



Volunteer Handbook

Official Volunteers-In-Parks Program Handbook



2011
Harpers Ferry National Historical Park



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WELCOME

Welcome to Harpers Ferry National Historical Park and thank you for your interest in our Volunteers- In- Parks Program. Volunteering is an American tradition that has made an immeasurable contribution to communities, organizations, and individuals throughout the country. In fact, a public survey found that over one- third of the American public has been or is currently a volunteer. The National Park Service Volunteers- In- Parks are Very Important People (VIPs). Each year more than 120,000 volunteers donate over four million hours of service in the U.S. National Parks. In 2010, over 1,200 volunteers at Harpers Ferry National Historical Park alone donated well over 40,000 hours of service at a value of over \$850,000.

Joining the Volunteer Program at Harpers Ferry NHP means that you are now a part of a truly exceptional team! Our volunteers are extremely dedicated and enthusiastic about their service to the park. As awardees of the 2010 Take Pride in America Award for Outstanding Federal Volunteer Event, the Volunteer Program has a variety of opportunities to interest almost anyone who wishes to dedicate their time to Harpers Ferry.

This handbook is intended to introduce you to the National Park Service, Harpers Ferry National Historical Park, and the Harpers Ferry Volunteers- In- Parks Program. It is designed to answer a variety of questions that you might have about all aspects of volunteering in our park.

In addition to this handbook, you can also find information about volunteering and internships on the Harpers Ferry National Historical Park website, at <http://www.nps.gov/hafe>. This website also contains additional information about the park's history, natural resources, special events, visiting, regulations, education, and news.

Should you have any additional questions about the Harpers Ferry VIP Program or are interested in any of the park's many service opportunities, the Volunteer Coordinator can be reached by phone at (304) 535- 5017, by email at HAFE_Volunteer_Coordinator@nps.gov, or by mail at Volunteer Coordinator, Harpers Ferry National Historical Park, P.O. Box 65, Harpers Ferry, WV 25425. Thank you for your time, interest, and energy!

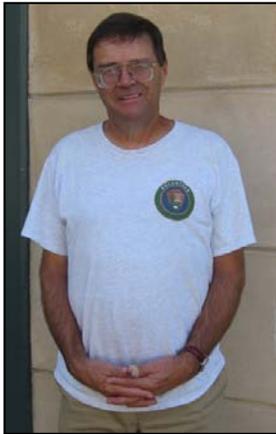


Alternative Spring Break Volunteers from Canisius College

Volunteer Testimonials

Anne Long

Anne Long is a Visitor Services volunteer who has been donating her time to Harpers Ferry for 15 years. Not only does she interact with park visitors, but she also enjoys helping people with genealogies and book research. Having a broken leg at the time, Anne decided that she did not want to feel sorry for herself anymore, so she started to volunteer as a way to research and give back to the national parks. Anne was drawn to Harpers Ferry because she came across some letters written by her great uncle, who was captured at the Battle of Harpers Ferry. Having lived in so many places around the world, Anne especially enjoys talking to foreign visitors. Anne lives by the motto, “To save a river is not about rivers, it’s about the human heart.” Anne is passionate about volunteering and believes it is, “important to connect to visitor’s interests and find out why they are at Harpers Ferry. I hope to build a bridge to their passions and hope that they will also contribute to national parks.”



Mark Walker

2011 marks the second summer that Rocky Knoll teacher Mark Walker has volunteered with the Education program. Two days a week, Mark does office work, such as reviewing lesson plans, and works with the Congressional Youth Leadership Conference (CYLC) scholars who visit the park. Mark was originally drawn to the idea of volunteering when his family once visited the park. Mark appreciates the sense of family that he feels here and loves national parks, so it is interesting for him to learn about NPS from the inside out. Mark enjoys CYLC the most, and especially likes to find out where all of the young scholars are from. Mark describes his community service as, “A way to give back. Harpers Ferry is a neat place.”

Dorothy Strange and Martha Zimmerman

Two afternoons a week, friends Dorothy Strange and Martha Zimmerman volunteer with the Museum Management program. Martha jokes that she originally started volunteering to keep herself out of trouble. Yet, Dorothy and Martha express that they were drawn to Harpers Ferry because of their love for nature, history, and especially national parks. Growing up, Martha often camped at national parks. Today she enjoys coming across photographs of the Scottish Castle that once stood on Bolivar Heights as she remembers visiting it as a Girl Scout. Having lived at Yosemite some time ago, recently, Dorothy began volunteering to keep herself busy after her husband passed away. One of Dorothy’s highlights here was to find a memo written and personally signed by Bill Clinton. “It was great to hold in my hands a paper with his signature on it.” Today, both are preserving park history by removing staples and paper clips from archives and relocating them into acid free folders.



INTRODUCTION

U.S. National Park Service Mission Statement (1997)

The National Park Service preserves unimpaired the natural and cultural resources and values of the national park system for the enjoyment, education, and inspiration of this and future generations. The Park Service cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout this country and the world.

To achieve this mission, the National Park Service adheres to the following guiding principles:

- **Excellent Service:** Providing the best possible service to park visitors and partners.
- **Productive Partnerships:** Collaborating with federal, state, tribal, and local governments, private organizations, and businesses to work toward common goals.
- **Citizen Involvement:** Providing opportunities for citizens to participate in the decisions and actions of the National Park Service.
- **Heritage Education:** Educating park visitors and the general public about their history and common heritage.
- **Outstanding Employees:** Empowering a diverse workforce committed to excellence, integrity, and quality work.
- **Employee Development:** Providing developmental opportunities and training so employees have the "tools to do the job" safely and efficiently.
- **Wise Decisions:** Integrating social, economic, environmental, and ethical considerations into the decision - making process.
- **Effective Management:** Instilling a performance management philosophy that fosters creativity, focuses on results, and requires accountability at all levels.
- **Research and Technology:** Incorporating research findings and new technologies to improve work practices, products, and services.
- **Shared Capabilities:** Sharing technical information and expertise with public and private land managers.

Information found on NPS website, <http://www.nps.gov/legacy/mission>.

History and Purpose of the U.S. National Park Service



The national parks and national park sites of the United States are some of the best- known places in the world. Each serves to preserve and exhibit cultural and natural resources of recognized value.

America's still- expanding national park system is the result of more than a century of effort by countless dedicated citizens. By the mid nineteenth century, Americans began to realize that they had the power to make immense changes in their world, including the need to preserve. It seemed obvious that certain special places ought to be shared by all, rather than locked up to benefit a lucky few. It was this urge to share and preserve that led to America's initial experiments in national parks.

In 1864, during the midst of the Civil War, the federal government took time to transfer California's increasingly popular Yosemite Valley to state control, with the specific provision that the area be operated as a public park. Less than a decade later, when the wonders of Yellowstone Park became apparent, Congress again acted to prevent private ownership. But this time, since no state government yet existed in the region in question, the government had no choice but to undertake the operation of the new reserve itself. The result was America's first formally titled "national park".

As the number of national parks increased and arguments continued as to what exactly they should be, a campaign began in order to bring all the parks together under the administration of one central office with one well- defined idea of park management goals. Out of this effort came the Organic Act, which was legislation that created National Park Service in 1916.

This Organic Act states, "the Service thus established shall promote and regulate the use of Federal areas known as national parks, monuments and reservations . . . by such means and measures as conform to the fundamental purpose of the said parks, monuments and reservations, which purpose is to conserve the scenery and the natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations."

The National Park Service still strives to meet those original goals in addition to filling many other roles as well. The NPS is guardian of our diverse cultural and recreational resources, an environmental advocate, a world leader in the parks and preservation community and a pioneer in the drive to protect America's open space.

Today, the National Park System, under the Department of the Interior, consists of over 390 individual units covering more than 83 million acres in 49 States, the District of Columbia, American Samoa, Guam, Puerto Rico, Saipan, and the U.S. Virgin Islands. The agency has over 20,000 employees and 140,000 volunteers.

Harpers Ferry National Historical Park

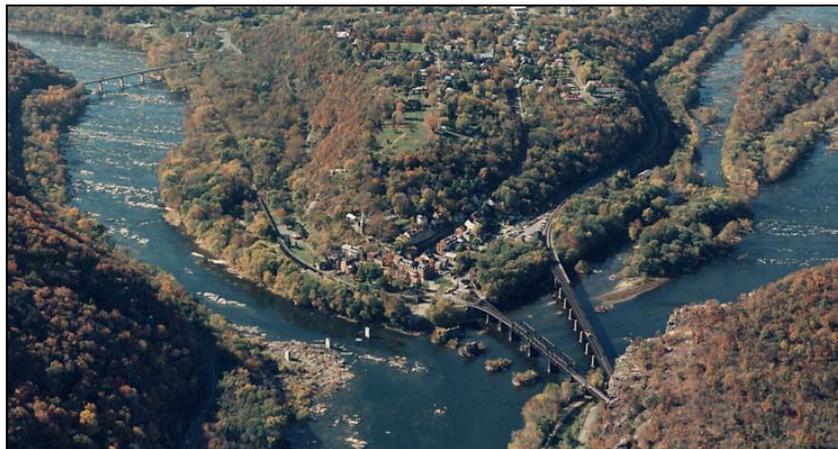
Harpers Ferry National Historical Park is certainly one of our country's hidden treasures- the park includes a combination of natural and cultural resources that are unparalleled within the National Park System. Harpers Ferry became a national monument in 1944 and was established as a national historical park in 1963 in order to preserve historic resources and to commemorate the historic events that occurred in Harpers Ferry for the benefit and enjoyment of all people.

Harpers Ferry National Historical Park is located at the confluence of the mighty Potomac and Shenandoah rivers amidst the majestic mountains of the Blue Ridge. The landscape offers several beautiful scenic vistas. Today, nearly 4,000 acre park consists of land in West Virginia, Maryland, and Virginia. Harpers Ferry is home to over 170 bird species and 30 mammal species, and about 70% of the park is covered with eastern deciduous forest.

The park also offers 20 museums and exhibits as well as 20 miles of hiking trails. The Appalachian National Scenic Trail, Potomac Heritage National Scenic Trail, and the Chesapeake and Ohio Canal National Historical Park intersect here. Harpers Ferry is also home to the Stephen T. Mather Training Center, which trains National Park Service employees, as well as the Harpers Ferry Center, where National Park Service interpretive media is designed.

Harpers Ferry is a park like no other because its history has few parallels in the American drama. It is more than one event, one date, or one individual. It is multi-layered, involving a diverse number of people and events, decision and actions that influenced the course of our nation's history. Harpers Ferry witnessed the first successful application of interchangeable parts, the arrival of the first successful American railroad, John Brown's attack on slavery, the largest surrender of Federal troops during the Civil War, and the education of former slaves in one of the earliest integrated schools in the United States. Due to the complexity of Harpers Ferry's past, the park embodies six themes: John Brown, Civil War, African- American History, Industry, Transportation, and Natural Heritage. Each theme deals with a specific set of events or circumstances that influenced the growth and development of Harpers Ferry and the role this area played in the history of the United States.

For more information about the Harpers Ferry historical themes and other park facts, please refer to the Harpers Ferry National Historical Park section in the Appendix or our park website at <http://www.nps.gov/hafe>.



Organization of the National Park Service and Harpers Ferry National Historical Park

As a volunteer, you are a member of the Harpers Ferry and the National Park Service team. Therefore, it is beneficial to know some of the logistics and organization of the entity that you are volunteering for. The information listed below will help to place Harpers Ferry National Historical Park into the larger context of our U.S. government, and it will also explain the basic organization of Harpers Ferry itself. Hopefully, this tool will show you where you- as a volunteer- fit into the overall scheme of things.

Positions Located in Washington, D.C.:

Secretary of the Interior: Ken Salazar (January 2009- present)

The U.S. Secretary of the Interior is the head of the U.S. Department of the Interior, which protects America's natural resources and heritage, honors our cultures and tribal communities, and supplies the energy to power our future. The Secretary of the Interior is a member of the Presidential Cabinet and is therefore part of the Executive Branch.

Director of the National Park Service: Jonathan Jarvis (October 2009- present)

The Director of the National Park Service is the head of the National Park Service, with main responsibilities of being stewardship and care of our national parks, service to our visitors, and expansion of our community programs.

Regional Director for the National Capital Region: Steve Whitesell

The Regional Director for the National Capital Region oversees all of the National Park units in Washington D.C., as well as select parks in Maryland, Virginia, and West Virginia. Harpers Ferry National Historical Park is located in the National Capital Region, so our Park Superintendent reports to the Regional Director for the National Capital Region.

Senior Management Positions at Harpers Ferry National Historical Park:

Superintendent: Rebecca Harriett

The Park Superintendent oversees all park activities and is accountable for making sure that Harpers Ferry is functioning properly. The Superintendent also has the responsibility for maintaining internal and external park relationships. All division heads report directly to the Park Superintendent.

Chief of Interpretation, Education, and Partnerships: Dennis Frye

The Chief of Interpretation, Education, and Partnerships oversees several of the park's branches, which include Education, Visitor Services, Living History, and Partnerships. The Chief of Interpretation is responsible for many of the special events and celebrations that occur on Harpers Ferry property. Additional responsibilities include ; overseeing the management of an interdisciplinary internship program, interpretive media design, and public affairs.

Facility Manager: Micheal “Cas” Castagnetto

The Facility Manager oversees Grounds, Roads, & Trails, Buildings & Utilities, and the Custodial branches at Harpers Ferry. The Facility Manager is responsible for any large rehabilitation and restoration construction projects in the park and also the maintenance of all other NPS buildings located on Harpers Ferry land. The Facility Manager also oversees Transportation Services, and is responsible for the Climate Friendly Parks Initiative.

Chief of Resource Management: Mia Parsons

The Chief of Resource Management oversees Archaeology, Museum Services, Wildlife, and Biology. In order to avert impairments to park resources, one of the main responsibilities of this position involves compliance. Nothing can physically alter Harpers Ferry National Historical Park in any way unless the Chief of Resource Management approves it. Additional responsibilities include air and water quality monitoring as well as lands management.

Administrative Officer: Gayleen Boyd

The Administrative Officer is responsible for overseeing park procurement, housing program, the uniform program, funding requests, and the park budget. Additional responsibilities include overseeing Information Technology, Human Resources, and the Harpers Ferry Youth Conservation Corps program.

Chief Ranger: Jeff Woods

The Chief Ranger is heavily involved in resource protection, and oversees the Harpers Ferry Fee Program, Law Enforcement, and Emergency Medical Services. Additional responsibilities include issuing special use permits for public events and demonstrations that are held in the park.



Living History Volunteers, Cavalry

Harpers Ferry Partners

The National Park Service cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout the United States and the world. An important avenue for achieving the National Park Service mission and interpretation within Harpers Ferry National Park depends on productive partnerships with local, regional and national organizations.

Some of the many partners which have supported and/or volunteered with us include:

4- H	Historic Preservation Training Center
Air Guard	Jefferson County Commission
Alice Ferguson Foundation/BTW	Jefferson County CVB
American Association of Museums	Jefferson County Schools, WV
American Public University System	Johns Hopkins University
Appalachian Trail Conservancy	Journey Through Hallowed Ground
Appalachian Trail Park Office	Junior National Young Leaders Conference
Boston University	KOA Campground – Harpers Ferry
Boy Scouts of America	Latter Day Saints Groups
Boys and Girls Clubs	Living History Groups
BTI Whitewater	NAACP
Canal Town/Trail Town Committee	National Association for Interpretation
Canisius College	National Capital Regional Office
Catoctin Heritage Center	National Conservation Training Center
Chesapeake and Ohio Canal NHP	National Parks Conservation Association
Chesapeake Bay Foundation	Other Schools/School Districts
Civil War Trails	Potomac Appalachian Trail Club
Civil War Trust	Potomac Heritage National Scenic Trail
Congressional Youth Leadership Council	River Riders
County and State Parks	Rivers and Trails Outfitters
CSX Railways	Rivers Trails Conservation Assistance
Department of Homeland Security - CPB	Save Historic Antietam Foundation
Descendents of John Brown	Shepherd University
For Love of Children	Stephen T. Mather Training Center
Freedom's Run Marathon Committee	Storer College Alumni
Friends of Harpers Ferry	Student Conservation Association
Friends of Shenandoah North Fork	Texas Tech University
Friendship Fire Company	Town of Bolivar
Girl Scouts of America	Town of Harpers Ferry
Harpers Ferry Merchants Association	Two Rivers Heritage Alliance
Harpers Ferry Center	University of Maryland College Park
Harpers Ferry Civil War Roundtable	US Forest Service – Harpers Ferry Job Corps
Harpers Ferry Conservancy	Washington County CVB
Harpers Ferry Family Medicine	Washington Support Office
Harpers Ferry Historical Association	West Virginia Conservation Corps
Harpers Ferry Middle School	West Virginia Division of Tourism
Harpers Ferry Police Department	West Virginia University

Maps of Harpers Ferry

Harpers Ferry National Historical Park Map



1. Lower Town

This area is located at the Shenandoah and Potomac River confluence. The heart of Lower Town is formed by the concentration of historic buildings and landscape features along Shenandoah Street, Potomac Street, Hog Alley, and High Street. At the stone steps on High Street, the boundary follows the Appalachian Trail up to St. Peters Catholic Church, the ruins of the Episcopal Church, and Jefferson Rock. See Lower Town Map below for more information about this area.

2. Virginius Island and Hall's Island

Virginius Island is the historically heavily developed industrial site adjacent to the Shenandoah River on the south side of Harpers Ferry. Although no longer an island, it was created when a canal system was developed to provide water power for the industry on the island. Mostly reclaimed by nature, today the outlines of the island can be traced by the remnants of the Shenandoah Canal, where it angles out to the Shenandoah River. In modern times the island continues almost seamlessly as a "unit" to include the historic Hall's Island which was the location of Hall's Rifle Works.

3. Camp Hill

Camp Hill is so- named because US Army regiments camped on this hill above Lower Town in 1798- 99. It is primarily a residential area with several buildings used for NPS

administrative purposes, and maintains a historic quality. It is in this area that Storer College, with several buildings used first by the military and later for various college functions, is located. It also consists of the wooded slope containing a stretch of the Appalachian Trail.

4. Murphy- Chambers Farm

The Murphy- Chambers Farm sits on a bluff overlooking Bull Falls on the Shenandoah River. The land was first developed as a farm in 1848 and later, during the Civil War, became an important position for the Confederates, whose success forced the Union to surrender on Bolivar Heights. Earthworks associated with the Civil War are preserved on the farm. The farm also marks one of the former locations of the John Brown Fort- it was relocated here in 1895 after having been displayed at the 1893 World's Columbian Exposition in Chicago.

5. Bolivar Heights

This linear ridge, one mile west of Harpers Ferry, witnessed more Civil War battlefield action than any other area within the park. It constituted the principal Union battle line during the September 1862 Battle of Harpers Ferry and was also the site of actions in October 1861, May 1862, June 1863, and July 1864. Bolivar Heights also was the site of Union and Confederate encampments. Artillery redoubts and infantry entrenchments still remain across the crest of the ridge.

