



PASSPORT IN TIME
RESOURCES FOR PIT LEADERS

Temporary Guidelines
May 2010

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Note: This is a draft of the content for www.pitleader.org. When the website “goes live”, this version will become obsolete. Be sure to check with the PIT Clearinghouse to confirm the most up-to-date instructions. PIT Clearinghouse: 505-896-0734

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About this website

This website will probably not answer all of your questions if you are a first time PIT project leader, but it will get you started. We recommend you also look at the public PIT website at www.passportintime.com to get an idea of the kinds of varied activities PIT offers. If you have questions or just need moral support, please call the PIT Clearinghouse directly at 505-896-0734. Read on and enjoy!

Welcome to Passport in Time!

The United States Forest Service (USFS) initiated the Passport in Time (PIT) program in 1989 to engage volunteers in the Heritage Program. PIT volunteers work with professional archaeologists on activities including, but not limited to survey, evaluation, monitoring, restoration, documentation, curation, interpretation, and oral history. Any activity for which heritage personnel are responsible could potentially involve PIT volunteers. It is an optional tool to accomplish historic preservation goals.

PIT volunteers learn and have fun (public outreach) while helping us care for historic properties (resource stewardship). *The goal of PIT is to preserve the nation's past with the help of the public.* Possibly one of the most important outcomes of the program is that volunteers become active, vocal, and knowledgeable advocates for historic preservation. When you host a PIT project, you help create an educated public who understands and supports archaeology and historic preservation on public lands.

A Brief History: How and Why PIT Works

PIT's success is due to its grass-roots origin and ground-up organization. The first PIT project on the Superior National Forest in the USFS Eastern Region was in direct response to public interest in archaeology that quickly became a demand for active involvement. The interest was so high and the demand so great that the first project leaders immediately sought private-sector help for program administration so they, the archaeologists/project leaders could focus on the science, the resource, and the volunteers.

That separation of duties continues today. As a PIT leader, you are 100% responsible for planning and implementing your project. You design it around a research or management need, schedule it for the length of time and the time of year that works best, and determine how many volunteers you need and what skills they should have. Then you go to work preparing while the PIT Clearinghouse does the rest, including posting your project on www.passportintime.com, accepting applications, answering volunteers' questions, sending you materials for your project, and tracking and reporting accomplishments.

The USFS Washington Office supports the PIT Clearinghouse through a participating agreement with the SRI Foundation (SRIF), a non-profit organization whose goal is to “advance education, public outreach, and research in all fields of historic preservation – archaeology, anthropology, history, and historic architecture.” By funding the PIT Clearinghouse through a non-profit organization, the USFS with SRIF's help, was able to open PIT up to other agencies and organizations.

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The PIT Clearinghouse

The SRI Foundation, based in Rio Rancho New Mexico, provides PIT support services to all agencies and organizations hosting PIT projects. The Clearinghouse is also the first-line contact for the public including potential PIT volunteers, agencies and organizations wishing to host PIT projects, and journalists or other media personnel seeking to cover PIT or include it in various publications.

Funding for the PIT Clearinghouse

The USFS Washington Office funds a partnership agreement with SRI Foundation to provide PIT Clearinghouse service to all USFS PIT projects. Non-USFS agencies or organizations pay a per-project fee determined by the PIT Clearinghouse on an annual basis. The fee is reduced for more than 10 projects and for an annual fee of \$50,000, an agency or organization may sponsor up to 50 projects.

Funding for PIT Projects

Funding for individual PIT projects varies with the agency or organization proposing to host the projects. In the USFS, the individual units are responsible for project funding. The PIT Clearinghouse does not offer financial assistance.

PIT Clearinghouse Contacts

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www.passportintime.com

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PASSPORT IN TIME – RESOURCES FOR PIT LEADERS

Agency Contacts

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PASSPORT IN TIME – RESOURCES FOR PIT LEADERS

PIT PROJECT GUIDELINES

The following guidelines for PIT projects have not changed much since 1991, when PIT became a national program within the USFS. Their longevity is a testament to the continued importance of the original fundamental principles and goals of PIT.

