■ M • L ❑1X ❑2X ■ 3 X ■ S ❑ M ■L ❑1 x ❑ 2 X ❑3 X

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

D a t e

❑Criminal History Check completed and Volunteer is approved

~~Michigan Department of Natural Resources - Parks and Recreation~~

VOLUNTEER CAMPGROUND HOST APPLICATION

*This information is required to be considered for a campground host position by authority of ~~Part 741, 1994 PA 451, as amended. **Please refer to Host Policy #6.7, Timetables and Length of Service~~*

Applicant's Name	Retired? ❑Yes ❑No	Co-Applicant's Name	Retired? ■Yes • No
Address		Address	
City, State, ZIP		City, State, ZIP	
Telephone	E-Mail Address	Telephone	E-Mail Address
Occupation (current or past)		Occupation (current or past)	
Drivers License Number and State of Issue	Date of Birth	Drivers License Number and State of Issue	Date of Birth
Have you attended training for Volunteer Campground Hosts? ❑No • Yes If Yes. Date of		Have you attended training for Volunteer Campground Hosts? ONO NYes If Yes. Date of Training	
Have you served as a Volunteer Host before? • No III Yes If Yes. where?		Have you served as a Volunteer Host before? ❑No • Yes If Yes. where?	
Dates served		Dates served	
What special talents/interests do you have? Use reverse side if additional space is needed.		What special talents/interests do you have? Use reverse side if additional space is needed.	
Have you ever been convicted of a felony or misdemeanor? ■ No ❑Yes - If Yes, what _____		Have you ever been convicted of a felony or misdemeanor? ❑No ❑Yes - If Yes, what and when? _____	
Are you currently charged with a felony or misdemeanor? El No ❑Yes - If Yes, what and when? _____		Are you currently charged with a felony or misdemeanor? ❑No ❑Yes - If Yes, what and when? _____	

List names of all family members (in addition to Applicant and Co-Applicant) who will reside full time on the campsite.

Will any pets reside with you? If so, what kind?
❑No ■Yes ■ - How many? ❑Cat - How many? __ El Other (specify) _____- How many? ___

Would you serve as a Volunteer Campground Host at a Rustic Campground?	What kind of camping equipment will you use?	Size/Length of Unit
❑No ❑Yes	❑Tent ❑Motor Home ❑Trailer/Camper	

Michigan Department of Natural Resources — Parks and Recreation

CAMPGROUND HOST ACTIVITY REPORT

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

Park Name _____

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.	SUNDAY	
	MONDAY	
	TUESDAY	
*"Number of Contacts" — Totals should be for the day, not just for your activities or events.	WEDNESDAY	
	THURSDAY	
	FRIDAY	
**"Daily Host Activities" — Planned, structured events. Daily walks or contacts should only be included if unordinary in some way.	SATURDAY	
	TOTALS	

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

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: