

# New Hampshire Lakes Association Lake Host™ Program

## 2016 Manual for Point Persons



## Aquatic Invasive Species Education and Prevention Program

Brought to New Hampshire lakes and ponds by local groups and:

New Hampshire Lakes Association (NH LAKES)  
14 Horseshoe Pond Lane  
Concord, NH 03301  
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 NEW HAMPSHIRE  
LAKES  
*Members dedicated to protecting lakes and their watersheds*



twitter

April 19, 2016

Dear Lake Host Point Persons,

Why did you become a Lake Host Point Person? Was it because you wanted to do more to protect your lake from the spread of aquatic invasive species? Was it because you really enjoy managing and teaching people? Was it because you are really organized and good at filling out paperwork? Was it because nobody else in your group wanted to do it?

Whether you feel that congratulations or condolences are in order, however you came to be a Point Person for your local Lake Host Program, I thank you! Without you and your fellow 80+ Point Persons, the New Hampshire Lakes Association Lake Host Program—a program that has received state and national recognition for its exemplary contributions to volunteerism and natural resource protection—would not function. Without you, NH LAKES would not be able to hire 280+ individuals as Lake Host employees and recruit 500+ individuals to volunteer as Lake Hosts this summer. Without you, 105 of the busiest boat ramps in New Hampshire would not be protected by Lake Hosts teaching approximately 92,000+ boaters how to prevent the spread of aquatic invasive species this summer.

Serving as Lake Host Point Person is not always an easy and enjoyable job, but it is an important job. The staff at NH LAKES will do all that it can to make your job this summer as easy as possible. If you ever have any questions or problems, or suggestions on how we can do a better job running the program and helping you do your job well, just let me know.

Thank you for all you do for NH LAKES, your lake, and all 1,000 New Hampshire lakes. Enjoy the summer!

With sincere appreciation,

Andrea LaMoreaux  
NH LAKES Vice President  
alamoreaux@nhlakes.org  
603.226.0299  
603.731.0521 (after 4pm and on weekends)

## Table of Contents

Point Person Position Description.....	1
10 Steps to Point Person Success and Frequently Asked Questions.....	3
Lake Host Recruiting and Hiring Guidance.....	8
Employee’s Withholding Allowance Certificate (Form W-4).....	10
Employment Eligibility Verification (Form I-9).....	11
Youth Permission Form.....	14
Lake Host Employee Information Form.....	15
Lake Host Volunteer Information Form.....	16
Local Training Session Recommendations.....	17
Boater Survey Form.....	18
Ramp Daily Summary Sheet.....	19
How to Successfully Submit a Suspicious Specimen.....	20
Lake Host Employee Timesheet.....	21
Lake Host Volunteer Match Sheet.....	22

# New Hampshire Lakes Association

## 2016 POINT PERSON/MANAGING LAKE HOST POSITION DESCRIPTION

### OVERVIEW:

Each organization that is accepted to participate in the Lake Host™ Program must provide a volunteer **Point Person** or a paid **Managing Lake Host** who will serve as the local administrator of the program. A Point Person serves as a volunteer to help the participating group meet its Lake Host Program local match requirement. A paid Managing Lake Host is hired as employee of New Hampshire Lakes Association (NH LAKES). Managing Lake Hosts can be paid through the payroll grant or through locally-contributed funds.



The Point Person/Managing Lake Host functions as the liaison between the local Lake Host employees and volunteer Lake Hosts and NH LAKES. As **THE** local point of contact for the program over the summer months, the Point Person/Managing Lake Host is someone who is available all summer, and can devote up to 5 hours per week facilitating the Lake Host Program locally, as described by the administrative duties listed below. **The Point Person/Managing Lake Host must attend one formal NH LAKES training session in 2016, even if he/she has done so in past years (preferably as early in the season as possible).**

### SPECIFIC DUTIES OF THE POINT PERSON/MANAGING LAKE HOST:

1. Advertise for, and then interview (using interviewing guidelines provided by NH LAKES), potential Lake Host employees and recommend favorable candidates to NH LAKES for Lake Host hiring.
2. Provide NH LAKES with completed and verified employment forms for each Lake Host employee and completed contact information forms for Lake Host employees and volunteers. Point People/Managing Lake Hosts will be provided with access to employment and contact information forms.
3. Ensure that **ALL** Lake Hosts employees, whether new or returning, sign and return their Letter of Employment with NH LAKES **before** they start working at the ramp.
4. Ensure that all **NEW** Lake Host employees attend a formal NH LAKES training workshop as early in the season as possible. **New Lake Host employees can not work until they have attended a formal training.**
5. Conduct a local training workshop for all returning Lake Host employees (since returning Lake Host employees are not required to attend a formal NH LAKES training) and all new or returning volunteer Lake Hosts (since volunteers are not required to attend a formal NH LAKES training). It is recommended that the local training be conducted as early possible, and that part of the local training occur at the local boat ramp. **Returning Lake Host employees can not work until they have attended a local training. Returning new or returning volunteer Lake Host can not volunteer at the ramp until they have attended a local training.**
6. Determine the weekly staffing schedule and share it with Lake Hosts and volunteers **in advance**, as well as the procedures to be followed in case of inclement weather.
7. Forward the weekly staffing schedule to NH LAKES and notify NH LAKES if there are changes. **(NH LAKES will make unannounced site visits to ramps during summer 2016.)**
8. Ensure that all volunteer Lake Hosts (and you as the Point Person/Managing Lake Host) keep track of their hours on the volunteer match sheet/spreadsheet provided. **This documentation is required if it is being applied to the local match.**

9. Prior to the start of the Lake Host employees staffing the ramp, make sure the group has submitted 100% of pledged locally-contributed hard cash match (or has arranged a payment installment schedule with NH LAKES) for additional Lake Host employee hours or higher Lake Host employee hourly rates than provided through the payroll grant (as indicated on payroll grant application). **NH LAKES will not upfront ramp additional funds for Lake Host employees.**
10. **Every other week**, on the **Sunday** immediately at the end of the pay period (pay period is Monday through Sunday, two weeks later), collect, verify, and then sign all Lake Host employee timesheets and then scan **email scans or photos of timesheets or FAX (603.224.9442) timesheets to NH LAKES on Monday, no later than 4:00 p.m.** Timesheets received **AFTER 4:00 p.m.** on “Payroll Monday” will **NOT** be processed until the next pay cycle. **Mail volunteer match sheets at the end of every pay period.**
11. **Every other week**, collect completed Boater Survey sheets and Daily Summary sheets from all Lake Host employees and volunteers. Check these over to ensure that they are completely and accurately filled out, and then forward them to NH LAKES. (Postage cost can be applied to the local match.)
12. Supervise the work of all Lake Host employees and volunteers on a regular basis to ensure quality performance. If necessary, contact NH LAKES to discuss Lake Host discipline problems and/or to recommend termination of Lake Host employment or volunteer commitment. NH LAKES is officially responsible for terminating Lake Host employees as they are NH LAKES employees.
13. Contact NH LAKES if Lake Hosts encounter any problems with boaters.
14. Contact NH LAKES if Lake Hosts encounter any safety issues or are injured (or think they may have been injured) while lake hosting.
15. Contact NH LAKES when supplies of brochures, specimen bags, and decals are running low to arrange for replenishment.
16. Make more copies of timesheets and surveys, as needed. (Copying expenses can be applied to the local match.)
17. Send suspicious specimens to the New Hampshire Department of Environmental Services in the prescribed manner. (Instructions are provided at the training and in the manual.)
18. Maintain regular communication with local organization directors about the status of the local program throughout the season. Provide directors with ramp coverage schedules, Lake Host pay rates, payroll and volunteer match updates, and inspection and ‘saves’ updates. Advise directors of any problems encountered with Lake Hosts or boaters.
19. Publicize the program the group’s newsletter and local papers and forward copies of articles to NH LAKES.
20. By October 3, 2016, submit a Final Report to NH LAKES in the format specified.

#### **COMPENSATION & BENEFITS**

- Managing Lake Hosts are employees of New Hampshire Lakes Association will be compensated at no less than \$7.25 per hour. (The actual pay rate will be determined by the local participating group and must be approved by NH LAKES before hours are worked).
- The cash-equivalent of Point Person volunteer time (\$23.07 per hour) will be counted towards the local group’s volunteer match requirement.
- This is a temporary position with no benefits.

# 10 Steps to Point Person Success and Frequently Asked Questions (FAQs)

## STEP 1: RECRUIT YOUR TEAM OF LAKE HOSTS!

Advertise for and then interview potential Lake Host employees and volunteers. NH LAKES provides the following tools to assist you with this task:

- Lake Host Help Wanted Advertisement (tailor for your group needs and place in local publications)
- Refer to the document “*Point Person Recruiting and Hiring Guidance*”
  - **FAQ #1:** Can we hire an individual younger than 16 as Lake Hosts?  
**ANSWER:** No.
  - **FAQ #2:** Can an individual younger than 16 volunteer as a Lake Host?  
**ANSWER:** To volunteer as a Lake Host, individuals younger than 16 must volunteer alongside a Lake Host who is 16 or older. All volunteers that are younger than 18 must have a guardian sign off on their youth permission form.

## STEP 2: GET YOUR LAKE HOSTS SIGNED UP!

As soon as possible, and at least a week before Lake Host will volunteer/work, mail the following to NH LAKES (14 Horseshoe Pond Lane, Concord, NH 03301):

- Lake Host Employees
  - Lake Host Employee Information Form
  - Employee’s Withholding Allowance Certificate (2016 Form W-4)
  - Employment Eligibility Verification Form (Form I-9)
  - Youth Permission Form for 16 & 17 Year-Old Lake Hosts
- Lake Host Volunteers
  - Lake Host Volunteer Information Form

All forms can be downloaded from the NH LAKES website at [www.nhlakes.org/lake-host](http://www.nhlakes.org/lake-host).

### IMPORTANT!

- Do NOT send, email or fax copies of employee identification to NH LAKES. This is a security issue.
- As Point Person, for the I-9 form, please:
  - Verify the appropriate forms of identification (pay special attention to I-9 page 9).
  - On I-9 page 8, complete Section 2.
    - Authorized Representative: That is you! (write your name)
    - Title of Authorized Representative: Point Person
    - Employer Name: New Hampshire Lakes Association
    - Employer Address: 14 Horseshoe Pond Lane, Concord, NH 03301
- **FAQ #3:** Do Lake Host employees that worked in 2015 need to fill out Form I-9 for 2016?  
**ANSWER:** Yes. All Lake Host employees—returning and new employees—need to fill out a W-4 and I-9, Lake Host Employee information form, and a youth permission form (if applicable).
- **FAQ #4:** Can the Lake Host employees bring their employment paperwork and appropriate forms of identification to a formal Lake Host training for NH LAKES to verify?  
**ANSWER:** Yes.
- **FAQ #5:** Can a Lake Host employee work if I, as the Point Person, haven’t received an email or phone call confirmation from NH LAKES that their employment papers are complete?  
**ANSWER:** No.

- **FAQ #6:** Can a Lake Host employee work if he/she has not yet received the hire letter in the mail from NH LAKES?

**ANSWER:** As long as the hiring papers are completed and have been submitted to NH LAKES and you, as Point Person, have received verification that the Host's papers are complete, yes, the Lake Host employee can work, even if he/she has not yet received the official hire letter.

### **STEP 3: GET YOUR LAKE HOSTS TRAINED/RE-TRAINED!**

All Lake Hosts need to be provided with a Lake Host Manual. The manuals will be handed out a formal training sessions to Lake Hosts and Point Persons. The manual is also posted at [www.nhlakes.org/lake-host](http://www.nhlakes.org/lake-host).

All Lake Hosts need to be trained or retrained before staffing the ramp, as follows:

- **Formal NH LAKES Training Session:**

- The following participating individuals are required to attend a formal NH LAKES training session:
  - New Point Persons: required
  - Returning Point Persons: required
  - New Lake Host employees: required
  - New volunteer Lake Hosts: optional, *but recommended*
  - Returning volunteer and Lake Host employees: optional, *but recommended*
- **TRAINING SESSION SCHEDULE:** Schedule is posted at [www.nhlakes.org/lake-host](http://www.nhlakes.org/lake-host)
- **TRAINING SESSION SIGN UP:** Sign up online at [www.nhalakes.org/lake-host](http://www.nhalakes.org/lake-host)

- **Local Training**

- The following participants are required to attend a local training given by the Point Person:
  - Returning Lake Host employees that do not attend a 2016 formal training session.
  - Returning volunteer Lake Hosts that do not attend a 2016 formal training session.
  - New volunteer Lake Hosts that do not attend a 2016 formal training session.
- Tips on conducting local training:
  - Refer to Local Training Guidance document
  - Show aquatic invasive species overview video and training videos posted at [www.nhlakes.org/lake-host](http://www.nhlakes.org/lake-host) (*Contact NH LAKES for a DVD.*)

- **FAQ #7:** What if we have a new Lake Host employee that is not available to attend one of the formal trainings?

**ANSWER:** Contact Andrea LaMoreaux at NH LAKES to discuss an alternative plan.

- **FAQ #8:** Do Lake Host employees get paid for their **time** driving back and forth to and from a local or formal training session and time spent at the training?

**ANSWER:** Yes.

- **FAQ #9:** Do Lake Host employees get reimbursed by NH LAKES for **miles driven** to a formal or local training?

**ANSWER:** No.

- **FAQ #10:** Does the time a **volunteer** Lake Hosts spends driving back and forth to a formal or local training and at the training session count as local match?

**ANSWER:** Yes.

## STEP 4: GET YOUR LAKE HOSTS SCHEDULED!

Determine the bi-weekly staffing schedule and share it with Lake Host employees and volunteers at least two weeks **in advance** as well as the procedures to be followed in case of inclement weather. Forward the schedule to NH LAKES and notify NH LAKES when there are changes.