6. Schoolhouse Ridge North

7. Schoolhouse Ridge South

Schoolhouse Ridge was "Stonewall" Jackson's main battle line during the 1862 Battle of Harpers Ferry. It parallels Bolivar Heights, located approximately 1000 yards west. Its north and south sections are separated by US 340.

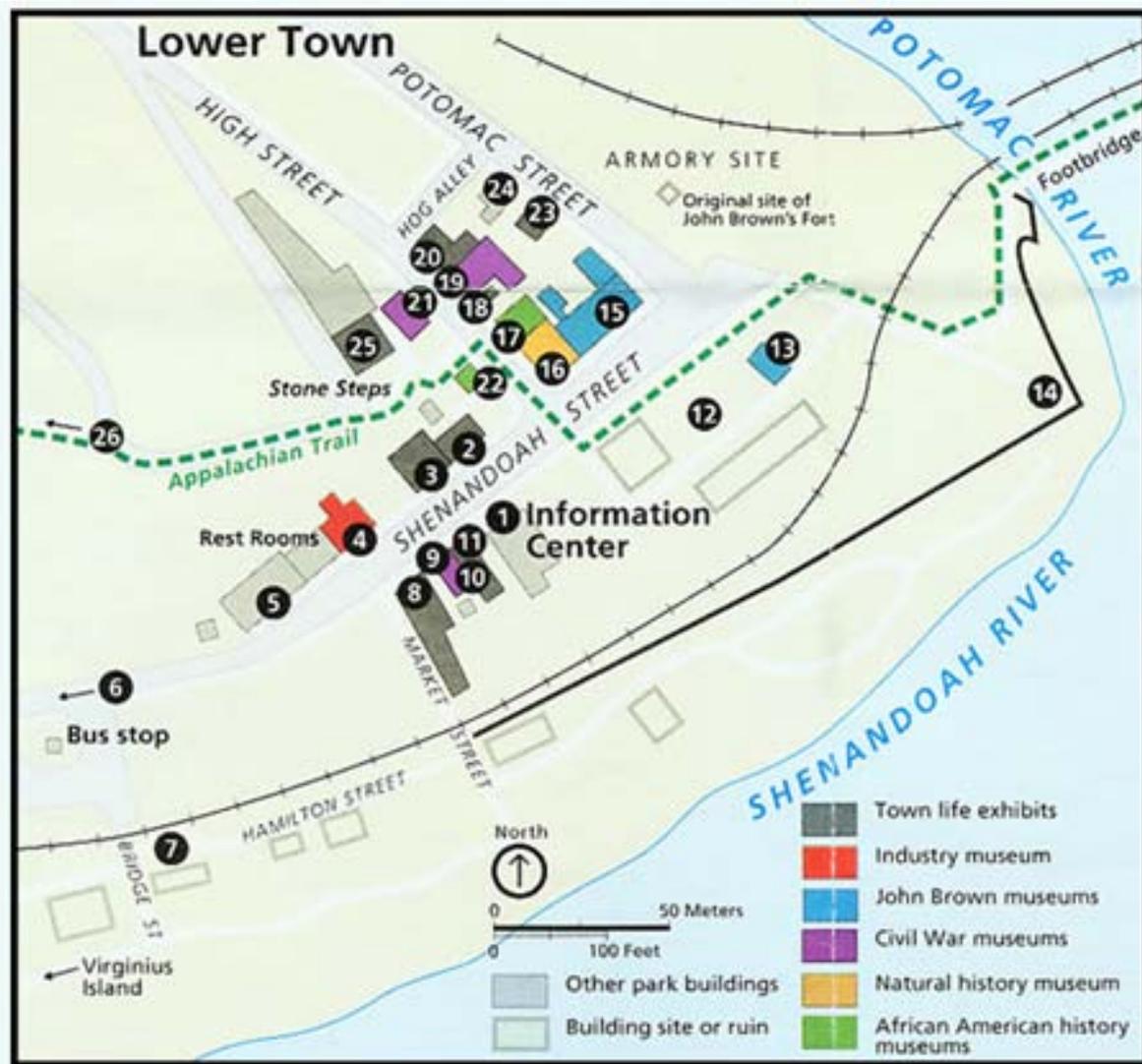
8. Maryland Heights

Maryland Heights is north of the Potomac River overlooking Harpers Ferry, providing the most picturesque views of the town. At its base is the C&O Canal. The mountain includes numerous Union fortifications used during the Civil War, and the ridge top was part of the 1862 Battle of Harpers Ferry. With its rock outcroppings and steep wooded slopes, it is the highest of the three ridges surrounding the town.

9. Loudoun Heights

This mountainous and forested land lies along the south side of the Shenandoah River. Loudoun Heights was logged by the Harpers Ferry Armory during the first half of the 19th century, virtually clearing away the forest. Loudoun Heights was fortified, and encampments occurred there during the Civil War.

Harpers Ferry National Historical Park Lower Town Map



- | | |
|--------------------------------------|-------------------------------------|
| 1. Information Center/Master Armorer | 14. The Point |
| 2. Restoration Museum | 15. John Brown Museum |
| 3. Frankel's Clothing Store | 16. Harpers Ferry Wetlands |
| 4. Industry Museum | 17. Storer College/Niagara Movement |
| 5. Bookshop | 18. Burton Clocks and Jewelry |
| 6. Blacksmith Shop | 19. 1862 Battle of Harpers Ferry |
| 7. Hamilton Street | 20. Confectionery |
| 8. A Place in Time | 21. Civil War Museum |
| 9. Provost Marshal's Office | 22. Black Voices |
| 10. Mrs. Stipes' Boarding House | 23. White Hall Tavern |
| 11. Dry Goods Store | 24. Meriwether Lewis Exhibit |
| 12. Arsenal Square | 25. Harper House |
| 13. John Brown's Fort | 26. Jefferson Rock/Harper Cemetery |

VOLUNTEER SERVICE AT HARPERS FERRY

Mission Statement

Harpers Ferry National Historical Park's Volunteer Program offers a variety of developmental opportunities - educational, technical and recreational in nature - for both individuals and groups of all ages and backgrounds, seeking an enjoyable and rewarding park volunteer experience.

Vision Statement

Our vision for Harpers Ferry National Historical Park's Volunteer Program is to expand and enhance the program's opportunities and resources in order to further both the volunteer experience and park goals. The program will continue to be a successful, diverse model that other national and state parks seek to emulate.



Interns at Volunteer Appreciation BBQ



Intern rescuing carp from receding flood waters



Boy Scouts Planting Daffodils

Volunteers- In- Parks (VIP) Program

Every year, thousands of individuals help the National Park Service to preserve, manage, and interpret our American Heritage through the Volunteers- In- Parks Program. The primary purpose of the Volunteers- In- Parks Program is to provide a vehicle through which the National Park Service can accept and utilize voluntary help and services from the public in such a way that is mutually beneficial to the National Park Service and the volunteer.

Before the Volunteers- In- Parks Program was created, there was a great interest in serving the park system, but volunteers were required to waive liability for any injuries caused by volunteer activities. Since it was hard for volunteers to donate their services under these circumstances, a bill was developed that authorized the Secretary of the Interior to recruit and accept volunteers, provide for incidental expenses, and consider volunteers as federal employees in the case of work injury compensation, tort claims, and liability. The Volunteers- In- Parks Program was officially created when this bill passed and was enacted into law as Public Law 91- 357 on July 29, 1970.

Since the inception of the NPS volunteer program in 1970, over 176,000 VIPs have volunteered over 5.5 million hours to the goals and missions of National Parks all over the country. We estimate that by 2016, the National Park Service will have reached over 10 million service hours!

VIP Program Categories

There are several different levels of volunteerism in the NPS. Recognitions are as follows:

Volunteers- In- Parks

All volunteers of the National Park Service, on or off- site, doing work that benefits the National Park Service are considered Volunteers- In- Parks. They are volunteering under a current, signed Volunteer Services Agreement (OF 301a).

Master Volunteer Ranger

This program includes:

- Anyone who has made a formal commitment to volunteer at least 500 hours per year and meets that goal and/or;
- Anyone who has expertise in a field of interest to the National Park Service such as archeology, geology, education, natural science who would be available for special projects service wide and/or;
- Anyone who is a member of a specialty volunteer group such as the Volunteer Senior Ranger Corps, the Geo- Scientists- In- Parks, the Artists- In- Residence, the Natural Resources Volunteer Laureates, or the Trails and Rails Volunteers.

Presidential Volunteer Ranger

This category includes any VIP who has contributed at least 4,000 hours of cumulative volunteer service.

Who Can Volunteer?

Almost anyone can be a volunteer in the National Park Service VIP program. A VIP is anyone who performs work for the National Park Service for which he or she receives no pay from the NPS. It does not matter if the person is receiving pay, work credit, academic credit, or other types of compensation from sources outside of the NPS- if the NPS is not paying that person for the work he or she is doing, he or she is considered a VIP.

- Off- duty NPS employees can be VIPs as long as they are volunteering in a capacity other than their paid duties.
- Family members of NPS employees may serve as volunteers as long as the Park Service representative signing the Volunteer Services Agreement is not an immediate family member. If reimbursement is involved, the regional ethics counselor should be consulted before any such agreement is signed.
- Individuals from the private sector whose employer is donating their services to the NPS while still keeping them on their payroll can volunteer.
- Legal aliens may serve as VIPs.
- Foreign nationals may serve as VIPs as long as they have a J- 1 visa allowing them to volunteer in the United States.
- People under the age of 18 years old may be VIPs provided they have the written consent of their parent or guardian. At Harpers Ferry, we generally require an adult chaperone to oversee any volunteer work performed by a volunteer who is under 18 years old.
- Individuals convicted of minor crimes who are participating in court approved probation without sentencing, work release, or alternative sentencing programs can serve as volunteers at the discretion of the Park Superintendent.
- No person who has been convicted of any violent crime, crime against persons, or crime involving use of a weapon shall be utilized in the NPS Volunteer- in- Parks program.

Volunteers are recruited and accepted from the public without regard to race, creed, religion, sexual orientation, age, sex, color, national origin or OPM classification laws, rules, and regulations. However, they must be physically able to perform the work they volunteer to do.

What Can Volunteers Do?

Volunteers can work in any and all parts of the park. All levels and types of skills can be used, and almost any type of work can be performed as long as it is work that:

- Would not otherwise get done during a particular fiscal year because of funding or personnel limitations; or
- Enables paid employees to accomplish work that would not otherwise get done during a particular fiscal year because of funding or personnel limitations; and
- Does not result in the displacement of any paid employees.

Volunteering at Harpers Ferry

As an award-winning program, the Harpers Ferry Volunteer Program has volunteers serving in almost all facets of our park. Volunteers significantly enhance the park's ability to serve its visitors by providing leadership and labor to projects that otherwise might not happen. Our volunteers contribute everything from beautifying our trails, interacting with visitors, maintaining park safety standard, and handling our museum collections to providing specialized technical skills, recreating history, working with school groups, completing administrative work, and providing support to fellow volunteers.

We have a wide range of volunteer opportunities for individuals and groups, youth and adults, short-term and long-term availabilities, and a variety of skill levels.

Positions are available in the following areas: Administration, Archaeology, Education, Law Enforcement, Grounds/Trails, Harpers Ferry Historical Association, Interpretive Media, Living History, Museums, Natural Resources, Visitor Services, and Volunteers/Partnerships. For a more detailed description of volunteer opportunities within each of these areas, please reference the "Volunteer Opportunities at Harpers Ferry" section of this handbook (pp. 33-35).

Volunteer Awards and Benefits

Dedicated volunteers of Harpers Ferry often receive special recognition for their commitment and service to the park. Some of these recognitions are as follows:

America the Beautiful Pass

Volunteers who donate a cumulative amount of 500 hours to the National Parks Service or another participating federal agency are eligible for the America the Beautiful Pass. This pass covers entrance fees at national parks and national wildlife refuges, as well as standard amenity fees at national forests, national grasslands, and at lands managed by the Bureau of Land Management and Bureau of Reclamation. The pass covers a driver and all passengers in a personal vehicle at per vehicle fee areas, or up to four adults in areas that charge per person.

Volunteer of the Month

Every month, Harpers Ferry recognizes an individual or group that has made an exceptional contribution to the operation and enhancement of Harpers Ferry. This award is displayed to the public at our Visitor Center, Information Center, and on our website.

Uniforms

Volunteers who donate a significant amount of time in serving the park may receive an official volunteer uniform, which distinguishes them as volunteers to our park visitors. Volunteers who donate over 500 hours of service to the park receive a special Master Volunteer Ranger patch for their uniforms.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

The philosophy of the Volunteer Program at Harpers Ferry is to treat volunteers with the attention, support, direction, and recognition that paid employees receive. Since you do have the right to be treated like paid employees and receive a meaningful experience, you are also given real responsibility in the park and are therefore accountable for meeting those expectations. As a volunteer, it is important to understand your rights and responsibilities at Harpers Ferry.

Volunteer Rights

Volunteers have the right to:

- Receive the same fair personnel practices as paid staff.
- Have their time used effectively.
- Receive clear and non- conflicting guidance and direction.
- Be kept informed of activities pertaining to their volunteer assignments.
- Not undertake assignments they do not wish to do.
- Receive appropriate orientation, training and supervision.
- Be assigned jobs that are worthwhile and challenging.
- Be made aware of the overall operation of the park.
- Have opportunities for growth.
- Be offered a variety of experiences.
- Receive regular, clear feedback on the quality and effectiveness of their work.
- Be recognized for their contributions.
- Have an opportunity to provide input into the volunteer program.
- Be trusted with the information needed to carry out their jobs effectively.
- Be assigned a direct supervisor.

Volunteer Responsibilities

Volunteers have the responsibility to:

- Represent the National Park Service in a professional manner.
- Follow the park's policies and guidelines and understand its organizational structure.
- Seek and accept the guidance and support needed to complete assignments.
- Work as a team with paid staff and respect mutual roles.
- Be reliable in fulfilling assignments.
- Do a quality, professional job.
- Respect access to information, facilities and equipment, etc.
- Learn from and participate in training sessions and meetings.
- Provide notice of absence.
- Make a good- faith effort to resolve differences or problems.
- Care for park resources.
- Work safely and smartly.

Ethical Behavior

It is important for all volunteers to abide by certain ethical standards, some of which are outlined below. These guidelines will give you a basic framework for your everyday ethics questions.

- You may not use government property for any personal reasons. This includes using government vehicles for non- official purposes.
- You may not sell commercial products in a government building. This includes fundraising for outside organizations.
- You may not receive compensation for any activity that is related to your volunteer duties. This includes anything of monetary value including gifts, gratuities, favors, entertainment, or loans.
- You may not endorse any commercial establishment over another in an official capacity.
- You may not discuss your personal political views or views on historical persons or events with visitors while on duty. If you do share your views off duty, you cannot represent yourself as a park volunteer or in any other official capacity.
- Turn in items that do not belong to you to the Lost and Found, which is located in the Law Enforcement Office, Grandview School at (304) 535- 6162.
- Gambling is prohibited on federal property.

Sexual Harassment Policy

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. It is the policy of Harpers Ferry National Historical Park to adhere to Federal guidelines and Bureau policy relating to sexual harassment. As Federal employees and volunteers, we have a responsibility for maintaining high standards of conduct in the work place. Therefore, sexual harassment will not be tolerated or condoned. Every effort should be made by managers, supervisors, employees, and volunteers to ensure that we all work in an environment free from sexual harassment. If you feel you have been sexually harassed, please contact your Supervisor or Volunteer Coordinator immediately.

Discrimination Policy

In order to protect and provide access to our nation's national and cultural heritage, we are committed to creating a work environment in which a diverse workforce is valued, motivated, developed, and rewarded for excellent performance. Equal access to volunteer opportunities is assured for all volunteers without regard to their race, ethnicity, sex, age, national origin, disability, religion, sexual orientation, genetic information, and without retaliation for engaging in protected activities. Therefore, comments or jokes based on race, ethnicity, sex, age, national origin, disability, religion, or sexual orientation will not be tolerated. Please report any concerns about discrimination immediately to your Supervisor or Volunteer Coordinator.

Advice for Volunteers

Address Concerns Promptly: If you have a question or a concern about your responsibilities or duties on the job, please bring it up with your supervisor immediately. If your concern involves a conflict of any kind with your coworkers, discuss it as soon as possible with your supervisor. It is important that all parties are heard and that we resolve conflicts as quickly as possible.

Continue to Learn: Your value as a volunteer increases with your knowledge of the park. Approach each job you do with an open and inquisitive mind and learn all you can about it.

Follow the Rules: The park rules are for the protection of the park and for everyone's safety, including yours! Please do your best to learn and follow the rules relating to the park.

Seek Advice: Ask supervisors and mentors for suggestions and always strive for self-enhancement and self improvement.

Take a Tour - Know Your Park: Visit our Information Center, Visitor Center, website, park museums, and other park sites. Hike on the trails or attend ranger- led programs to learn more about the cultural history and natural resources in the park. A map of Harpers Ferry is included in this manual on page 13.

Have Fun: Volunteering can be a life- enriching experience. Opportunities and rewards abound. Most of all, it can be a lot of fun! With an open mind, a positive commitment to success, enthusiasm, and consideration of others, you can have a rewarding and memorable experience at Harpers Ferry.

“Those who can, do. Those who can do more, volunteer.”
- Author Unknown

“Volunteers don't get paid, not because they're worthless, but because they're priceless.”
- Sherry Anderson

“We make a living by what we get, but we make a life by what we give.”
- Winston Churchill

“Everybody can be great. Because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and your verb agree to serve.... You don't have to know the second theory of thermodynamics in physics to serve. You only need a heart full of grace. A soul generated by love.”
- Martin Luther King, Jr.

“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.”
- Margaret Mead

VOLUNTEER PROGRAM OPERATIONS

Volunteer Safety

A volunteer must never be required to perform any type of work for which he or she is not qualified, has not been adequately trained, does not feel comfortable doing, or does not willingly agree to.

Nothing is more important than safety- your safety, your colleague's safety, and visitor safety.

Volunteers who are assigned to operate machinery or equipment (such as chain saws, power shop tools, and specialized equipment or vehicles) first must have demonstrated their proficiency in the operation of that equipment to the satisfaction of the responsible supervisor. All applicable age restrictions and physical limitations relating to the operation of machinery or equipment must be considered. A physical fitness exam by a healthcare professional may be required.

Volunteers may assist in the visitor protection functions of the park. However, they must not be assigned duties that would place them in a life- threatening situation, even as an observer. Volunteers may not issue citations or carry firearms.

Volunteers working in the park must observe the same safety precautions and use the same safety equipment as do paid employees. If volunteers are asked to be placed in a work environment that has occupational hazards, then personal protective equipment will be provided at no cost to the volunteer. Failure to provide such equipment significantly increases NPS exposure to potential violation notices of federal health and safety regulations, violates existing labor- management relations agreements, escalates the number of workers' compensation claims, and heightens the potential of tort liability for supervisors' acts of omission.

