

Training Date:
Ref check:



New Mexico **Site Watch**
protecting the enchantment
New Mexico Historic Preservation Division

VOLUNTEER APPLICATION

Please fill out one application per person. Type or print clearly in ink

Full Name _____

Address _____

City _____ State _____ Zip _____

Phone Home _____ Date of Birth _____

Work _____ NM Driver's Lic.# _____

Cell _____ Exp. Date: _____

*Email _____ Vehicle(s): _____

*SiteWatch will typically contact you by email.

NOTE: THIS APPLICATION & AGREEMENT CONTAIN CONFIDENTIAL AND SENSITIVE INFORMATION THAT WILL BE SAFEGUARDED BY SITEWATCH PERSONNEL & VOLUNTEERS: SiteWatch Applicants are subject to a background check by law enforcement officers.

How did you hear of New Mexico SiteWatch?

Why are you interested?

SiteWatch Chapter or Area of Interest: _____

Volunteer Experiences

(please provide organization, approx. length of involvement, and brief description)



Archaeology Experiences

(Please note whether experience was professional, volunteer, personal interest/hobby, college classes, etc. and give brief description.)

Are you a current member of an archaeology society, group, or other organization? (please list)

List the area(s) or site(s) you are interested in monitoring.

Please note: NM SiteWatch sometimes needs volunteers in clerical positions – if you are interested please list your interests.

Does your employer have a volunteer match program?

Yes _____ No _____

Please provide two references – people who are not a relative or member of your extended family.

Name:

Phone :

Email :

Address:

Name :

Phone:

Email:

Address:

The NM SiteWatch site steward program is a mission-based volunteer program. While SiteWatch does not require dues, it does ask for a commitment from its volunteers. As their title suggests, each Site Steward will be responsible for monitoring a cultural resource– ensuring that a cultural resource will be better protected. This is no small commitment given the unique and unspoiled nature of New Mexico’s cultural resources, and travel distances.

We ask that you carefully consider your ability to be a successful site steward. Site stewardship is incredibly rewarding and fun, but can involve challenges as well. The following list of questions is designed to provide you with an awareness and understanding of the responsibility involved in being a site steward. Answering “no” to any of these questions will not eliminate you from consideration.



In order to monitor a site, you will be given the specific location of that resource. Do you understand that you may not give this information to anyone and that the location information for other sites may not be given to you?

Yes _____ No _____

You will be required to sign an agreement not to carry firearms. Will you honor this requirement?

Yes _____ No _____

You will be required to sign a statement of data confidentiality. Do you understand that you cannot release site location information?

Yes _____ No _____

If the resource you monitor suffers natural or man-made damage, you may be asked to represent NM SiteWatch during a land manager's investigative or repair visits to that resource. Would it be possible to modify your schedule for such circumstances?

Yes _____ No _____

While uncommon, some volunteers may come across suspicious persons engaging in possible criminal activity in the field. NM SiteWatch advocates avoidance. *Are you able to accept walking away from interaction with suspicious individuals?*

Yes _____ No _____

If a criminal case were brought against looters of the resource you monitor, would you be comfortable serving as a sworn witness for the prosecution or signing an affidavit?

Yes _____ No _____

Have you ever been investigated, or charged, with a violation against cultural resources property or firearms laws (ordinances, regulations, statutes, etc.)?

Yes _____ No _____

Would you consider attending annual meetings, continuing education classes, workshops, and/or other NM SiteWatch offerings in order to develop your stewardship skills and understanding of New Mexico cultural resources?

Yes _____ No _____

The work may often require use of your own vehicle, camera, and/or other equipment to properly monitor sites. Is this acceptable?

Yes _____ No _____

Is your vehicle insured at present?

Yes _____ No _____

SiteWatch volunteers often work in remote areas. It is your duty to disclose relevant information concerning any medical conditions to your coordinator and field partners. Do you understand that failure to do so may compromise your safety?

Yes _____ No _____

SiteWatch activities are not necessarily limited to field activities. Do you have limitations regarding certain working in certain conditions?

Yes _____ No _____ If yes, what: _____





Site Steward Volunteer Agreement

CONDITIONS OF AGREEMENT

The Historic Preservation Division (HPD) has agreed that _____, hereinafter “volunteer”, is qualified to perform the duties of Site Steward under the following conditions:

1. The Volunteer must complete all training required by NM SiteWatch.
2. NM SiteWatch will provide, and the Volunteer shall review and comply with, pertinent information, policies, statutes, rules, and regulations.
3. The Volunteer understands that he/she is working at all times on a voluntary basis without compensation and is not an agent of either the State of New Mexico or the HPD. The Volunteer also understands that he/she is not covered by workman’s compensation under this agreement by the Department of Cultural Affairs (DCA), HPD, or NM SiteWatch. **Site Stewards must sign an agreement with each participating land manager for whom they are providing a volunteer service to receive any medical compensation resulting from injuries sustained during the course of duties as a Site Steward.** It is the responsibility of the Site Steward to be sure an initial land manager volunteer agreement is signed and that such agreements are updated as required.
4. The Volunteer assumes all risks associated with the services to be provided as a NM SiteWatch volunteer, whether foreseeable or not, and whether arising from the negligence of the State of New Mexico, other volunteers, or unforeseeable others.
5. The Volunteer understands that he/she is not a law enforcement officer and cannot act in any law enforcement capacity. The use or carrying of firearms is not authorized as part of *any* function of the duties under NM SiteWatch. The Volunteer agrees that any use or possession of a firearm is outside the scope of his/her duties and agrees to hold NM SiteWatch, HPD, DCA, the State of New Mexico, or participating agencies, free from any responsibility, claim, or other indemnity arising from use or possession of a firearm. The Volunteer understands that the use of firearms may invalidate certain volunteer agreements with both land managing agencies and NM SiteWatch and therefore agrees to abide by the prohibitions and/or stipulations that are attached to or enforced by those agreements.
6. This agreement can be cancelled or terminated at any time by either the Volunteer or HPD.
7. The Volunteer understands that all information generated by and provided to SiteWatch volunteers including but not limited to, site location information, site descriptions, reports, maps, and photographs, are the property of the agency or entity administering the site. Upon termination of this agreement the volunteer agrees to return all program materials (consisting of but not limited to contents of the site file



and additional forms, notes, maps and photographs) to the relevant chapter coordinator or land manager within 60 days.

- 8. The Volunteer understands that there are no guarantees made by the State regarding safety or freedom from injury or hazards while either traveling to or from a monitoring location or while at any property being monitored.
- 9. By signature of this Agreement, the Volunteer waives any right to sue DCA, HPD, NM SiteWatch, the State of New Mexico, its political subdivisions, employees, agents or any other volunteer for any damages which may be sustained as a result of services the Volunteer has agreed to perform.
- 10. The Volunteer releases the State of New Mexico and its political subdivisions employees, agents or any other volunteer from all liability, direct or implied, which might arise from the performance of Volunteer services.
- 11. The Volunteer acknowledges that he/she is familiar with the federal and state laws and penalties that are taught to every Site Steward as part of their initial training.
- 12. The Volunteer agrees not to misuse or misrepresent his/her participation in this program for personal gain to obtain access to sites, records, or artifacts. He/she will not engage in the collection, destruction, sale, or trade of artifacts, or disclose through postings on social media or by other means, confidential site information entrusted to him/her.
- 13. The Volunteer recognizes that the value of a cultural resource is in its context as well as content. Disturbing a cultural resource for purposes that are not expressly permitted ahead of time by the presiding land managing agency or HPD, will adversely affect that resource.
- 14. The Volunteer has read and understands the **Site Steward’s Code of Conduct** (attached). He/she understands that participation in this program is dependent on adherence to this code.

I confirm that I will uphold and abide by all Federal and State antiquity laws and will conduct myself according to the Site Steward’s **Code of Conduct which I have read and signed**. I am volunteering my services to NM SiteWatch without expectation of pay in order to protect and preserve the cultural resources of the State of New Mexico. I further understand that as a NM SiteWatch volunteer I am not a law enforcement officer and cannot take actions or make statements that might suggest I enforce the law.

By completing and signing this agreement, I certify that the information provided in my application and in this agreement is true, correct, and complete to the best of my knowledge. I acknowledge that any misrepresentation or falsification of the information herein will result in rejection of this application, removal from the program, and/or disqualification from future New Mexico SiteWatch participation.

Volunteer Signature	Date	New Mexico SiteWatch Coordinator for the New Mexico Historic Preservation Officer	Date
Parent/ Guardian Signature	Date		

COVID-19 VOLUNTEER AGREEMENT

Thank you for volunteering with SiteWatch. New Mexico SiteWatch is administered by Historic Preservation Division, a division of Department of Cultural Affairs that also oversees Museum of New Mexico, Office of Archaeological Studies and all New Mexico Historic Sites. During these unprecedented times, the New Mexico Department of Cultural Affairs (NMDCA) is taking safety precautions for volunteer activities. All New Mexico and CDC guidelines are being followed by DCA staff and volunteers at DCA institutions. For the safety of fellow volunteers, agency personnel and those you contact during volunteer activities, you are required to follow guidelines below, as well as those safety guidelines put in place by the agencies for which you monitor. Please keep *Appendix 1: Procedure for COVID-19 Symptoms and Exposure Self-Screening* for your reference.

Note: Volunteers working on DCA grounds must be vaccinated or test weekly. SiteWatch volunteers *do not work on DCA grounds*. If you are unvaccinated: before attending an *indoor* SiteWatch event, SiteWatch requests that you test for COVID-19 before the event, following self-screening procedures in Appendix 1.

As a SiteWatch volunteer you agree and commit to the following:

- *Completing the COVID-19 Symptoms and Exposure Self-Screening Procedure each time you volunteer as outlined in Appendix 1;*
- Asking about and complying with partnering agency COVID -19 policy for volunteers
- Wearing a mask in accordance with the latest [New Mexico Public Health Order, Executive Orders](#), and/or [CDC recommendations](#), regardless of vaccination status;
- Reviewing and signing this policy is required in order to resume or continue volunteer duties.
- Understanding that *this policy is subject to change* based on the latest New Mexico Public Health Orders and CDC guidelines.

