



Sheridan
Community
LAND TRUST

Volunteer Handbook

Created by
Sheridan Community Land Trust
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Hello SCLT Friend and Volunteer!

Your help as a volunteer with Sheridan Community Land Trust is amazing. SCLT was founded by the passion of volunteers, and volunteers continue to be 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 connecting our community to land and history. Thank you!

As part of the SCLT family, we care about you. Your safety and health are critical. This handbook should help you navigate some of the frequent 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 community trails would not be here and in such great shape, our conservation work would not continue to ensure the next generation enjoys the open space and working lands we love in our county, the stories of our history would be forgotten, and our community education that allows community members to try new experiences and find new passions would not shine.

Thank you for being part of the SCLT Team!

A handwritten signature in blue ink, appearing to read "Brad Bauer", with a long horizontal line extending to the right.

*Brad Bauer
Executive Director*

SCLT Mission Statements

Sheridan Community Land Trust preserves our open spaces, healthy rivers and creeks, working ranches, wildlife habitat, and vibrant history, while expanding 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 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 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 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, organizations, and local experts in the community to offer Discovery Sessions – education experiences and outreach events for individuals and families, such as hikes, historic tours, bike rides, and more.

Volunteer Paperwork

Volunteers are the heart and soul of our work here at SCLT. 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 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, or if you're an employer interested in a volunteer team-building opportunity contact **office@sheridanclt.org**, or call 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 Volunteers. The safety of our volunteers is of the highest concern at SCLT.

Safety

Every 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 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 Volunteers 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 your Volunteer Leader or call 911. Your safety is our biggest concern.

Role of SCLT Volunteer

SCLT Volunteers help our non-profit with events, trail clean-up, historical activity, and conservation. Volunteers are a vital part of the SCLT mission.

As a Volunteer, you will receive guidance either before or the day of the volunteer event. This includes the location, what you will need to bring, what to wear, the working conditions, time of arrival, and instructions for the day. We will offer training on tools at the discretion of the Recreation Program Manager.

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 and tear down instructions
 - Post or tear down signage
 - Assist SCLT staff with event's other activities
- Kid Activities
 - Pick-up activity materials for kid's events at SCLT main table
 - Follow through with activity guidelines and communicate to participants the guidelines
 - Set up and tear down

OFFICE

- Bulk Mailing
- Data Entry
- Office Support

HISTORY PROGRAM

- Walking Tour Guide
 - Review Tour Sites and Script
 - Meet with SCLT History Program Manager about tour materials and tour tips
 - Give Tour and welcome participants
- Virtual Tour Guide

- Review virtual tour materials
- Meet with SCLT History Program Manager about tour materials, digital format, and other related information
- Give Tour and welcome participants

TRAILS

- Construction/Maintenance Volunteers
 - Assist SCLT staff in completing a specific maintenance or construction project.
- Trail Ambassadors
 - Look for issues-maintenance or otherwise, and 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 Marketing and Development

Email: chris@sheridanclt.org

Meghan Kent: Conservation Director

Email: meghan@sheridanclt.org

Jared Koenig: Recreation Program Manager

Email: jared@sheridanclt.org

Kevin Knapp: History Program Manager

Email: history@sheridanclt.org

Beth Lawrence: Operations Manager

Email: office@sheridanclt.org

Visiting the Office

Our office is located at 14 Lane Lane. Follow W. Loucks west out to Big Goose Rd. Turn left from Big Goose Rd. onto Lane Lane and follow the signs to the SCLT office.