Memorandum

To: Area Manager or Volunteer Coordinator
From: name of volunteer
Subject: America the Beautiful - National Parks and Federal Recreational Lands Pass - Volunteer Pass

I would like to be considered for the America the Beautiful - National Parks and Federal Recreational Lands Pass - Volunteer Pass. I have accumulated the required number of volunteer hours necessary for the Volunteer Pass as shown below. I understand that the Volunteer Pass will be good for 12 months from the date of issue; only one (1) America the Beautiful - National Parks and Federal Recreational Lands Pass - Volunteer Pass may be issued to me in a calendar year; and that any additional volunteer hours accumulated at the time the Volunteer Pass is issued, will not be accredited towards another Volunteer Pass.

Full Name of Volunteer: ________________________________________________________

Area Office: ______________________________________________________________________

Total number of hours I have accumulated: ______________________ between __________ and _______________, (Date)

Signature of Volunteer: _________________________________ Date: __________________

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To be filled out and signed by Volunteer Coordinator

I certify that that hours listed above by the volunteer are correct.

Volunteer Coordinator: ___________________________ Signature: _____________________

Telephone number: _______________________________ Date: _______________________

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For Official Use Only To be filled out by Fee Program manager/representative

Date Pass issued: ___________________________ Issued by: _______________________

Pass Number: _________________________________