



# STATE LANDS VOLUNTEER PROGRAM REGISTRATION

## Part 1: Registrant Information

Organization Name\*: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\*Organizations must be incorporated under Iowa Code chapter 504 as a nonprofit organization.

Publish this event on the DNR Website?  Yes  No

## Part 2: Volunteer Services

Please identify the state land location and all potential volunteer services your organization is interested in doing for the next two years. See back side for a description of the volunteer service categories.

DNR State Area Name: \_\_\_\_\_

Organized Volunteer Work Days

Concession Operation

Special Event - either a fundraising event, in which all net proceeds are for the benefit of the park/forest/state area, or a non-fundraising event, which is an event or activity that benefits the area but not through fundraising.

Other (please provide brief description below)

\_\_\_\_\_  
 Other (please provide brief description below)

\_\_\_\_\_  
 Other (please provide brief description below)

**NOTE: Fireworks Displays shall not be a qualified volunteer service.**

## STATE LANDS VOLUNTEER PROGRAM REGISTRATION INSTRUCTIONS

Pursuant to Iowa Code section 461A.81 and 561 Iowa Administrative Code (IAC) Chapter 13, "State Lands Volunteer Program," nonprofit organizations seeking to provide services for the benefit of lands under the jurisdiction of the DNR must register with the DNR in order to be approved as a designated volunteer organization under this program.

This program allows select nonprofit organizations, and the individuals working for them, to be eligible for liability protection under Iowa Code chapter 669 (*Iowa Tort Claims Act*) while performing qualifying volunteer services for the DNR. A "volunteer" under this program may include a friends group or organization as defined by 571 IAC 14.1, as well as a qualifying nonprofit concession operation so long as all receipts and net proceeds after qualifying expenses are remitted to the DNR for the benefit of the state parks system. Qualifying volunteer services are, unless otherwise specified, limited to activities undertaken on lands under the jurisdiction of the DNR to benefit such lands. Volunteer services do not include any administrative functions of a nonprofit organization registered under this program.

### **PART 1:**

Please provide the organization's name and point of contact for the registration and approval process.

### **PART 2:**

Volunteer Service Category Descriptions:

- Organized Work Days - volunteer services that could include picking up litter, trail development or maintenance, infrastructure development or maintenance projects, equipment maintenance, habitat development, or other land improvements or maintenance work.
- Concession Operation - if you plan to sell or provide services to the public visiting a specific state area. Be sure to identify the potential items or services you would like to provide in the description box.
- Special Events:
  - Fundraising Events - events held on state lands as a means to raise funds for the benefit of that area (state park, wildlife area, state forest). All net proceeds raised must be used for the benefit of that area.
  - Non-fundraising Events - events that may be held on state lands for the benefit of the area but not done for the purpose of raising funds for the benefit of state lands. Examples may include Halloween haunted trail, egg hunt in park, learn to camp clinic, annual festival.
- Other - if the categories above do not capture the volunteer service you are interested in, please specify the type of activity and provide a brief description.

Please submit the completed registration form to:

Kim Bohlen, *Program Administration Supervisor*  
Iowa DNR  
6200 Park Ave Ste 200  
Des Moines IA 50321  
[Kim.Bohlen@dnr.iowa.gov](mailto:Kim.Bohlen@dnr.iowa.gov)  
515-360-3682

DNR Staff will review the registration and evaluate the organization's ability to perform the proposed services; the department's identified need for such services, and the department's ability to manage the proposed activities, if applicable. Additional information may be requested during the review. The DNR shall issue an authorization letter stating the terms of the organization's participation in the program. The DNR may authorize the proposed activities in part and deny them in part and provide reasons for any program denials.