



# 2024 Host Agreement

Host(s) information	
Host 1 name	Host 2 name
Email	Email
Phone	Phone
Emergency contact info (REQUIRED). Must be able to respond within 24 hours.	
Name	Phone
Address	

This agreement is made and entered into by Washington State Parks and Recreation Commission (State Parks) and the approved volunteer host(s) named above. As official representatives of Washington State Parks, the volunteer host(s) acknowledges and agrees to adhere to the agency's Terms and Conditions of Volunteer Service, and associated Volunteer policies and training materials, outlined below. Any violation of these terms and conditions may be considered grounds for termination of volunteer service.

## TERMS AND CONDITIONS OF VOLUNTEER SERVICE

**COVID-19 HEALTH & SAFETY REQUIREMENTS:** Public health professionals still highly recommend individuals be fully vaccinated against COVID-19. Hosts are required to complete all agency COVID awareness and duty related safety training prior to beginning duties. Hosts must self-monitor for symptoms daily – check your temperature, watch for fever, cough, or shortness of breath. If you become sick or symptomatic or have been in close contact with someone who is, stop interacting with visitors and notify staff immediately. Hosts that become sick or symptomatic will be required to follow the isolation or quarantine procedures listed below.

**ISOLATION/QUARANTINE PROCEDURES:** In the event a host tests positive for COVID, has COVID like symptoms, or if there are other health and safety related concerns in the park, hosts may be asked to leave the park until it is safe to return following current [DOH](#) and [CDC](#) guidelines.

**EMERGENCY CONTACT:** Hosts must provide an emergency contact that can respond within 24 hours, in the event they become sick or symptomatic. The emergency contact should be available to act as a liaison to assist the host(s) with relocating and/or meeting day-to-day needs such as supplying medication and food.

**HOST SCHEDULE:** Hosts are required to stay on park grounds and hosts performing a minimum of 28 hours of service per week will receive maintenance in the form of a waiver of campsite/moorage fees. Hosts are expected to work five (5) days a week, with two (2) days off, and no less than four (4) hours on an assigned workday combined. Assigned workdays will be determined by the supervising ranger or host coordinator at the park in coordination with the host and will likely include weekends and holidays. The supervising ranger or host coordinator must be contacted when a host cannot be available as scheduled due to illness or other reasons.

**HOST SITE REQUIREMENTS:** Hosts will be provided with an assigned campsite, to be located and designated at State Parks' sole discretion, during the host assignment ["Host Site"]. To ensure the Host Site is welcoming and approachable to park visitors and members of the public, Hosts must always maintain their campsite in keeping with the overall aesthetics of the state park and a clean and orderly condition. Hosts may not make alterations, additions, or improvements to the Host Site without prior written approval from the park manager, to be approved at State Parks' sole discretion. Outside structures and facilities, even if temporary in nature, are not permitted. Space for the Hosts' use will be limited to the assigned campsite and use of additional campsites is not permitted. The Host Site may not be used to post, erect, or otherwise display any signage, banner, or flags, except those directly provided or required by State Parks. Any plants and gardens must be grown in portable containers. Only house pets are permitted, and these pets shall be kept under physical restraint at all times and comply with state park pet policies. The use of outside pet pens/corrals may be allowed at some parks at the park manager's sole discretion. Vehicle maintenance work or vehicle washing are prohibited at the Host Site. Upon completion of a host assignment, the Host Site must be left clean and in as good condition as when first assigned to Hosts.

**PERSONAL VEHICLE AND MOTORHOME/CAMPER/TRAILER OR TENT:** Hosts must bring their own motorhome, camper, travel trailer, or tent suitable as living quarters while occupying the assigned campsite on host assignment, as well as their own personal vehicle as needed to transport the camper, travel trailer, or tent. A personal vehicle that is not a motorhome, by itself, is not suitable and may not be used as living quarters for host assignment. Hosts must maintain their personal vehicle, motorhome, camper, trailer and/or tent [collectively "Personal Vehicles"] in a clean and presentable condition. Personal Vehicles must also be free of any decal,

marking, or sticker displaying or depicting obscenity or obscene content. Hosts may choose to fly the following flags from their Personal Vehicles, but no other signage, banner, or flags, while on the campsite on host assignment: 1) the flag of the United States that meets the designation and requirements of 4 U.S.C Ch. 1; 2) the Washington state flag that meets the designation and requirements of RCW 1.20.010; 3) the National League of Families POW-MIA flag that meets the designation and requirements of 36 U.S.C. § 902.

**STAY LIMITS:** Host assignments typically require a 30-day commitment but may be extended if agreed upon in writing by the park manager, host, and Volunteer Program. The maximum host assignment shall not exceed 90 consecutive nights at one park. Host assignments are temporary and do not establish a host as a semi-permanent or permanent resident of the park or create an expectation of future hosting assignment. The park manager or supervising ranger has the right to terminate volunteer hosts at any time at State Parks sole discretion within the bounds of enforcing this agreement, applicable laws, rules, or policies, and/or ensuring public and staff safety. Hosts may be asked to leave without prior notification. **BY SIGNING THIS AGREEMENT, YOU RECOGNIZE YOU WILL NEED TO RELOCATE WHEN REQUESTED.**

**GUESTS/VISITORS:** Guest visits, and lengths of stay must not interfere with the host's duties. Overnight visits to the host site by a host's dependents, relatives, and friends require prior approval by the park manager, to be determined at the park manager's sole discretion on a case-by-case basis.