PIT Project Rules

1. Your primary goal must be to increase public awareness of history and historic preservation, not simply to get work done. Volunteers *will* help you accomplish tangible goals, but primary consideration must be for the volunteers' experience. Not every project lends itself to public involvement.
2. All PIT projects must be open to the public and posted on the PIT website.
3. Engaging PIT volunteers on a project to meet National Historic Preservation Act (NHPA) Section 106 compliance commitments is OK, but not recommended if the agency must meet tight deadlines. You cannot guarantee what volunteers accomplish in a given period of time.
4. Do not overlook NHPA consultation with State Historic Preservation Officers and American Indian groups for PIT projects involving activities requiring such consultation.
5. A professional historic preservationist must directly supervise the volunteers. The general rule is one professional to four volunteers, though the ratio varies according to activity.
6. All volunteers must sign the volunteer agreement required by the agency or organization hosting the project.
7. Maintain an agency presence at the project at all times. Volunteers should know their tax dollars are being wisely spent in ways they can directly enjoy.
8. If your project is carried out in cooperation with a university field school or by a contractor, it is best if *you* are on-site as the volunteer coordinator. If that is not possible, make sure the field school director or contractor is fully aware of the goals of PIT and is supportive. That person is representing your agency or organization when you are not present.
9. Involve diverse groups in your projects when possible. For example, tribal involvement greatly enhances volunteers' experience *and* offers Tribes an opportunity to educate the public. Projects involving subjects such as the Underground Railroad or Basque history expand public awareness about our diverse history *and* attract diverse populations as volunteers.
10. *Write up the results of your project as soon as possible.* Of course, this is standard professional procedure, but a summary of results should also go to your volunteers and to any media who covered your project. An informal report, showing how the work produced new scientific information or resulted in better management of historic properties, is an excellent way to illustrate the benefits of PIT internally and to show your volunteers how they have contributed to the preservation of the nation's historic fabric.

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11. Natural disasters and situations that might put volunteers in jeopardy are reasons to cancel a project; transfers of personnel, increased workloads, and unexpected budget decreases *are not*. PIT is advertised nationally, offering an experience to visitors to public lands. ***If we advertise it, we must provide it.*** If you think there is a chance you will suffer budget cuts, workload increases, or personnel decreases, perhaps it is not the best time to plan a PIT project. Furthermore, if all but 1 or 2 of your volunteers cancel, those individuals still deserve the experience you offered.
12. Sometimes the best laid plans fail. ***Designate an alternate project leader*** who can take over should you be unable to carry out your project leader responsibilities. ***Get your supervisor's support***, including commitment to funding should the planned funding disappear.
13. If you have volunteers who continue to work after a project is over and you want to count them, report the hours by individual volunteer to the Clearinghouse and note which project they are continuing to work on so the Clearinghouse will know where to record their hours.
14. You may conduct a PIT project on land under other ownership or jurisdiction. Two conditions apply: a) You must be able to show how working off your agency's or organization's land will benefit your heritage program, and b) you need an agreement document to allow you to engage volunteers on land that is not under your direct jurisdiction. For example, a trail might cross through the jurisdiction of different agencies or even cross private land. To evaluate the entire trail, you must work across jurisdictions. A simple agreement document will provide the vehicle for engaging volunteers on land under multiple jurisdiction and/or ownership.
15. Adhere to deadlines so: a) you get enough people and b) volunteers have enough time to arrange schedules/travel/etc.

Helpful Hints for Successful PIT Projects

Check back frequently to this section. PIT leader recommendations and ideas are added periodically.

