

**Fort Larned National Historic Site Volunteer  
Handbook**

**We Want**

**YOU**

**To Volunteer!**



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# Introduction

Volunteers are extremely important to the National Park Service (NPS) and Fort Larned National Historic Site (NHS). During special events such as Memorial Day and Labor Day weekends, the annual Candlelight program in October, and the Christmas program in December, you'll find volunteers portraying infantry and cavalry soldiers, officers and officers' wives, medical personnel, and clerks in the commissary and supply building. Some bring horses or mules to either ride as cavalry or scouts, or to pull mid-1860s wagons. They are living historians who bring life to the soldiers' barracks, the officers' quarters, the shops building, the commissary, and especially the parade ground. Each volunteer in an interpretative area adds to the experience of our visitors.

During these and other times during the year, you'll find volunteers performing a variety of tasks from administrative or maintenance duties to assisting the full-time ranger staff. Their help in maintaining the facilities and programs enables Fort Larned to grow and expand to meet its Congressionally mandated mission to "commemorate the significant role played by Fort Larned in the opening of the west."

We appreciate your interest in the volunteer program at Fort Larned. We are pleased that you are a volunteer, or are considering becoming one. We want to work with you to find a job or project that will be satisfying and rewarding to you, and will also assist the staff of Fort Larned NHS achieve their goals. Each volunteer is a unique person with unique talents that can greatly enhance all the activities at Fort Larned.

This handbook should answer many questions about the volunteer program at Fort Larned. More information is available at the park office or from any member of the staff. We would also like some information from you – how you like the interpretive or other programs at the fort and what suggestions you may have for improving our operation. Please do not hesitate to give us your ideas or to ask questions. We consider every volunteer an essential member of the team.

## ***Fort Larned National Historic Site Overview***

Fort Larned NHS is administered by the National Park Service (NPS), U.S. Department of the Interior. It was authorized on August 31, 1964, by Public law 88-541, to “commemorate the significant role played by Fort Larned in the opening of the west.” The fort was designated a National Historic Landmark in 1961; the National Park Service acquired it 1966.

Fort Larned is located on Kansas Highway 156, six miles west of the city of Larned in Pawnee County, Kansas. The site includes 718.39 acres of land, as well as nine original sandstone structures and a reconstructed blockhouse. The buildings are situated along the south bank of the Pawnee River (a dry stream bed most of the year), eight miles above the confluence with the Arkansas River.



Fort Larned was established in 1859 to provide protection for Santa Fe Trail commerce and a U.S. mail station. The soldiers stationed at Fort Larned provided escorts for wagon trains transporting the U.S. mail, as well as any military wagon trains along approximately 140 miles of the trail. They would also occasionally escort commercial wagon trains. During the 1860s, the Bureau of Indian Affairs operated an Indian agency at Fort Larned, which served as the principal annuity distribution point for the Upper Arkansas (Cheyenne and Arapaho), and the Kiowa, Comanche, and Apache Indian Agencies. Soldiers from Fort Larned in the late 1860s and early 1870s also provided protection for federal land surveys, railroad construction crews, and Indian treaty delegations, as well as providing protection and assistance to settlers. Two significant events involving Fort Larned in 1867 were the Medicine Lodge treaties and the Hancock Expedition.

The Army ceased operations at Fort Larned in July 1878 due to several reasons. The Indian Agency had closed in 1868 after the Indians in western Kansas were relocated to new reservations in Oklahoma; railroads replace the Santa Fe Trail and stage coaches; and settlement of western Kansas in the 1870s. In 1883 the War Department transferred the fort to the General Land Office, which then sold the land and buildings at public auction for use as a private ranch.

The new owners operated the property as ranch. During this period of the fort’s history the commanding officer’s quarters became a family residence, the officer’s quarters housed employees, the barracks were connected and became a large barn with a gambrel roof, the shops building (which houses the bakery, carpenter/saddler, and blacksmith) and the new commissary building became



machine shops, the old commissary building and the quartermaster building became barns, the parade ground was fenced for livestock, and the blockhouse was removed. The military cemetery was abandoned and the sixty-eight soldier remains were moved to the Fort Leavenworth cemetery. Some civilian remains are believed to be still buried in the cemetery.

