

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.**

I authorize registration for the SiteWatch Online Reporting Database (SWORD) using the email address provided and understand the SiteWatch coordinator will sign electronic versions of this application and Code of Conduct as "Application on File".

Volunteer Signature _____ Date _____ Parent/ Guardian Signature _____ Date _____

Thank you for your interest in New Mexico SiteWatch!

The State Coordinator will notify you when you have been registered in the SiteWatch Online Reporting Database (SWORD) and will provide you with a temporary password using the email address provided in the application or initial registration. Most communication with SiteWatch will take place via email. Please note that Chapter Coordinators review applications and assign monitoring opportunities based on availability. If you are accepted into the program, and no in-person training is scheduled in your area, remote training may be offered by HPD. Remote training requires download, review and retention of materials provided to you and a training session over Zoom or a similar remote meeting application. A field session facilitated by SiteWatch, an agency archaeologist, or your chapter coordinator is required in order to complete training.

Send this application and agreement to:

**Coordinator, NM SiteWatch
Historic Preservation Division
407 Galisteo St. Rm. 236
Santa Fe, NM 87501
Fax (505) 827-6338
(505) 476-6160**

