

A Special Individual Annual Pass may be issued to volunteers who have contributed a minimum of 500 hours to one or more of Florida's state parks. The pass will be valid for a period of one year from the date of issue and will be honored for the pass holder and for his/her family. A 20% discount is also available to the pass holder at all of the gift shops at Homosassa Springs Wildlife State Park.

Park volunteers are responsible for initiating the request for this pass. The volunteer shall complete a Request for Volunteer Annual Pass form (FPS A010), found at the back of this time log booklet, and submit to the Bureau of Operational Services for processing. The form shall bear the signature of the park manager where the volunteer currently works or most recently worked. This signature shall certify that the volunteer has contributed the required number of hours and that records, including time sheets, supporting this certification are maintained at the park.

If a volunteer provides services to a number of state parks, a certification form must be completed for each park, including the total number of hours worked at that park and the signature of that park manager. This signature shall certify that records, including time sheets, supporting this certification are maintained at each park. All certification forms should be submitted together when 500 hours of service are completed and the date on the final certification form will serve as the date the pass is requested.

The time log in this booklet shall not take the place of volunteer time sheets submitted to each park, but can be used as a personal record of the total number of hours contributed on each time sheet.

Certification forms should be sent to:

*Coordinator of Volunteer Programs
Bureau of Operational Services
Mail Station #535
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000*

Upon receipt of the Request for Volunteer Annual pass Form, the Bureau of Operational Services shall issue a pre-numbered pass directly to the volunteer.

An additional pass may be requested upon the contribution of an additional 500 volunteer hours, however, these hours must have been worked during the period following the date of request for the most recently issued pass. The date appearing on the certification form will serve as the request date. If more than one certification form is submitted for a total of 500 hours, then the latest date will serve as the request date for the pass. no more than one pass shall be issued in a one year period to any volunteer.

In the case of a lost pass, send replacement requests to the Bureau of Operational Services at the above address.

(circle one) Mr. Mrs. Ms.
name _____
address _____

city _____ state _____ zipcode _____
telephone day (____) _____ evening (____) _____
social security number _____ - _____ - _____

hours contributed _____
for period beginning _____ and ending _____

I, the above named volunteer, do certify that I have contributed the above noted volunteer hours to Florida's state parks during the period indicated.

Signature of Volunteer Date

I, _____, Park Manager, do hereby certify that the above named volunteer has contributed the hours indicated above for the period indicated and that the time sheets and volunteer agreement form for this volunteer are maintained in the park files.

Signature _____ Date _____

Park _____

initial pass _____ additional pass _____
date of issue of previous pass _____