1. Historic restoration projects result in immediate, visible results – a positive for volunteers and also less follow-up work for you. Archaeological excavations require follow-up analysis, report writing, and curation.
2. However, if you do an archaeological excavation, be assured that volunteers are just as willing to help with the less exciting parts of the job as well. Follow-up lab and curation projects are popular, winter-time projects.
3. If your volunteers are camping in an agency fee campground, it is nice to provide free camping while they are volunteering. Check with the responsible agency official to see if this is possible. If it is a concessionaire campground, the agency may be able to reimburse the concessionaire for revenues lost from the non-paying volunteers.

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4. ***Providing meals to your volunteers on field projects is a huge benefit to the volunteers and to you.*** If camping in a wilderness, it facilitates keeping a clean campsite. At the end of the day, you can focus on other things besides meal planning and preparation. It allows the volunteers to get together after hours and talk about the day's activities, rather than disappear to their own campsites to think about cooking after working all day. There are many ways to legally provide meals for your volunteers. Some project leaders include meals in the cost of hosting the project and get a personal services contract for a camp cook. Others "pass the hat" at the beginning of a project and pool the money to buy groceries then have the volunteers share in cooking duties. Ask your procurement folks for ways to provide meals for your volunteers and do this at least 90 days ahead of time – not the week before your project!
5. Providing some project incentives is always popular. Volunteers like to take something away with them as a thank you for their time and effort. Items provided in the past include ball caps, t-shirts, insulated drink mugs, cold food packs, and maglites. Use your imagination...and the PIT logo!

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PIT SWAG

The USFS supplies PIT passports, a PIT banner, and PIT logo pins, iron-on patches, and a rubber stamp, to all USFS projects. To assist other agencies and organizations just starting up, the USFS has changed the design of the passport to be more generic, and purchased generic PIT logo pins and patches, which are free to those agencies and organizations while supplies last. The PIT logo rubber stamp has always been generic without any reference to USFS.

Agencies and organizations wishing to produce their own items should contact the USFS National Coordinator for specifications.

Rules for Use of the PIT logo

The moose is pretty loose. We don't want to stifle creativity so there are only a few things you can't mess with. Otherwise, go with the flow, change with the times, go crazy, and have fun!

Hard and fast rules: The following attributes must never change:

1. The logo is round
2. Passport in Time always appears at the top
3. The two dots at the side remain (it's a design thing)
4. The moose and letters stand out against a contrasting background.
5. The words at the bottom will depend on where the logo is used.

You may change the following to suit your whims:

1. Colors
2. Size
3. The direction the moose faces. (I swear when we started back in 1991, he faced left!)

If you are using the logo on items to give away to the general public and not specifically or only to PIT volunteers:

1. Your agency or organization name is at the bottom. USFS version example



2. Or, you may choose to use the generic logo with "Preserve America" at the bottom in acknowledgement that PIT is a Preserve America partner.
3. ***Do not put the word "Volunteer" at the bottom if you are using it on an item to give to the general public.***

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PIT Passports

- PIT passports are *only* for volunteers. Each passport has a unique number assigned by the PIT Clearinghouse.
- The PIT logo on the front has “Volunteer” on the bottom, so it may be used by multiple agencies or organizations.

PIT Banner

- The banners are 3 x 5 feet, nylon with metal grommets on the corners for displaying at PIT projects indoors or out. Depending on use and environment, they last for several years before needing replacement.
- Currently, there are no generic versions as the last order pre-dated PIT’s expansion beyond the USFS.

PIT Logo Pins

- PIT pins are inexpensive. Give them out freely as promotional items.
- The USFS version has “Forest Service” at the bottom. The current generic version available has “Preserve America” at the bottom.

PIT Logo Patches

- PIT patches are *not* inexpensive. *Give them only to volunteers.*
- The USFS version has “Forest Service” at the bottom and is always green and gold (OK, orangey-yellow). The current generic version available has “Volunteer” at the bottom and is maroon and beige.

