



MINNESOTA DNR GROUP VOLUNTEER AGREEMENT & REPORT

Volunteer Organization/Group Name	Address	City	State	Zip Code	Telephone Number ()
Contact Person	Address	City	State	Zip Code	Telephone Number ()
Project Title		Project Date(s)			
Project Description (authorized duties and restrictions)					
DNR Staff Person	Title	Division/Bureau/Program	Address, City, State, Zip		Telephone Number
<p>DNR Staff Notice: 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. Keep form locked in YOUR files for future reference.</p> <p>HARASSMENT: The Minnesota Department of Natural Resources (DNR) has adopted a statement of policy against harassment. The policy includes the procedures for reporting and resolving issues brought to the attention of the DNR. This policy statement can be found in the Minnesota DNR Affirmative Action Plan.</p> <p>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.</p> <p>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 may include 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.</p> <p>I have read, understand, and agree on behalf of my group that we will abide by these policies. If we are unable to meet our commitment to this volunteer project, I will contact our DNR supervisor.</p>					
Volunteer Group Contact Person's Signature				Date	

List of group volunteers on the back of form.

