



MINNESOTA DNR VOLUNTEER AGREEMENT

Notice of Intent to Collect Private Data: Data about you as a DNR volunteer is classified as Personnel Data, Minnesota Statutes, section 13.43. Data classified as public data is listed under MS s 13.43, subd.2; all other data about you is classified as private data. All volunteers are asked to provide private data, which includes your address, telephone numbers, email address, and gender, in order to facilitate your volunteer placement. You are not legally required to provide private data. However, if you do not provide the data: we may not be able to contact you; you may not receive important documents; and we may not be able to appropriately place you for volunteer activities. Those who are allowed access to your private data include: DNR staff who work with volunteers; DNR staff whose work reasonably requires access; and anyone authorized by law or court order.

DNR Staff: Some of the data collected on this form are classified as private data. Only those with a business need to know may have access to the data and it may only be used for activities related to volunteering. Data on this form may not be released to others without first consulting the Human Resources Bureau. This agreement is used to officially register your volunteers for liability coverage. **Keep this in YOUR files.** Provide a copy of "Notice of Enrollment in a Certified Managed Care Plan for Workers' Compensation Injuries and Illness" to volunteer to read.

Volunteer's Name (LAST)		(FIRST)		Daytime Phone Number ()	
Address (number and street)				Email address	
City		State	Zip	Volunteer Job Title/Type of Project	
Specific Location of Work Site (if different than supervisor's address below)					
Purpose					
Duties (authorized work and restrictions)					
Qualifications Desired (education, skill, experience)					
Division/Bureau/Unit		Region	Name of Supervisor/Contact Person		Title
Supervisor's Address (DNR facility name, number and street)				Telephone number ()	
City		State	Zip		

Time Commitment: Negotiable? Yes No Dates of Project: From : _____ to _____ or On-going

Minimum volunteer time commitment acceptable for this project: _____ Weekdays Evenings Weekends

Training Available? Yes No Reimbursement for Expenses: Mileage: Yes No Meals: Yes No
Does volunteer hold a valid driver's license? Yes No Does volunteer have current auto insurance on personal vehicle? Yes No

WORK EXPECTATIONS: Volunteers are expected to follow the same rules and regulations as employees concerning use of computers, email, Internet use, phones, workplace behaviors, alcohol and drug use, violence prevention, harassment, discrimination, and code of ethics (M.S. 43A.38).

INTELLECTUAL PROPERTY RIGHTS: All right, title, and interest in all intellectual property which may be conceived or originate, either individually or jointly by others, and which arises out of the performance of my activities with the DNR, will be the property of the State of Minnesota and are hereby assigned to the State. I also agree, upon request of the State to execute all papers and perform all other acts necessary to assist the State to obtain and register copyrights and patents on such materials. Works of authorship created by me in the performance of my activities with the DNR shall be considered "works made for hire" as defined in the U.S. Copyright Act.

I have read, understand and agree to abide by these policies. If I am unable to meet this commitment, I will contact my DNR supervisor.

Volunteer's Signature	Date
If under 18 years, parent/guardian must approve and sign Parent/Guardian's Signature	Date