- **FAQ #11:** When should we staff our ramp with Lake Hosts?  
**ANSWER:** It depends and varies from ramp to ramp. Generally, we recommend that groups staff their ramps on weekends and holidays, at a minimum. We recommend that you talk with people who live near the ramp to find out when they have observed the ramp to be most busy. Many groups staff the ramps with Lake Host employees on weekends and holidays and then ask volunteers to fill in during the week.
- **FAQ #12:** What should Lake Hosts do in inclement weather?  
**ANSWER:** Lake Hosts should not staff the ramp in stormy weather (lightening, thundering, heavy rains, heavy winds).
- **FAQ #13:** Can we pay a Lake Host employee if their scheduled shift was cancelled due to stormy weather?  
**ANSWER:** No. A Lake Host employee can not be paid for work not done. With that said, NH LAKES encourages that the Lake Host be offered another day to make up the hours missed.
- **FAQ #14:** Can a Lake Host work more than 40 hours a week?  
**ANSWER:** No.
- **FAQ #15:** Can a Lake Host work more than 8 hours a day as long as they do not work more than 40 hours per week?  
**ANSWER:** Yes, this is not recommended, however. NH LAKES recommends that Lake Host shifts be no longer than 4 - 6 hours.

## STEP 5: GET YOUR LAKE HOSTS PAID!

Every other week, on the Sunday immediately at the end of the pay period (pay period is Monday through Sunday, two weeks later), collect, verify, and then sign all Lake Host employee timesheets. Then scan email scans or photos of timesheets to lakehost@nhlakes.org or FAX timesheets to 603.224.9442 as described below:

<u>Pay Periods</u>	<u>Documents Due</u>
# 1 = Monday, April 25 - Sunday, May 8	Monday, May 9, by 4 PM
# 2 = Monday, May 9 - Sunday, May 22	Monday, May 23, by 4 PM
# 3 = Monday, May 23 - Sunday, June 5	Monday, June 6, by 4 PM
# 4 = Monday, June 6 - Sunday, June 19	Monday, June 20, by 4 PM
# 5 = Monday, June 20 - Sunday, July 3	Tuesday, July 5, by 10 AM
# 6 = Monday, July 4 - Sunday, July 17	Monday, July 18, by 4 PM
# 7 = Monday, July 18 - Sunday, July 31	Monday, August 1, by 4 PM
# 8 = Monday, August 1 - Sunday, August 14	Monday, August 15, by 4 PM
# 9 = Monday, August 15 - Sunday, August 28	Monday, August 29, by 4 PM
# 10 = Monday, August 29 - Sunday, September 11	Monday, September 12, by 4 PM
# 11 = Monday, September 12 - Sunday, September 25	Monday, September 26, by 4 PM
# 12 = Monday, September 26 - Sunday, October 9	Tuesday, October 11, by 10 PM
# 13 = Monday, October 10 - Sunday, October 23	Monday, October 24, by 4 PM

The Lake Host employee timesheet can be downloaded from [www.nhlakes.org/lake-host](http://www.nhlakes.org/lake-host).

**IMPORTANT:** If you fax, please email lakehost@nhlakes.org to verify that your fax was received.

**NOTE:** You do not need to send original signed employee timesheets via US Mail to NH LAKES after you email or fax the timesheet. Please keep the original signed timesheets for your group until the end of the season.

- **FAQ #16:** What if I can not email or fax my Lake Host employee timesheets to NH LAKES by the deadline?  
**ANSWER:** If possible, contact NH LAKES well before the payroll deadline to make alternative arrangements.
- **FAQ #17:** What if I forget the timesheet payroll deadline?  
**ANSWER:** We will do our best to remind you about the upcoming deadline and will attempt to contact you if we do not receive timesheets from your group. With that said, contact NH LAKES ASAP if/when you realize you have missed the deadline.

## **STEP 6: GET YOUR VOLUNTEER MATCH COUNTED!**

Ensure that all volunteer Lake Hosts (and you as the Point Person) keep track of their hours on the volunteer match sheet which can be downloaded from [www.nhlakes.org/lake-host](http://www.nhlakes.org/lake-host).

Every two weeks, ask your volunteer Lake Hosts to forward their signed match sheets to you, and then mail all match sheets (along with the boater survey forms and summary sheets) to NH LAKES.

- **IMPORTANT:** Do not email or fax volunteer match sheets.
- **FAQ #18:** Does the time my volunteers spend on surveying the shoreline for aquatic invasive species growth or water quality sampling count as volunteer match towards the Lake Host Program?  
**ANSWER:** No. If you have questions on what activities and expenses count as match, contact NH LAKES.