Volunteers should generally not be assigned to hazardous work conditions, such as those that would qualify a paid employee for hazardous duty pay. Any use of volunteers in jobs considered to be hazardous for federal pay purposes must be evaluated on a case- by- case basis, taking into consideration the volunteer's training and qualifications to perform such work. A Job Hazard Analysis for each of these questionable work assignments should be used to help the supervisor judge whether the individual volunteer can do the job safely and efficiently. When the Job Hazard Analysis indicates the need for operational or safety training, the volunteer will not be allowed to perform the job until all training is completed, the supervisor knows the volunteer's work capability, and the volunteer understands the job and its hazards.



PATC Volunteers Building Stone Steps

Liability and Volunteer Protection

Liability agreements protect not only the volunteer, but park resources as well. We take the safety and well being of our volunteers very seriously. You will receive training in the safe operation of any tool or activity you are asked to perform. However, if an accident should happen while you are volunteering, make sure to report the incident immediately to your supervisor or another employee. Although we strive to provide the safest environment for our volunteers, emergency situations and accidents still can occur. If you are injured while you are volunteering, you receive the same protection as NPS employees under the Federal Employees Compensation Act and the Federal Tort Claims Act as long as we have your signed Volunteer Services Agreement Form. The protections that these acts provide are listed below.

Federal Employees Compensation Act

Volunteers are entitled to first aid and medical care for on- the- job injuries as well as hospital care when necessary. When travel is necessary to receive medical care, transportation may be furnished and the travel and incidental expenses associated with it may be reimbursable. When death results from an on- the- job injury, burial and funeral expenses, not to exceed \$800, may be paid. In addition, other compensation benefits may be approved by the Office of Workers Compensation Programs on a case- by- case basis.

Federal Tort Claims Act

This act provides a means whereby damages may be awarded as a result of claims against the National Park Service for injury or loss of property or personal injury or death caused by the negligent or wrongful act or omission of any employee of the NPS while acting within the scope of their office or employment under circumstances where the NPS, if a private person, would be liable for the claimant in accordance with the law of the place where the act or omission occurred. Since VIPs are considered employees for the purpose of this act, they are offered the protection of the Act for personal liability as long as they are within the scope of their assigned responsibility.

What to Do if You are Injured

A volunteer who suffers an on- the- job injury should contact their supervisor immediately. The supervisor is responsible for helping the volunteer thoroughly document the incident. The supervisor is also responsible for helping the volunteer obtain and complete the proper claim forms (if the volunteer desires to file a claim for compensation). The supervisor is responsible for certifying the authenticity of the claim and for submitting the claim to the servicing personnel office for processing.

Equipment Use

Use of Personal Equipment

Whenever possible, volunteers should use government- owned equipment and property rather than their own personal property while on duty. However, if a volunteer is specifically asked by the park and does use their personal property or equipment for official purposes, and that property is lost, damaged or destroyed in the process, the volunteer MAY be reimbursed for the loss. However, if volunteers choose to use their own personal equipment and it is lost, damaged, or destroyed during official service, the park is under no obligation to reimburse for such materials.

Government Vehicles

A volunteer can only drive a government vehicle with a valid driver's license. Defensive driving workshops are available for volunteers who drive government vehicles, but are not mandatory. As a volunteer, it is your job to set an example in safe and careful driving. You are expected to observe all driving laws. Observance of traffic regulations will protect employees and visitors alike. Seat belts must be worn at all times! Government owned or leased vehicles/equipment are to be used for official purposes only. Misuse of a government vehicle may result in disciplinary action. A Board of Survey is held any time damage to government property occurs. Should an employee be found negligent, they may be held liable for damages.

Government Radios

All volunteers should have a basic understanding of how to use radios in case of emergencies. If using a radio is part of your volunteer position, your supervisor will cover proper radio protocol with you.

Government Computers

Some volunteer positions may require the use of computers. Any volunteer who has access to a government computer must have a background investigation completed by the park prior to using the computers. As a National Park Service volunteer, you have a role and responsibility in the protection of National Park Service information and information assets. To fulfill this obligation, you have to complete the Information Technology Security Awareness Training. This training is offered periodically at Harpers Ferry and is also offered as an online course. For more information about computer training, contact your Volunteer Supervisor.

Government Property

Government property, supplies, keys, badges, ID card, etc., will not be issued to employees without proper authorization. You may be held financially responsible for loss of, or damage to, government property assigned to you. Government property may not be used for personal projects.

Firearms Policy

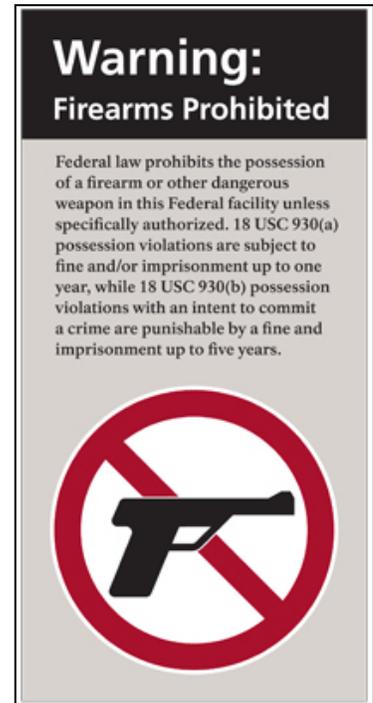
For Volunteers

Under 43 C.F.R. § 20.511, Departmental volunteers in the course of their official duties are prohibited from possessing firearms on property under control of the Department. Because of the stated purpose of the sponsors of Section 512 to provide uniformity under applicable state law from bureau- to- bureau, the potential liability issues that could result, and the absence of any criminal penalties applicable to this regulation, this Departmental policy continues to apply to all NPS/FWS employees and volunteers during their official duties. Volunteers who are not on official duty may possess firearms on Departmental lands under the same conditions applicable to members of the general public, according to P.L. 111-24, Section 512. For this purpose, volunteers are considered the same as other employees when engaged in their official activities. If you have any questions about the firearm policy, talk to your supervisor.

If you are participating in a Living History program that involves a black powder weapon, your weapon needs to be approved by the Black Powder Specialist. Please see the “Living History Guidelines” section of this handbook for additional information about the use black powder weapons on park property.

For Visitors

As of February 22, 2010, a federal law allows people who can legally possess firearms under applicable federal, state, and local laws, to legally possess firearms in Harpers Ferry National Historical Park. However, it is the responsibility of visitors to understand and comply with all applicable state, local, and federal firearms laws before entering the park. Federal law also prohibits firearms in certain facilities in this park. Those places are marked with signs, like the one below, at all public entrances. Please visit the West Virginia, Maryland, and Virginia States’ websites for further information.



Volunteer Reimbursement

Although reimbursement is not mandatory and is only given out at the discretion of the Volunteer Coordinator and other Supervisors at Harpers Ferry, some volunteers may be reimbursed for certain expenses incurred as a direct result of volunteer activities.

A situation where a volunteer may be eligible to receive reimbursement from the park is when a volunteer is specifically asked by a supervisor to use their personal equipment for official purposes, and that personal property becomes lost, damaged, or destroyed. A statement saying that personal equipment was officially authorized to be used must be included under the volunteer job description in the Volunteer Services Agreement in order to receive any sort of reimbursement for damages. A volunteer may receive reimbursement for travel expenses in certain situations. Many of our interns also receive reimbursement in the form of stipends and government housing.

If you wish to submit a request for volunteer reimbursement, you must have the expense pre-approved by your supervisor. Once pre-approved, complete a Claim for Reimbursement Form, W-9 Form, and Direct Deposit Form, which can be found in the “Appendix” section of this handbook, and submit it to your supervisor. If your request is officially approved, it may take a few weeks before you receive your reimbursement.

Remember, volunteer reimbursement is NOT mandatory!



Watershed Cleanup 2010

Housing

Harpers Ferry National Historical Park MAY provide government housing to volunteers working in the park. An individual is required to volunteer at least 30 hours per week to be eligible for housing. Volunteers who live in park housing will not be charged rent or utility costs. Generally, the types of volunteers who use Harpers Ferry government housing are students with internships or alternative spring break groups.

Most of our available government housing is dispersed throughout the Harpers Ferry Lower Town area in the park's historical buildings. The housing that we provide is often shared by other volunteers or interns, and is therefore considered to be "dormitory style." Occupants may have to share a bedroom with another volunteer and share communal areas (kitchen, bathrooms, and living room) with other residents of the building.

There are no specific street addresses for park housing, so if you reside in one of these units, all of your mail is to be directed to your immediate supervisor or park branch. Your mailing address should be modeled after the following:

Your Name
c/o Harpers Ferry National Historical Park
ATTN: Supervisor's Name
P.O. Box 65
Harpers Ferry, WV 25425

In order to satisfy the government housing standards of cleanliness, bi-weekly inspections of the units are performed by park employees. If the upkeep of the unit is consistently sub-standard, occupants could potentially be evicted from their unit and charged for cleanup expenses.

The rules, regulations, and expectations for occupying a government unit are listed in the Park Housing Guide, which is in the "Appendix" section of this handbook. For additional information about housing, please contact your supervisor or the Park Housing Officer, Joanne Beaulieu, at (304) 535- 6108.



Uniforms

The Harpers Ferry NHP Volunteer Program has special clothing requirements for any volunteer on duty that will be seen by our visitors. This is what identifies you as an official NPS volunteer! In most cases, your volunteer uniform will be provided at no charge by the park. Different uniforms are required in different situations, which are listed below. Please ask your supervisor if you have specific questions about what should be worn.

Field Uniform

This uniform should be worn when working on our trails or for other outdoor tasks. Dress consists of a grey VIP t- shirt, pants or shorts, sturdy shoes, and an optional VIP baseball cap. Black VIP fleeces and hats may be supplied during winter weather at the discretion of the Volunteer Supervisor. Volunteers who receive these uniforms are typically individuals who donate a significant amount of service to the park.

Front Line Uniform

This uniform should be worn when interacting with our visitors. Dress consists of a dark green VIP polo shirt tucked into khaki pants with matching belt and shoes. An optional VIP baseball cap may also be worn. Black VIP fleeces and hats may be supplied during winter weather at the discretion of the Volunteer Supervisor. Volunteers who receive these uniforms are typically individuals who donate a significant amount of service to the park.

Personal Uniform

The field or front line uniform may be substituted by personal clothing when appropriate. Personal clothing must be neat, clean, in good taste, and be appropriate for the work being done. The VIP emblem must be worn for volunteer identification. No personal uniform can contain or mimic any part of the official green and grey NPS uniform, so as to distinguish employees from volunteers.

Interpretive Period Clothing

This clothing is used when engaging in any sort of living history activity in the park. The clothing consists of reproductions of authentic clothing and accessories that would have been worn during a specific time period in history. Living History interns wear this uniform 95% of the time that they are working. See the “Living History Guidelines” section of this handbook for more information about interpretive period clothing.



Interpretive Period Clothing



Frontline Uniform



Field Uniform

VOLUNTEER PROCESS

If you are interested in volunteering with Harpers Ferry National Historical Park, it is essential that you understand the process for how to become a volunteer. What is listed below contains all the information you need to know in order to successfully join the Harpers Ferry NHP family!



Research/Search the Web

It is beneficial to do some research about what kinds of volunteer opportunities are available at Harpers Ferry NHP before completing a volunteer application. This will allow you to hone down on a couple of specific positions that coincide well with your interests, skills, qualifications, and expected time commitment.

Volunteer duties and job descriptions are available in this handbook for that purpose, and information about available positions is also located on our Harpers Ferry Volunteer webpage at <http://www.nps.gov/hafe/supportyourpark/volunteer.htm>. You can also contact the Volunteer Coordinator at (304) 535- 5017 for information about volunteer positions.

Volunteer Application

Once you have researched some of the volunteer positions that interest you, please complete a Volunteer Application and return it to the Volunteer Coordinator at Harpers Ferry National Historical Park, P.O. Box 65, Harpers Ferry, WV 25425 or by email at HAFE_Volunteer_Coordinator@nps.gov. The Volunteer Application asks basic personal information and lets us know what your general interests are, what your availability is, any previous experience that you have, and what volunteer positions you would be interested in. A copy of the Volunteer Application can be found in the “Appendix” section of this handbook. You can also download an application from the NPS website <http://www.nps.gov/getinvolved/volunteer>, or request a copy from the Harpers Ferry Volunteer Coordinator.

Interview

In some cases, it is necessary for us to conduct an interview with potential volunteers before assigning them a position. Interviews are especially important if the applicant is applying for one of our internships, as we have more applicants than available positions. An interview gives us a chance to identify and further understand the applicant’s skills, interests, expectations, limitations, and motivations for volunteering with us. It also gives the applicant a chance to ask detailed questions about volunteer positions and to receive a detailed job description and requirements before a commitment is made. If an applicant does not hear of a decision soon after the interview, they should feel free to contact the Volunteer Coordinator or the employee that conducted the interview.

Volunteer Services Agreement

When you have been officially accepted into the Harpers Ferry VIP Program, you will be required to complete and sign a Volunteer Services Agreement Form. This form legally enrolls you into the NPS Volunteer Program and provides you the federal protection that is described in the Liability section of this handbook. In addition, volunteers who are under 18 years of age are required to have the parental approval section of the form filled out and signed by a parent or guardian. A copy of the Volunteer Services Agreement Form can be found in the “Appendix” section of this handbook, or will be given to you by your on site Harpers Ferry Volunteer Supervisor.

Additional Forms

Depending on the nature of the work that you are doing, a volunteer may need to complete one or more of these additional forms at the discretion of the Volunteer Supervisor. All of these forms may be found in the “Appendix” section of this handbook and are also available from the Volunteer Coordinator or Supervisor.

Photo release form

By signing the Photo Release Form, you are giving the National Park Service permission to use your likeness in a photograph. The form authorizes the National Park Service to edit, alter, copy, exhibit, publish or distribute photos of you for purposes of publicizing the National Park Service’s programs or for any other lawful purpose. In addition, it waives your right to inspect or approve the finished product and it waives any right to royalties or other compensation arising or related to the use of the photograph.

W- 9 Form

You may need to fill out and sign a W- 9 Form if you are receiving any sort of stipend or other reimbursement from Harpers Ferry National Historical Park for your volunteer service. This form is used for tax purposes.

Reimbursement Form

The Reimbursement Form is used to request reimbursement for any personal expenses that might have been accrued directly because of your volunteer service to the park. Harpers Ferry is not obligated to reimburse volunteers, and is done at the discretion of the Volunteer Coordinator or Supervisor. The situations when reimbursement may be used can be found in the Reimbursement section of this handbook. All reimbursements need to be approved in advance by your supervisor.

Direct Deposit Form

If you are receiving any sort of stipend or other reimbursement from Harpers Ferry you will need to complete a Direct Deposit Form. The park no longer uses third party drafts for payment.

Background Check

If your volunteer position involves accessing government computers, occupying an area that contains sensitive government records, or working with youth, you may be asked by your volunteer supervisor to complete a background check and be fingerprinted. This process can take up to a month or longer, so if you anticipate needing a background check, be sure that this process is started prior to your planned start date.

Training and Orientation

Volunteers may receive *A Walker's Guide to Harpers Ferry* to read as part of their overall orientation to Harpers Ferry National Historical Park. You can also learn more about Harpers Ferry in this handbook or on our website at <http://www.nps.gov/hafe>. If you want more extensive information about our park themes, please see your volunteer supervisor for a reading list. To learn more about the National Park Service, short free online e- courses are available through the Eppley Institute for Parks and Public Lands at <http://www.eppley.org>. Harpers Ferry conducts one park- wide seasonal training opportunity annually at the beginning of the summer for seasonal interns and any other volunteers who are new during that time period. Any additional training for your specific volunteer position is done at the discretion of each individual Volunteer Supervisor.

Evaluation

Volunteers may be evaluated annually for continuing volunteers, when a project is finished, or when a VIP or Supervisor terminates services. Evaluations are completed in order to provide a chance to review the volunteer job description, help identify potential problems, and allow volunteers to provide constructive comments or other feedback to their supervisors.

Termination of Volunteer Agreement

If, at any point, a volunteer decides to end their involvement as a park volunteer, they should notify the volunteer manager who will terminate their Volunteer Services Agreement. The NPS also has the right to terminate a Volunteer Agreement if a VIP is not able to successfully perform the assigned responsibilities or respectfully represent the National Park Service. Interns are not guaranteed their stipend reimbursement if they break their volunteer agreement early.



SCA Crew Removing Trees on Schoolhouse Ridge North

VOLUNTEER OPPORTUNITIES AT HARPERS FERRY

The Harpers Ferry NHP Volunteer Program recruits volunteers of all ages and abilities, either as individuals or members of groups. Volunteers perform a variety of tasks and serve anywhere from one day to many years. What follows is a listing the different kinds of opportunities that Harpers Ferry offers for volunteer service. This list may be updated so be sure to check the website or contact the Volunteer Coordinator for additional information.

Annual Volunteer Events

Every year, Harpers Ferry NHP hosts a variety of special volunteering events that are open to the public. These events serve as a good introduction to Harpers Ferry National Historical Park if you have not been here before and want to learn more about volunteering with us. Also, annual events are an outlet for locals to give a little back to the community that they live in. If you are interested in learning more about any of these events, or wish to sign up to volunteer for one, please contact the Volunteer Coordinator at (304) 535- 5017.

Civil War Trust Battlefield Cleanup, First or Second Saturday in April

The Civil War Trust hosts this event at Harpers Ferry every year because their mission is to preserve our nation's Civil War battlefields, and Harpers Ferry has seen several battles, including the largest Union surrender of the Civil War. During this event, volunteers help to restore our battlefield areas by enhancing trails and removing wire fence, trees, and brush.

Potomac Watershed Cleanup, First or Second Saturday in April

The Potomac Watershed covers 14,670 miles and spans five of our states. Every year, in an effort to provide experiences that encourage connections between people, the natural environment, farming, and cultural heritage of the Potomac River Watershed, the Alice Ferguson Foundation hosts a large cleanup at locations all along the watershed. At the Harpers Ferry site, volunteers beautify our shorelines by removing trash along our Potomac Wayside and Potomac Extended sites. These two sites especially need to be cleaned every year because they act as catches for any and all trash floating down the river.

National Public Lands Day, Last Saturday in September

Every year, National Public Lands Day serves to preserve and protect America's natural heritage. Events for NPLD are hosted in every state and are meant to educate Americans about environmental issues, build partnerships with the community, and improve public lands for recreation. In the past, volunteers for this event at Harpers Ferry have done trail cleanups and gone on guided hikes throughout the park.

National Trails Day, First Saturday in June

National Trails Day, the only nationwide celebration of trails, is a day to introduce people to the many joys and benefits of trails. Harpers Ferry is one of the many sites to offer a volunteer event on National Trails Day. In the past, volunteers for this event at Harpers Ferry have raised awareness of our trails by participating in guided hikes.

Freedom's Run - An Event for Health and Heritage, October

Freedom's Run is an annual marathon event that focuses on history and health. The course winds through four national parks - Harpers Ferry, the C&O Canal, Antietam National Battlefield, and the Potomac Heritage Trail. Volunteers at Harpers Ferry staff the aid station located in the park where runners can receive water and medical treatment.



