

United States Department of Agriculture



Natural Resources Conservation Service
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Transmitted via Email

June 24, 2004

MINNESOTA BULLETIN NO. 260-4-19

SUBJECT: INF - Earth Team Volunteer process for Soil and Water Conservation Society Conference

Purpose. To inform employees on volunteering and reimbursement process.

Expiration Date. September 30, 2004.

Go to the NRCS web site to download the volunteer application form.

- Go to www.mn.nrcs.usda.gov
- In the navigation bar on the left, click on "Earth Team Volunteer"
- On the left again, under "employee Information" select "Official Forms"
- In the next screen, in the gray box, click on "NRCS-Per-001 Earth Team Volunteer Application"

Complete the form and mail to Shannon Bengston in the NRCS field office in Thief River Falls:

Shannon Bengston
USDA-NRCS
201 Sherwood Avenue South
Thief River Falls, MN 56701
Phone: 218-681-1612

Cutrina Moreland, State Earth Volunteer Coordinator, will notify all volunteers that have been approved to receive reimbursement. Shannon Bengston will identify your volunteer role at the conference. As an earth team volunteer, you will be asked to volunteer at least one 4 hour shift per day. Those working one day will be paid for one day only.

Each volunteer will have to submit and pay for his or her own registration for the meeting to the SWCS headquarters in Ankeny, Iowa.

- Program and registration form is available on-line at www.swcs.org.
- Registration is \$265 for SWCD members and \$345 for non-members, if you register before June 25th
- After July 25th, registration goes up to \$290 for members and \$375 for non-members
- After July 16, only on-site registration will be accepted
- You will also have to register and pay for any tours or extra activities that you attend, you will not be reimburse for these events unless you are volunteering for that activity.

For those that live 50 miles or more lodging may be paid, mileage and parking will also be reimbursed. Please keep all of your receipts.

Remember ALL applications are subject to approval by the State Conservationist.

WILLIAM HUNT
State Conservationist

DIST: AE

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