## **STEP 7: GET YOUR GROUP'S INSPECTIONS COUNTED!**

Every two weeks, collect the completed Boater Survey sheets and corresponding Daily Summary sheets from all Lake Host employees and volunteers. Check these over to ensure that they are completely and accurately filled out, and then mail them (along with volunteer match sheets) to NH LAKES.

- **IMPORTANT:** Do not email or fax boater survey or daily summary sheets.
- **FAQ #19:** Do we need to submit a boater survey sheet and daily summary sheet if no boats were inspected at a particular ramp on a particular day?  
**ANSWER:** No.
- **FAQ #20:** Do we need to submit a daily summary sheet if not more than one boater survey sheet was used at a particular ramp on a particular day?  
**ANSWER:** No, as long as the subtotal on the bottom of the survey sheet is completed.

## **STEP 8: GET YOUR GROUP'S 'SAVES' COUNTED!**

Instruct your Lake Hosts to place any suspicious specimens they remove into an official specimen collection bag and instruct Lake Hosts to include all relevant information on the bag (see program manual for an example) and to mark down the specimen collection on the boater survey and daily summary sheet. Instruct your Hosts to provide the specimen bags to you. As Point Person, you will need to decide if the specimen should be sent in for identification.

- **IMPORTANT:**
  - **Do not send specimen bags to NH LAKES.** Send the specimens to the NH Department of Environmental Services as indicated on the bag (29 Hazen Drive, Concord, NH 03301)
- **FAQ #21:** "If we know that a specimen is a fragment of an invasive species, such as variable milfoil since our waterbody is infested with it, do we need to send it in?"

**ANSWER:** Yes. For your group and the program to be credited with a ‘save’ it must be identified by the NH Department of Environmental Services.

## **STEP 9: SET YOUR TEAM UP FOR SUCCESS AND THE UNEXPECTED!**

- Ensure that your Lake Hosts have all the things they need to do their job well (uniform, decals, brochures, specimen bags, paperwork, clip board, pen, etc.)
- Visit your Lake Hosts periodically while they are at the ramp and provide them positive feedback and helpful tips, when needed.
- If a Lake Host employee or volunteer is not performing the duties of a Lake Host satisfactorily, contact Andrea LaMoreaux at NH LAKES to discuss the situation and to develop a mutually agreed upon plan to address the issue with the employee/volunteer.
- **IMPORTANT: Do not threaten to fire or terminate a Lake Host employee or volunteer. If you feel this action is necessary, you must discuss this with NH LAKES staff. NH LAKES staff will notify employees or volunteers of termination decisions.**
- Ensure that your Lake Hosts know to:
  - o back away from uncooperative boaters.
  - o leave the ramp if inclement weather approaches.
  - o leave the ramp if they feel unsafe in anyway.
- Ensure that your Lake Hosts know what to do if they get injured:
  - o If it is an emergency, direct them to seek medical attention immediately, and then to notify you as soon as possible. As soon as you learn about an injury, contact NH LAKES.
  - o If it is not an emergency, contact NH LAKES for instructions.
- **IMPORTANT: NH LAKES EMERGENCY CONTACT INFORMATION**
  - Monday – Friday, 8:00 am – 4:00 pm: 603-226-0299
  - For other times (or during hours listed above when you get no answer) contact:
    - Andrea LaMoreaux of NH LAKES at 603-731-0521.

## **STEP 10: KEEP YOUR GROUP IN GOOD STANDING!**

- Keep track of your group’s payroll. Every two weeks, NH LAKES will email an update to you indicating how much has been spent on Lake Host payroll for your group and how much is remaining for the next payroll. Ensure that locally-contributed funds to extend paid Lake Host hours and/or higher Lake Host hourly pay rates (than allowed through the grant) are submitted to NH LAKES at least one pay period before the funds will be expended.
- Keep track of your group’s local volunteer match. Ensure that your group makes the minimum 100% match requirement towards your group’s payroll award by the end of the season.
- Ensure that your group’s membership in NH LAKES is current.
- Forwarding all employment papers, timesheets, match sheets, boater survey and daily summary sheets to NH LAKES in a timely manner.
- Submit a final report to NH LAKES by October 3, 2016.

# NH LAKES 2016 Lake Host™ Program

## Lake Host Recruiting and Hiring Guidance

As your group's Lake Host payroll grant program Point Person/Managing Lake Host, you play a key role in setting up, facilitating, and supervising the New Hampshire Lakes Association's (NH LAKES) Lake Host Program in your community. NH LAKES will provide you with the necessary training to do this job well and will be available to respond to your questions as they arise throughout the Lake Hosting season. One of your key roles as the Point Person/Managing Lake Host is to recruit individuals to serve as volunteer Lake Hosts and to be hired as Lake Host employees—your local program will only be as good the Lake Hosts that are working and volunteering at the ramps! The purpose of this guidance document is to provide you with the information needed to successfully and legally recruit Lake Hosts—both volunteer and employees.