PIT Logo Rubber Stamp

- Each PIT project leader receives a PIT stamp to stamp volunteers’ PIT passports.
- The PIT stamp is only the moose in a circle, so is appropriate for any agency or organization.

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GENERAL PIT PROGRAM RESPONSIBILITIES

USFS National PIT Coordinator

- Administer the agreement with the SRI Foundation for the PIT Clearinghouse.
- Maintain a budget to provide the Clearinghouse services.

USFS & BLM National PIT Coordinators

- Seek agency support for PIT and brief management appropriately.
- Help respective agency heritage personnel determine appropriate PIT projects.
- Review and approve PIT project proposals for respective agency.
- Purchase materials for PIT project field support.
- Answer media questions about PIT (usually forwarded from the PIT Clearinghouse).

The PIT Clearinghouse

- Accept and review PIT project proposals from project leaders.
- Post PIT projects on www.passportintime.com.
- Distribute applications and project materials to the project leaders.
- Develop and maintain project and volunteer databases.
- Submit quarterly reports to agencies and organizations hosting PIT projects.
- Provide a 24-hour toll-free number for public inquiries; staffed with a live person during business hours.
- Receive volunteer applications and acknowledge receipt back to the applicants.
- Contact volunteers *not* selected on projects.
- Develop and maintain the PIT webpage, www.passportintime.com
- Develop and maintain the PIT Leader webpage www.pitleader.org

PIT Project leaders

- Develop a PIT project and acquire permissions from appropriate agency officials.
- Submit PIT project proposal on-line to the PIT Clearinghouse.
- Select volunteers and notify the Clearinghouse of those selected and those not selected.
- Notify selected volunteers. Send detailed information as needed.
- Purchase project-specific items for volunteer appreciation items, e.g. T-shirts, caps, etc. (optional)
- Insure all volunteers sign an agency- or organization-specific volunteer agreement.
- Report volunteers' hours to the Clearinghouse.

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TIMEFRAMES – WHO DOES WHAT WHEN?

The very first step is to decide on a project and a date and get the responsible official’s approval. That is up to you. Then you’re ready to submit a proposal. You may submit your project as far in advance as you wish. The minimum is four (4) months prior to the start of your project. This allows for the following requirements:

- Volunteers have 6 weeks to prepare for a project, once accepted.
- Project Leaders have 2 weeks to make volunteer selections (with a five day grace period to arrange for alternates if necessary.)
- A project is posted on passportintime.com for a minimum of 6 weeks.

Timetable of tasks before, during, and after a PIT project

WHO	WHAT	WHEN
Project Leader	Submit PIT project proposal on-line	16 weeks before start date
Clearinghouse	Download proposal and send word document version for filing and review to <ul style="list-style-type: none"> • Project Leader (with project-specific timeline) • Agency PIT Coordinator 	16 weeks
Agency PIT Coordinator	Approve project proposal (optional): (Changes must be submitted to Clearinghouse within 24 hours)	16 weeks
Clearinghouse	Post PIT project on passportintime.com	16 weeks
Volunteers	Applications due to Clearinghouse	9 weeks
Clearinghouse	Forward applications to project leader	9 weeks
Project Leader	Notify Clearinghouse of selections/non-selections	6 weeks minimum (8 weeks maximum)
Project Leader	Notify selected volunteers	6 weeks “
Clearinghouse	Notify non-selected volunteers	6 weeks “
	Happy volunteers arrive!	Start date
Project Leader	Fill out your volunteers’ passports and present them	Last day
Project Leader	Give your volunteers the critique form and collect them to send to the Clearinghouse.	Last day
Project Leader	Provide a list of VIPs to whom the volunteers may write letters about their experience. This may include agency leaders and members of Congress.	Last day
	Exhausted volunteers leave.	End date
Project Leader	Send your volunteers’ hours to the Clearinghouse	1 month after end date
Project Leader	Send a project summary to the Clearinghouse	2 months

PASSPORT IN TIME – RESOURCES FOR PIT LEADERS

Submitting a PIT Project Proposal

Submit proposals on line at <http://www.passportintime.com/application/proposal.asp>. The on-line proposal automatically adds your project to a database and provides a means for the Clearinghouse to count your volunteers' contributions.

