



NH Department of Natural and Cultural Resources
Volunteer Program
172 Pembroke Road
Concord, NH 03301
T: 603-271-3556
volunteer@dncr.nh.gov



Exhibit A: Annual Work Plan (“AWP”) Directions

Volunteer Groups (Group) in a Volunteer Agreement with the Department of Natural and Cultural Resources (DNCR and Department) are required to submit an Annual Work Plan (AWP) to the Volunteer Program Manager. AWP's must be submitted by February 1st unless otherwise stipulated in the Group's Volunteer Agreement. Groups that conduct winter operations must submit their AWP by October 1st.

The AWP allows DNCR and the Group to accomplish the following:

- Show the impact volunteer contributions make each year
- Celebrate the achievements of volunteer groups
- Compile a roster of volunteers in order to provide defense and indemnification to each volunteer by complying with [RSA 216-A:3-h](#) and [RSA 508:17](#)
- Approve projects that are beyond the scope of general maintenance
- Approve events and/or programs that are outside of normal park/forest operations
- Approve groups to receive outside funding for work on DNCR land
- Approve promotional material and signage related to the use of DNCR properties
- Approve group members to operate a chainsaw on DNCR land
- Approve winter grooming on non-motorized trails
- Propose potential partnership opportunities
- Coordinate operations for the upcoming year

AWPs are to be completed by the Group with input from the DNCR Site Supervisor(s). Operations, projects, and programs approved or conceptually approved (may require further review) by the DNCR Site Supervisor shall be included in the AWP submitted to the Volunteer Program Manager. AWP's should be submitted to the Volunteer Program Manager as word document (not a PDF) and any section of the AWP that does not apply to the Group should be denoted as N/A. Requested changes to the AWP will be tracked in the word document and no changes will be made to the AWP without approval from the Group.

DNCR shall review the Group's AWP and shall, within 30 days, either approve the plan or request revision and resubmission of the AWP for final approval by DNCR. DNCR reserves the right to change and/or reject any part of a proposed activity or scope of work. An AWP is approved by DNCR once it has been signed by the Director of Parks & Recreation and/or the Director of Forests & Lands.

Process for submitting and approving an AWP:

Volunteer Group
completes AWP with
input from **DNCR Site**
Supervisor

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Volunteer Group
submits AWP to
Volunteer Program
Manager

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Volunteer Program
Manager submits AWP
to **Director(s)** for
approval or revision

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Volunteer Program
Manager returns
approved AWP or
revision requests to
Volunteer Group

If the Group would like to update or add to the AWP after it has been approved, the Group can contact the Volunteer Program Manager to request an amendment.

If you have questions, or would like help filling out your AWP, please contact the Volunteer Program Manager:

Jesse Creedy Powers
jesse.creedypowers@dncr.nh.gov
603-271-3056 (office)
603-419-0371 (cell)

Thank you for all you do for New Hampshire State Parks, Forests, and Historic Sites!

A-1 Summary of the Past Year

1. Summary of approved projects from the past year (if applicable): A **project** is any work that is beyond what is outlined in the Description of Volunteer Service in the Group's Volunteer Agreement. These types of projects require **approval** from DNCR staff either through the **Group's AWP (section A-3)** or through written approval from a DNCR staff member. Examples of projects that require DNCR approval include: improvement projects, construction, vegetation management, major repairs, landscape changes, repair or restoration of buildings.

Summarize any **approved projects from the previous year** (these include projects that were approved by the Site Supervisor or projects approved in section A-3 of your previous AWP). **Provide a status update for each project:** completed, in process, not started. **Include information such as:** any contracted labor, total value of contracted work, list and value of any purchased or donated equipment and materials, any other relevant information.

2. Summary of program, event, or fundraiser from the previous year (if applicable): Include events in **section A-4 of your previous AWP** as well as any events approved outside the AWP. **Include a brief description for each that includes:** the name and date of the program/event/fundraiser, how many people attended, any fees or donations collected, financial report of how income from the event was used (if applicable), any associated partnerships or sponsorships.

3. Summary of the Group's activities from the previous year including general maintenance, notable achievements, recognition of individuals, volunteer efforts, and sponsors: Include a summary of the **general maintenance activities** completed by the Group (any **projects** should be listed in **section A-1:1**). All Groups should be periodically submitting a [Volunteer Work Report](#) to the Volunteer Program Manager. If the Group has submitted all Volunteer Work Reports for the year, contact the Volunteer Program Manager for a summary of work completed to include in this section.

4. Total number of volunteer hours, on DNCR property, from the previous year: Include **any hours that support volunteer efforts on DNCR land**. Meeting hours may be counted if the meeting objective is to support volunteer efforts on DNCR land. Do not count travel time to or from a DNCR property.

A-2 Operations for the Upcoming Year

1. Overview of the Group's operations including trails maintained by the Group and any cooperative projects to be addressed by the Group and DNCR: In the overview of the Group include the **mission** of your organization, **DNCR trails** maintained by the Group, and any **DNCR building or facility** that the Group uses to support their operations. Explain the capacity in which the DNCR building or facility is used by the Group.

