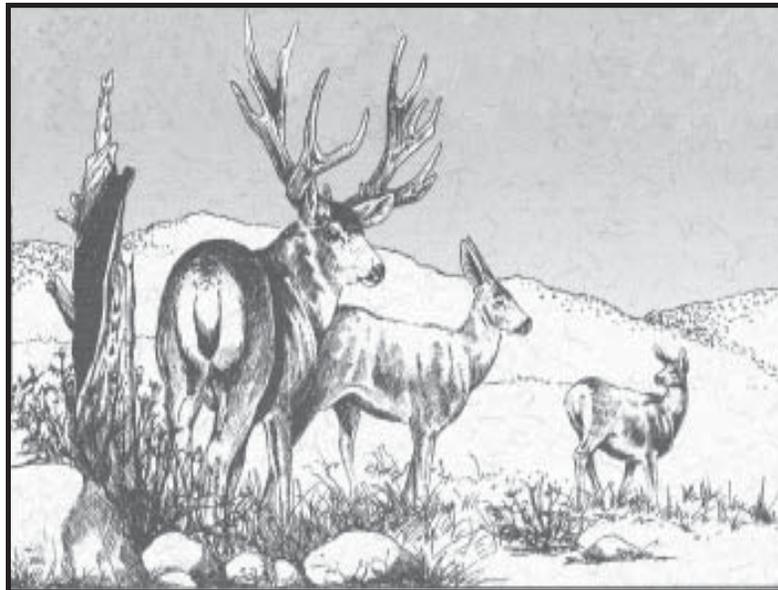


VOLUNTEERS

A VALUABLE RESOURCE

**Nevada Division of Wildlife
Handbook for Volunteers**







STATE OF NEVADA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
DIVISION OF WILDLIFE

1100 Valley Road
Reno, NV 89512

KENNY C. GUINN
Governor

(775) 688-1500 FAX (775) 688-1595

TERRY R. CRAWFORTH
Administrator

WELCOME PROWL VOLUNTEER!

The Nevada Division of Wildlife is one of the smallest of all state agencies, yet our work touches the lives of almost all the citizens of the state. Preserving Our Wildlife Legacy (PROWL) is the agency's volunteer program that provides opportunities for citizens to participate in some way in the protection and management of wildlife resources.

As a PROWL volunteer, we consider you part of our staff and offer you the same respect and consideration we give our paid staff. We also recognize that you have special skills, things you wish to learn, and experience you would like to share. We hope to meet the needs of each volunteer whenever possible.

Every volunteer, even those who contribute only a few hours each year, are valuable to the service of the agency. Without the assistance of people like you, we could not always meet the needs of one of our state's most valuable resources, its wildlife.

Thank you for becoming a PROWL Volunteer!

Terry Crawford

A handwritten signature in black ink that reads "Terry R. Crawford".

Nevada Division of Wildlife Administrator

HISTORY

Nevada Division of Wildlife...

Its life and times

Wildlife management in Nevada dates back to well before the state was admitted to the Union in 1864. Laws concerning the protection of the State's wildlife were passed by the territorial government in the late 1850s.

In 1871, a bill was introduced into the legislature that called for the establishment of a "commission" or agency of the state that would protect, conserve, propogate and plant fish. While this bill was defeated, it helped set the stage for later legislation.

In 1877, the legislature approved, "An act to provide for the Preservation of Fish in the Waters of this state." With the signing of the bill, the Office of the Fish Commissioner was established.

The next major change occurred in 1905 with the creation of a three-member board known as the State Fish Commission, the predecessor to today's Board of Wildlife Commissioners.

In 1947, the Commission was reorganized, a result of legislation passed that year. This new Commission would receive all money collected on the sales of fishing and hunting licenses. This marked the beginning of intensive game management in Nevada and the beginning of the Nevada Division of Wildlife.

ORGANIZATION

The Nevada Division of Wildlife receives policy and program direction from the Nevada Wildlife Commission which has nine members. The Commission is empowered by the State's legislature to do many things, but one of the primary responsibilities is to set the regulations which govern fishing, hunting, and trapping in the state. Commissioners are volunteers and come from many different backgrounds. They are chosen to represent the needs of the people of Nevada.