Group Service Projects

Harpers Ferry NHP often receives requests from scout groups, companies, schools, religious groups, and other organizations who wish to complete a one-time service project in the park. These service projects are arranged personally between the Volunteer Coordinator and a representative from the participating group. Typical service projects for one-time groups include trail maintenance, removal of invasive plant species, park cleanups, and constructing period worm fencing.

Harpers Ferry also hosts a limited amount of Alternative Spring Break crews from universities around the country. Schools that have volunteered with us in the past include Canisius College and Boston University. An Alternative Spring Break usually last for a week sometime in March. Traditionally, these groups assist in various park landscaping projects.

If you have a group that wishes to volunteer with us, please contact the Volunteer Coordinator at (304) 535- 5017 for more information. Also, please keep in mind that, with a few minor exceptions, we require that every group who volunteers with us to set aside **at least a two hour** time slot for their service project. This is the amount of time that we have determined is sufficient in order to make service projects both useful and meaningful.

The volunteer process for groups is a little different than the process is for individual volunteers, so special instructions for group service projects are as follows:

- Every group leader needs to complete and sign a Volunteer Services Agreement, which can be found in the "Appendix" section of this handbook.
- Group members who are 18 years or older need not complete a Volunteer Services Agreement, but are required to sign a Group Roster, which asks for the participant's name, phone number, and email address. The Group Roster should be attached to the group leader's Volunteer Services Agreement. A copy of a sample Group Roster can be found in the "Appendix" section of this handbook.
- Group members who are under the age of 18 years old need to complete the Volunteer Services Agreement with the parental permission section filled out and signed by a parent or legal guardian. These should also be attached to the group leader's completed Volunteer Services Agreement.



Local Wal-mart Managers
Volunteering

Individual Opportunities by Area

Each branch at Harpers Ferry NHP has different positions and requirements for their volunteers. For additional information about any of these positions, please contact the Volunteer Coordinator at (304) 535- 5017, by email at HAFE_Volunteer_Coordinator@nps.gov, or the Volunteer Supervisor of specific branch that you are interested in.

Administration

Possible Duties: answering phones, filing paperwork, searching out and cataloging newspaper articles about the park

Qualifications: for individuals

Contact: Gayleen Boyd (304) 535- 6116; Samantha Zurbuch (304) 535- 6223

Archaeology

Possible Duties: helping with various archaeological projects, including digs

Qualifications: for individuals with previous archaeological experience

Contact: Darlene Hassler Godwin (304) 535- 6188

Bookshop

Possible Duties: assisting with sales and visitor service in the Bookshop, Visitor Center, or off- site sales; assisting with research, copy editing, text entry, scanning, and design

Qualifications: for individuals, need experience with Adobe PageMaker for graphic design tasks

Contact: Debbie Piscitelli (304) 535- 1523

Buildings/Utilities

Possible Duties: painting, building restoration

Qualifications: need restoration or painting experience

Contact: Larry Moore (304) 535- 6027

Education

Possible Duties: organizing, preparing, and presenting curriculum- based interpretive programs that adhere to k- 12 guidelines, assisting with family and youth programs on weekends, Tiger on the Trail hike leader for students, assisting in student vodcasts, performing office work

Qualifications: desire to work with youth, for individuals

Contact: Catherine Bragaw (304) 535- 6283

Grounds/Trails

Possible Duties: trail work, removal of wire fences, constructing worm fencing, assisting in cutting tree lines, trail marking, assessing and monitoring trail erosion, computer work

Qualifications: requires physical labor, for both individuals and groups

Contact: Steve Lowe (304) 535- 6260 or Denny Ebersole (304) 535- 6002 or Richard Gladden (304) 535- 5009 for grounds; Linda Hamilton (304) 535- 6269 for office

Interpretive Media

Possible Duties: computer operations, drafting press releases, maintaining park website, assisting in graphic design for park publications

Qualifications: requires a time commitment and special skills to volunteer, for individuals

Contact: Marsha Wassel (304) 535- 6748) for website; Andrej Balanc (304) 535 6441 for IT; Elizabeth Kerwin- Nisbet (304) 535- 6133 for waysides and brochures

Law Enforcement

Possible Duties: parking attendants for special events, searching for trail hazards or other problems, fee collection, keeping up the fire/health/safety standards of the park, help people be aware of standards

Qualifications: special interest in safety desired, need special training for fee collection, groups needed for special events, for both individuals and groups

Contact: Jeff Woods (304) 535- 6232 for fire/health/safety; Mark Howard (304) 535- 6454 for other law enforcement

Living History

Possible Duties: wearing period clothing, interpreting park buildings, demonstrations of period crafts, historic research, planning and delivering tours to visitors around the park

Qualifications: strong interest in history and an interest in the physical immersion in history through academic or theatre desired, for both individuals and groups

Contact: Melinda Day (304) 535- 6063

Museum Management

Possible Duties: cataloging and working with park inventory and archives, handling artifacts (documents, photographs, maps, and images), museum housekeeping

Qualifications: experience in archives, for individuals who can volunteer at least 4 hours every week, for groups

Contact: Michelle Hammer (304) 535- 6163

Natural Resources

Possible Duties: water and air quality monitoring, deer plotting, removal of invasive plants, setting and checking animal traps, general trail work

Qualifications: for individuals with an interest in natural resources, can hike long distances

Contact: Dale Nisbet (304) 535- 6770

Visitor Services

Possible Duties: staffing the Visitor Center and Information Center, driving 12 passenger bus, giving formal and informal tours around the park, photography, odd jobs if experience coincides

Qualifications: for individuals willing to commit at least two days a month to volunteering, interest in park history and resources, likes to interact with people

Contact: David Fox (304) 535- 6282

Volunteers/Partnerships

Possible Duties: leading groups of volunteers, engaging in one- time special events, writing funding requests/newsletters/Volunteer of the Month, taking inventories

Qualifications: for individuals

Contact: Volunteer Coordinator (304) 535- 5017

INTERNSHIPS

Volunteer Interns at Harpers Ferry NHP have a unique opportunity to receive practical work experience in a beautiful national park setting, and opportunities here are as diverse as the natural and cultural resources of the park. History buffs, naturalists, re-enactors, artists, students, gardeners and many others have found a place to share their experience at Harpers Ferry. If you are interested in learning new skills, applying what you already know, or want to play a vital role in park operations, consider applying for one of our internships!

Internships are very coveted positions and are competitive, so we expect applicants to be serious and committed to their internships. If you are offered an internship position, we ask that you reply with your response as soon as possible.

Each intern is required to sign a commitment letter, certifying that both the intern and park are in acknowledgement of the duties and responsibilities (time commitment) assigned. Stipends are not guaranteed if an intern fails to honor park commitment. The commitment letter can be found in the “Appendix” section of this handbook.

As an additional benefit, all of our Harpers Ferry interns may have the option to cross-train in another branch of the park. This allows interns to experience different facets of park operation and to explore further interests that they might have that go beyond their assigned internship program.

All internship opportunities are all listed below and each description includes information about volunteer duties, qualifications, internship duration, application information, and who to contact for further information. Requirements for the cover letter portion of the application can be found at the end of this section of the handbook.

Curatorial and Museum Services

Job description: This internship focuses on the real world aspects of museum management within the National Park Service. The museum collection consists largely of archeological material, archives (historic and corporate), and historic objects on exhibit in the park's museums, located in historic structures. Intern may have the opportunity to complete a self-directed project while also working with the daily operations of the museum management office following guidance of the National Park Service's "Museum Handbook" and museum management staff. Interns will work directly under the supervision of the museum curator and closely with other museum staff. Determination of the self-directed project will occur once the intern reviews the options provided by the museum management program. The daily operations of the museum management program office involves researching public and staff questions, assisting with the library, museum housekeeping, performing annual inventory of museum property, collecting environmental data in exhibits and storage, completing climate charts and graphs for future reference, integrated pest management, exhibit installation (as needed), and potential electronic data entry into the Interior Collection Management System (ICMS). Park housing and/or a \$100 weekly stipend may be available.

Qualifications: The ability to climb three flights of stairs, bend to touch your toes and reach high above your head, and lift 35- 50 pounds on your own is desired due to the nature of the job, the historic scene, and structures you are required to work in. The ability to show there is no conflict of interests and to follow the established code of ethics provided by the American Association of Museums at <http://www.aam-us.org/museumresources/ethics/coe.cfm>. Dress will be casual office attire. A vehicle for transportation is strongly recommended.

Internship Duration: Our 12 week internships last from January to April and from September to December. Start and end dates are flexible.

Application materials: Apply with resume, cover letter, and three references. See below for additional information to include in your cover letter. Submit applications to Harpers Ferry NHP, Attn: Museum Management Program, P.O. Box 65, Harpers Ferry, WV 25425.

Contact information: Michelle Hammer (304) 535- 6163

Education

Job description: This internship is in the Education Branch under the Division of Interpretation, Education and Partnerships. Primary duties are to: prepare, develop and deliver education programs that interpret the park's significant history stories to students K – 12th grade; utilize current methods, learning theories, and national education standards and curriculum guidelines in programs, and conduct research to ensure accurate and relevant programming. Responsibilities include: development and presentation of any on- and off- site curriculum based education activities and tours as needed; development and fabrication of pre, on- site and post visit instructional materials; assistance with on- site logistical arrangements; assistance with planning and development of program curriculum offerings; design and application of evaluation tools, grant writing and reporting, staffing of 19th century historical furnished and modern exhibits; assistance with special school events and activities; maintenance of education materials and prop collection; and presenting informal historic and resource research and interpretation. Park housing and/or a \$100 weekly stipend may be available.

Qualifications: To qualify, applicants must have completed or be currently enrolled in an 4 year or above course of college study leading to a bachelor's or master's degree with major study in education, American history/studies, government/public policy, science, museum education, or public speaking/communications or a related degree that included or was supplemented by at least 15 semester hours in education, American history studies, science, or public speaking/communications. Education must have been obtained from an accredited college or university. Candidates interested in non- traditional teaching and public history are encouraged to apply.

Internship Duration: Spring and fall internships last 12 to 15 weeks, while summer internships last 10 to 12 weeks.

Application materials: Apply with resume, cover letter and three references. See below for additional information about the cover letter. For spring enrollment, applications must be

postmarked by November 1st. For summer, applications must be postmarked by March 1st, and fall applications must be postmarked by July 15th. All applications must be received within seven days of the postmark date.

Contact information: Catherine Bragaw (304) 535- 6283

Fire/Health/Safety

Job description: This internship is new to the Park's Visitor Protection and Fee Collection Division. Work is performed both outdoors with temperatures ranging from 50 – 100 degrees as well as indoors. The incumbent of this position will work with law enforcement rangers, physical security specialists, and fee collectors as well as park staff from a variety of other disciplines, including volunteers. The exposure to a variety of fire, safety, and health standards and initiatives of the federal government provides the intern with a broad spectrum approach to keeping not only the visitor, but employees and the resources of Harpers Ferry NHP safe. Duties include; public education through visitor center and roving contacts; preparing displays regarding trail preparedness, drunk driving, and river safety; effectively communicating with the public as a representative of the National Park Service; communicating with park partners, neighbors and outfitters to assure river safety and access through the park; conducting fire evacuation exercises for staff and visitors in park buildings; serving as pedestrian safety/crossing guard in the Lower Town on busy summer holiday weekends; and assisting fee collection staff and law enforcement staff as needed. The intern will also have the option to become red carded and sent on fires (training opportunity). Park housing and/or a \$100 weekly stipend may be available.

Qualifications: The incumbent of this position must possess excellent interpersonal communication skills. He/she may be training and frequently conversing with park staff and volunteers from a variety of disciplines. The incumbent must be approachable and patient. Knowledge of Microsoft Office is beneficial to the position. He/she must be able to hike distances of varying degree of difficulty at a variety of temperatures. He/she must be able to carry up to 40 pounds and work independently or with others.

Internship Duration: This internship is available during the summer and lasts for 10 to 12 weeks with flexible start and end dates.

Application materials: Apply with resume, cover letter, and three references by March 1st. See below for additional information about the cover letter. Send application materials to the Volunteer Coordinator, Harpers Ferry NHP, P.O. Box 65, Harpers Ferry, WV 25425.

Contact information: Jeff Woods (304) 535- 6232

Information Technology

Job description: The information technology field internship is a shared resource opportunity with Harpers Ferry and the National Park Service's Stephen T. Mather Training Center, located within Harpers Ferry National Historical Park. Work is performed mostly indoors in an office setting. The incumbent will be assisting the park's information technology specialist in both set

up and upgrade of park computers. General infrastructure support may include cabling and peripherals. A background investigation must be completed on the person who is selected for this position. Park housing and/or a \$100 weekly stipend may be available.

Qualifications: Frequent bending and lifting of equipment weighing up to 40 pounds is likely. The incumbent of this position must possess excellent interpersonal communication skills. He/she will be assisting park staff of all disciplines from novice to experienced users. The incumbent must be approachable and patient. Knowledge of Windows, Microsoft Office, and the ability to modify basic computer settings is a must.

Internship Duration: This internship is available during the summer and lasts for 10 to 12 weeks, with flexible start and end dates.

Application materials: Apply with resume, cover letter, and three references by March 1st. See below for additional information about the cover letter. Send application materials to the Volunteer Coordinator, Harpers Ferry NHP, P.O. Box 65, Harpers Ferry, WV 25425.

Contact information: Andrej Balanc (304) 535- 6441

Living History

Job description: Living history internships fall under the Division of Interpretation, Education and Partnerships. The position includes conducting historic research as well as planning and delivering public history talks and tours while in period clothing. Interns provide information, orientation, and interpretation to thousands of park visitors. The internship involves in- depth study of nineteenth century American history focusing on the nationally significant resources of the Harpers Ferry area including John Brown, Civil War, African American history, Industrial history, Transportation history, and Landscape history. Duties include studying assigned research materials; developing an accurate, working knowledge of nineteenth century American history; assisting in preparing and presenting special events; drafting written responses to information requests; performing third- person, living history interpretation; supporting black powder demonstration program; and researching, developing and presenting interpretive programs. Living History Interns wear period appropriate clothing to portray men's and women's nineteenth century roles. Students dress in period clothing 95 % of the work day as their official park uniform. Students provide a variety of both working class and middle class impressions that include militiamen, washer women, tailors shop clerks, seamstresses, dry goods clerks, nurses, provost soldiers, blacksmiths & bakers, associated with the 13 period exhibits they staff inside and outside in summer heat. Park housing and/or a \$100 weekly stipend may be available.

Qualifications: Applicants should have a keen interest in and knowledge of nineteenth century American history, public speaking skills, basic research skills, ability to organize large amounts of information, ability to work cooperatively with others in a stressful environment, ability to follow directions and handle controversial issues with tact and in a professional manner, and ability to tolerate summer heat for extended periods of time.

Internship Duration: This internship is available during the summer and lasts for 10 to 12 weeks, with flexible start and end dates.

Application materials: Apply with resume, cover letter, and three references by March 1st. See below for additional information about the cover letter. Applications must be postmarked by March 1st and received within seven days.

Contact information: Melinda Day (304) 535- 6063

Maintenance/Landscapes

Job description: The maintenance and landscape internship falls under the Division of Facility Management, directly assisting the park's landscape architect with historic landscape restoration and/or new construction throughout the 3,645 acre park. Work will be performed throughout the park's 20 miles of hiking trails, historic lower town, and battlefields to assess conditions and determine if landscape repairs are needed. Specific tasks may include: weeding, pruning vegetation, roto- tilling, planting, trash removal, weed whacking, water- bar installation, measuring, setting sign boards and trail posts, seeding and fertilizing, and assisting with visitor contacts in the field. The intern will be supervised directly by the park landscape architect. Additional duties include; assisting with trail improvements, maintenance, and new construction; fence, wayside, gardening, and sign installation; plant identification; photography; possible drafting/design and/or computer use; and operation of a government vehicle. Supervision of trail crews can include various colleges, scout troops, church organizations, and Student Conservation Association (SCA) volunteers from all over the country. Park housing and/or a \$100 weekly stipend may be available.

Qualifications: A background in American history and/or appreciation for the American Civil War, John Brown, the history of Civil Rights, and the area's natural history is desired. Office skills (filing, office reception, writing and organizational skills) are essential. Ability to use or learn to use the following tools- a transit and level, Philadelphia rod, measuring wheel, shovels, mattocks, racks, digging irons, sledge, pick, hammer, handsaw, pruner, clippers, and a chainsaw (certification by park required before use).

Internship Duration: This internship is available during the summer and lasts for 10 to 12 weeks, with flexible start and end dates.

Application materials: Apply with resume, cover letter, and three references by March 1st. See below for additional information about the cover letter. Send application materials to the Volunteer Coordinator, Harpers Ferry NHP, P.O. Box 65, Harpers Ferry, WV 25425.

Contact information: Steve Lowe (304) 535- 6260

Natural Resources

Job description: This internship provides an opportunity for current students to work within the Natural Resource Branch of the Resource Division. The incumbent of this position will gain new knowledge and skills working with staff professionals in a diverse resource management

program. The chosen intern will have the opportunity to work on one or all of the following projects; water quality monitoring; geologic data collection; setting vegetation plots and deer enclosures; identification and monitoring of plants; learning and using Global Positioning System (GPS); and integrated pest management. Park housing and/or a \$100 weekly stipend may be available.

Qualifications: The work of this position is mostly carried on outdoors, individually or in teams of 2- 3 people. The incumbent would be required to hike over six hours a day over uneven terrain to work sites in temperatures ranging in the cooler months from 20 - 50 degrees and in the warmer months, 50 - 95 degrees. Interns must possess a valid, current driver's license and may be required to lift up to 40 pounds. Knowledge of computer programs is also beneficial.

Internship Duration: This internship lasts from 10 to 12 weeks.

Application materials: This internship may be filled at anytime throughout the year. For early consideration, apply with resume, cover letter, and three references by March 1st. See below for additional information about the cover letter.

Contact information: Dale Nisbet (304) 535- 6770

Visitor Services

Job description: Visitor Services internships fall in the Visitor Services Branch under the Division of Interpretation, Education and Partnerships. Bright, aware, and outgoing students who can multi- task will utilize their communication and presentation skills to introduce and provide a National Park experience for the visiting public. The internship involves a general study of nineteenth century American history focused on the nationally significant resources of the Harpers Ferry area, including John Brown, Civil War, African American History, Industrial History, Transportation History, and Landscape History. Duties include studying assigned research materials; developing an accurate, working knowledge of nineteenth century American history; assisting in preparing and presenting special events; drafting written responses to information requests; and researching, developing, and presenting interpretive programs. Park housing and/or a \$100 weekly stipend may be available.

Qualifications: Applicants should have a keen interest in and knowledge of nineteenth century American History, public speaking skills, basic research skills, ability to organize large amounts of information, ability to work cooperatively with others in a stressful environment, ability to follow directions and handle controversial issues with tact and in a professional manner, and ability to tolerate summer heat for extended periods of time.