Include any operational needs the **Group and DNCR can cooperatively address** in the upcoming year. Operational needs are determined by the DNCR Site Supervisor with input from the Volunteer Group and based on the management goals for each property. **Examples of projects to be cooperatively addressed include:** closing illegal trails, updating signage, blazing, prioritizing trail maintenance on specific trails, rebuilding bridges, etc.

2. Schedule of meetings for the upcoming year: Include dates, times, and locations if known.

3. Winter grooming operations (if applicable): All winter grooming must follow the ‘**Best Management Practices for Winter Grooming on Non-Motorized Trails**’ provided to the Group by the Volunteer Program Manager. DNCR will review all proposed trails and indicate in the AWP whether each trail is ‘**approved to be groomed,**’ or ‘**conceptually approved but no grooming will be done until further review is completed and DNCR written approval is given.**’ The Department reserves the right to establish fees, at any time, for access to and use of any state park area, including trails. **Approval for each trail, even if it was previously approved through an AWP, must be continually given each year by the Department.** Approved grooming trails shall be open to the general public for winter use. No signs limiting the use of a groomed trail shall be permitted. The Department and Site Supervisors may at any time and at their discretion, deny or revoke a portion of or entirely the Group’s request to perform winter grooming operations.

a) List all non-motorized trails your Group would like to groom: Beside each trail name, include whether the trail was ‘**previously approved to be groomed through AWP**’, or whether it is a ‘**new proposal.**’ All newly proposed trails must go through a review process to be coordinated with the Volunteer Program Manager and/or Site Supervisor.

b) List all Groomer Operators: If your Group wishes to add a Groomer Operator mid-year that is not listed in this section of your AWP, you can request to amend your AWP by emailing the Volunteer Program Manager with the full name of the Groomer Operator. The State reserves the right to either approve or deny the request.

c) List all OHRV, snowmobiles, and drag/trail setting equipment that will be used to groom and provide a copy of a completed Trails Maintenance Vehicle registration for each vehicle: Each OHRV or snowmobile used by the Group to groom must be registered as a **Trails Maintenance Vehicle with New Hampshire Fish and Game Department**. When completing [the application](#), check off the box for Cross Country Ski Trails. A copy of each completed Trails Maintenance Vehicle registration shall be provided to DNCR in the AWP or before the start of each grooming season.

d) Confirm that the Group has insurance coverage for all grooming activities and any vehicle used to groom on DNCR land (provide Certificate of Insurance in section A-5:1): As outlined in the Best Management Practices for Winter Grooming on Non-Motorized Trails, the Group must provide a **Certificate of Insurance** that identifies the State as a Certificate Holder.

4. List any individual, including those approved previously, requesting to operate a chainsaw on Department land (if applicable): Approval to operate a chainsaw on State land **must be given by the Department each year.** Approval can be granted through the Group’s Annual Work Plan or through written approval from the Volunteer Program Manager.

Any volunteer over the age of 18 approved to operate a chainsaw on DNCR land must adhere to the **Department’s Chainsaw Policy #14**. In order to be considered for approval, each individual must have a copy of their **chainsaw training certification and Department Policy #14 Acknowledgement form on file with the**

Volunteer Program Manager. Training certifications from a DNCR led course or other approved training program are valid for 3 years

Volunteers are not permitted to do any cutting that exceeds the definition of “basic sawyer” as outlined within the Policy. Volunteers are expected to provide their own equipment, materials/supplies/tools, and Personal Protective Equipment (PPEs) that meet the requirements outlined in the policy. The Department will not be responsible for any damages to the equipment while being used on State property. All volunteers are expected to notify the Site Supervisor in advance of any chainsaw use and include their planned arrival time, their expected time of returning to their vehicle, what trails or routes are included, who is with you, and what the cutting plans or needs are for the day. Before operating a chainsaw on DNCR property, the Site Supervisor will need to check your PPEs to ensure that they are in safe and acceptable condition. The Department, at any time, has final authority to approve, deny, and/or halt chainsaw operations on Department lands.

5. Group roster: Include a list of members regularly volunteering on DNCR property/properties, a list of board members, and the names of members who are assigned keys to a State Reservation, premises and/or facility. The purpose of the Group roster is to provide defense and indemnification for DNCR volunteers by complying with [RSA 216-A:3-h](#) and [RSA 508:17](#). **The Group can update the roster throughout the year** by emailing the Volunteer Program Manager. The Department reserves the right and at its discretion, to either approve or deny the Group’s request to add any new volunteer.

Anyone volunteering with the Group who is **not listed in the AWP in section A-2:5** must sign a [Single Day Sign In Sheet](#) (unless volunteer guests are otherwise covered by your Group’s Volunteer Agreement). Most Volunteer Agreements require the use of Single Day Sign In Sheets. Completed sign in sheets can be emailed or mailed to the Volunteer Program Manager.

6. Grants and sponsorship initiatives for the upcoming year: DNCR must review and approve any grants or outside funding to verify that the funding source does not bind, obligate, or restrict the State in any way.