Fort Larned was named to honor Colonel Benjamin F. Larned, Paymaster General of the U.S. Army, when the post was established in 1859. Larned's military career began when he served as an ensign in the Twenty-First Infantry during the War of 1812. After his participation in the defense of Fort Erie he received the brevet rank of captain for gallant conduct. He then served as regimental paymaster in 1815. By 1854 he had been promoted to the rank of colonel and appointed as the Paymaster General. Although he was eligible to retire in 1859 when Fort Larned was founded, he chose to remain on active duty. When the Civil War broke out he thoroughly reorganized his department to meet the needs of the enlarged army. Colonel Larned never came to Kansas. He died in Washington D.C. on September 6, 1862, the sixty-eighth anniversary of his birth. The city of Larned, established in 1872, was also named after him.

## ***Fort Larned Mission Statement, Purpose, and Significance***

**Mission** -The National Park Service administers Fort Larned in a manner consistent with its legislative mandate and National Park Service policies. The Park Service is responsible for preserving, protecting, restoring, recreating and maintaining the historical, cultural and natural resources, of the 1860s and 1870s Fort Larned, an isolated military post along the Santa Fe Trail. Their efforts provide visitors with opportunities to learn about and understand the fort's role in the opening of the west. Additionally, Fort Larned's staff and its Volunteers in Parks (VIP) program volunteers provide visitors with a varied, comprehensive, and effective interpretive program, focusing on the interactions between the frontier army, travelers on the Santa Fe Trail, and the Plains Indians.



**Purpose** - Fort Larned was established to commemorate the significant role played by Fort Larned in the opening of the west, to preserve in perpetuity the actual and restored/recreated structures of the fort and its legacy, and to make this valuable part of America's heritage available to visitors for their experience, enjoyment, understanding, and appreciation.

**Significance** - Fort Larned, because of its large number of original restored and furnished buildings, as well as the surrounding reconstructed grasslands, is the finest example of an Indian Wars era military post on the Santa Fe Trail. It demonstrates the role that military posts played in cultural interchange among the variety of peoples (military, traders, travelers, and Plains Indians) along the Santa Fe Trail.

## National Park Service Volunteers in Parks (VIP) Program

To accomplish its important duties of preservation and education, the National Park Service relies on the efforts of many volunteers. The Volunteers-In-Parks Program was authorized by Public Law 91-357 enacted in 1970. The primary purpose of the VIP program is to provide a vehicle through which the National Park Service can accept and utilize voluntary help and services from the public. The major objective of the program is to use this voluntary help in such a way that it is mutually beneficial to the National Park Service and its volunteers.



*Volunteers can be used in any and all parts of the park management system. All levels and types of skills can be utilized and almost any type of work can be performed as long as it is work that:*

Would not otherwise get done during a particular fiscal year because of funding personnel limitations, or

Allows paid employees to accomplish work that would not otherwise get done during a particular fiscal year because of funding or personnel limitations, or

Does not result in the displacement of any paid employees.

## Fort Larned's VIP Program

### *Interpretive Program*

Most Fort Larned VIPs work in the interpretive program portraying soldiers, civilians, or Indians. Some may assist in other areas such as administration, maintenance, and/or preservation. The following interpretive themes are critical to visitor understanding and appreciation of the fort's importance:

The Santa Fe Trail increased trade, travel, commerce and consequent rich cultural exchange across the growing American West.

Through Fort Larned and other associated military posts, the U.S. Government established its authority and control, and extended its influence throughout western American.

The culture and lifestyle of the Plains Indians were irreversibly altered by encroaching non-native people.

People from a variety of cultures interacted at Fort Larned and all along the Santa Fe Trail, including European Americans, African Americans, Hispanics, and American Indians. While most were civilians, some were soldiers.