Internship Duration: This internship is available during the summer and lasts for 10 to 12 weeks, with flexible start and end dates.

Application materials: Apply with resume, cover letter, and three references by March 1st. See below for additional information about the cover letter.

Contact information: David Fox (304)- 535- 6282

Volunteer Program Management

Job description: An internship in Volunteer Management falls under the Division of Interpretation, Education and Partnerships at Harpers Ferry NHP. This position provides a student with a diversified summer experience. The selected candidate will have the unique opportunity to work with staff from all park branches on a variety of projects, special events, and resource management activities. From the front lines interacting with the park visitor, to working one on one with park volunteers, the incumbent will experience almost every facet of operations. Duties include; leading volunteer groups on a variety of field projects, managing park- wide volunteer database, providing other park interns programmatic support, organizing small scale volunteer projects, assisting park landscape architect with summer SCA crew, and presenting informal informational and interpretive programs to volunteer groups. Park housing and/or a \$100 weekly stipend may be available.

Qualifications: Effective communications skills - both oral and written - are essential. Experience in public speaking is a plus. The student selected for this position must be able to provide leadership and guidance to both small and large volunteer groups, most importantly possess the ability to relate to and work with volunteers of all ages, especially youths and teens. Work will be performed in both an office setting and out in the field. Incumbent may be required to lift up to 40 pounds and work over uneven terrain in temperatures ranging from 50 - 95 degrees. Applicants must possess a current driver's license. An intermediate knowledge of computers and basic data management programs (Access, Excel, Word, etc.) is also essential.

Internship Duration: This internship is available all year long in 12, 24, 36 or 48 week intervals with flexible start and end dates.

Application materials: Apply with resume, cover letter and three references.

Contact information: Volunteer Coordinator (304) 535- 5017

Cover Letter

Park internships require applicants to submit a cover letter as part of the application. Please refer to the cover letter guidelines below. Include the following information in your cover letter:

- Whether you require park housing or not in order to complete the internship
- Why you want to intern at Harpers Ferry
- What your objectives are for this internship
- The particular type of work you want to do
- The dates you want to begin and end an internship
- Indicate if the internship is for school credit. If so, please include the following: the number of hours required by your school, the requirements of your school's internship program, your advisor's name and contact information
- Feel free to express yourself, your hopes and expectations in the cover letter
- If not selected for a particular internship, indicate other park internships that you might be interested in

INTERNATIONAL VOLUNTEERS

Every year, more than one hundred individuals from all over the world volunteer in America's National Parks. The International Volunteers- in- Parks Program (IVIP) benefits both the individual volunteer and the National Park Service. The volunteer receives training and the National Park Service gains a fresh perspective on park management and assistance with carrying out the Service's mission. If you are interested in volunteering for the U.S. National Park Service - we want to hear from you.

The National Park Service accepts qualified people from around the world that are interested in helping the NPS with its mission and who want to live and work as volunteers in one of America's national parks. The NPS generally selects candidates who have the educational and professional backgrounds to benefit from the training and who have the best potential to share it with colleagues and scholars when they return to their home countries.

Volunteer Requirements

In order to apply to be an International Volunteer with the US National Park Service, you must be able to meet these requirements:

- Ability to speak English
- Be at least 18 years old
- Have funds to pay for all travel and other expenses incurred during volunteer experience
- Submit a final report detailing volunteer experience
- Comply with all US Government visa regulations and policies
- Have medical insurance coverage in the US
- Agree to return home, after program ends

Application Process

Listed below is the basic application process for anyone wishing to participate in the IVIP Program. Allow at least two to three months to complete the application process. For more detailed information, please refer to the NPS International Volunteers website.

- Submit an IVIP application to the NPS IVIP Coordinator
- Work with IVIP Coordinator to find an NPS unit to host you
- Obtain a Medical Insurance Policy
- NPS IVIP Coordinator in Washington, DC sends you the DS- 2019 visa form
- Make an appointment with the U.S. Embassy or Consulate for an interview
- Come to the U.S. and your park and have your supervisor notify the IVIP Coordinator of your arrival!

For further information about the International Volunteer- In- Parks Program with the National Park Service, please refer to the NPS IVIP website at:

<http://www.nps.gov/oia/topics/ivip/ivip.htm> or contact the NPS IVIP Coordinator, Linda Bennett, at (202) 354- 1806 or Linda_Bennett@nps.gov.

LIVING HISTORY GUIDELINES

Harpers Ferry National Historical Park Living History Branch Living History Volunteer in Parks (VIPs), Program Guidelines 2011

By HAFE Park Historic Weapons, Black Powder & Storage Safety Officers John King & Melinda Day

We believe our national park preserves America's collective memory. Living History programs allow our visitors to access these memories and bring them to life.

Living History offers visitors authentic and unique 19th century experiences staged within the park's restored town, structures & landscape. These experiences can immerse visitors in the sights, sounds and stories of the town's former residents, their predicaments and circumstances that created Harpers Ferry National Historical Park's nationally significant themes.

It is the desire of the Living History operation to look forward into the next decades to offer a variety of learning methods that audiences will use to experience life- long, place- based education. These methods must offer a rich and diverse range of experiences to encourage both civic engagement and stewardship.

The Park's Living History Branch is responsible for the coordination & management of living history volunteer activities associated with Harpers Ferry Park. Please contact the offices at 304- 535- 6063, or 6064 for information on our volunteer application process.

Park Themes:

These principle areas of study help to drive the park's Public History interpretation & Cultural Resource Management.

- 1. Transportation:** The convergence of two rivers, two railroads, the C&O Canal, and numerous bridges inaugurated an era of economic and industrial growth in and around Harpers Ferry that lasted until the Civil War.
- 2. Industry:** The U.S. Armory was established at Harpers Ferry in 1799 at the request of George Washington. Inventor John Hall also pioneered interchangeable parts for manufacturing at his famous rifle factory, forever changing American's industrial landscape promoting the Europeans to coin the phrase "The American System of Manufacturing."
- 3. John Brown's Raid:** In October of 1859, abolitionist John Brown led a 21- man "army of liberation" to seize the Federal Armory and begin a revolution to free 4 million enslaved Americans. Brown's revolution lasted only 36 hours, but his trial and subsequent execution focused the nation's attention on the moral issue of slavery.

4. The Civil War: The town was perched on an international border between north and south. Because of the town's strategic location at the northern end of the Shenandoah Valley, Union and Confederate troops moved through the area frequently during the Civil War, leaving a disastrous trail. The town changed hands eight times between 1861 and 1865.

Sub themes represented in living history weekend military and civilian groups' events:

1. 1861 burning of the US armory and early training grounds for enlisted confederates.
2. Early Confederate occupation, "no man's land" period where neither side occupied the town,
3. September 1862 Siege and battle of Harpers Ferry when captured by Stonewall Jackson.
4. Summer of 1864, U.S. General Philip Sheridan's Shenandoah Valley Camp that was supply based in Harpers Ferry in the old US Armory to supply an army of 40,000. This campaign gave President Lincoln success on the battlefield and re- election at the ballot box.
5. Guerilla warfare, including Confederate Partisan Ranger John Singleton Mosby, and killed non- partisan bushwhackers, murders, and thieves like John Moberly, and French Billy Loge.
6. Union garrison occupied town, documented by the 34th Massachusetts Regiment.

5. African- American History: The outcome of the Civil War determined the fate of the union and legality of enslavement. Following the Civil War, missionaries established Storer College, one of the nation's earliest integrated schools. Frederick Douglass served as a trustee and W.E.B Du Bois held the second meeting of the Niagara Movement there, laying the foundation of the NAACP.

6. Natural Heritage: The picturesque landscape of the Potomac and Shenandoah rivers has inspired writers, artists and visitors for centuries. Thomas Jefferson once called the view from Harpers Ferry "worth a voyage across the Atlantic."

Living History Program Guidelines

The following guidelines contain information on the regulations and responsibilities applicable to both individual and group living history volunteers participating in the VIP program at Harpers Ferry National Historical Park. This information on facilities, safety, historical integrity and responsibilities provide the guidance, consistency, and understanding for an effective program operation. These guidelines are in accordance with NPS- 6, the National Park Service general guidelines for NPS sponsored living history programming.

Three different sets of guidelines govern our Living History program.

1. Living history guidelines in this document are concerned with the management, administration, logistics of programs, special events, and exhibit staffing. These guidelines include authenticity standards for historical period costuming and the differences between living history events and re- enactments, 1st persons vs. 3rd persons.

2. NPS Historic weapons firing manuals govern demonstrations, safety, and maintenance of historic weapons. In addition, Park Specific Weapons Demonstration Standards govern how these demonstrations are conducted at our park.
3. Research resources and training are offered to volunteers on our park themes which provide historic background documentation for the park's living history special events and exhibit interpretation. These resources are distributed to groups who attend park theme related programs.

APPLICATION PROCESS

All volunteers interested in participating in the living history program at Harpers Ferry National Historical Park must submit either a group or individual application to the park's Living History Coordinator or Supervisory Park Ranger by contacting the park office at 304- 535- 6063. A group will be asked to submit a proposal describing their group, a mailing list roster, and digital or hard copy photos of the unit or individuals in their period impressions, any prior living history program experience and references. Yearly training seminars are conducted by park staff. Prospective volunteer group members and individual volunteers are expected to meet with the park staff before volunteering in the park.

CAMP FACILITIES

There are no facilities available in the park for modern or recreational camping. There are no trailer hookups or shower facilities. There are no extensive refrigeration or food storage facilities.

Authentic Civil War period style camping is allowed by authorized permits as part of park sponsored special interpretive programs. Camps should appear authentic from sun up to sun down when park visitors are present.

Such camping is regulated by NPS regulations and approval, based on weather and condition of park grounds and predetermined volunteer event agreement for volunteer services. All camp tentage should be constructed of white canvas, duck or linen of the types known as dog tents or shelter halves, wedge or "A" tents, wall or hospital tents or sibley tents. Tent flies may be employed when appropriate. Normally one fire pit will be allowed for each company street, one for headquarters or guard tent and one for a cooking area. Fire pit sizes are designated by park staff and should not go deeper than the depth of the sod. No unauthorized fire pits may be dug.

Firewood for such camping areas will be provided by the park. Water is normally provided by permanent facilities located in the park. Sanitary facilities are either permanent park public facilities or temporary portable units brought in just for a weekend event.

Campsites authorized for special interpretive program use are located on Bolivar Heights beyond the interpretive trail loop, and others are located in the lower town areas, at the historic Hamilton Street lot between the railroad trestle and the Shenandoah River in the vicinity of Shenandoah Street, and on Arsenal Square. Water for the Bolivar Heights site is normally

provided by a permanently operable spigot hooked to town water. The Hamilton Street site is within 200 yards of permanently located water sources.
(*See map at bottom of this document)

Access to camping areas is determined by the Superintendent and Chief Ranger of the Division of Visitor Protection and Resource Management. The hours of permitted access are outlined in a special use permit. No private vehicles are allowed in camp or program areas while public interpretive activities are in progress.

INTERPRETIVE RESPONSIBILITIES

Interpretation is the primary function and justification for all living history activities in the park. Site related theme interpretation is the key element in all park programs. Interpretive services provide a quality valuable experience for our park visitor.

Volunteer sponsored activities should recognize and greet visitors in a friendly and courteous manner. At no time should a visitor be ignored, subjected to abusive, derogatory, or profane language or be presented with personal opinions, inappropriate, or unbalanced historical information. Visitors should not be subjected to private political, moral, or religious views. The duties, time constraints and quantitative limitations of the park permanent and seasonal staff preclude their ability to consistently provide this service. Therefore, it is the responsibility of the group member or individual volunteer to provide a valuable and accurate public interpretation of all activities and to politely respond to any visitor's questions and requests for information. The park staff provides VIP training and training materials on the operations, interpretation, and historical resource information for all VIP's.

Living history camp activities such as close order drill, skirmish drill, guard mount, dress or evening parade, adjutant's call, mail call, pay call, roll call, disciplinary actions and punishments, confinement of prisoners, inspections, musters, ration distribution, firing demonstrations and weapons drill must be interpreted to the public while the activity is being conducted. The interpretation must identify the activity, how the activity relates to the park's themes and how the activity relates to the specific site and the resource of the park. It is the responsibility of the participating organization to provide interpretation of these activities as well as to provide visitor and participant safety and security and to protect the resource. Such interpretation may be provided by selected designated individuals within the unit. This public service is considered a prerequisite condition for permission to camp and/conduct living history interpretive activities or demonstrations in the park.

Modes of Interpretation

In the vast majority of cases, third person interpretation is the most comfortable and effective form of interpretation for the visitor. Under no circumstances will volunteers be permitted to portray nationally significant personages. First person scenarios and vignettes may be used only with the permission of the park staff. In such instances, a third person introduction or conclusion is required to help visitors understand the context of the impression. If non-nationally significant figures are portrayed, the impression must be well documented and the individual portraying that figure must resemble the documentation.

Definitions of Living History Techniques

The three basic types of interpretive presentations and their specific criteria for accuracy are defined as follows:

1. “Subjective” First Person Role Playing (some refer to this as “Living History”)

These presentations are subjective providing a perspective, the prejudices and opinion of historic people (i.e. first person role playing). Those demonstrations, animations, etc., are conducted by interpreters in period clothing who are portraying a specific historical role of a person who created or lived the history. An active role playing interpretive mode in which interpreters present a characterization of an individual, group, or an event. First person can utilize visual imagery, sound and music or verbal dialogue or monologue to develop a representation of an historic activity.

2. Cultural Demonstrations

Those demonstrations conducted by interpreters wearing an official uniform or conducted by a member of a cultural group in their traditional dress. (Example: Oneida Indian Nation public history demonstrations)

3. “Objective” Third Person Costumed Interpretation

These presentations are objective placing multiple perspectives, the prejudices and opinions of historic people, into context. Those demonstrations, animations, etc., conducted by interpreters in period dress but not utilizing first person role playing (i.e. third person presentations). The interpreter speaks as in the present day. This is a very powerful and effective technique. Care must be exercised not to mislead the public or create historical inaccuracies in their minds. When, due to staffing realities, the composition of the interpreters involved in the presentation does not reflect the composition of the people who would have been involved historically these differences will be clearly pointed out to the public.

PARTICIPANT AND VISITOR SAFETY

Participants will not violate any established park safety barriers and will politely discourage visitors from violating such barriers. The park's black powder weapons demonstration rules are well established and are found elsewhere in this document. Non- black powder safety concerns include the safe use of fires, candles, lanterns, camp tools, such as shovels, picks, spades, axes, hatchets and saws, and the employment of horses or horse drawn wagons. Physical safety can be compromised by entering waterways, climbing walls, climbing railroad trestles and by walking on railroad tracks, ignoring pedestrian or vehicular traffic or being unmindful of pavement, cobblestone or landscape conditions. Accidents, encounters with infected animals, serious insect bites, heat exhaustion, theft or vandalism are all serious situations which should be reported immediately. It is the responsibility of the participants to apply reasonable and normal caution during all activities and to inform the park staff of any hazardous conditions.

If a participant is the victim of a medical emergency, or observes a medical or other emergency, he or she should inform the nearest park employee. If an employee is not available, the group

coordinator should call the living history staff contact number provided. After hours, the 911 emergency access number can be used to reach help.

Security for the contents of living history encampments is the responsibility of the members and commanders of the participating groups.

CAMP AND PROGRAM TIMES AND ACCESS

Time allowances for access to the campground area at Bolivar Heights for dropping off camp equipment prior to setting up camp or for packing up equipment after breaking camp will be stated in the permit. On some occasions vehicles may not be permitted to drive to the camp area. Equipment may have to be carried up to a distance of 200 yards. Access to the camp area at the Hamilton Street lot for dropping off camp equipment prior to setting up camp or to retrieve equipment after breaking camp will be allowed during limited times. Direct access to the camp site by vehicle will not always be available. Equipment may have to be carried a distance of 100 feet or more.

Individuals and groups are held responsible to abide by the conditions stipulated in the permit, the group VIP agreement or the individual volunteer services agreement. Failure to comply with this voluntary contract may result in ineligibility to participate in future park programs. The hours of public activities will be determined by park management. Participants who do not keep their agreement with the park and violate or abuse their agreements may fail to be invited to participate in park programs. Safety violations, substance abuse, theft, illegal or lewd behavior or vandalism will result in ineligibility for future VIP program participation. Premature breaking camp, ceasing interpretive activities or violating setup, breakdown and access times in violation of agreements may result in future ineligibility.

CAMP APPEARANCE, BEHAVIOR AND REGULATIONS

No modern electrified lighting devices, public radios, coolers, modern food or beverage containers (aluminum cans, soda bottles, plastic jugs, cardboard boxes, fast food containers, cellophane or vinyl wrappers or bags), will be in evidence in any living history camp from sun up to sun down when park visitors are present. Participants will not appear shirtless or in modern garments between sun up and sun down. Civilians will not occupy tents within a military camp until after the park program has closed to park visitors. Swimming is not permitted by participants in park areas.

The use of granite wear or enameled ware is discouraged. Period vessels and cooking ware of tin, copper, wood, cast iron, pottery, ceramic or glass is encouraged. Vinyl, plastic, and Styrofoam kitchen ware or storage containers should be kept out of sight.

Laundry or towels, bedding, camp furnishing, baskets, tables and trunks should be of period appearance. Period style camp tools such as shovels, spades, rakes, saws, hammers, hatchets, and axes may be displayed in camp. Tools of obviously modern style or construction should be kept out of sight of visitors. Musical instruments, such as bugles, drums, or fifes, used during living history activities should be of appropriate construction and decoration.

MINIMUM AGES FOR PARTICIPATION IN MILITARY AND HISTORIC WEAPONS ACTIVITIES

(NPS Directors Orders, DO- 6 Chapter XX 10.2.1)

The minimum age of a historic weapons demonstrator is 16 years. No one under the age of 16 may carry any weapon of any sort in any unit during any park activity including non- firing drill, guard, parade or inspection demonstrations. No one under the age of 14 will appear in regulation military uniform in any park living history program. No one under 12 years of age will be permitted to participate in any military camp activities during public programming. Children under 12 may be permitted to participate in civilian roles or civilian camp activities only if accompanied by a parent or an authorized adult sponsor or guardian.

HISTORIC WEAPONS MANAGEMENT POLICY

(2006 NPS Management Policies)

7.5.7 Historic Weapons

All uses of historic weapons in parks will strictly comply with the “Historic Weapons Demonstrations Safety Standards” contained in Reference Manual 6, and will follow the procedures specified therein for the particular weapon(s) being used.

Weapons firing demonstrations conducted in areas administered by the Park Service are restricted to Reproduction black- powder weapons only. Original NPS museum weapons will not be used; no exemptions will be granted. Requests by outside groups or individuals to use non- NPS original weapons will follow the exemption request procedure prescribed in Reference Manual 6, and will be granted or denied in writing by the superintendent.

Black powder ammunition in any form is not to be carried. All firearms and cartridge boxes will be subject to inspection at any time.

