

# Conservation Volunteer Program: Procedures

## Application

1. Prior to volunteering, a Conservation Volunteer Program (CVP) application must be submitted.
2. Applications can be found on the [Quantico iSportsman](#) website. Applications can be submitted to [aantram@vt.edu](mailto:aantram@vt.edu).
3. Applications will be reviewed and then submitted for approval by Natural Resources and Environmental Affairs (NREA) administration.
4. Volunteer applicants must create or already have a Quantico iSportsman [account](#).
5. Applicants will be notified when their application is approved and they are cleared to participate in volunteer activities
6. A "Conservation Volunteer Permit" will be added to the volunteer's iSportsman account after application is approved

## Volunteering

**ALL volunteer activities must be approved or assigned by the Head of Fish and Wildlife (Mr. Shannon Bowling) or Conservation Volunteer Program Coordinator (Alex Antram) prior to their execution.**

1. Volunteers will check in and out of Base and their volunteer activities using the Quantico iSportsman webpage
2. Refer to the [Quantico iSportsman Checkin/Checkout Process User Guide](#) for step by step instructions
3. CVP Checkin Details
  - a. On the "Select Activity" page, choose "Conservation Volunteer Activity"
  - b. On the "Select Area" page, choose "Conservation Volunteer Program"
4. CVP Checkout Details
  - a. Select "Conservation Volunteer Program Checkout"
  - b. Select appropriate activity, work hours, and TAs

**Volunteers who do not abide by these procedures and guidelines may be removed from the program. Volunteers 14-17 years of age must be accompanied by a parent or guardian who also needs to complete the application process and utilize the Quantico iSportman web page for recording volunteer activities on Base.**

Contact Alex Antram at [aantram@vt.edu](mailto:aantram@vt.edu) with questions.