Decisions of either a policy or regulatory nature are made after careful review of recommendations from the public and staff. Social as well as biological factors are taken into consideration during the decision making process. Though the Commission decisions are not always popular with some individuals or groups, they are made in the best interests of the resources and the citizens of Nevada.

The chief executive officer of the agency is the Administrator, who is appointed by the governor of the state and serves at his pleasure. The Administrator also serves as the secretary of the Commission. The Administrator selects his deputy and other executive employees. The administrator also appoints, supervises and controls all other division personnel. The agency is organized into six bureaus and has three regional offices. The Conservation Education Bureau informs the public about all Division activities concerning fish and wildlife and coordinates the hunter education, angler education, wildlife education, publications and volunteer programs. The Game Bureau coordinates management of big game, game birds and waterfowl, small game, trapping, non-game,

and research on wildlife species. The Fisheries Bureau coordinates management and research for all fish in the state as well as directing the fish hatchery program. The Habitat Bureau coordinates agency efforts to conserve fish and wildlife habitats and administers the Wildlife Management Areas.

Volunteers are involved at all levels of the agency. They play a major role in state-wide programs coordinated through the office of the Volunteer Coordinator. They may also participate in Angler Education, Hunter Education, Wildlife Education and other programs. Each region has a coordinator assigned to work with volunteers. Additional information on contacts for the volunteer program can be found on page 15.



FUNDING SOURCES

Although percentages may change slightly from year to year, the following sources provide the funding for division programs and activities.

General Fund - This is general revenue allocated from the state treasury. The primary source of these dollars is taxes on individuals, and businesses. The Division uses these fund for a variety of programs.

License Fund - These dollars are generated through the sale of fishing and hunting licenses and tags. Income from sales goes directly to a dedicated account. This dedicated fund covers all of the Division's operational costs

Federal Funds - These dollars come from many different sources and are used for a variety of Division of Wildlife programs. Major federal revenue sources are:

Dingle Johnson/Wallop Breaux - The federal government collects a tax on manufacturers of fishing equipment and marine fuels which it then allocates to the states based on a number of factors. The funds are used to purchase fishing access, to develop boat landings and for specialized fishery and education programs.

Pittman-Robertson - The federal government collects a manufacturers tax on sporting arms and ammunition which it then distributes to the states. These funds are used to purchase and protect wildlife habitats, secure hunting access, fund operation of wildlife management areas throughout the state, and support the Hunter Education program.

THE VOLUNTEER PROGRAM – AN OVERVIEW

An Opportunity to Participate and Learn

Volunteering with the Division is more than an opportunity to work in the field. It is a challenge to interact with new people, give something back to our wildlife resources, and learn more about fish and wildlife. It is the opportunity to share in the management of these resources and to work side by side with biologists and staff. Its an opportunity to learn skills, share expertise and/or gain experience for future employment

Volunteers may assist Division staff in groups or on their own with activities ranging from field work to office work. Often, these activities take place Monday through Friday when most division staff are working. Some projects require help on weekends. Jobs may be located at regional offices, management areas, hatcheries, or other off-site locations doing fish or wildlife projects. You may volunteer near home or across the state. Many programs can vary from region to region and are designed to respond to varying priorities, needs or geographical differences.

As of 2001, three volunteer coordinators are available to assist with placement, recognition and other coordination issues throughout the state of Nevada. Hundreds of volunteers have donated thousands of hours to this worthy cause. We look forward to working with you for the benefit of Nevada's wildlife resource.

WHAT CAN YOU DO?

The following list shows some volunteer job opportunities - and we're always open to new ideas!

Volunteers can: Collect field data * Improve habitat * Conduct Wildlife surveys * Stock fish * Assist in rehabilitating fish stocks * Conduct creel census * Supervise other volunteers * Coordinate special events * Enhance streams * Lead tours * Write and edit * Facilitate meetings * Perform clerical duties * Produce newsletters * Repair and maintain equipment * Write grant proposals * Work on field projects * Organize libraries * Teach children or adults * Be a host at a hatchery, management area or regional office. The pages that follow offer a roundup of information on the many wildlife programs in need of volunteers.