Edged Weapons & Inspected Unloaded Firearms can be carried by volunteers only as required by designated duties. Off- duty volunteers (not serving an interpretive function for the benefit of the public) will not be under arms. Leather gear should not be worn unless under arms.

Arms and equipment should not be left unattended or unsecured beyond view in areas visited by the public. If muskets are stacked, a guard will be detailed to remain physically present at each stack of arms. The park cannot take responsibility for the loss or damage to volunteer- owned materials used in park programs.

Visitors are not to handle edged weapons or pistols or shoulder- arms with bayonets fixed under any circumstances. Edged weapons may be drawn or fixed only under controlled conditions when visitors are maintained at a safe distance. Visitors may handle unloaded shoulder arms provided the volunteer retains physical control of the firearm, especially the direction of the muzzle. Firearms are not to be aimed or pointed in the direction of anyone, volunteer or visitor.

Horses will be under restraint and guarded, and audience controlled at a safe distance during drills, demonstrations, and talks. Children may not pet animals. Unloading and loading of

horses and trailers are agreed upon prior to their arrival in the park. This includes establishing traffic patterns, clean up of town streets, and proper disposal of waste.

7.4.8 Battle Reenactments*

Battle reenactments and demonstrations of battle tactics that involve exchanges of fire between opposing lines, the taking of casualties, hand- to- hand combat, or any other form of simulated warfare, are prohibited in all parks. Even the best- researched and most well- intentioned representation of combat cannot replicate the tragic complexity of real warfare. Respect for the memory of those whose lives were lost at these sites and whose unrecovered remains are often still interred in these grounds precludes the staging of inherently artificial battles at these highly memorial sites. The safety risks to participants and visitors, and the inevitable damage to the physical resource which occurs during such events are also unacceptably high when viewed in light of the NPS mandate to preserve and protect.

*Enabling legislation allows battles at Cedar Creek, a Partnership Park.

Two major sites, Cedar Creek Battlefield Visitor Center and Belle Grove Plantation House, are open to the public.

GENERAL PERIOD CLOTHING GUIDELINES

Living historians representing people and activities of the 1850- 1865 period are required to be appropriately and accurately costumed. Impressions for pre- 1850 or post- Civil War eras should be submitted to the living history Coordinator for approval. Costuming includes personal grooming and ornamentation such as jewelry, watches and chains, umbrellas, parasols, walking sticks and other accessories.

Historical costuming for park living history programs will generally consist of male and female civilian clothing of the 1850- 1860 period and uniforms of the U.S. and Confederate Armies and Virginia Militia. Since Confederate presence in town was limited during the war the main focus of military interpretation is on the Union Army.

Units applying for participation in a park living history activity must submit a photograph of unit members in the uniform or civilian costuming that they intend to wear during the proposed activity. This photograph must be submitted to the park at least one month in advance of the activity. Members of the unit who may not be included in the unit photograph must submit an individual photograph to the park within 14 days prior to the event. This same stipulation applies to any individual VIP who wishes to be permitted to participate in a special event. The park reserves the right to deem volunteer impressions as authentic, appropriate or inappropriate and to offer suggestions for impression improvement through Park documentation. The park also reserves the right to reject participation based on the presented or proposed costuming or historical impression.

All replica historic costuming worn during park sponsored history public programs will be of authentic 19th century fabrics and textiles. Leather or animal skin, hair or fur, gum rubber, cotton, flax, linen, silk, velvet, gilt, wool, painted or enameled oil cloth or patent leather are permissible. Plastic, vinyl, polyester, celluloid and nylon are not appropriate materials.

Zipper, Velcro, speed laces, and snap closures are inappropriate on period clothing or equipment. Heavy cosmetics such as excessive eye liner or shadow, obvious makeup and lipstick, and enameled nail polish are inappropriate. To achieve a women's 19th century period hair style, modern & short hairstyles should be hidden by wearing snoods, caps or other headgear. To achieve a men's 19th century hair style, longer modern hairstyles can be covered by headgear of the 1860's. Tattoos that are incongruous with the 1860 period must be kept covered. For example, if a volunteer is involved in a public program and has a tattoo with a modern motif on an arm shirt sleeves should be worn lowered and buttoned to cover the tattoo.

White or off white socks of wool or cotton are appropriate for male role costuming. Colored socks may be worn but socks typical of latter periods such as argyle designs or plaids should not be worn. Modern ski or athletic socks with vibrant colored tops that may be visible to visitors must have the typically orange, yellow or red tops cut off before being worn with period clothing.

Eyeglasses must be as close to mid- 19th century style as possible. Consider if eyeglasses can be dispensed with because they were not commonly worn for all occasions or for as long periods as is customary in the 21st century. Examination of 19th century photographs of soldiers will show that very few soldiers wore spectacles while in the ranks. If eyeglasses must be worn, they must not be modern horn rimmed, wide lenses or aviator styles.

HISTORIC MILITARY COSTUMING REGULATIONS

The military costuming used to portray Union Army soldiers at Harpers Ferry will be based on the Regulations for the Army of the United States, 1861.

ACCOUTREMENTS FOR INFANTRY:

Union army canteens are metal with a three pint capacity, a cloth covering and a white cloth or leather strap.

Haversacks should be tarred linen with a tarred linen strap.

Rifle equipment for enlisted men should be a black bridle or buff leather waist belt, with brass U.S. plate; a cap pouch; a bayonet scabbard; a cartridge box with a brass U.S. plate; a cartridge box sling with a brass eagle breast plate. These are standard infantry equipment for enlisted men.

U.S. UNIFORMS

Trousers of sky blue kersey wool, button fly, without belt loops or rear pockets are standard. The fabric, cut and construction should be of mid- 19th century style. Trouser buttons are tin. Footgear should be authentic Civil War issue style military brogan shoes, preferably rough side out without grommets. Riding boots are permitted for officers, light artillerymen and cavalrymen.

Headgear should be the forage cap or kepi (chasseur cap) of dark blue wool with a leather visor and chin strap or the black felt Hardee or slouch hat. The hat or cap may bear the brass infantry bugle or horn insignia, the regimental number and company letter. Hats may bear the corps or arm of service colored cord.

Corp badges should not be worn unless the activity represents a specific unit known to have worn a corps badge while at Harpers Ferry

Coats should be the military issue style dark blue flannel sack coat with a four button front or the dark blue wool frockcoat with a nine button front. The frock coat should have light blue piping on the collar and cuffs for infantry and red piping for heavy artillery. Infantry shell jackets may be worn. Shell jackets with a twelve button front piped in red for light artillery and in yellow for cavalry may be worn. Sky blue wool overcoats are also permitted to be worn.

Inappropriate jewelry such as wrist watches, I.D. bracelets, earrings, modern school, service or fraternal rings should not be worn with an 1860s period military uniform.

Infantry shoulder- arms should be three banded percussion rifles or rifle- muskets.

CONFEDERATE UNIFORMS

Confederate impressions are not used in Harpers Ferry National Historical Park on a regular basis. Special programs that utilize Confederate impressions usually involve the late 1862 or mid to late 1864 time periods.

Interpretive event agreements will be used to describe the appropriate uniform for specific programs. Pre- war or early war militia impressions shall accurately represent the actual uniforms of local militia units known to have been at Harpers Ferry.

A general guideline for Confederate impressions at Harpers Ferry representative of the appearance of troops of the Army of Northern Virginia in the 1862 or 1864 time period would include grey or butternut wool or wooljean shell jackets, gray wool officer's frock coats, grey, butternut, or sky blue wool or wooljean trousers made with straight cut, button fly and without belt loops or hip pockets, brown or black brogans, gray or butternut Chausser cap (kepi) or forage cap or gray, tan, brown or black plug or slouch hat. Accoutrements may be brown or black leather or tarred linen. Fork style or roller belt buckles are encouraged. Buttons may be state specific, Confederate general issue styles, re- employed Federal style or plain civilian style. Confederate, state or re- employed Federal belt plates are appropriate for Confederate saber belts.

DISMOUNTED CAVALRY

There is no evidence of dismounted cavalry being assigned to the garrison at Harpers Ferry. The most effective way to interpret cavalry is to present the duties of the man and horse to visitors. If dismounted cavalry impressions are used in the park, it will conform to the usual weapons and uniforms of the cavalry unless it can be shown through documentation that the unit wore something else. Dismounted units should be able to accurately demonstrate skirmish drill, saber

drill, and carbine and pistol drill. The model 1859 McClellan saddle is an example of appropriate cavalry equipment. The park discourages cavalry impressions that are not mounted.

RANGE FACILITY FOR FIRING DEMONSTRATIONS

There are two approved blank firing demonstration areas located in the park. One is located in the lower town area at Arsenal Square. This range is designated by a park staff by creating a physical barrier with iron pegs and ropes between the weapons fired and the audience. The lower town range is for shoulder arms demonstrations only.

The other range area, located at Bolivar Heights, is the only locations approved for artillery firing demonstrations.

Park Volunteers register, on site, for events, their names, addresses, phone number and weapons with serial numbers. This information also helps the park build a mailing database to inform park volunteers of annual events.

Original weapons can be shown but not fired, but all weapons regardless of vintage MUST be inspected to make sure they are not loaded.

Standard weapons utilized in park historic weapons program are: flintlock muskets, flintlock rifles, model 1841 HF rifle, model 42 musket, model 55 rifle musket, model 1861- 64 spring rifle, Enfield, and Richmond depot rifles. Weapons, such as Sharpes carbines, will require previous approval before being brought to a park program.

ARTILLERY

Six Pound guns, Twelve Pound guns, Three inch ordnance rifles and Parrott rifles are the normal artillery pieces utilized in this area during the Civil War. Anything beyond this would need special park approval and documentation.

CIVILIANS

Harpers Ferry suggested impressions for women in camp:

Military Related Impressions: Officer or NCOs wives, sutlers, Relief agencies such as the USCC or USSC, refugees, prisoners, farmers at the military run Shenandoah River market, nurses with military hospitals and women cooking for the US Soldiers Rest.

Local Citizenry Beyond the Military: Family members of Mrs. Stipes operating her Boarding House and laundress operations, documented local civilians, male embalmers and funeral directors, US Treasury agents, bureau of abandoned lands, Jessie scouts.

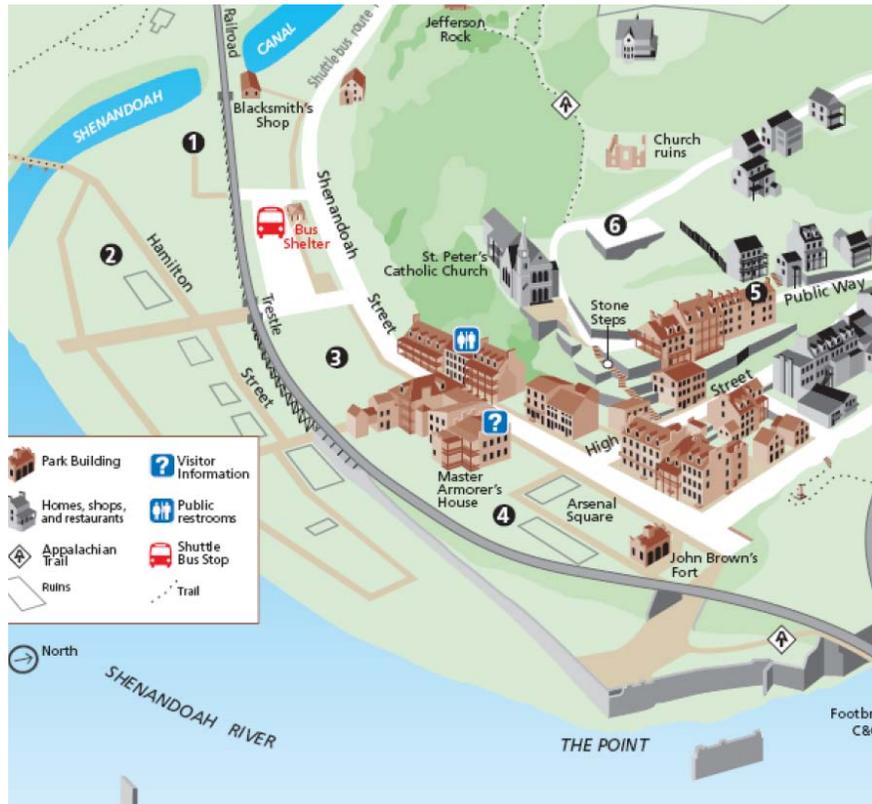
COMPORTMENT

Since the park borders on private property certain after programming hours activities are inappropriate for park personnel and volunteers in the park.

Excessively boisterous noise in the park has been reported by local townspeople as an intrusion on the tranquility of the town especially in the evening and late night hours. In a small community, businesses usually close early and residents expect little activity after 10 p.m. Therefore, it is required that camp activities be quiet between 10 p.m. and 6 a.m. Although participating VIPS may leave their designated camp sites after programming hours, they should return to camp by 10:00 p.m. Intrusions on private property are likely to result in trespassing or public annoyance charges by park neighbors. If town police are called, there is nothing that the park can do to intervene. Such potential incidents can embarrass the NPS, disturb relations with the local community and endanger the viability of future living history programming.

While alcoholic beverages and illegal substances are forbidden in the park, their use outside of the park by park activity participants can be equally illegal if used on private or public property. Such activities can be offensive to the community and may identify such behavior with the park. If participants leave the park and consume alcoholic beverages, whether at local restaurants or other locations, it is their responsibility not to become intoxicated or act in an offensive manner. Alcohol beverages may not be taken back to the park, or taken on the streets, NPS Train lot, shops and public areas of the community or on private property. Intoxicated or irresponsible behavior in the local community or in the park will not be tolerated and may result in immediate expulsion from the park and in individual or unit rejection from all future park activities. Park program participants represent the park and are required to comport themselves in a responsible, professional and dignified manner that will reflect credit to themselves and the National Park Service. In order to maintain the responsible image of the park participants' behavior must be above reproach. The best way to avoid these situations is to maintain an appropriate and authentic Civil War period camp throughout the period of the special event agreement. In cases where a closed military camp is impractical, it is still the responsibility of the participating unit, its commander and co- coordinator to provide internal security for the camp and to regulate the behavior of unit participants throughout the special event agreement period.

Information for Park Volunteers Participating in Living History Programs



Use of these sites by permit only

1. Overnight parking for living history camp
2. Living history campsite
3. Living history campsite
4. Living history firing range and campsite
5. Volunteer housing
6. Parking for volunteer housing

HANDBOOK ACKNOWLEDGMENTS

We would like to acknowledge the people that wrote the below documents, as all of these documents were used in the formation of the Harpers Ferry National Historical Park Volunteer Handbook:

- Antietam National Battlefield Volunteer Handbook
- Mount Rainier National Park Volunteer Handbook
- Big Bend National Park, A Handbook for New Volunteers
- Handbook for Volunteers- In- Parks of Cuyahoga Valley National Park
- Yosemite National Park Volunteers In Parks Handbook
- Chesapeake and Ohio National Historical Park Volunteers' Handbook
- Mesa Verde National Park Volunteer Handbook
- Homeland Security Presidential Directive 12 (HSPD- 12)
- National Park Service Reference Manual #7
- Director's Order #7: Volunteers In Parks
- Office of International Affairs, International Volunteers- In- Parks Program
- Harpers Ferry National Historical Park General Management Plan



Youth and Volunteer Picnic 2011

APPENDIX

Harpers Ferry Frequently Asked Questions

When is Harpers Ferry National Historical Park open?

Harpers Ferry is open daily from 8:00am to 5:00pm, and is closed Thanksgiving Day, Christmas Day, and New Year's Day. Park trails close at dusk.

Where should visitors park?

The main parking lot is located at the Cavalier Heights Entrance Station on 171 Shoreline Drive. This parking location offers a free shuttle bus to the Lower Town year round and to Bolivar Heights during the summer. It is also the only parking location to accept credit card as payment for park fees. We recommend using this parking lot if you are visiting Lower Town, as parking is severely limited in this area. The other parking lots where you can pay park fees are at Bolivar Heights, the Harpers Ferry Train Station in Lower Town, and the River Access Parking Lot. Small parking lots are also located at Schoolhouse Ridge North, Schoolhouse Ridge South, and the Murphy- Chambers Farm.

When do the shuttle busses operate?

During the summer, shuttle busses operate from 8:00 am to 6:45 pm. In addition to the Lower Town and Visitor Center stops, the shuttle also stops at Bolivar Heights until 3:30 pm during the summer months. The shuttle busses operate from 8:00 am to 5:45 pm in the spring, fall, and winter.

What are the park's entrance fees?

A vehicle pass for a single, private vehicle with less than seven people in it is \$6.00. An individual pass for a person arriving by foot or bicycle is \$4.00. A Harpers Ferry NHP annual pass is \$25.00 and admits the pass holder and all others in a single, private vehicle for a year. Park fees are valid for three consecutive days, beginning on date of purchase. Entrance passes are required in all park areas and fees are payable at Cavalier Heights Entrance Station, Bolivar Heights, Maryland Heights, Harpers Ferry Train Station, and River Access Parking Lot. Credit cards are accepted only at Cavalier Heights.

What are the park's entrance fees for groups?

All groups planning to visit Harpers Ferry National Historical Park must make reservations a minimum of two weeks before the scheduled arrival date. Educational groups are required to make reservations a minimum of three weeks in advance. Group fees are assessed at the time of reservation. National Park Service employees will determine group status as commercial or non- commercial. Please contact the Entrance Station at (304) 535- 6299 for additional information.

When are the park's Fee Free Days when park admission is waived?

Park admission into Harpers Ferry is free on these special dates: Martin Luther King Jr. Birthday Weekend, National Park Week, the First Day of Summer, Public Lands Day, and Veteran's Day Weekend.

Where can I find information about park events?

The Harpers Ferry website <http://www.nps.gov/hafe/planyourvisit/events.htm> has a schedule of all park events and Ranger Programs. You can also find out more information about the park schedule at the Information Center and the Visitor Center.

Where are restrooms located in the park?

Restrooms are conveniently located at the Visitor Center, in the Lower Town next to the Bookstore, and by the parking lots for Schoolhouse Ridge North, Schoolhouse Ridge South, Murphy Farm, and Bolivar Heights.

Where are Assistive Listening Devices and Wheelchairs located?

Assistive listening devices and wheelchairs are available to borrow while in the park at the Visitor Center as well as the Information Center.

What safety awareness should I have when visiting Harpers Ferry?

Be aware that all streets are open to traffic, so please be careful and watch for oncoming traffic when crossing the street. Also, our sidewalks, gutters, and stone steps are uneven and slippery when wet. Please stay off all railroad tracks, as Harpers Ferry has some of the most active rail lines in the country. Lastly, swimming in the rivers is not advised because deep holes and strong undercurrents make them dangerous.

Can I bike around the park?

