



## MINNESOTA DNR VOLUNTEER AGREEMENT

Please complete gray shaded areas, sign, and return in the envelope provided **by April 15<sup>th</sup>** – thanks!

Volunteer's Name (LAST) (FIRST)		Daytime Phone Number ( )	
Address (number and street)		Email address	
City	State	Zip	Volunteer Job Title/Type of Project MFTCS volunteer
Specific Location of Work Site (if different than supervisor's address below)			
Purpose To assist with monitoring the state's frog and toad population via the Minnesota Frog and Toad Calling Survey program			
Duties (authorized work and restrictions) To collect data on the species of frogs and toads heard calling as well as associated environmental information along 10 different stops on pre-established survey routes three times per year as described in the MFTCS surveyor packet			
Qualifications Desired (education, skill, experience) Willingness and ability to survey according to the MFTCS protocols, as described in the MFTCS surveyor packet			
Division/Bureau/Unit Ecological & Water Resources Nongame Wildlife Program	Region	Name of Supervisor/Contact Person Krista Larson	Title Nongame Research Specialist (MFTCS volunteer coordinator)
Supervisor's Address (DNR facility name, number and street) Minnesota DNR – central office, Division of Ecological & Water Resources, 500 Lafayette Rd, Box 25		Telephone number (651) 259-5120	
City St. Paul	State MN	Zip 55155	

Time Commitment: Negotiable?  Yes  No

Dates of Project: 3 evenings annually during set time periods between April 15<sup>th</sup> and July 20<sup>th</sup>. See survey packet for specific route assignments and survey dates.

Minimum volunteer time commitment acceptable for this project: See MFTCS survey packet  Weekdays  Evenings  Weekends

Training Available?  Yes  No (materials provided in survey packet)

Reimbursement for Expenses: Mileage:  Yes  No Meals:  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).

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

**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 number, and email address, 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.