When you submit your proposal, you will get a response from the Clearinghouse within 3-5 business days (sometimes sooner) that includes:

- A word document of your proposal for your files,
- The due date by which volunteers must apply for your project to the Clearinghouse.
- The date the Clearinghouse will send you the applications for your project.
- The date by which you must notify the Clearinghouse of your volunteer selections
- When you will receive your project materials (passports, pins, patches, etc.)

Current Fiscal Year Schedule for Submitting PIT Project Proposals - the new schedule is posted by October every year on www.pitleader.org.

If the project starts between:	The submission deadline is:
May 2 – 15, 2010	January 10, 2010
May 16 – 29	January 24
May 30 – June 12	February 7
June 13 – 26	February 21
June 27 – July 10	March 7
July 11 – 24	March 21
July 25 – August 7	April 4
August 8 – 21	April 18
August 22 – September 4	May 2
September 5 – 18	May 16
September 19 – October 2	May 30
October 3 – 16	June 13
October 17 – 30	June 27
October 31 – November 13	July 11
November 14 - 27	July 25
November 28 – December 11	August 8
December 12 – 25	August 22
December 26 – January 8, 2011	September 5

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Filling out the PIT on-line Proposal Form

State: List the state in which the project will take place.

Unit/Forest: List the name of the organization or agency unit hosting the project.

Project Name: The title should give some hint of what the project is about. Indicate if it is a survey, excavation, restoration, etc. Use site names rather than numbers. If a project has run for a number of years, indicate the number in sequence using Roman numerals. Please be brief and creative.

Project Dates: Include only the days that volunteers will be working. If work begins Monday morning, that is your start date. You can specify they need to show up the night before in the detailed information you send to your selected volunteers. If your start and end dates include a weekend, confirm that with “includes weekend(s).”

Time Commitment: Pull-down menu has these options: Must commit to full session. Must commit to full session, may participate in both (all, etc). Must commit to __ days.

Project Description: Include general location, historical information about the site, time period and what is known or not known about the site or area, past work in the area, and what type of work the volunteers will do. Include other information if appropriate, e.g. field trips, presentations by other specialists, after-work attractions in the area etc.

If you have a recent or historic photograph to add to your project posting on the web, email it to the CH after you have submitted the project proposal. (optional)

Number of openings: Include only those you want through the Clearinghouse. If you have 10 individuals you’ve already promised, those are *in addition to* what you advertise through the Clearinghouse. Example: You want 20 volunteers; you plan to engage 10 individuals from the local historical society; you would put “10” in the “number of openings” on the proposal form to be recruited through the Clearinghouse.

Special skills: There are two options here: special skills, abilities, or experience the volunteer “must” have and those that would be “helpful, but not required”. If your project is physically demanding, please note “volunteers must be physically fit and able to . . .”

Minimum age: Federal law requires that children under the age of 18 be accompanied by a responsible adult. The pull-down menu options are:

- 18 years old (this means you accept only adults)
- __ years old with a responsible adult (you set the minimum)
- Under 18 with a responsible adult (you accept children of any age)

Facilities: Indicate where the volunteers will/may stay; hotels, FS barracks, camping. If FS housing is offered, how many will it sleep? For camping, indicate free or fee and what amenities if any are available (Toilets? Shower? Potable water? RV hook-ups?) If they are staying in hotels/motels, simply state what town and indicate if that town, or nearby towns are “full service” (hotels, motels, restaurants, gas stations, banks, grocer stores etc).

Nearest towns: List the town closest to the project first, then one or two others nearby. If the project is *in town*, list the town again under “nearest town” and select “0” miles.

Applications due: Leave blank. The Clearinghouse assigns the application due date.