Yes! Biking around the park is allowed, but there are a few regulations involving bicycle use to consider before planning a trip. Cyclists are allowed to bike on the streets of Harpers Ferry, but are not permitted on sidewalks or park trails. Also, riding your bike downhill from the park entrance and Visitor Center parking lot is not permitted. If you wish to transport your bike between these locations, the park shuttle busses are all equipped with bike racks. Helmets are required by West Virginia State Law for riders under the age of 14 and are required for all riders when biking along the C&O Canal towpath on the Maryland side of the Potomac River. The best place to ride bikes is the C&O Canal towpath, although access to the C&O Canal from Harpers Ferry could be difficult for some as you need to carry your bike down two flights of steps. Bicycle racks are available at the park entrance at Cavalier Heights and in the Lower Town area of the park near the Point and the bus shelter. More information about biking around Harpers Ferry is available at the Visitor Center.

Where can I go for more information about Harpers Ferry National Historical Park?

Additional information about Harpers Ferry can be found online at www.nps.gov/hafe, by phone at (304) 535- 6029, or by mail at P.O. Box 65, Harpers Ferry, WV 25425. On site, the Visitor Center and the Information Center also have relevant park information.

History of Harpers Ferry

The interpretation of Harpers Ferry National Historical Park focuses on six main themes: John Brown, Civil War, African- American History, Industry, Transportation, and Natural Heritage. What follows are the stories behind our themes.

John Brown's Raid

John Brown believed he could free the slaves, and he selected Harpers Ferry as his starting point. Determined to seize the 100,000 weapons at the Arsenal and to use the Blue Ridge Mountains for guerrilla warfare, abolitionist Brown launched his raid on Sunday evening, October 16, 1859. His 21- man "army of liberation" seized the Armory and several other strategic points. 36 hours after the raid began, with most of his men killed or wounded, Brown was captured in the Armory fire engine house (now known as "John Brown's Fort") when U.S. Marines stormed the building.

Brought to trial at nearby Charles Town, Brown was found guilty of treason, conspiring with slaves to rebel, and murder. He was hanged on December 2, 1859. John Brown's short- lived raid failed, but his trial and execution focused the nation's attention on the moral issue of slavery and headed the country toward civil war.

Today, John Brown's Fort and the Arsenal ruins are part of the legacy of our nation's struggle with slavery.

The Civil War

The Civil War had a profound and disastrous effect on Harpers Ferry, leaving a path of destruction that wrecked the town's economy and forced many residents to depart forever. Because of the town's strategic location on the Baltimore & Ohio Railroad at the northern end of the Shenandoah Valley, Union and Confederate troops moved through Harpers Ferry frequently. The town officially changed hands eight times between 1861 and 1865.

On April 18, 1861, less than 24 hours after Virginia seceded from the Union, Federal soldiers set fire to the Armory and Arsenal to keep them out of Confederate hands. The Arsenal and 15,000 weapons were destroyed, but the Armory flames were extinguished and the weapon- making equipment was saved and shipped south. When the Confederates abandoned the town two months later, they burned most of the factory buildings and blew up the railroad bridge. The first Harpers Ferry citizen killed during the Civil War was Frederick Roeder.

Federal forces re- occupied Harpers Ferry in 1862. During the Confederacy's first invasion of the North, on September 15, 1862, Maj. Gen. Thomas J. "Stonewall" Jackson surrounded and captured the 12,500- man Union garrison stationed here. When the Federals returned to Harpers Ferry after the Battle of Antietam, they began transforming the surrounding heights into fortified encampments to protect both the town and the railroad. In 1864, Union Gen. Philip H. Sheridan used Harpers Ferry as his base of operations against Confederate troops in the Shenandoah Valley.

African- American History

African- Americans have been a part of the Harpers Ferry story since before the American Revolution. The first black arrived here in the mid- 1700s as a slave to Robert Harper. By the time of John Brown's Raid in 1859, about ten percent of the town's residents were black. The town's 150 slaves, considered property, could be rented out, sold, used as collateral for business transactions, or given away. Another 150 free blacks often worked as laborers or teamsters, but some prospered as skilled masons, plasterers, butchers, and blacksmiths.

During the Civil War, Harpers Ferry became one of many Union garrison towns where runaway slaves, or "contraband," sought refuge. Following the Civil War, New England Freewill Baptist missionaries acquired several vacant Armory buildings on Camp Hill and, in 1867, started Storer College, an integrated school designed primarily to educate former slaves but open to students of all races and both genders. Frederick Douglass served as a trustee of the college, and delivered a memorable oration on the subject of John Brown here in 1881.

By the end of the nineteenth century, Jim Crow laws and legal segregation had buried the promise of freedom and equality for blacks. To combat these injustices, Dr. W.E.B. Du Bois and other leading African- Americans created the Niagara Movement, which held its second conference on the campus of Storer College in 1906. The Niagara Movement was a forerunner to the NAACP.

In 1954, legal segregation finally ended because of the landmark school desegregation decision handed down by the Supreme Court in *Brown v. The Board of Education*. A year later, Storer College closed its doors. Today, the National Park Service continues the college's educational mission by using part of the old campus as a training facility.

Industry

The United States Armory and Arsenal, established here in 1799, transformed Harpers Ferry from a remote village into an industrial center. Between 1801 and the outbreak of the Civil War in 1861, the Armory produced more than 600,000 muskets, rifles, and pistols, and employed over 400 workers at times. Inventor John H. Hall pioneered interchangeable firearms manufacture at his Rifle Works from 1820- 1840 and helped lead the change from craft- based production to manufacture by machine. Before the Civil War, Virginius Island boasted a number of private industries, including a sawmill, flour mill, machine shop, two cotton mills, a tannery, and an iron foundry. Lewis Wernwag, a noted bridge builder from Philadelphia, was one of the island's first entrepreneurs. Following the war, two water- powered pulp mills were erected along the Potomac and Shenandoah rivers. Today, only ruins remain of Harpers Ferry's nineteenth century industrial heyday.

Transportation

The convergence here of the Baltimore & Ohio Railroad, the Winchester & Potomac Railroad, and the Chesapeake & Ohio Canal in the mid- 1830s inaugurated an era of economic and industrial growth that lasted until the Civil War. Trains and boats reduced travel time from days to hours and served as avenues for local commerce. German and Irish laborers who helped to build the railroad and canal later settled in the area and diversified the local culture. The ferry service operated by Robert Harper in the mid- 1700s became obsolete as bridges spanned the rivers. Even George Washington promoted commerce in the region as first president of the Patowmack Company, which was formed in 1785 to permit boats of "shallow draft" to navigate the Potomac River. Today, only the railroad remains as an active reminder of the town's rich transportation heritage.

Natural Heritage

The Harpers Ferry water gap has attracted human attention for centuries. Native Americans and early settlers used the gap in the Blue Ridge as an avenue of travel and transport. The rivers that carved the gap also produced power for the town's mills and factories. Hardwoods from the mountains provided charcoal for industry and fuel for stoves. Local stone afforded excellent building material. Although severe floods have sometimes ravaged what human hands have built, the land here has proven resilient.

Today, wetlands fill abandoned canals and plants and animals use old ruins as homes. Throughout years of human alteration and natural reclamation, the picturesque landscape has remained a constant and still inspires writers, artists, and millions of visitors. Thomas Jefferson, for instance, described the scene here as "worth a voyage across the Atlantic" in his Notes on the State of Virginia.

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Locations Around Harpers Ferry

Libraries

Bolivar- Harpers Ferry Public Library, 151 Polk St, Harpers Ferry, WV (304) 535- 2301
Charles Town Library, 200 E Washington St, Charles Town, WV (304) 725- 2208
Shepherdstown Public Library, 100 W German St, Shepherdstown, WV (304) 876- 2783

Religious Services

St. Peter's Roman Catholic Church (304) 535- 2092
St. John's Lutheran Church (304) 535- 3105
Camp Hill- Wesley United Methodist (304) 535- 6882
Bolivar Pentecostal Church (304) 535- 2221
Bolivar United Methodist Church (304) 535- 3120
First Zion Baptist Church (304) 535- 2691
Mission Tabernacle Church (304) 728- 4147
Chestnut Hill United Methodist (304) 725- 4157
Church of Jesus Christ of Latter- day Saints (304) 724- 1366

Hospitals

Jefferson Memorial Hospital, 300 South Preston Street, Ranson, WV 25438 (304) 728- 1600
City Hospital, 2500 Hospital Dr., Martinsburg, WV 25401 (304) 264- 1000
VA Medical Center, Martinsburg, 510 Butler Ave., Martinsburg, WV 25405 (304) 263- 0811

Transportation

Amtrak Station, Potomac Street & Shenandoah Street, Harpers Ferry, WV 25425
(800) 872- 7245
Marc Station, Potomac Street & Shenandoah Street, Harpers Ferry, WV 25425
(866)743- 3682

Banks within a 14 mile radius of Harpers Ferry

Bank of Charles Town, MVB Bank, National City Bank, BB&T, Jefferson Security Bank,
Citibank, United Bank, Middleburg Bank, PNC Bank, M&T Bank, Middletown Valley Bank,
Cardinal Bank, Capital One Bank, Susquehanna Bank

Post Offices

U.S. Post Office, 1010 Washington St., Harpers Ferry, WV 25425
U.S. Post Office, 402 Shepherdstown Pike, Harpers Ferry, WV 25425

Supermarkets

7 Eleven, 1655 Washington St, Harpers Ferry, WV 25425
Aldi, 1147 Marlow Road, Charles Town, WV, 25414
Food Lion, 96 Somerset Blvd, Charles Town, WV, 25414
Walmart Supercenter, 96 Patrick Henry Way, Charles Town WV, 25414
Martins, 190 Flowing Spring Rd, Charles Town, WV, 25414

Food, Lodging and Recreation Near Harpers Ferry National Historical Park

Dining in Harpers Ferry

Canal House Creamery & Café	304.535.2880
Cannonball Deli	304.535.1762
Coach House Grill	304.535.1257
Country Café	304.535.2327
Groovie Smoothies	304.885.0504
Hannah's Train Depot	304.535.1333
Mena's Pizza	304.535.6362
Private Quinn's Pub	304.535.2322
Quality Hotel & Conference Center	304.535.6302
Scoops	304.535.6654
Swiss Miss	304.535.1250
The Anvil Restaurant	304.535.2582
The Armory Pub	304.535.2469
The Coffee Mill	304.535.1257
The Secret Six Tavern	304.535.1159
Town's Pub & Eatery	304.535.2553

Area Hotels, Motels & Inns

Bavarian Inn & Lodge, Shepherdstown	304.876.2551
Between the Rivers, Harpers Ferry	304.535.2768
Clarion Hotel, Shepherdstown	304.876.7000
Comfort Inn, Harpers Ferry	304.535.6391
Holiday Inn Express, Charles Town	304.725.1330
Laurel Lodge, Harpers Ferry	304.535.2886
Quality Hotel & Conference Center, Harpers Ferry	304.535.6302
The Inn at Charles Town Races & Slots, Charles Town	800.795.7001
The Ledge House B&B, Harpers Ferry	877.468.4326
The Town's Inn, Harpers Ferry	877.489.2447
Turf Motel, Charles Town	304.725.2081

Bed & Breakfasts

Angler's Inn, Harpers Ferry	304.535.1239
Camp Hill B&B, Harpers Ferry	304.535.2657
Carriage Inn, Charles Town	304.728.8003
Cottonwood Inn, Charles Town	304.725.3371
Harpers Ferry Guest House	304.535.6955
Jackson Rose B&B, Harpers Ferry	304.535.1528
Mecklenburg Inn, Shepherdstown	304.876.2126
Thomas Shepherd Inn, Shepherdstown	304.876.3715
Washington House Inn, Charles Town	304.725.7923

Campgrounds & Cabins

Camping Harpers Ferry	800.326.7238
Hi-Harpers Ferry Hostel (Maryland)	301.834.7652
Harpers Ferry KOA	800.562.9497

Other Nearby National and State Parks

Antietam National Battlefield, MD	301.432.5124
*Camping	
Appalachian Trail Conservancy, WV	304.535.6331
Chesapeake & Ohio Canal NHP, MD	301.739.4200
*Camping	
Catoctin Mountain Park, MD	301.663.9388
*Camping	
Catoctin Wildfire Preserve & Zoo, MD	301.271.3180
Cunningham Falls State Park, MD	301.271.7574
*Gambrill State Park, MD	301.271.7574
*Camping	
Eisenhower NHS, Gettysburg, PA	717.338.9114
Gathland State Park, MD	301.791.4767
*Greenbrier State Park, MD	301.791.4767
*South Mountain Battlefield State Park	
*Camping	
Gettysburg National Military Park, PA	717.334.1124
Monocacy National Battlefield, MD	301.662.3515
Shenandoah National Park, VA	540.999.3500
*Camping	

River Rafting/Tubing/Canoeing

Butts Tubing	800.836.9911
River Riders	800.326.7238
River & Trail Outfitters	301.695.5177

Bicycle Rentals

KOA	800.562.9497
Mountainside Bike Tours	800.459.0510
The Outfitters	304.535.2087
River Riders	800.326.7238
River and Trail Outfitters	888.446.7529

Fishing Guide Service

Angler's Inn	304.535.1239
River Riders	800.326.7238

Horseback Riding

Elk Mountain Trails	301.834.8882
George Mill Farm & Stable	540.822.4110

Additional Visitor Information

Frederick County, MD	301.600.2888
	800.999.3613
Jefferson County, WV	304.535.2627
	866.435.5698
Loudoun County, VA	800.752.6118
Martinsburg-Berkeley County, WV	304.264.8801
Washington County, MD	301.791.3246

Park Housing Guide

Living in shared housing means living in a community made up of many different people, values, cultures, and attitudes. This community, like most communities, is governed by policies and regulations that are designed to protect the rights and privileges of the community group while respecting the rights and freedom of the individual. Community living requires a high degree of consideration on the part of each person comprising the community. As long as there is more than one person occupying space in the community, the individual does not have the right to total freedom of behavior. Behavior that infringes upon or violates the rights of the community or member of the community is considered inappropriate and irresponsible.

After housing assignments have been made and before settling into the room, the tenant will make a complete inventory and inspection of the bedroom, all shared space and furnishings. The inventory form, which was received at check-in, must be completed, signed, and a copy returned to the Housing Coordinator. The condition of each item, as well as shared items, should be noted on the housing inventory form, for which each tenant is completely responsible.

Assigned housing is to be kept clean, neat and orderly. Where housing is shared, each occupant will assume equal responsibility in assuring the cleanliness of the kitchen, bathroom(s), etc. Occupants are expected to keep the area surrounding assigned housing free of litter, replace light bulbs, etc. The last person leaving shared housing will be responsible for the entire space upon final checkout.

When one occupant of shared housing is vacating prior to the other occupant, the remaining occupant should make Facility Management aware of any conditions for which he/she does not wish to assume responsibility, i.e. damage or behavior that should rightly be assessed against the vacating occupant. The Buildings & Utilities, Custodial, or Facility Supervisor will work with both occupants to resolve any differences. Any costs of cleaning or repairs, beyond that resulting from normal wear and tear, will be borne by the occupant(s). Everyone living in that building will share cleaning costs or repairs that are necessary. The charge for cleaning will be established by the Custodial Supervisor.

It is expected that the employees who occupy housing maintain the same standard of structural intactness, sanitary hygiene, and safe living as they would in the work place. The housing will be maintained at a Class A Standard, as defined by the "Maintenance Handbook." The occupants are responsible for the following:

1. Assumes responsibility for all damage other than normal wear and tear.
 - a. Normal wear and tear is defined as the deterioration through use by occupants exercising proper care.
 - b. Knives and other kitchen utensils that may damage counter tops must be used only on cutting boards.
2. Damage to structure or furniture provided will be reported immediately.
3. Pets in Seasonal/Intern/Volunteer shared housing are strictly prohibited.
4. Excessive damage to walls, floors, and floor coverings, freeze damage to water pipes because of negligence, damage attributed to misuse of appliances, stoppage of plumbing

fixtures, major burns and stains, all damage caused by plants or animals* and all types of damage beyond normal wear and tear are to be assumed by the occupant or occupants and will be repaired at their expense.

*Service dogs or any other animal authorized to aid a physical impairment.

5. Do not use anything sticky on the walls. This includes tape of all kinds: Scotch, masking, duct, adhesive, etc. This also includes stick- on novelty items such as paper cup dispensers, room deodorizers, hanger hooks and peel & stick tabs i.e. note pads. There is a product which resembles gum, it has various trade names such as plas- tac; **DO NOT USE THIS or anything similar!** It dissolves the paint and leaves permanent oil spot on the wall, which fuses into the wall fabric and cannot be removed. Poster strips will be furnished for each room for the purpose of hanging posters, pictures, etc.; absolutely nothing may be hung or attached to the walls or ceilings other than from the poster strips. Infractions of this rule will result in the occupant paying for all costs associated in the repairs necessary to correct damages to walls and ceilings.
6. Each occupant will occupy his/her own space only and will not overflow into additional space. Infractions of this rule may cause occupant to be charged at the full rate.
 - a. Bedroom space with 2 beds furnished will be limited to 50% of the room at all times, unless administrative assignments dictate a third person in the room; in such case, individual space will be limited to 1/3 of the room. Infractions of this rule will be charged at full rental rate.
 - b. All other rooms will be shared based on occupancy of the housing unit.
 - c. Overnight guests are forbidden.
 - d. Business ventures of any kind or the storage of any materials associated with any business endeavor are not allowed in dormitory housing.
 - e. No tenant may assign, sublet, re- rent or allow anyone to reside in the housing complex for any period of time.
 - f. Personal items are to be confined to the area of assigned space, kept neat and orderly and are not to overlap into common space or another occupant's space.
7. Trash will be placed in 4 ml plastic bags and placed in receptacles outside dwelling. Trash shall not accumulate inside the residence.
8. Sanitary conditions will be maintained daily and ready for inspection on short notice. Cleaning bathroom fixtures (showers, tubs, sinks, and commode bowls) after each use will maintain sanitary conditions for other occupants and will always be ready for inspection. **Do not place sanitary products in toilets.**
9. Kitchen appliances will be clean and sanitary at all times for health purposes. The stove top, burners, and oven will be free of grease at all times to prevent a fire hazard. The refrigerator will be cleaned and cleared of excess food on a weekly basis to prevent mold, mildew and bacteria from accumulating on the interior and exterior.
10. Personal appliances such as refrigerators, hot plates, microwaves, are prohibited. All Seasonal/Intern/Volunteer housing have fully equipped kitchens. Personal appliances may cause safety hazards and may over tax the electrical systems in the units.
11. Floor coverings and cabinets will be kept clean and free of food particles to prevent pests, such as ants, roaches, mice and rats from inhibiting the living area.
12. If applicable, basement areas are to be kept clean and tidy, free of cardboard boxes, rags, improperly stored solvents, gasoline and any other combustible materials that constitute a fire hazard.