The plains environment significantly influenced the lives of all who lived upon them, and they in turn were significantly altered by the human presence.

## ***Volunteering—Requirements***

Volunteers are recruited and accepted from the public without regard to race, creed, religion, sexual orientation, age, sex, color, national origin, or Office of Personnel Management (OPM) classification laws, rules, and regulations. They are selected to participate in the program because they can fill an identified need. They are usually individuals or members of groups with specific skills and/or interests who will perform a specific function or type of work. However, they must be physically able to perform the work they volunteer to perform. Almost anyone can be a volunteer in the NPS VIP program. A VIP is anyone who performs work for the NPS for which he or she receives no pay from the NPS.

### ***Volunteer requirements are:***

Off-duty NPS employees can be VIPs as long as they are volunteering in a capacity other than their paid duties.

Family members of NPS employees may serve as volunteers as long as the NPS representative signing the Volunteer Services Agreement is not an immediate family member.

Legal aliens may serve as VIPs.

Foreign nationals may serve as VIPs as long as they have a J-1 visa allowing them to volunteer in the United States.



the Park Service VIP program.

People under the age of 18 years old may be VIPs provided they have the written consent of their parent or guardian.

Individuals convicted of minor crimes who are participating in court approved probation without sentencing, work release, or alternative sentencing programs can serve as volunteers at the discretion of the Park Superintendent.

No person who has been convicted of any violent crime, crime against persons, or crime involving use of a weapon shall be utilized in

## ***Volunteering—Application Process***

If you are interested in volunteering at Fort Larned, it is essential that you understand the process for how to become a volunteer. All the information listed below is what you need to know to successfully become a Fort Larned VIP volunteer.

We recommend that you research all the available volunteer opportunities at Fort Larned NHS before completing a volunteer application. This will allow you to focus on a couple of specific positions that coincide well with your interests, skills, qualifications, and expected time commitment. Volunteer duties and job descriptions are available from the Fort Larned VIP Coordinator.



**Volunteer Application**—Complete a Volunteer Application and return it to the VIP Coordinator, Fort Larned National Historic Site, 1767 KS Hwy 156, Larned, KS 67550. The Volunteer Application asks for basic personal information and lets us know what your general interests are, what your availability is, any previous experience that you have, and what VIP positions you would be interested in. A copy of the Volunteer Application can be found in the “Appendix” section of this handbook. You can request a copy from Fort Larned or download an

application from the NPS website <http://www.nps.gov/getinvolved/volunteer>.



**Interview**—In some cases it’s necessary to conduct an interview with potential VIPs before assigning them to a position. An interview gives us a chance to identify and further understand the applicant’s skills, interests, expectations, limitations, and motivations for volunteering with us. It also gives the applicant a chance to ask detailed questions about VIP positions and to receive a detailed job description and requirements before making a commitment. If an applicant does not hear of a decision soon after the interview, he or she should feel free to contact the VIP Coordinator.

**Volunteer Services Agreement**—When you have been officially accepted into the Fort Larned VIP Program, you will be required to complete and sign a Volunteer Services Agreement Form. This form legally enrolls you into the NPS Volunteer Program and provides you the federal protection that is described in this handbook. In addition, volunteers who are under 16 years of age are required to have the parental approval section of the form filled out and signed by a parent or guardian. A copy of the Volunteer Services Agreement Form can be found in the “Appendix” section of this handbook, or will be given to you by the VIP Coordinator.

**Additional Forms**—Depending on the nature of the work that you are doing, you might be asked to complete one or more of these additional forms:

**Self-identification of Medical Disability Form**—Required if there is any question of a volunteer’s ability to perform assigned tasks. This may include a medical exam at government expense.

**Photo Release Form**—By signing the Photo Release Form, you are giving the NPS permission to use your likeness in a photograph. The form authorizes the NPS to edit, alter, copy, exhibit, publish or distribute photos of you for purposes of publicizing the NPS’s programs or for any other lawful purpose. In addition, it waives your right to inspect or approve the finished product and it waives any right to royalties or other compensation arising or related to the use of the photograph.