Approval: Proposals will not be accepted without the signature of a responsible official. Please include contact information for officer, etc in CH email.

Selecting Your Volunteers

- **Do not** pre-select volunteers. All volunteers who apply by the application due date, have a right to be considered. This is why the Clearinghouse only sends you the applications after the application due date.
- If your project on the web says you have 8 openings, then that is the *minimum* you can select from the Clearinghouse applications. You can always select more, but not fewer. In other words, if you say you have 8 openings and you received 8 applicants, unless you have documented a compelling reason not to select one of those, you must select all 8.
- You must notify the Clearinghouse within 3 weeks of your project's application due date of those you have selected and those you have not. **Put this on your calendar!** If you will be out of the office, make arrangements to do this remotely or have someone else do it for you!
- When you contact the Clearinghouse with your list of volunteers, include those you recruited locally so the Clearinghouse can add them to the database and send passports in their names.
- You must contact your selected volunteers within 3 weeks of your project's application due date. If you fail to do so, they call the Clearinghouse to ask if they've been accepted. Remember, volunteers have to plan time off work, transportation, etc. This is a big deal to them. We need to let them know their status in a timely manner.
- The Clearinghouse will contact those volunteers you do *not* select. You only need to contact those you select and provide them project details as needed.
- You may extend an application deadline if you do not receive enough applicants by the posted deadline. Simply call the Clearinghouse and ask them to extend the date on the web. However, if you do so, remember:
 1. By extending a due date, you are in essence saying that you have accepted all those who applied by the original date. Unless you have documented a compelling reason not to select someone who applied by the original date, you must accept all who did.
 2. Those who applied by the original deadline are still expecting to hear from you within 3 weeks of that date, so call those who applied and let them know their status.
- The Clearinghouse tries very hard to impress upon volunteers that when they apply and are accepted, they have a responsibility to call the project leader if they have to cancel. You should emphasize this as well when you initially contact your volunteers. It is very frustrating to plan for 10 volunteers and have only 5 show up, and of course, it's unfair to any who got turned away because the project was full.
- As the time draws near for your project, remember to send your volunteers anything they will need to prepare. Provide the usual list of provisions like camping gear, good shoes, and bug spray, and don't forget GOOD DIRECTIONS! Many of these folks will be new to the woods – don't assume they know all about dirt roads.

Cancelling a project

First, remember guidelines #11 and #12. You may cancel a project for reasons that would put the volunteers in danger (fire, flood, etc), but *not* because you don't have money or you transferred to another job. The responsible official's signature on your proposal is a promise that the unit will support this project. If the responsible official chooses to cancel a project or you *do* have a situation that would put your volunteers in danger, these are the steps to follow:

- Notify the Clearinghouse immediately of the cancellation.
- If the project has already closed and you have selected your volunteers, the responsible official should personally contact the volunteers and explain the cancellation.
- If the project has not yet closed, request the names of volunteers who have applied to date and have the responsible official personally contact those volunteers to explain the cancellation.
- Notify the Clearinghouse when you have contacted all volunteers and they will make sure those volunteers have a list of projects still open.

After Your Project

- Contact the Clearinghouse within one month of the completion of your project with your list of volunteers by name and the hours they contributed. The Clearinghouse will update the database and credit your volunteers and your unit and project.
- If you have “walk-ons” or unexpected volunteers who show up and you are able to let them be involved, you can add their names and contact information to the list you send the Clearinghouse and they will add them to your project database.
- The Clearinghouse posts a “volunteer honor roll” on the website with volunteers' names who have contributed 500 hours or more. The volunteers *know* how many hours they've contributed. If you don't send in their hours, the Clearinghouse can't credit them. If their name is not on the honor roll, the Clearinghouse hears about it!
- Send the Clearinghouse a project summary suitable for posting on passportintime.com. This need not be long or detailed. If you have analysis results, summarize them. You may also send summaries that are more human interest – where the volunteers were from, funny things that happened, etc. Volunteers may also submit stories and project summaries.

