



Sheridan
Community
LAND TRUST

Participant and/or Volunteer Handbook

Created by
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Hello SCLT Friend and
Volunteer!

I wish I was standing next to you to thank you in person as you are about to volunteer your time with us. Hopefully I am 😊

Your help as a volunteer /participant with Sheridan Community Land Trust is amazing. Volunteers /Participants were responsible for founding SCLT and are critical to all of our work. You are joining hundreds of other community members who have given thousands of hours to our community through SCLT. You are making Sheridan County an even greater place to call home.

As part of the SCLT family we care for you. As a volunteer /participant your safety and health are critical. This handbook should help you navigate some of the common questions that arise while volunteering with SCLT. However, please feel free to reach out if questions still remain that the handbook might not have fully addressed.

Again, thank you for taking the time to volunteer. Without you our trails would not be here, our conservation work would not continue, and our historical preservation work would not shine.

Thank you!

Brad Bauer – Executive Director and the full SCLT staff and Board

SCLT Mission Statements

Sheridan Community Land Trust works to preserve our heritage of open spaces, healthy rivers and creeks, working ranches, wildlife habitat, and vibrant history, while expanding non-motorized recreation opportunities to connect people with the places they love.

CONSERVATION

Working with private landowners to preserve working ranches, healthy rivers creeks, and wildlife habitat

Open space and agriculture are an integral part of our life in Wyoming. At the Sheridan Community Land Trust, we work with private landowners to permanently conserve lands. By conserving their land, private landowners lend a hand to agriculture, provide for crucial wildlife habitat, protect rivers and streams, and contribute to the scenic quality of Sheridan County. By maintaining the values that make Sheridan County unique and beautiful we help ensure Sheridan County is always a great place to live now and for future generations.

TRAILS & RECREATION

Creating accessible recreation opportunities to connect people with the places they love

See the sights, smell the flowers, and hear the birds. Outdoor recreation is a passion of Wyomingites. Our communities, friends, and neighbors have worked with Sheridan Community Land Trust to create and maintain diverse outdoor recreation opportunities. Access to abundant recreation opportunities, whether that be hiking, mountain biking, horseback riding, boating, birding, or just a place to relax with a picnic, is critical to creating a healthy community.

HISTORIC PRESERVATION

Preserving and telling the story of Sheridan County's unique history

Sheridan County is rich in history with many buildings, facades, cultures, and local perspectives. Preserving this history maintains and enhances our region's character and economy. SCLT works to tell our local history through the lens of our natural resources, landscapes, and diverse cultures. Experience and enjoy our history through walking, driving, and virtual tours; trailside interpretive signage; community workshops; collaborative community partnerships; and historic preservation easements.

COMMUNITY INITIATIVES

Shaping healthy communities

We partner with a variety of foundations and organizations in the community to offer education and outreach events for kids and their families throughout the year such as our UNPLUG Week, our Explorer Series in partnership with Science Kids, and hikes, historic tours, bike rides, and more.

Participant and/or Volunteer Paperwork

Participant and/or Volunteers are the heart and soul of conservation in Sheridan County. No matter your age or ability, there's a place for you to make a difference through Sheridan Community Land Trust. From trail maintenance to river portage building and more, meet others in your community and celebrate your local volunteer opportunities with us.

Please click on the links below to review and fill out all necessary paperwork to become a SCLT Participant and/or Volunteer.

Please review our **Privacy Policy** before submitting any of these forms.

Please **Sign Up** to volunteer and we will include you on our volunteer mailing list and you will be notified of upcoming opportunities.

Please complete SCLT's **Individual Volunteer Release** annually.

Please report your **Hours** – we are so grateful for your time, effort and enthusiasm and hope that Volunteering has added to your enjoyment and sense of community. By reporting your hours, you are helping SCLT obtain funding and support that keeps our community vibrant. Thank you!

If you have questions about Volunteering, contact **office@sheridanclt.org**, 307.673.4702

If you're an Employer interested in a volunteer team-building opportunity, contact:

trails@sheridanclt.org, 307.673.4702

Watch us on Facebook for volunteer opportunities at **https://www.facebook.com/SheridanCLT**

Visit **roles** of the volunteer to see where you can help today!