### Five Steps to Recruiting Successful Lake Hosts (Volunteer & Paid Employees)

- 1. Advertise:** Advertise in your community for Lake Hosts—both employee and volunteer hosts. Put an advertisement in the local paper and in your association newsletter, on public bulletin boards (at the library, general store), at your local high school or college, and on your website. NH LAKES will provide Point Persons with an electronic 2016 Lake Host help wanted ad template.
- 2. Provide Job Description:** Provide individuals who express an interest in Lake Hosting with the Lake Host job description which can be downloaded from [www.nhlakes.org/lake-host](http://www.nhlakes.org/lake-host).
- 3. Interview:** Of the individuals who appear to meet the qualifications of being a Lake Host volunteer or employee, conduct a round of interviews. It is best to conduct interviews in person, preferably with an additional person assisting you. If an individual does not appear qualified for the job, thank him/her for his/her interest—don't leave the individual hanging.

When interviewing:

- Avoid asking questions or making comments not related to the job. Don't paint any rosy pictures that misrepresent the job or make future commitments. (For employees, lake hosting is a part-time, temporary seasonal, position that comes with statutory benefits—no vacation time, no health insurance, etc.).
- During the interview process outline the specific duties involved in the position. Keep the discussion focused on the job, working conditions, schedule, hours, location, and the job relates to the mission of your local group and NH LAKES.
- Describe pressures associated with the job (potentially disagreeable boaters, boaters in a rush, adverse (sun exposure, hot, humid, rainy, cool) weather conditions, etc.)
- Describe who the person in this position will be reporting to and what the supervisory relationship will be – how independent the person will be while doing their work and the decision making discretion that they may have. (**Stress that Lake Hosts are not enforcers, they are educators.**)
- **DO NOT ASK** the following questions:
  - How old are you? If you need to verify a minimum age do so by requesting the appropriate documentation.
  - Do you have a car?
  - Where were you born?
  - Is your name Italian, Irish, Jewish...etc?
  - Are you married, divorced...etc? What was your maiden name?
  - Do you have or do you plan to have children? Do you have a sitter?
  - What does your husband/wife/mother/father do for a living?
  - Do you live alone?
  - Where do you go to church?
  - What kind of discharge do you have from the military?

- **DO ASK** the following questions:
  - What made you interested in this position?
  - How did you hear about this position opening?
  - In a brief statement, would you summarize your work history and education for me?
  - What might make you leave this position?
  - How do your strong points relate to this position?
  - What do you expect from your supervisor?
  - Do you prefer to work alone or as part of a team? What do you see as the advantages of each?
  - Do you have a reliable means of transportation to and from the job site?
  - Are you available to work (the days and hours and term expected of this position)?

**4. Verify documents for all Lake Hosts:** Once you have selected the Lake Host volunteers and employees, notify those that your group will not be hiring and bringing on as volunteers—again, please don't leave anyone hanging. For those that you will be bringing on as a Lake Host volunteer or employee, you will need to coordinate the following paperwork:

- **For Volunteer Lake Hosts:**
  - Ask each volunteer Lake Host to fill out a Volunteer Lake Host Information Form.
    - Make two copies of the form.
    - Keep one form in your local files and be sure it is accessible for quick reference should an emergency situation arise.
    - Forward one copy for each volunteer to NH LAKES via email or U.S. mail.
- **For Lake Host Employees:**
  - Ask each Lake Host employee to fill out a Lake Host Employee Information Form.
    - Make two copies of the form.
    - Keep one form in your local files and be sure it is accessible for quick reference should an emergency situation arise.
    - Forward one copy for each **Lake Host employee** to NH LAKES via US Mail along with the following employment forms:
      - 2016 W-4 Employee's Withholding Allowance Certificate
      - I-9 Employment Eligibility Form (*The Point Person MUST verify identification of the individual in person and sign the document—copies of identification **should not** be mailed to NH LAKES for NH LAKES to verify. Please read the guidance associated with the I-9 document very carefully with regard to what types of and how many forms of identification are needed.*)
      - 2016 Youth Employment Form for 16 & 17 year old Lake Hosts (*if applicable*)

**5. Sign up Lake Hosts for Training:** Once Lake Hosts have been recruited, they must be trained or retrained (if returning) before working at the ramp. There are different training requirements for new and returning Lake Host volunteers and employees. For more guidance, download the “2016 Lake Host Program Training Requirements and Session Information” guidance from [www.nhlakes.org.lake-host](http://www.nhlakes.org.lake-host)