**DRESS CODE:** Hosts are required to wear the State Parks-provided volunteer vest and name tag while performing your host duties. No other badges or pins may be worn while on duty except those directly issued by State Parks. Hosts should set a high standard for personal grooming and appearance and dress appropriately.

**STANDARDS OF CONDUCT:** It is imperative that hosts understand and follow State Parks' rules and regulations and set a good example for visitors. Hosts shall conduct themselves in an orderly manner so as not to disrupt other campers or park visitors. While performing host duties, no smoking is permitted and no alcoholic beverages shall be consumed, nor shall the evidence of alcohol previously consumed be evident during host duty hours. Hosts are not permitted to carry firearms or other weapons while on duty or occupying the host site.

**COMPLIANCE WITH STATE PARKS POLICIES AND TRAINING REQUIREMENTS:** In addition to the terms of this agreement, Hosts must read, understand, and agree to comply and adhere to State Parks policies, including, but not limited to, the following Policy 70-15 (Employee Conduct and Ethics), Policy 70-39 (Violence in the Workplace), Policy 70-41 (Anti-Harassment and Discrimination), Policy 70-50 (Volunteers), Policy 70-52 (Respectful Work Environment), and Policy 71-17 (Drug-Free Workplace). Additionally, Hosts agree to review and timely completion of required training materials as directed by State Parks, including, but not limited to, reference materials addressing additional park Rules and regulations, safety tips, timesheet submission procedures.

**PUBLIC CONTACT/COMMUNICATION:** The highest priorities of volunteer hosts and the State Parks Volunteer Program are public service and ensuring all park visitors and members of the public feel respected, safe, and welcomed at all times in state parks. Consistent with these priorities, host's behavior, interaction, and communication with park visitors and members of the public must be professional, friendly, polite, and in a safe manner and consistent with State Parks policies and the laws of the State of Washington—including those relating to non-discrimination, anti-harassment, and respect for persons.

**REPORTING:** Refer campers with complaints to the park ranger or your supervisor. If you observe visitors breaking the rules, do not attempt to resolve or correct the problem. Contact a park ranger immediately or, for afterhours emergencies, call 911. Remember - your role is to educate visitors about parks rules and regulations, but you do not have any enforcement authority.

**WORKERS' COMPENSATION INSURANCE:** Hosts are covered under Washington workers' compensation as volunteers, subject to the provisions of RCW 51.12.035. Volunteer coverage is limited to the payment of necessary medical treatment for an injury or occupational disease occurring as the result of your duties as a volunteer. RCW 51.12.035 does not provide for disability benefits such as time loss compensation or compensation for partial or permanent disability.

**TIMESHEETS:** To be eligible for the volunteer workers' compensation coverage described above, all hosts are required to complete and submit a Volunteer Timesheet for Individuals (Form A-168) at the end of your volunteer service, or at the end of every month, whichever comes first. This form must include your full name and total hours served recorded under the "**Host Services**" box. Timesheets will be submitted to the host coordinator or supervising ranger who will forward them to the Volunteer Program.

**NON-EMPLOYMENT:** Park hosts serve as authorized volunteers and are not considered employees of the State of Washington. No state employment, unemployment, leave, or hours of work provisions or collective bargaining agreements shall apply to volunteers.

**TERMINATION:** State Parks accepts the service of volunteers with the understanding that such service is at the discretion of the agency. State Parks may, at any time for any reason, decide to terminate a park host's volunteer service and there is no grievance or appeal process for this decision.

I, the undersigned, acknowledge that I have read, understand, and agree to the terms of this Agreement. I understand that a violation of this agreement or any agency policies or training guidance may result in termination of my eligibility to volunteer for Washington State Parks in the future. If I am accompanied by a(n) individual(s) under my guardianship, I understand it is my responsibility to ensure he/she/they adhere to the terms of this Agreement.

\_\_\_\_\_  
Host 1 signature

\_\_\_\_\_  
Date

I, the undersigned, acknowledge that I have read, understand, and agree to the terms of this Agreement. I understand that a violation of this agreement or any agency policies or training guidance may result in termination of my eligibility to volunteer for Washington State Parks in the future. If I am accompanied by a(n) individual(s) under my guardianship, I understand it is my responsibility to ensure he/she/they adhere to the terms of this Agreement.

\_\_\_\_\_  
Host 2 signature

\_\_\_\_\_  
Date

**Washington State Parks and Recreation Commission**

\_\_\_\_\_  
Volunteer Program Manager signature

\_\_\_\_\_  
Date

*Please sign and return this form to the Volunteer Program. This form can be scanned and emailed to [parks.volunteer@parks.wa.gov](mailto:parks.volunteer@parks.wa.gov) or mailed to WA ST Parks Volunteer Program, PO Box 42650, Olympia WA 98504-2650.*