

Energy, Minerals and Natural Resource Department  
New Mexico State Parks Division

**Acknowledgment of Responsibilities for  
Volunteer Group Leaders**

Volunteer's Name:	
Park's Name:	
Trainer's Name:	
Park Manager's Name: <i>(or Designee)</i>	
	Volunteer's Initials
1) I understand that only the Cabinet Secretary of the Energy, Minerals and Natural Resources Department (EMNRD) may grant a fee waiver for organizational groups such as ours so long as the group provides a form of volunteer service that is of benefit to the park and is worth at least as much as the fees being waived.	_____
2) I understand that I am required to provide a copy of our organization's insurance coverage for the group at the time that I submit the <i>Special Use Permit</i> form. I further understand that if I cannot provide proof of insurance that alternatively I may elect to become a registered volunteer with the Division by completing the required volunteer forms and the orientation training necessary for the service that the group will perform.	_____
3) I understand that as the Group's Leader I am responsible for ensuring that all park policies, rules and procedures are being followed by each member of the group.	_____
4) I understand that it is my responsibility to track the group's activities on the <i>Volunteer Groups Event/Project Timesheet</i> form provided and return the timesheets directly to the Park Manager or designee upon departure.	_____
5) I understand and agree to abide by each of these requirements.	_____

\_\_\_\_\_  
Volunteer's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trainer's signature (if other than PS/M)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Park Manager's signature

\_\_\_\_\_  
Date