**W- 9 Form**—You may need to fill out and sign a W- 9 Form if you receive any sort of stipend or other reimbursement from Fort Larned for your volunteer service. This form is used for tax purposes.

**Reimbursement Form**—The Reimbursement Form is used to request reimbursement for any personal expenses that you might accrue directly because of your volunteer service to the park. Fort Larned is not obligated to reimburse volunteers; any reimbursement is done at the discretion of the VIP Coordinator.

**Direct Deposit Form**—If you are receiving any sort of stipend or other reimbursement from Fort Larned you will need to complete a Direct Deposit Form.

**Background Check**—If your volunteer position involves accessing government computers, working with youth, or occupying an area that contains sensitive government records, the VIP Coordinator may have you to complete a background check and be fingerprinted. This process can take up to a month or longer, so if you anticipate needing a background check, be sure to start this process prior to your planned start date.

**Training and Orientation**—Volunteers should read the book *Fort Larned Guardian of the Santa Fe Trail* by Dr. Leo E. Oliva from the cooperating association sales outlet in the Visitor Center. This book, while small, provides a very detailed history of Fort Larned. The VIP Coordinator may recommend other reading applicable to the interpretive program the volunteer chooses.

**Evaluation**—Volunteers may be evaluated annually, when a project is finished, or when leaving the VIP program. Evaluations are completed in order to provide a chance to review the volunteer job description, help identify potential problems, and allow volunteers to provide constructive comments or other feedback to the VIP Coordinator.

**Termination of Volunteer Agreement**—If, at any point, a volunteer decides to end their involvement as a park volunteer, they should notify the VIP Coordinator who will terminate their Volunteer Services Agreement. The NPS also has the right to terminate a Volunteer Agreement if a VIP is not able to successfully perform the assigned responsibilities or respectfully represent the National Park Service.



# ***Volunteer Rights and Responsibilities***

## ***Volunteers have the right to...***

- Receive the same fair personnel practices as paid staff.
- Have their time used effectively.
- Receive clear and non-conflicting guidance and direction.
- Be kept informed of activities pertaining to their volunteer assignments.
- Not undertake assignments they do not wish to do.
- Receive appropriate orientation, training and supervision.
- Be assigned jobs that are worthwhile and challenging.
- Be made aware of the overall operation of the park.
- Have opportunities for growth.
- Be offered a variety of experiences.
- Receive regular, clear feedback on the quality and effectiveness of their work.
- Be recognized for their contributions.
- Have an opportunity to provide input into the volunteer program.
- Be trusted with the information needed to carry out their jobs effectively.
- Be assigned a direct supervisor as applicable.

## ***Volunteers have the responsibility to...***

- Represent the National Park Service in a professional manner.
- Follow the park's policies and guidelines and understand its organizational structure.
- Seek and accept the guidance and support needed to complete assignments.
- Work as a team with paid staff and respect mutual roles.
- Be reliable in fulfilling assignments.
- Do a quality, professional job.
- Respect access to information, facilities and equipment, etc.
- Learn from and participate in training sessions and meetings.
- Provide notice of absence.
- Make a good- faith effort to resolve differences or problems.
- Care for park resources.
- Work safely and smartly.



## ***Interpretive Volunteer Positions***

**Military**—Infantry or cavalry soldier, non-commissioned officer, or officer, baker, trumpeter, musician, hospital steward, surgeon, farrier, saddler, and striker.

**Civilian (male)**—scout, clerk, blacksmith, carpenter, saddler, laborer, farmer, rancher, teamster, Indian agent, Indian, freighter, doctor, pastor/priest, cook, and servant.

**Civilian (female)**—officer's, non-commissioned officer's, or soldier's wife; laundress; nurse, Indian, cook and servant.

