

Directions for Park Service Volunteer Agreement Forms

There are two forms that must be completed and submitted to the Park Service before any person performs Fisheries related volunteer work for the first time after December 2017.

IMPORTANT

The **Volunteer Service Agreement Form** must be signed by the volunteer on page 2. All the areas in yellow need to be filled in (except for guardian if N/A), and the signature is needed to make it "official".

Likewise the **Volunteer in Park Service Description Form** must contain your name and signature as the Volunteer In Park (VIP).

Submittal

The easiest way to submit the forms would be to scan the completed forms and attach them to an email to Matt at Matt_Kulp@nps.gov. If scanning is not convenient, the completed forms can be mailed as follows:

Matt Kulp
Supervising Fishery Biologist
107 Park Headquarters Rd,
Gatlinburg, TN 37738

Trout in the Classroom (TIC)

Volunteer hours in support in the National Park are tracked for each person and are used for Park Service Volunteer Recognitions. TIC volunteer hours can also be captured and used for Park Service recognition even if the work is not performed in the National Park. Anyone who would like to capture their hours for all their TIC work, both in the Park and classroom or release area should do the following:

- Ensure VIP Agreement forms are completed and submitted.
- Send Caleb Abramson at caleb_abramson@nps.gov your hours as they are accumulated.

Thanks

Your cooperation on this, like all the work many of you have performed in support of Park Fisheries already is very much appreciated.