7. Any marketing, advertising, promotional activities, partnerships, and initiatives, related to the use of DNCR properties, including event materials and recognition of the Division as a partner: Any promotional materials not included in the AWP, must be submitted to the Volunteer Program Manager for approval. Any and all promotional materials shall recognize the Division as a partner and shall, if applicable, identify the State Reservation by name.

<u>A-3 New Projects for the Upcoming Year</u>
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1. New project proposals: A **project** is any work that is beyond what is outlined in the Description of Volunteer Service in the Group’s Volunteer Agreement. These types of projects require **approval** from DNCR either by including it in this section of the **Group’s AWP or through written approval from the DNCR Site Supervisor**. Approval must be granted by DNCR prior to the start of any work. **Examples of projects that require DNCR approval include:** improvement projects, construction, vegetation management, major repairs, landscape changes, repair or restoration of buildings.

Be as descriptive as possible when outlining a new project proposal. Include the purpose of the project and information such as maps, uses, alternatives, funding, structural improvements, and how this project will help to

support or benefit the mission of the Department. Note whether the proposed project is related to an existing MOA or Agreement with DNCR.

DNCR will review all new project proposals and indicate in the AWP whether the project is: **‘approved and to be completed at the convenience of the Group with communication with the Site Supervisor,’** or **‘conceptually approved but no work will be done until further review is completed and DNCR written approval is given.’**

2. Requested closures of DNCR lands, facilities, or trails: List any and all requested restriction or closures of DNCR lands, facilities, or trails to the general public that may be necessary to accomplish or complete a Group project in the upcoming year.

A-4 Programs, Events, Fundraisers

1. Provide a detailed description of all programs, events, and fundraisers requested to be held on Department land in the upcoming year: Include as much detailed information as possible. **Include information such as:** actual dates and times (including set-up/clean-up), any fees/admission/rates/prices/donation requests/other charges, advertising/marketing materials, who the target audience is (i.e. general public, children, group members, etc.), any co-sponsors or partners involved, special considerations (i.e. park staff assistance, onsite emergency services, sanitation services, traffic control, electricity), if event tents will be used, if/what food will be served, any 3rd party vendors, and how the gross revenue from the event will be used.

DNCR will review and indicate for each program, event, and fundraiser whether the activity is: **‘approved and shall not require additional permitting from the State,’** or **‘shall require a Special Use Permit (SUP) in accordance with Res 7403.01’.**

Programs, events, and fundraisers that **require a SUP** will have an associated **one-time annual administrative fee of \$100.00** made payable to the “Treasurer, State of New Hampshire.” The \$100.00 administrative fee will cover all preapproved programs, events, and fundraisers for the year that requires a SUP and are **scheduled in advance through the AWP.** Please note that if a program, event, or fundraiser is **not covered under the Group’s general liability insurance policy**, the Group will be required to **secure additional event insurance** for the date(s) of the activity.

Any program, event, or fundraiser held by the Group that is **not included in the AWP, must be reviewed for approval** by the Department and may require a SUP and any associated SUP program policies, procedures, fees, and requirements. The State reserves the right to either approve or deny the request.

A-5 Agreement Requirements

1. Proof of insurance: Each Volunteer Group is required to carry and maintain in force general liability insurance coverage in the following amounts: a) One Million Dollars (\$1,000,000) per occurrence; and b) Two Million Dollars (\$2,000,000) in the aggregate. The Volunteer Group shall identify the State as the **Certificate Holder** and **additional insured.** The Certificate Holder shall be listed as follows: State of New Hampshire, Division of Natural

and Cultural Resources, Division of Parks and Recreation, 172 Pembroke Road, Concord NH 03301. Include any proof of insurance for **winter grooming operations** on DNCR non-motorized trails as outlined in **section A-2:3d**.

2. Group signage on State land: Include any signage the Group would like to post on State land. All signage requires written approval from DNCR and must be consistent with State Park branding. Include any relevant maps, pictures, blazing, etc. of proposed signage.

3. Organizational status: Confirm that the Group is in “Good Standing” with the **Secretary of State’s Corporate Division**. Denote whether the Group is a registered charity with the **Attorney General’s Charitable Trusts Unit**.

A-6 Financial Reports

1. Provide a balance sheet or treasurer’s report for the year: The following documentation will suffice: **a copy of the Group’s Annual Report** that is provided to the Secretary of State’s Corporate Division, or the Group’s **most recent Treasurer’s Report**.

The balance sheet or treasurer’s report should outline how fees, donations, and revenue collected from events and activities, within and/or associated with the DNCR property, went to support the mutual goals of the Group and DNCR.

2. If collecting fees on behalf of DNCR, give an accounting of any fees due to DNCR as stipulated in the Agreement (if applicable):

A-7 Signatures

The Group Leader, usually the President or whoever signed the Volunteer Group Agreement, **shall sign the completed AWP** and then **submit it to the Volunteer Program Manager**.

DNCR shall review the Group’s AWP and shall, within 30 days, either approve the plan or request revision and resubmission of the AWP for final approval by DNCR. An AWP is considered to be ‘approved’ once it is signed by the Director of Parks & Recreation and/or the Director of Forests & Lands.