**Children**—when accompanied by a parent or guardian, minor children may portray a child.

## ***Maintenance Volunteer Positions***

**General Labor**—Assisting park staff in preservation of historic structures, grounds maintenance, and general operational needs.

**Skilled Labor**—Work alone or as part of a team to paint, do repair on masonry or woodwork, preserve structures, operational grounds work, and repair buildings, fences, boardwalks, roofing, etc.







## ***Uniforms/Civilian Clothing***

Living history clothing and equipment provided by Fort Larned are U.S. Government property. They are issued for use while at Fort Larned and should be handled with care. If historic reproduction clothing and/or equipment is damaged, notify the VIP Coordinator.

Military uniforms and equipment are available for the volunteer's interpretive role. The individual may provide his own uniforms and/or equipment providing they meet the standards for the period portrayed and are approved by the VIP Coordinator.

Civilian clothing is available for the VIP's interpretive role, or the individual may provide his own uniforms and/or equipment providing they meet the standards for the period portrayed and are approved by the VIP Coordinator. This includes both male and female. VIPs participating in non-interpretive activities may wear appropriate civilian clothing.

VIPs working in Visitor Center positions or serving as tour guides will be provided with a Fort Larned shirt or vest designating them as a NPS volunteer.

## ***Historic Firearms and Edged Weapons***

Use of historic firearms and edged weapons on Fort Larned NHS will strictly comply with the guidance from the VIP Coordinator. Historic firearms and edged weapons include those belonging to Fort Larned and those belonging to VIPs

No black powder or cartridge ammunition in any form will be carried by VIPs. All firearms and cartridge boxes will be subject to inspection at any time.

Weapons firing demonstrations conducted in areas administered by Fort Larned staff are restricted to reproduction black- powder weapons only. VIPs may participate with the approval of the VIP Coordinator. Original NPS museum weapons will not be used; no exemptions will be granted.

Edged weapons & inspected unloaded firearms can be carried by volunteers only as required by designated interpretive duties. Off-duty volunteers (not serving an interpretive function for the benefit of the public) will not be under arms. Leather gear should not be worn unless under arms. Under arms means carrying an authorized firearm and/or edged weapon.



Firearms, edged weapons, and equipment should not be left unattended or unsecured in areas visited by the public. If rifles or carbines are stacked, a guard will be detailed to remain physically present at each stack of arms. Fort Larned or the National Park Service cannot take responsibility for the loss or damage to VIP-owned historic firearms, edged weapons, or any other item of uniforms or equipment used in Fort Larned programs.

Visitors are not to handle historic firearms or edged weapons under any circumstances. Edged weapons may be drawn and/or bayonets fixed to a rifle only under controlled conditions when visitors are maintained at a safe distance. Firearms are not to be aimed at or pointed in the direction of anyone.

## ***Pets, Horses, Mules, and Oxen***

Animals add realism to the interpretative program and volunteers are encouraged, when possible, to include them. However, certain guidelines must be followed.

Volunteers may include a personally owned pet in their interpretative program when approved by the VIP Coordinator.

Pet owners are required to remove and properly dispose of fecal matter deposited by pets.

Horses, mules, and oxen will be under restraint when not properly maintained in a corral.

Horses tied to a picket line will be guarded.

Visitors will be kept at a safe distance during drills, demonstrations, and talks.

Children may not pet animals.

Unloading and loading areas for horses, mules, oxen, and trailers, and disposal of wastes will be coordinated with the VIP Coordinator.

Any volunteers using their own animals while volunteering should be aware that according to the NPS Midwest Regional Office memorandum 07-01, "Uses of Personally Owned Livestock and/ or Equipment," the Park Service will assume limited liability for any loss or damage to personally owned livestock or equipment. The maximum amount of Government liability for loss or damage is \$2,700 per animal and \$1,650 for equipment. The park's designated representative may approve one additional animal. The additional animal shall serve in a support function such as a pack



animal or the second animal of a team.