Volunteer Assumption of Risk

NOTE: If you are 65 years of age or older and/or have a chronic health condition, including but not limited to chronic lung disease, heart disease, diabetes, cancer, or a weakened immune system, you are considered to be at higher risk for severe illness due to COVID-19. Please go to the CDC website to learn more about the risks.

If you contract COVID-19, you may require hospitalization, intensive care, or a ventilator to help you breathe. Possible long-term consequences include permanent impairment and even death.

Your participation as a DCA volunteer is entirely voluntary. Given the ongoing concerns about the COVID-19 outbreak, the risk of contracting COVID-19 or incurring other injuries or illness (which could be serious or disabling) is always present and cannot be entirely eliminated.



Volunteer Waiver of Liability

I agree to accept any and all risks of personal injury or illness or death, including those related to COVID-19 contracted during the time that I volunteer with SiteWatch.

I further understand that my health and safety are my responsibility, and that **I am free at any time to refuse, and should refuse, to do anything for SiteWatch or partnering agencies that I am not comfortable with** or that may pose a hazard to my own health or safety or to the health or safety of anyone else.

I understand that any volunteer who fails to adhere to the COVID-19 Symptoms and Exposure Self-Screening Procedure, the COVID-19 Safe Practices, or any other provision of the Policy or Procedure set forth herein will be immediately sent home, and subject to disciplinary action, up to and including being prohibited from further service as a volunteer.

I hereby release, discharge, and waive on behalf of myself and my heirs and representatives any and all claims or causes of action I may have against DCA, its division and its employees; further, I agree to and hereby do indemnify, defend and hold DCA, its divisions, and employees harmless from, any demands, claims, causes of action, liabilities, injuries, judgments, costs, expenses and fees, arising from or in connection with my volunteering with DCA and/or my presence on or at any DCA facility.

I agree that this release will be governed by New Mexico law.

Historic Preservation Division, SiteWatch Program

Volunteer name (printed)

Volunteer Signature

Date:

Parent/Guardian (volunteer under 18)

Date:



Appendix 1

Procedure for COVID-19 Symptoms and Exposure Self-Screening

Prior to volunteering, all volunteers shall complete the COVID-19 Symptoms and Exposure Self-Screening (“Self-Screening”). The Self-Screening consists of three questions about a volunteer’s COVID-19 status, COVID-19 Symptoms, and COVID-19 Exposure, which are based on recommendations from the CDC and the NMDOH with the goal of preventing infection in the workplace and minimizing the spread of COVID-19. Volunteers are not required to submit their answers to the Department of Cultural Affairs but are required to be accurate and truthful in their self-assessment.

A. Self-Screening Questions.

1. Have you tested positive for COVID-19 in the last 10 days?
2. Have you experienced any COVID-19 Symptoms in the past 48 hours?
3. Have you been Exposed to COVID-19 in the last 14 days?

B. Analysis of Self-Screening Results.

1. **Volunteers may not volunteer** if they answer yes to questions 1 or 2, i.e.:
 - o Yes, positive COVID-19 test in the last 10 days, or
 - o Yes, COVID-19 Symptoms in the last 48 hours.
2. **Volunteers may not volunteer** if they answer yes to question 3 and are not Fully Vaccinated, i.e.:
 - o Yes, COVID-19 Exposure in the last 14 days, and
 - o Not Fully Vaccinated.
3. **Volunteers may volunteer** if they answer ‘no’ to questions 1, 2, and 3, i.e.:
 - o No positive COVID-19 test in the last 10 days,
 - o No COVID-19 Symptoms in the past 48 hours, and
 - o No COVID-19 Exposure in the last 14 days.
4. **Volunteers may volunteer** if they answer no to question 2 and yes to question 3 and are Fully Vaccinated, i.e.:
 - o No COVID-19 Symptoms in the last 48 hours,
 - o Yes, COVID-19 Exposure in the last 14 days, and
 - o Yes, Fully Vaccinated.

If a volunteer completes the Self-Screening and determines they should not volunteer, they must follow the policy of the state or federal agency for which they monitor. If they test positive for COVID 19 they are encouraged to notify their contacts and should cooperate with New Mexico Department of Health.



Thank you for your interest in New Mexico SiteWatch!

The State Coordinator will notify you when your application has been distributed to Chapter Coordinator(s) in your geographic area of residence and/or SiteWatch interest. Please note that Chapter Coordinators accept applications and assign monitoring opportunities based on availability. If you are accepted into the program, and no group training is scheduled, provisional training may be provided through your Chapter Coordinator using the SiteWatch trading materials provided by HPD. You will be expected to attend group training at a later date.

Send this application and agreement to:

dca-hpdsitewatch@state.nm.us

Or a hard copy to:

Coordinator, NM SiteWatch
Historic Preservation Division
407 Galisteo St. Rm. 236
Santa Fe, NM 87501
Fax (505) 827-6338
(505) 476-0255/827-6320