Purpose of this Handbook

This Handbook presents the policies and practices of the Sheridan Community Land Trust (SCLT) in one reference source to convey necessary information to our Participant and/or Volunteers. Our Participant and/or Volunteer safety is our biggest concern at SCLT.

Safety

Every Participant and/or Volunteer is responsible for their personal safety. To achieve SCLT's goal of providing a completely safe workplace, all volunteers need to be safety conscious.

Volunteers /Participants shall report any unsafe or hazardous condition immediately to their Volunteer Leader.

Harassment

Any form of harassment either sexual, racial or gendered is not tolerated by SCLT. If you experience or see someone being harassed, please contact your Volunteer Leader.

Conduct

SCLT expects that Participant and/or Volunteer will act professionally and in a manner appropriate to the mission and reputation of SCLT at all times. All volunteers are expected to dress in a manner appropriate to their varying daily work.

Cancelations

We will notify volunteers through email or social media if any events are cancelled or postponed due to weather.

Emergency

In case of an emergency, please check with Volunteer Leader or call 911. Your safety is our biggest concern.

Role of SCLT Participant and/or Volunteer

SCLT Participant and/or Volunteers help our non-profit in events, trail clean-up, historical activity and conservation. Volunteers are a vital part of SCLT mission.

As a Participant and/or Volunteer you will receive guidance either before or the day of the volunteer event. This includes, location, what you will need to bring, what to wear, the working conditions, time which to arrive, and instructions for the day.

We will offer training on tools at the discretion of the Trail Manager and Construction Supervisor.

Training for events or historical programming will be given a month to two weeks before the event.

EVENTS

- Tabling
 - Communicating Event activities with participants
 - Manage sign in and information materials at SCLT main table
 - Assist SCLT staff with event guidelines and activities
- Set-up/ Tear down Event
 - Follow event set-up/ Tear down instructions
 - Post or tear down signage
 - Assist SCLT staff with event other activities set-up/ tear down
- Kid Activities
 - Pick-up activity materials for kid event at SCLT main table
 - Follow through with activity guidelines and communicate to participants the guidelines
 - Tear down activity

OFFICE

- Bulk Mailing
- Data Entry
- Office Support

HISTORY PROGRAM

- Walking Tour Guide
 - Review Tour Sites and Script
 - Meet with SCLT Historical Educator about tour materials and tour tips
 - Give Tour and be welcoming to participants
- Virtual Tour Guide
 - Review Virtual Tour Materials
 - Meet with SCLT Historical Educator about tour materials, digital format, and other related information

- Give Tour and be welcoming to participants

TRAIL

- Construction/Maintenance Volunteers
 - Assist SCLT staff in completing a specific maintenance or construction project.
- Trail Ambassadors
 - Look for issues- maintenance or otherwise- report or correct (if within ability to do so).
 - Share info, answer questions, promote and tell SCLT's story- trail build news, upcoming events, rules, etc.
 - Assist with SCLT events- Discovery sessions, work events, trailhead tables, etc.
 - Perform small tasks such as trash pickup, monitor log sheets, remove overhanging limbs, loose rocks and other minor hazards from trail corridor, etc.
- Adopt-A-Trail Program
 - Trail segment. Report or solve issues of concern.
 - Perform on-going maintenance- keep corridor clear of hazards/weeds and keep trail tread in good shape.
 - Take photos of the work performed and log hours on SCLT's website

Contact List

Office Phone Number: 307.673.4702

Brad Bauer: Executive Director

Email: director@sheridanclt.org

Chris Vrba: Director of Marking and Development

Email: chris@sheridanclt.org

Carrie Edinger: Historical Educator and Events Coordinator

Email: history@sheridanclt.org

Susan Gray: Operations Assistant

Email: office@sheridanclt.org

Tami Sorenson: Trails Manager

Email: trails@sheridanclt.org

Ronnie Wagner (Seasonal): Trail Excavator Operator and Construction Supervisor

Email: ronnie@sheridanclt.org

Visiting the Office

Our office is located on the second floor of 52 S Main St. Do you want to avoid the stairs? We are more than happy to meet you downstairs call us at 307.673.4702.