All volunteers are required to sign a "Limitation of Liability Waiver and Release Form" before bringing personally owned livestock to use in living history demonstrations or portrayals.

## ***Work Schedules and Supervision***

**Sign In/Out Sheets:** Sign In/Out sheets are located in the visitor center. It is important for Fort Larned to keep accurate records of volunteer hours. In order to do this, please record your hours each time you come to volunteer. Volunteers should record the date, time in and time out. Be sure and include your travel and preparation time.

**Absences:** Please call the VIP Coordinator as soon as possible if you cannot work on a scheduled day so we may adjust the work schedule.

**Supervision:** Volunteers receive their assignments from the VIP Coordinator and receive guidance from him or her as appropriate.

**Meals:** Breakfast, dinner, and/or supper are normally provided on the days of major events such as Memorial Day weekend. Volunteers are responsible for their meals during other periods when they are on duty. They can store their food in the break room refrigerator.

**Overnight Lodging:** Volunteers, with the approval of the VIP Coordinator, are permitted to remain overnight in the barracks, hospital, officer's quarters, or commanding officer's quarters as appropriate for the event they are supporting.

## ***Recommended Reading***

*Fort Larned Guardian of the Santa Fe Trail*, by Leo E. Oliva, Kansas State Historical Society, Topeka, Kansas, 1982

*First Mail West – Stagecoach Lines on the Santa Fe Trail*, Morris F. Taylor, University of New Mexico, Albuquerque, New Mexico, 1971

*The Cheyenne Indians – Their History and Lifeways*, George Bird Grinnell, Wisdom World, Bloomington, Indiana 2008

*Forty Miles Days on Beans and Hay*, Don Rickey, Jr., University of Oklahoma Press, Norman, Oklahoma, 1963

*Hancock's War – Conflict on the Southern Plains*, William Y. Chalfant, University of Oklahoma Press, Norman, Oklahoma, 2010

*The Buffalo Soldiers – A Narrative of the Black cavalry in the West*, William H. and Shirley A. Leckie, University of Oklahoma Press, Norman, Oklahoma, 2003

*A Long March: The Lives of Frank and Alice Baldwin*, Robert H. Steinbach, University of Texas Press, 1990



*Ned Wynkoop and the Lonely Road from Sand Creek*, Louis Kraft, University of Oklahoma Press, Norman, Oklahoma, 2011

## ***Interpretation Library Policy***

The more you learn about the history of Fort Larned, the more you can share with the visitors and your fellow volunteers. We encourage you to use the interpretive library as much as possible. The library at Fort Larned is strictly for on site research; none of the books are available to be checked out. Under no circumstances are books allowed off the fort property. The library and its contents are invaluable and precious. Some of the books are difficult if not impossible to replace so please be careful while conducting research in the library.

# Volunteer Protection

Volunteers receive the same protection as NPS employees under the Federal Employees Compensation Act (5 USC, Chapter 81) and the Federal Tort Claims Act (28 USC, 2671-2680) and are considered to be Federal employees for those purposes only. These two acts provide only the following protection:

**Federal Employee Compensation Act**—VIPs are entitled to first aid and medical care for on-the-job injuries as well as hospital care when necessary. When travel is necessary to receive medical care, transportation may be furnished and the travel and incidental expenses associated with it may be reimbursable. When death results from an on-the-job injury, burial and funeral expenses, not to exceed \$800, may be paid. In addition, other compensation benefits may be approved by the Office of Workers Compensation Programs on a case-by-case basis.

A VIP who suffers an on-the-job injury and desires to file a claim for compensation should contact the VIP Coordinator, who will be responsible for helping the VIP obtain and complete the proper forms and must certify the authenticity of the claim. The VIP Coordinator then submits the claim to the servicing personnel office for processing.