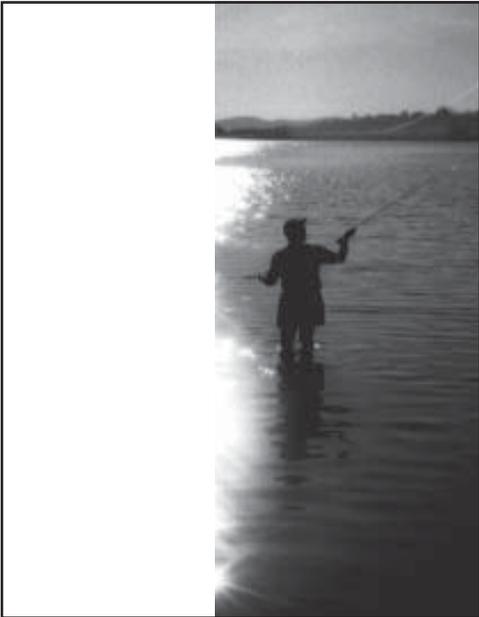
Wildlife Volunteer Activities: volunteers in this area assist wildlife biologists and wildlife areas with activities such as wildlife surveys, habitat improvement, carpentry, welding computer and clerical work. Contact the regional volunteer coordinator nearest you for current volunteer opportunities.



VOLUNTEERS IN NEVADA MAKING



NEVADA MAKE A DIFFERENCE !



WHAT CAN YOU DO?



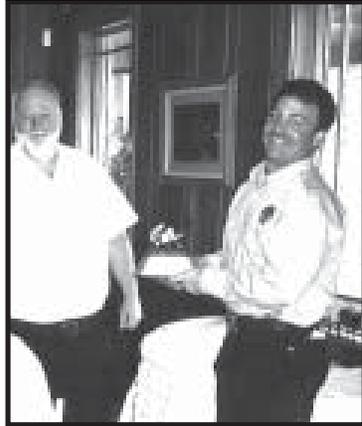
Fish and Wildlife Host Program: Hosts spend a month or more at hatcheries and wildlife areas helping with a variety of management activities such as fish rearing, spawning, farming for wildlife, greeting visitors, and building and grounds maintenance (RV required).



Statewide Education Programs: The following programs have an educational focus and utilize volunteers in a variety of ways throughout the state. Contact the appropriate program coordinator (see page 15).

Aquatic Education: Volunteers can help in a variety of ways to promote understanding, stewardship, and enjoyment of Nevada's aquatic resources. Experienced anglers pass their skills and knowledge on to children by teaching Angler Education courses or by assisting with the many fishing clinics and Free Fishing Day events held statewide. Both formal and informal educators are trained to use aquatic sites and curricula as learning resources for students of all ages. Aquatic education volunteers are also needed to assist with the Trout in the Classroom pro-





gram, where fourth and fifth graders learn about trout and habitat needs by raising spawned trout eggs and releasing them into area rivers.

Hunter Education:

Trained volunteers instruct Hunter Education courses in their communities. All people born after January 1, 1960 are required to successfully complete the

course in order to hunt in the state of Nevada. The basic course stresses firearms safety, ethics, wildlife management, game identification, and survival.

Wildlife Education: Trained docents are the backbone of this educational effort in and out of the schools. Docents are trained in wildlife biology and leadership skills to conduct workshops for classroom teachers and outdoor educators. Teachers are shown how to incorporate environmental education into their curriculum using a variety of quality programs such as Project WILD. The emphasis of these programs is to develop



awareness, knowledge, and skills that lead to responsible action on behalf of wildlife and the environment upon which we all depend.

RIGHTS AND RESPONSIBILITIES

A VOLUNTEER with the Nevada Division of Wildlife has the following **RIGHTS**:

- to be given suitable assignments that match interests and abilities.
- to receive orientation and training for the safe and successful performance of duties and to have a safe work environment.
- to receive direction and support from a job supervisor through frequent and regular communication and feedback.
- to be treated courteously and as a co-worker by employees.
- to know as much about agency programs and policy as possible.
- to have an honest, constructive evaluation of performance whenever requested.
- to be thanked and recognized for the time, effort or materials donated to the agency.

A VOLUNTEER with the Nevada Division of Wildlife has the following **RESPONSIBILITIES**:

- to know and communicate his or her limits.
- to be sincere in the offer of service.
- to participate fully in training and to follow procedures set by the job supervisor.
- to carry out duties promptly and reliably according to the schedule agreed upon with the job supervisor.
- to follow agency policy and procedures and give out accurate information to the public.
- to work in a positive and constructive manner and give feedback when necessary to the job supervisor in order to improve performance or procedures.