FREQUENTLY ASKED QUESTIONS

How do I select volunteers?

The PIT Clearinghouse forwards volunteer applications to you within two days following the advertised application deadline. A roster will be included for you to indicate which volunteers you select and those you do not. Send that list back to the Clearinghouse within 3 weeks of receiving your applications; the sooner, the better.

You may call the Clearinghouse during the application period to see how many applicants have been received for your project to date.

How do I notify applicants that they have been accepted?

The best way is by phone. Follow up with an email or letter with additional project details.

Do I need to call those volunteers I have not selected?

No. The Clearinghouse notifies those not selected and refers them to projects that still have openings.

What should I send to volunteers prior to the project?

At a minimum, volunteers should receive:

- A map and directions on how to get to the project or meeting place
- General information about weather in the area
- Personal gear or supplies they will need (Tents? Sleeping bags? Good hiking shoes? Food? Water?)

Depending on your project, other information may include:

- Information about dangers (past projects have included warnings that the area has grizzlies, snakes, chiggers, etc)
- Whether dogs are permitted.
- Some leaders prefer to send volunteer forms at this time. Others prefer to have volunteers sign those when they arrive on the project.

What do I do if someone cancels?

If you have time to replace that individual, begin by contacting applicants who you were unable to originally select. If no one is available from the original list, contact the Clearinghouse. If there is time, we will advertise openings on the Web page.

PASSPORT IN TIME – RESOURCES FOR PIT LEADERS

What is the Passport?

New PIT volunteers receive a PIT Passport. Each time a volunteer participates in a project, the project leader stamps their passport and documents their hours.

Each volunteer has a unique passport number. This allows the Clearinghouse to track hours contributed by individual, agency or organization, year, and project over the entire history of the PIT program. Individuals keep the same passport number even if they fill up multiple passports.

What do I do with the Passports?

Give each new volunteer a passport and assign a passport number from the block of new numbers the Clearinghouse sent you (see below). Be sure to write down the passport number for each person on the volunteer hours form. Passport numbers not used on the project are returned to the Clearinghouse.

What do I do if a volunteer has filled up a Passport or lost one and needs a new one?

If you know in advance, you may request a new passport for the individual from the Clearinghouse. You may also request extra blank passports for such eventualities. However, if you *do* issue a new passport to a returning volunteer, be sure to ask the Clearinghouse for the individual's passport number because remember, an individual keeps the same number regardless of how many passports he or she fills up (or loses). Volunteers may also contact the Clearinghouse directly to request new or replacement passports.

What does the Clearinghouse send to PIT project leaders?

The Clearinghouse sends project leaders passports for new volunteers with a block of numbers for you to assign on-site (returning volunteers already have passports, theoretically); a PIT banner to display; PIT patches for volunteers; PIT pins for volunteers, visitors, and public relations; a moose stamp for validating the passport, and forms to fill out at the end of the project, including the volunteer hours reporting form and the project critique form.

Why do I have to submit my project proposal again if it is almost the same as last year's project proposal?

The on-line proposal automatically populates the database, from which data is downloaded to create the proposal for the Web page and the quarterly reports submitted to each organization hosting PIT. If you know your project will recur and all that will change are dates and minor details, please call the Clearinghouse so they can streamline the proposal with the new information. You do not need to submit a recurring project on-line. You will need to secure your responsible official's signature and contact information again for the new fiscal year.

PASSPORT IN TIME – RESOURCES FOR PIT LEADERS

May I accept international volunteers and if so, what rules apply?

Yes, you may accept international volunteers. An international visitor that is volunteering can do so on a regular tourist visa as long *as we are not providing housing or per diem*. If you *are* providing housing or per diem, an international visitor must have a J-1 visa. The individual must acquire those documents on his own; PIT does not provide support or help in applying for visas.