**Federal Tort Claims Act**—This act provides a means whereby damages may be awarded as a result of claims against the National Park Service for injury or loss of property or personal injury or death caused by the negligent or wrongful act or omission of any employee of the NPS while acting within the scope of his or her office or employment under circumstances where the NPS, if a private person, would be liable for the claimant in accordance with the law of the place where the act or omission occurred. Since VIPs are considered employees for the purpose of this act, they are offered the protection of the Act for personal liability as long as they are within the scope of their assigned responsibilities.

## ***Sexual Harassment Policy***

Sexual harassment is defined as verbal comments, gestures, and physical contact of a sexual nature that are deliberate or repeated and unsolicited. Sexual harassment is also defined as unwanted sexual advances and requests for sexual favors. It is the policy of Fort Larned NHS to adhere to Federal guidelines and NPS policy relating to sexual harassment. As Federal employees and volunteers, we have a responsibility for maintaining high standards of conduct in the work place; therefore, sexual harassment will not be tolerated or condoned. Every effort should be made by managers, supervisors, and employees to ensure that all employees and volunteers work in an environment free from sexual

harassment. If you feel you have been sexually harassed, please contact the VIP Coordinator, Chief Ranger, or Superintendent immediately.

## ***Ethics and Standards of Conduct***

As a condition of public service, you are expected to adhere to the fundamental principles of ethical behavior, as defined in the Federal Government Executive Order 12674. Seek advice from the VIP Coordinator, Chief Ranger, or Superintendent about any potential conflict of interest or situation that may create the appearance of impropriety. Volunteers are expected to conduct themselves in both their official and private lives in such a manner as to reflect credibility upon the National Park Service and Fort Larned. As public servants, you are expected to present a neat, clean appearance at all times. In general, any actions on and off the job that violate precepts of decency and/or acceptable behavior may be cause for termination of volunteer service. Violations of park regulations may be cause for removal. The volunteer uniform should be worn only during duty hours while on duty in the park in which you are volunteering under a signed volunteer agreement.

## ***Equal Opportunity***

EO laws ensure the right of all people to be protected from discrimination in employment regardless of race, sex, color, creed, age, marital status, national origin, sexual orientation, or non-disqualifying handicap conditions. It is your responsibility to conduct yourself with other employees in a manner which encourages cooperation and teamwork. Remarks or gestures which are of a discriminatory or harassing nature are not productive. If you feel you have been discriminated against, please contact your supervisor or the volunteer coordinator immediately.

## ***Grievance Procedure***

At Fort Larned, we endeavor to make volunteering a wonderful and rewarding experience. If circumstances arise that make volunteering at the site less than enjoyable, it is important that you inform the VIP Coordinator, Chief Ranger, or Superintendent.

## ***Safety***

The workload at Fort Larned NHS can be hectic at times but remember to always work safely. Take time to get the right tools. Take time for breaks when necessary. Drink plenty of fluids, especially if it is hot. Always look around you and watch for hazards. Steep stairs, changes in floor elevations and uneven walking surfaces are a few of the safety hazards to be aware of. Living History activities can be particularly hazardous. Be careful when wearing living history clothing. The soles of brogans are slick, so be especially careful on the stairs when wearing them. Check out clothing that fits. Overly long skirts

and pants and ill fitting shoes can be tripping hazards. Be careful around candles and fires. Long skirts are especially dangerous around cooking fires. Do not leave cooking fires unattended and secure them after cooking so visitors don't inadvertently injure themselves. Follow all safety regulations when demonstrating black-powder weapons. If you are injured, become ill, or witness any suspicious persons or activity while working, notify an NPS Ranger immediately.

## ***Emergencies***

Although emergencies are not frequently encountered at the Fort Larned, the potential for problems is ever present. You as a volunteer may be the only NHS representative in your immediate area. Send either a visitor or another volunteer for a Ranger while you take action to stabilize the situation. We have completed some emergency preparedness plans covering the following areas:

**Medical**—If you are involved in a medical emergency, minor first aid can be administered with park supplies. For more severe injuries, 911 is available. Be sure to contact park staff. All injuries must be documented. VIPs are entitled to first aid and medical care for on-the-job injuries as well as hospital care when necessary. When travel is necessary to receive medical care, transportation may be furnished and/or travel and incidental expenses associated with it may be reimbursable.