-to complete required forms necessary for volunteer service.

-to perform assigned duties in a safe manner for self and others.

RECOGNITION AND AWARDS

To show appreciation and support for volunteer contributions, a variety of recognition items and awards are given out throughout the year. These vary from program to program.

RELEASE OF VOLUNTEERS

Although the release of volunteers is unusual, the Nevada Division of Wildlife reserves the right to refuse or release unsuitable volunteers.

VOLUNTEER UNIFORMS

The Volunteer Coordinator may decide to purchase or request that you purchase uniform items for use during performance of your assigned duties as a volunteer for the Division. Registered volunteers may wear a uniform if their duties meet the following criteria:

- 1) They are participating in an ongoing program or project.
- 2) They are in contact with the public.
- 3) They need to be identified with the Division while performing their assigned duties.

Authorized uniform items include a shirt or jacket with the official volunteer patch worn on the left shoulder of the uniform shirt or jacket approximately two inches above the breast pocket. The official volunteer patch is not to be worn with any other patch or paraphernalia other than NDOW issued items (award pins or patches) and will be worn only at the request of your supervisor. At the end of volunteer service, the official patch may no

longer be worn. We will provide a different patch as a substitute if you would like one.

In addition, a nameplate, business card or "Certified Volunteer" card may be provided to you if required by your duties. A nameplate can be ordered by your volunteer coordinator.

VOLUNTEER FORMS

Several forms are used to provide necessary information for the volunteer and for the Division. Other forms may be needed in special situations and will be supplied to you by your volunteer supervisor.

Volunteer Application/Service Agreement

Most Division volunteer programs require you to complete an application. On your form you can indicate your skills, interests, goals, and when you are available. Be sure to update this as needed.

All volunteers and those who are just observing but may participate with Division personnel must sign this agreement. It is important that you read and understand the extent of your insurance coverage. Tort Liability is protection from civil liability for injuries to others or damage to other's personal property while working as a volunteer. Motor Vehicle Liability coverage is provided if you are driving a state vehicle and Third Party Liability is provided under conditions explained on the form. If you are driving your private vehicle, you must provide your own vehicle insurance. Workers Compensation Insurance is provided should you be injured in the performance of your official duties. You will be requested to provide name, address, and phone number of an emergency contact in the event of illness or injury. You should also carry this information while working as a volunteer.

Accident Report Form

In the unlikely event that you are involved in an accident of any type, an Accident Report should be filled out by your volunteer supervisor with input from you and forwarded to appropriate personnel at the Division. Promptly reporting any accident which may occur during the course of your volunteer duties is extremely important both to help us prevent future accidents and to protect your interests. All accidents will be investigated by the Volunteer Coordinator and other appropriate personnel.

Volunteer Time Sheets

The Division wants to keep track of the contribution made by volunteers to fish and wildlife resources and would like to recognize you for your efforts. To do this, you will be asked to complete a record of the hours you spend volunteering. Volunteer hours may be used to match federal grants and accurate accounting of your time is important to us.

Volunteer applications are available from volunteer program coordinators or from the Conservation Education portion of the NDOW website at **<http://www.nevadadivisionofwildlife.org>**. Once your application is received you will be contacted by mail or by



CONTACT INFORMATION

phone to discuss opportunities and determine if you are interested. If there are no opportunities available or you are not interested, the application will be retained until a good activity match for you is found.

Reno Headquarters

1100 Valley Road

Reno, NV 89512

Statewide Angler/Hunter/Wildlife Education

Coordinator..... (775)688-1553

PROWL Program Coordinator..... (775)688-1893

Western Region

380 West B. Street

Fallon, NV 89406

Wildlife Education Coordinator..... (775)334-3808

Angler Education Coordinator (775)423-3171

Eastern Region

1375 Mountain City Highway

Elko, NV 89801

Angler/Hunter/Wildlife Education Coordinator

..... (775)738-5332

Southern Region

4747 Vegas Drive

Las Vegas, NV 89108

Hunter Education Coordinator(702)486-5127

Wildlife Education Coordinator(702)486-5127

Angler Education Coordinator (702)486-5127

Volunteer Coordinator (702)486-5127





**4452
Volunteer Program
Nevada Division of Wildlife
1100 Valley Road
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