

NH LAKES 2011 Lake Host™ Program – Terms of Participation

ELIGIBILITY:

1. Lake and watershed associations (those with **and** without IRS tax-exempt status), conservation commissions, municipalities and other not-for-profit organizations with a motorboat access ramp that is open to the **public**; such access sites must be located on lakes and ponds greater than 10 acres in size. Eligible lakes and ponds include those that currently have exotic milfoil (or other exotic aquatic plant species), and those that do not.
For eligibility regarding grant ask amounts, see 2011 Summary of Key Points.
2. Participating groups **must** be current or new organizational members of the NH LAKES (\$300 basic membership). New groups will be invoiced. The \$300 basic membership will count toward your organization's match.
3. Organizations willing to comply with the terms on this sheet and **other terms** included in the official payroll grant award letter.

ORGANIZATIONS SELECTED TO PARTICIPATE AGREE TO:

1. Identify a Point Person who will serve in a volunteer capacity (unless paid by organization funds) or a Managing Lake Host (that will be paid out of grant funds). The Point Person/Managing Lake Host is responsible for implementing the program locally (training Lake Hosts that are not required to attend a formal NH LAKES/DES training, supervising your Lake Hosts, developing weekly ramp coverage schedules, signing off on timesheets and volunteer match sheets, submitting timesheets, volunteer match sheets and boater survey and summary sheets, tracking your grant award, coordinating the submission of hard cash payments for ramp extension to NH LAKES, etc.) **This is a key position;** the Point Person/Managing Lake Host **MUST** attend a formal NH LAKES/DES point person training session, be available 3-5 hrs/week at the lake and able to dispatch his/her duties for the duration of the summer. See the Point Person/Managing Lake Host Position Description which can be downloaded from the NH LAKES website at www.nhlakes.org.
2. Provide a minimum **100%** match of your grant request amount (such as, **cash** to extend ramp coverage, or **in-kind**, such as volunteer hours, or a combination). Document the match in the manner to be explained at the training session.
3. Prior to the start of your paid Lake Hosts staffing the ramp, the group will submit 100% of hard cash match for ramp extension to NH LAKES (as indicated on payroll grant application). **(NH LAKES will be unable to upfront ramp extension funds for paid Lake Hosts.)**
4. Before your group spends your entire payroll award and any previously submitted hard cash, submit an adequate amount of hard cash to NH LAKES if your group intends to continue to pay Lake Hosts for ramp extension. **(NH LAKES will be unable to process timesheets for paid Lake Hosts if your group has used up your payroll award and has not sent NH LAKES an adequate amount of hard cash prior to payroll processing to cover additional paid Lake Host salary and statutory benefits.)**
5. Send your Point Person/Managing Lake Host and all **NEW paid** Lake Hosts to a formal NH LAKES/DES training. Paid Lake Hosts will be compensated for their time at the training session AND for their travel time to and from. For your Point Person, training AND travel time will count toward your program match (plus mileage @ 51 cents per mile).

2011 LAKE HOST™ PROGRAM TRAINING SESSIONS

- **TO BE ANNOUNCED.**

6. Contact NH LAKES at 226-0299 or lakehost@nhlakes.org **at least one week in advance** of the formal training session(s) you wish to attend with the names and positions (Lake Host or Point Person/Managing Lake Host) of those who will be attending. We will provide directions to the training venue to the Point Person via email, for distribution to others in your group.

7. Your Point Person/Managing Lake Host will be responsible for conducting a **local training session for all returning paid Lake Hosts, all new volunteer Lake Hosts, and all returning volunteer Lake Hosts**. Returning paid Lake Hosts and all volunteer Lake Hosts must receive 2011 materials and attend your local training session **BEFORE** their time can be paid (paid Lake Hosts) or count toward the match (volunteer Lake Hosts). (Please Note: Returning paid Lake Hosts, returning volunteer Lake Hosts, and new volunteer Lake Hosts are **not** required to attend a formal NH LAKES/DES training **unless** the Point Person/Managing Lake Host feels that there is a compelling reason that the Lake Host should receive the formal NH LAKES/DES training.)
8. Recommend to NH LAKES that a paid Lake Host be released from duty, if that person isn't meeting his/her responsibilities. (See the Lake Host Position Description.)
9. Use updated 2011 forms (timesheets, boater surveys, etc.) and execute and submit all paperwork in a timely fashion.
10. Provide a weekly ramp schedule to the Lake Host™ Program Manager and notify the Manager, in advance, if there are any scheduling changes. (Please Note: The Lake Host™ Program Manager and Assistant will make unannounced visits to ramps.)

THE NEW HAMPSHIRE LAKES ASSOCIATION (NH LAKES) WILL:

1. Execute a Letter of Agreement with each organization participating in the program and provide access to W-4, I-9 forms, and youth permission forms (for exceptional 16- and 17-year olds) and for the paid Lake Hosts.
2. Contract directly with the Lake Hosts that you recommend be hired. Two (recommended), but not more than four, Lake Hosts will be paid bi-weekly by NH LAKES directly, based on approved hours worked (**no money is sent to your organization**). Please note: Lake Hosts will **NOT** receive overtime pay for hours worked in excess of 40 hours per week.
3. Provide statutory benefits (Medicare, Social Security, State Unemployment Insurance, plus Workers' Compensation Insurance); NH LAKES also provides liability insurance.
4. Manage all payroll and IRS reporting requirements for Lake Hosts.
5. Provide two official Lake Host shirts, hat, clipboards, and carrying case/tote per group. Additional uniform pieces may be purchased for additional cost and applied toward your volunteer match. New groups will receive up to two complimentary plant identification cards.
6. Provide one training manual for each volunteer and paid Lake Host.
7. Provide the required training for your NEW paid Lake Hosts, and new and returning Point Persons/Managing Lake Hosts.
8. Provide guidance and materials for your Point Person/Managing Lake Host to provide a local training for returning paid Lake Hosts, new volunteer Lake Hosts, and returning volunteer Lake Hosts.
9. Provide quantities of materials that Lake Hosts are **required** to hand-out to boaters and re-supply these items in a timely fashion. Required materials include: "Attention Boaters! Are you unknowingly spreading Exotic Aquatic Plants?" brochure and NH LAKES clean boat sticker.
10. Provide quantities of the **optional** materials that Lake Hosts will hand out and re-supply these items in a timely fashion. Optional materials include: "UNWANTED: The Frightful Fourteen" brochure; and "The Boater's Guide of New Hampshire: A Handbook of Boating Laws and Responsibilities." (It is up to the Point Person/Managing Lake Host to decide if/what optional materials will be handed out.)
11. Provide a Lake Host™ Program Assistant, based in Concord, to assist you and, upon your request, visit your Lake Hosts at the ramp to answer questions, trouble-shoot, ensure quality performance, etc.



Members dedicated to protecting lakes