Can volunteers claim tax deductions for their participation in PIT?

Volunteers may be able to deduct certain unreimbursed expenses such as travel to and from the project, and lodging and meal expenses that were not provided or reimbursed by the hosting agency or organization. Volunteers for a Federal government agency may not deduct the value of their time. Information on this subject is available from Internal Revenue Service taxpayer assistance offices.

How does Homeland Security Presidential Directive (HSPD) 12 – Policy for a Common Identification Standard for Federal Employees and Contractors affect PIT volunteers?

HSPD12 Attachment A – “Implementation Guidance for Federal Departments and Agencies” contains the following situations that are applicable to PIT volunteers:

1.B. “(HSPD12) Does **not** apply to occasional visitors to Federal facilities to whom you would issue temporary identification.” *PIT volunteers working in office settings are already required to get visitor passes like any visitor to a government office.*

1.C. “(HSPD12) Does **not** apply to individuals under contract to a department or agency, requiring only intermittent access to federally controlled facilities.” *A Volunteer Agreement is the same as a contract for purposes of this section.*

6. “You are already required under the Privacy Act of 1974 (5 U.S.C. § 552a), the E-Government Act of 2002 (44 U.S.C. ch. 36), existing OMB policy and section 2.4 of the Standard to satisfy privacy and security requirements. Implementing the Directive does not alter these requirements. In addition, prior to identification issuance you must:

- A. Ensure personal information collected for employee and contractor identification purposes is handled consistent with the Privacy Act of 1974 (5 U.S.C. § 552a).
- B. Assign an individual to be responsible for overseeing the privacy-related matters associated with implementing this Directive.”

Personal information on the Volunteer Agreement signed by all PIT volunteers is handled consistent with the Privacy Act. The PIT Guidelines require oversight and direct supervision of PIT volunteers. Both requirements are thus met.

7.F. “The requirements for temporary employees and contractors should be viewed as the minimum requirements, dependent on risk and other factors. Agencies who employ temporary personnel (e.g. contract employment under special arrangements with schools, businesses, state and local governments, etc.) should apply this guidance as follows:

- Employed 6 months or less
- a) Apply adequate controls to systems and facilities (i.e. ensuring temporary staff has limited/controlled access to facilities and information systems).

PASSPORT IN TIME – RESOURCES FOR PIT LEADERS

- b) Provide temporary employees and contractors with clear documentation on the rules of behavior and consequences for violation before granting access to facilities and/or systems.
- c) Document any security violations involving these employees, and report them to the appropriate authority within 24 hours.”

The procedures in a), b), and c) are the kinds of practical cautions we must to apply to PIT volunteers.

PIT volunteers are basically visitors (whether they're in offices or out in the woods), they sign a volunteer agreement and are supervised. The security risk is extremely low. We already apply common sense in our selection of volunteers, so the same common sense will help us apply security precautions. We should be vigilant, but not stupid.

Are background checks required or allowed on PIT volunteers?

The PIT Program itself does not require background checks, nor do the USFS volunteer regulations. In the USFS, law enforcement officials cannot initiate a background check unless they have a written authorization of the person to be checked or there is a criminal offense or investigation underway.

If a specific PIT project warrants a background check, the agency or organization official may request consent for a background check and explain that it is only for the specific project and not a general PIT or agency requirement. If a potential volunteer declines to sign, you can decline to accept them as a volunteer.

This question came up when a local Indian tribe cooperating with the USFS on a PIT project, requested background checks on volunteers taking part in the project. USFS law enforcement requested consent from volunteers and ran the checks. All records of background checks are confidential. Law enforcement officials could tell project leaders only if the record was clean, and if it was not, what the offense was.

DOWNLOADS

Pit Logo (TIF, JPEG, PNG)

FS-1800-7 – USFS Volunteer Form

BLM 1114-4 – BLM Volunteer Form

PIT Project Critique

Current Year PIT Project Proposal Submission Schedule