**Fire**—Fire extinguishers are located in various parts of all buildings and vehicles. It is very important you become familiar with the location and operation of extinguishers in the areas you work in. A sprinkler system has been installed in most of the historic structures.

**Weather**—The Ranger staff, in the event of potential weather emergencies, will ensure staff and volunteers are advised of the emergency. Underground shelters are available, under the Visitor's Center and the barracks/hospital, in the event of a tornado. Go to the rear of those buildings to gain access.

**Other Emergencies or Problems**—A Ranger should always be near your site while you work. Emergency situations, if they occur, should be referred to them. Occasionally for special events, volunteers will remain overnight in either historic buildings or camp. A Ranger is on call in the event of emergencies.

If problems should arise and the volunteer feels the situation may require enforcement, call one of the Rangers or the Superintendent. As VIP's, you have no enforcement authority and should avoid confrontations.



## ***Government Motor Vehicle Operation***

As a Federal representative, it is your responsibility to set an example in safe driving and to observe all driving laws. Government- owned or leased vehicles/equipment are to be used for official purposes only during duty time. Employees and volunteers are responsible for the proper care, operation, and maintenance of government vehicles at all times . Should a volunteer be found negligent, he or she may be held liable for damages. Use of seat belts is mandatory. Also, cell phone use and texting while driving a government vehicle is prohibited. If using a government vehicle for travel you are limited to driving only nine hours a day.

## ***Government Property***

Government property, supplies, keys, badges, ID cards, radios, etc., will not be issued to volunteers without proper authorization. You may be held financially responsible for loss of or damage to government property assigned to you. Government property may not be used for personal projects.



# **Appendix A – Volunteer Job Descriptions**

## ***Living History Interpreter – Adult***

Participates in the park living history program, portraying military or civilian inhabitants of Fort Larned during the post-Civil War period. Position requires wearing period correct clothing and working in adverse weather conditions, such as excessive heat or cold. Will also be required to communicate historical information to the visitors with high degree of accuracy.

*All living history volunteers should present programs, both formal and informal, in a wellorganized and thematic manner. Programs should include a safety message (if appropriate) as well a resource protection message. All programs should be balanced, presenting multiple points of view, and educational.*

## ***Living History Interpreter – Child***

Participates in the park living history program, portraying a dependent child of an officer, soldier and/or laundress, involved in activities typical of life at Fort Larned for a child in the post-Civil War period. Position requires wearing period correct clothing and working in adverse weather conditions. Should have a basic understanding of what Fort Larned is and was, depending on the age of the volunteer.

*Child volunteers will be considered on a case-by-case basis, taking into account age, ability, interest and health of the child. Supervision of child volunteers will also be considered on a case-by-case basis. Smaller children generally cannot be accepted if neither parent will be volunteering with them. Older children may be accepted if they and their parents fully understand the VIP agreement, and if the arrangement is agreeable to the park.*

## ***Visitor Services – Adult***

Provide orientation and basic background information to visitors while assisting at the Visitor Center Information Desk. Should have a good working knowledge of the activities and programs available to visitors at Fort Larned, as well as the history of the Fort and the Indian Wars era in general. Volunteers serving in this capacity should focus on the needs and interests of the visitor.

## ***General Labor Maintenance Volunteer – Adult or Young Adult***

Assist park maintenance staff with general operational maintenance. Work generally involves hand tools and could include: cleaning, moving furnishings, painting, repairing fences and boardwalk.

## ***Skilled Labor Maintenance Volunteer – Adult***

Work alone or as part of a team assisting park maintenance staff with general operational needs as well as preservation of historic structures and grounds maintenance. This work usually involves the use of power tools and/or riding equipment.

*All volunteer maintenance jobs usually require working in adverse weather conditions, as well as standing for long periods of time, stooping, bending and lifting heavy objects.*