13. Exterior conditions must reflect a positive image with the surroundings and adhere to the Visual Quality Plan of the Park and not detract from scenery as observed by the Park visitor.
14. Permanent employees may not reside in seasonal housing units.
15. Personal furniture is prohibited; household furniture will be provided as per the household inventory form. Tenant will assume full responsibility for the furnishings and will agree to leave them in place. Furniture is not to be moved or switched from room to room. All furniture will remain in its designated area as per household inventory form.
16. Tenants will Park in authorized areas only. Tenants of 1C, 1D, 36, 240 and 8 may use the designated parking spots for their units in the Hamilton Street lot (Stockade.)
17. The Housing Management Team will inspect Seasonal/Intern/Volunteer temporary housing units on a bi- weekly basis or as deemed necessary. Adverse conditions revealed during bi- weekly inspections could result in eviction if repeated deficiencies are found.
18. If an emergency exists and occupant or occupants are not available, the Chief Ranger or his authorized designee will have the authority to obtain the key from the Physical Security Specialist to gain entry. Occupants will be required to make themselves available to allow the inspection team entry during bi- weekly inspection of dormitory housing unit.
19. Any infractions of the above rules will constitute a breach of contract and the occupant or occupants may be evicted.
20. Employees must thoroughly clean their assigned space and shared space at the end of their tour of duty prior to vacating the premises. Rooms will be locked prior to return of keys. Infractions of this policy found by the housing inspection team will be reported to the administrative division and a Bill of Collection will be issued to pay for cleaning.
21. Seasonal housing units are authorized for multiple employee occupancy and may not be used for single- family occupancy, except in cases of emergency as determined by the Superintendent.

The Park retains the right to enter the premises by passkey with tenant at all reasonable and necessary times to inspect the premises for any purpose connected with maintenance, to perform work, or any other act found necessary on such inspection for management of the premises.

Housing must be vacated upon termination of employment. The employee will have the following day after termination to make any corrections to the housing or clean it after the initial inspection during checkout if the housing does not meet the inspection requirements. Storage of personal property until next season is not allowed.

It is not the intent of the National Park Service to impose undue restrictions upon its tenants; however, the Service expects certain standards to be maintained to comply with health and safety regulations in community living situations.

For specific shared occupancy guidelines on a specific policy, refer to that section above, such as pet policy (7.2.3) or smoking (7.2.2).

Volunteer Application for Natural Resources Agencies		Instructions: Mark <input checked="" type="checkbox"/> in the appropriate boxes, for other items either print or type responses. If extra space is needed use item 18.																															
1. Name (Last, First, Middle)	2. Age	3. Telephone Number () -	4. Email Address																														
5. Street Address (include apartment no., if any)		6. City, State, and Zip Code																															
<p>7. Which general volunteer work categories are you most interested in?</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Archeology</td> <td><input type="checkbox"/> Historical/ Preservation</td> <td><input type="checkbox"/> Soil/ Watershed</td> </tr> <tr> <td><input type="checkbox"/> Botany</td> <td><input type="checkbox"/> Pest/Disease Control</td> <td><input type="checkbox"/> Timber/Fire Prevention</td> </tr> <tr> <td><input type="checkbox"/> Campground Host</td> <td><input type="checkbox"/> Minerals/ Geology</td> <td><input type="checkbox"/> Trail/Campground Maintenance</td> </tr> <tr> <td><input type="checkbox"/> Construction Maintenance</td> <td><input type="checkbox"/> Natural Resources Planning</td> <td><input type="checkbox"/> Tour Guide/Interpretation</td> </tr> <tr> <td><input type="checkbox"/> Computers</td> <td><input type="checkbox"/> Office/Clerical</td> <td><input type="checkbox"/> Visitor Information</td> </tr> <tr> <td><input type="checkbox"/> Conservation Education</td> <td><input type="checkbox"/> Range/Livestock</td> <td><input type="checkbox"/> Other (Please specify)</td> </tr> <tr> <td><input type="checkbox"/> Fish/Wildlife</td> <td><input type="checkbox"/> Research/Librarian</td> <td></td> </tr> </table>				<input type="checkbox"/> Archeology	<input type="checkbox"/> Historical/ Preservation	<input type="checkbox"/> Soil/ Watershed	<input type="checkbox"/> Botany	<input type="checkbox"/> Pest/Disease Control	<input type="checkbox"/> Timber/Fire Prevention	<input type="checkbox"/> Campground Host	<input type="checkbox"/> Minerals/ Geology	<input type="checkbox"/> Trail/Campground Maintenance	<input type="checkbox"/> Construction Maintenance	<input type="checkbox"/> Natural Resources Planning	<input type="checkbox"/> Tour Guide/Interpretation	<input type="checkbox"/> Computers	<input type="checkbox"/> Office/Clerical	<input type="checkbox"/> Visitor Information	<input type="checkbox"/> Conservation Education	<input type="checkbox"/> Range/Livestock	<input type="checkbox"/> Other (Please specify)	<input type="checkbox"/> Fish/Wildlife	<input type="checkbox"/> Research/Librarian										
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<p>8. What qualifications/skills/experience/education do you have that you would like to use in your volunteer work?</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Backpacking/Camping</td> <td><input type="checkbox"/> Heavy Equipment Operation</td> <td><input type="checkbox"/> Sign Language</td> </tr> <tr> <td><input type="checkbox"/> Biology</td> <td><input type="checkbox"/> Horses – Care/ Riding</td> <td><input type="checkbox"/> Supervision</td> </tr> <tr> <td><input type="checkbox"/> Boat Operation</td> <td><input type="checkbox"/> Landscaping/Reforestation</td> <td><input type="checkbox"/> Other Trade skills (Please specify)</td> </tr> <tr> <td><input type="checkbox"/> Carpentry</td> <td><input type="checkbox"/> Land Surveying</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Clerical/Office Machines</td> <td><input type="checkbox"/> Livestock/Ranching</td> <td><input type="checkbox"/> Teaching</td> </tr> <tr> <td><input type="checkbox"/> Computer Programming</td> <td><input type="checkbox"/> Map reading</td> <td><input type="checkbox"/> Working with People</td> </tr> <tr> <td><input type="checkbox"/> Drafting/Graphics</td> <td><input type="checkbox"/> Mountaineering</td> <td><input type="checkbox"/> Writing/Editing</td> </tr> <tr> <td><input type="checkbox"/> Driver's License</td> <td><input type="checkbox"/> Photography</td> <td><input type="checkbox"/> Other (Please specify)</td> </tr> <tr> <td><input type="checkbox"/> First Aid Certificate</td> <td><input type="checkbox"/> Public Speaking</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Hand/Power Tools</td> <td><input type="checkbox"/> Research/Librarian</td> <td></td> </tr> </table>				<input type="checkbox"/> Backpacking/Camping	<input type="checkbox"/> Heavy Equipment Operation	<input type="checkbox"/> Sign Language	<input type="checkbox"/> Biology	<input type="checkbox"/> Horses – Care/ Riding	<input type="checkbox"/> Supervision	<input type="checkbox"/> Boat Operation	<input type="checkbox"/> Landscaping/Reforestation	<input type="checkbox"/> Other Trade skills (Please specify)	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Land Surveying		<input type="checkbox"/> Clerical/Office Machines	<input type="checkbox"/> Livestock/Ranching	<input type="checkbox"/> Teaching	<input type="checkbox"/> Computer Programming	<input type="checkbox"/> Map reading	<input type="checkbox"/> Working with People	<input type="checkbox"/> Drafting/Graphics	<input type="checkbox"/> Mountaineering	<input type="checkbox"/> Writing/Editing	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Photography	<input type="checkbox"/> Other (Please specify)	<input type="checkbox"/> First Aid Certificate	<input type="checkbox"/> Public Speaking		<input type="checkbox"/> Hand/Power Tools	<input type="checkbox"/> Research/Librarian	
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<p>9. Based on boxes checked in items 7 and 8, what particular type of volunteer work would you like to do? (Please describe any specific qualifications, skills, experience, or education that apply)</p> <p>_____</p>																																	
<p>10. Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, additional information may be required)</p>																																	
<p>11. a. Have you volunteered before? <input type="checkbox"/> Yes <input type="checkbox"/> No b. If Yes, please briefly describe your volunteer experience.</p>																																	
<p>12. Would you like to supervise other volunteers? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																																	
<p>13. What are some of your objectives for working as a volunteer? (Optional)</p>																																	
<p>14. Please specify any physical limitations that may influence your volunteer work activities:</p>																																	

<p>15. a. Which months would you be available for volunteer work?</p> <p> <input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> November <input type="checkbox"/> December </p>	
<p>15b. How many hours per week would you be available for volunteer work? Hours</p>	
<p>15c. Which days per week would you be available for volunteer work?</p> <p> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday </p>	
<p>16. Specify at least three states or specific locations within a state where you would like to do volunteer work.</p>	
<p>17. Specify your lodging needs:</p> <p> <input type="checkbox"/> I will furnish my own lodging (such as tent; camper; own, relative's, or friend's place) <input type="checkbox"/> I will require assistance in finding lodging </p>	
<p>18. If a volunteer assignment is not available at the location specified in item 16, do you want your application forwarded to another location or Federal agency seeking volunteers with your background/interests?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No (Please specify) </p>	
<p>19. This is provided for more detailed responses. Please indicate the item numbers to which these responses apply:</p>	
<p>Burden Statement</p> <p><i>According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0080. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</i></p> <p><i>The U.S. Department of Agriculture (USDA) and U.S. Department of the Interior prohibit discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).</i></p> <p><i>To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA and USDI are equal opportunity providers and employers.</i></p>	
<p>Notice to Volunteer</p> <p>Volunteers are not considered Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other benefit. However, volunteer service is creditable work experience. By signing this application the volunteer(s) understand(s) s/he may be subject to a reference check, background check, and/or criminal history inquiry.</p>	
<p>Privacy Act Statement</p> <p><i>Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The data will be used to maintain official records of volunteers of the USDA and USDI for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however if this form is incomplete, enrollment in the program cannot proceed.</i></p>	
<p>20. Signature (Sign in ink)</p>	<p>20. Date</p>

Volunteer Services Agreement for Natural Resources Agencies for Individuals or Groups

Please print when completing this form

Site Name/Project Leader		Agency	Reimbursement (if any)	
Name of Volunteer or Group Leader – Last, First, Middle		Age (If Individual Agreement) <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-25 <input type="checkbox"/> 26-55 <input type="checkbox"/> 56 and Older		
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Type	Email Address	Home Phone	Mobile Phone	
Street Address	City	State	Zip	

IF VOLUNTEER IS UNDER AGE 18 – Name of Parent or Legal Guardian	Home Phone	Mobile Phone	Email Address
Street Address	City	State	Zip

I affirm that I am the parent/guardian of the above named volunteer. I understand that the agency volunteer program does not provide compensation, except as otherwise provided by law; and that the service will not confer on the volunteer the status of a Federal employee. I have read the attached description of the service that the volunteer will perform.

I give my permission

for _____ to participate in the specified volunteer activity sponsored

by _____ at _____
(Name of Sponsoring Organization, if applicable) *(Name of Volunteer Duty Station)*

From _____ to _____
(Date) *(Date)* *(Parent/Guardian Signature)* *(Date)*

Emergency Contact Name	Home Phone	Mobile Phone	Email Address
Street Address	City	State	Zip

GOVERNMENT OFFICIAL COMPLETES THIS SECTION

Description of service to be performed. Include details such as time and schedule commitment, use of personal equipment, government vehicle, skills required (note certifications if necessary), level of physical activity required, etc. Attach the complete job description and job hazard analysis to this form. If this is a group agreement, the leader is to provide the group name, a complete list of group participants to be attached to this form, and parental approval (above) completed for each volunteer under the age of 18.

Government Vehicle required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Valid State Driver's License <input type="checkbox"/> International Driver's License
Personal Vehicle to be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please verify that the volunteer is in possession of one of these documents. DO NOT keep a copy of the document for his/her file.

I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees for any purpose other than tort claims and injury compensation. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the government or I may cancel this agreement at any time by notifying the other party.

I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties.

I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services as specifically stated in the attached job description, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws.

I understand the health and physical condition requirements for doing the work as described in the job description and at the project location, and certify that the statement I have checked below is true:

- I know of no medical condition or physical limitation that may adversely affect my ability to provide this service.
- I do know of a medical condition or physical limitation that may adversely affect my ability to provide this service and have explained it to _____.

(Name of Agency Official)

I do hereby volunteer my services as described above, to assist in agency-authorized work. I agree to follow all applicable safety guidelines.

(Signature of Volunteer)

(Date)

The above-named agency agrees, while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above, and to consider you as a Federal employee only for the purposes of tort claims and injury compensation to the extent not covered by your volunteer group, if any.

(Signature of Government Representative)

(Date)

Termination of Agreement

Volunteer requests formal evaluation Yes No Evaluation Completed _____
(Date)

Agreement terminated on _____
(Date) _____
(Signature of Government Representative)

Public Burden Statement

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Group Roster Form

Volunteer Roster: Harpers Ferry National Historical Park

Group Name: _____

Date of Visit: _____

Hours Worked: _____

	Name	Email	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____



Photo Release Form

I hereby grant the National Park Service permission to use my likeness in a photograph in any and all publications for Government or nongovernment purposes, including web site entries, without payment or any other consideration in perpetuity. I understand and agree that these materials will become the property of the National Park Service and will not be returned.

I hereby irrevocably authorize the National Park Service to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing the National Park Service's programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph.

I hereby hold harmless and release and forever discharge the National Park Service from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am 18 years of age or older and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release. I agree to indemnify and hold the Government harmless for any and all losses, claims, expenses, suits, costs, demands and damages or liabilities on account of personal injury, death, or property damages of any nature whatsoever and by whomsoever made, arising out of the photographed activities in which I am taking part.

Signature/Date

Printed Name/Date

Address

City

State

Zip Code

Phone

If the person signing is under age 18, there must be consent by a parent or guardian, as follows:

I hereby certify that I am the parent or guardian of _____, named above, and do hereby give my consent without reservation to the foregoing on behalf of this person.

Parent or Guardian's Signature/Date

Parent or Guardian's Printed Name/Date

Privacy Act Statement: This information is provided to comply with the Privacy Act (PL 93-579). 5 U.S.C. 301 and 7 CFR 260 authorizing acceptance of the information requested on this form. The data you furnish will be used only to provide the National Park Service with contact information pertaining to this release form.

Intern Commitment Letter



United States Department of the Interior

NATIONAL PARK SERVICE
Harpers Ferry National Historical Park
P.O. Box 65
Harpers Ferry, West Virginia 25425

Congratulations! You have been accepted to participate in Harpers Ferry National Historical Park's intern program. This is a highly competitive program that seeks to provide current undergraduate or graduate students with positive work-life experience. Past interns have gone on to obtain employment with the National Park Service, other land management agencies, non-profits, the private sector, or have simply decided to continue their education. The intent of this letter is to provide you with an overview of our expectations of your new position, in addition to the duties, duration and responsibilities associated with your internship.

Authorized a national monument in 1944, then later a national historical park in 1963, Harpers Ferry is one of over 390 National Park Service units managed under the United States Department of the Interior. Located at the confluence of the Potomac and Shenandoah Rivers in the states of West Virginia, Maryland and Virginia, the park includes nearly 4,000 acres with 65 park structures. The park is rich with our nation's history to include; industrial history/ arms manufacturing, John Brown's 1859 Raid, 1861-1865 Civil War military and civilian history, African American history, Storer College, the Niagara Movement, transportation development and the early American experience. The park's natural history and resources will captivate you as well with the awe-inspiring scenic beauty and recreational resource of the Shenandoah and Potomac Rivers, surrounding Blue Ridge Mountains and wildlife within.

To manage these resources a staff of approximately 80 full-time, part-time and temporary employees, from the field areas of maintenance, administration, interpretation, education, living history, visitor services, natural and cultural resources management, visitor protection and fee collection, work to make a safe, enjoyable place for both national and international visitors.

No matter what field area you have been selected to intern in, we have no doubt you will remember your time spent in Harpers Ferry to be a positive life experience. While your intern supervisors will orient you to the park and the intricate responsibilities of your position, it is important for you to remember that while you are volunteering, you are an official representative of the National Park Service. While officially on duty or off duty in government housing we expect you to conduct yourself with the utmost professionalism. In the event that you are unable to meet the expectations and commitments set forth in this series of documents, your internship will be terminated.

If you have any questions or concerns regarding your internship, please feel free to contact your intern supervisor or the park's Volunteer & Outreach coordinator at 304.535.5017 any time.

We hope you enjoy your time spent in Harpers Ferry, please let us know what we can do for you to make it an enriching experience.

Sincerely,

Volunteer & Outreach Coordinator
Harpers Ferry National Historical Park

Intern Commitment

To be filled out and signed by volunteer supervisor and intern.

On this day, _____ I, _____,
(month/day/year) (student name)

hereby accept an internship along with the duties and responsibilities inherent of the position at
Harpers Ferry National Historical Park. I will be working under the guidance and supervision

of _____ in the Division of _____,
(volunteer supervisor & title) (Division)

(Branch)

This internship comes with / does not come with housing. _____ .
(circle one) (building & room #)

Dates of service (*not to exceed 480 hours, unless otherwise specified and approved by division chief*)

From _____ to _____
(month/day/year) (month/day/year)

This internship comes with / does not come with a weekly \$100 stipend (\$20/8-hour day). Stipends
(circle one)

will be issued every two weeks via Electronic Fund Transfer (EFT). Before stipends are issued
time sheets must be approved and signed off on by supervisor noting the correct account number.

Time sheets must be submitted promptly for accurate payback and record keeping.

Please check when complete:

- ___ Housing form submitted
- ___ Keys issued
- ___ Volunteer Services Agreement signed
- ___ Position descriptions issued
- ___ Photo Release signed
- ___ Electronic Fund Transfer forms filled out (with Administrative Personnel)
- ___ Volunteer uniform guidance, and if necessary, apparel provided

Volunteer Name (printed)

Volunteer Signature date

Supervisor Name (printed)

Supervisor's Signature date

Contact Information

Name

Address

Email

Telephone

Cell

Emergency Contact

Allergies

Volunteer Reimbursement Form

UNITED STATES DEPARTMENT OF THE INTERIOR
 NATIONAL PARK SERVICE
 VOLUNTEERS-IN-PARKS PROGRAM

 AREA

 VOUCHER NO.

 SCHEDULE NO.

Claim for Reimbursement for Volunteer Expenses

 NAME OF CLAIMANT - Last, first, middle initial (please print)

 ADDRESS (Street, city, state, zip code)

Date Expenses Incurred Mo./Day/Yr.	Amount Claimed					
	Local Transportation	Number Of Miles	Meals	Lodging	Uniforms/ Costumes	Other Expenses
Subtotal:						
1.1.1.1 GRAND TOTAL \$						

I certify that this claim is correct and proper and that payment or credit has not been received.

 SIGNATURE OF VOLUNTEER MAKING CLAIM DATE

Approved, as advantageous to the government, for \$_____

 VIP COORDINATOR OR DESIGNEE DATE

Accounting Classification Organization Code _____ Paid by check no. _____ Received in cash, \$ _____	Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment in the amount of \$ _____ _____ Authorized Certifying and Paying Officer Date
	_____ Signature of Volunteer Date

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

Limited liability company (LLC). Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

Other entities. Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