**If you have questions, please contact NH LAKES at [lakehost@nhlakes.org](mailto:lakehost@nhlakes.org) or (603) 226-0299.**

# Form W-4 (2016)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2016 expires February 15, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

**Note:** If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

**Exceptions.** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

## Personal Allowances Worksheet (Keep for your records.)

<b>A</b>	Enter "1" for <b>yourself</b> if no one else can claim you as a dependent . . . . .	<b>A</b> _____
<b>B</b>	Enter "1" if: { • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. } . . . . .	<b>B</b> _____
<b>C</b>	Enter "1" for your <b>spouse</b> . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . .	<b>C</b> _____
<b>D</b>	Enter number of <b>dependents</b> (other than your spouse or yourself) you will claim on your tax return . . . . .	<b>D</b> _____
<b>E</b>	Enter "1" if you will file as <b>head of household</b> on your tax return (see conditions under <b>Head of household</b> above) . . . . .	<b>E</b> _____
<b>F</b>	Enter "1" if you have at least \$2,000 of <b>child or dependent care expenses</b> for which you plan to claim a credit . . . . .	<b>F</b> _____
<b>G</b>	<b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children. • If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child . . . . .	<b>G</b> _____
<b>H</b>	Add lines A through G and enter total here. ( <b>Note:</b> This may be different from the number of exemptions you claim on your tax return.) ▶	<b>H</b> _____

For accuracy, complete all worksheets that apply.   
 • If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.   
 • If you are **single and have more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.   
 • If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

<b>Form W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Allowance Certificate</b>		OMB No. 1545-0074 <b>2016</b>
▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.				
1 Your first name and middle initial _____		Last name _____		2 Your social security number _____ <i>Ensure this is correct</i>
Home address (number and street or rural route) <i>street address - not mailing address</i> _____		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <i>and easy to read</i> Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code _____		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 _____		
6 Additional amount, if any, you want withheld from each paycheck		6 \$ _____		
7 I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and</li> <li>• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.</li> </ul> If you meet both conditions, write "Exempt" here . . . . . ▶				7 _____
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (This form is not valid unless you sign it.) ▶ <i>Ensure this is signed</i>				Date ▶ _____
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)			9 Office code (optional)	10 Employer identification number (EIN)

10



# Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)		
Address (Street Number and Name)			Apt. Number	City or Town		State	Zip Code
Date of Birth (mm/dd/yyyy) <i>Required</i>	U.S. Social Security Number [ ][ ]-[ ][ ]-[ ][ ][ ][ ]	E-mail Address <i>Include if one exists</i>			Telephone Number		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

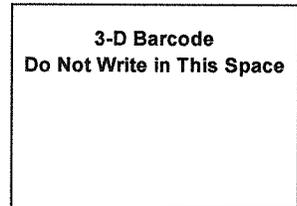
- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) \_\_\_\_\_. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: \_\_\_\_\_

**OR**

2. Form I-94 Admission Number: \_\_\_\_\_



If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: \_\_\_\_\_

Country of Issuance: \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: <i>Ensure this is signed</i>	Date (mm/dd/yyyy):
---	--------------------

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:			Date (mm/dd/yyyy):		
Last Name (Family Name)		First Name (Given Name)			
Address (Street Number and Name)		City or Town	State	Zip Code	



**Employer Completes Next Page**



**Section 2. Employer or Authorized Representative Review and Verification**

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:		<p>Point Persons: - Please verify and provide information in Column A or Column B and Column C.  - Refer to the next page for what type or types of identification are acceptable.</p>		
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

3-D Barcode  
Do Not Write in This Space

**Certification**

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions.)

Signature of Employer or Authorized Representative <i>Point Person Signature</i>		Date (mm/dd/yyyy) <i>Date signed</i>	Title of Employer or Authorized Representative <i>Point Person</i>	
Last Name (Family Name) <i>Point Person</i>	First Name (Given Name) <i>Point Person</i>	Employer's Business or Organization Name <i>NH LAKES ASSOCIATION</i>		
Employer's Business or Organization Address (Street Number and Name) <i>14 Horseshoe Pond Lane</i>		City or Town <i>Concord</i>	State <i>NH</i>	Zip Code <i>03301</i>

**Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)**

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name)		Middle Initial	B. Date of Rehire (if applicable) (mm/dd/yyyy):
C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.			
Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):	

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:
---	--------------------	--

Does not apply

**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

*Typical*

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	<p><i>Typical</i></p>	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p align="center"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<p><i>Typical</i></p>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).**

**Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.**

For Lake Host Employees and Volunteers  
16 or 17 years old.

**STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR  
PARENTAL PERMISSION AS DEFINED IN RSA 276-A:4 VIII AND LAB 1002.02  
FOR THE EMPLOYMENT OF YOUTH AGE 16 OR 17**

Youth's name: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
(please print) (month,day,year)

Youth's Address: \_\_\_\_\_  
Street City State Zip

I, \_\_\_\_\_, grant permission for my son, daughter or legal ward  
(Name of parent or legal guardian)

To be employed with \_\_\_\_\_  
(Name of employer)

Located at \_\_\_\_\_  
Street City State Zip

Description of work \_\_\_\_\_

\_\_\_\_\_  
Date Signature of parent or legal guardian

For information regarding the requirements of RSA 276-A, the New Hampshire Youth Employment Law, please contact the New Hampshire Department of Labor at 271-6294, or 271-1492.

**RSA 276-A:4**

I. No youth shall be employed or permitted to work in any hazardous occupation, except in an apprenticeship, vocational rehabilitation, or training program approved by the commissioner.

VI. No youth 16 or 17 years of age who is duty enrolled in school shall be permitted to work more than 6 consecutive days or more than 30 hours during the school calendar week, which shall be Sunday through Saturday.

VII. No youth 16 or 17 years of age who is duty enrolled in school shall work for more than 6 consecutive days or 48 hours in any one week during school vacations, including summer vacation. For purpose of this paragraph, "summer vacation" means June 1 through Labor Day

**VIII. No youth 16 or 17 years of age, except a youth 16 or 17 years of age who has graduated from high school or obtained a general equivalency diploma, shall be employed by an employer unless the employer obtains and maintains on file a signed written document from the youth's parent or legal guardian permitting the youth's employment.**

**RSA 276-A:13 Night Work.** -No such youth shall be employed or permitted to work at night work more than 8 hours in any 24 hours nor more than 48 hours during the week. If any youth is employed or permitted to work more than 2 nights each week, for any time between the hours of 8 o'clock p.m. and 6 o'clock a.m. of the day following, such employment shall be considered nigh work.

**Lab 1002.03 Hours Limitations.**

(c) Pursuant to RSA 276-A:13, any youth scheduled to work more than 2 nights in a week past 8 o'clock p.m. shall not be permitted to work more than an 8 hour shift during that particular week.

**Hazardous Occupations are as defined in Federal Child Labor Bulletin Requirements in Nonagricultural Occupations "Child Labor Bulletins No. 101" Order No. 1 through Order No. 17**

**This form must be file with the employer prior to 16 or 17 year old youth performing any work.**

# EMPLOYEE Lake Host Information - NH LAKES 2016 Lake Host Program™

Lake Host Employee Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Permanent Mailing Address: \_\_\_\_\_  
(Mailbox address or P.O. Box) (City) (State) (Zip Code)

If P.O. Box provided above, provide your Physical Street Address:

\_\_\_\_\_ (Physical street address) (City) (State) (Zip Code)

Email address: \_\_\_\_\_ Phone: H: \_\_\_\_\_ C: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION:

Name Parent/Guardian (if Lake Host under 18): \_\_\_\_\_  
(First) (Last) (Relationship)

Guardian phone #: H: \_\_\_\_\_ C: \_\_\_\_\_ W: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_  
(First) (Last) (Relationship)

Emergency Contact phone #: H: \_\_\_\_\_ C: \_\_\_\_\_ W: \_\_\_\_\_

## GROUPS & RATES: Indicate what organization(s) you will be working with.

Organization Name: \_\_\_\_\_

o Position(s) – select all that apply:

- Lake Host (ramp work) - Specify agreed upon hourly rate: \$ \_\_\_\_\_ per hour
- Managing Lake Host (administrative work) - Specify agreed upon hourly rate: \$ \_\_\_\_\_ per hour

← required!

Organization Name: \_\_\_\_\_

o Position(s) – select all that apply:

- Lake Host (ramp work) - Specify agreed upon hourly rate: \$ \_\_\_\_\_ per hour
- Managing Lake Host (administrative work) - Specify agreed upon hourly rate: \$ \_\_\_\_\_ per hour

## PAYMENT OPTION: Indicate how you would like to receive your bi-weekly payment.

**Regular check via US Mail** – specify paycheck mailing address if not same as permanent mailing address:

critical information!  
Paycheck address (Mailbox address or P.O. Box) \_\_\_\_\_ (City) (State) (Zip Code)

**Direct Deposit:** I hereby authorize my employer, NH LAKES Association, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account listed below.

Name of bank, savings & loan, credit union: \_\_\_\_\_

Type of Account (specify – no split deposits available):  Checking  Savings

Routing Transit Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

I wish to deposit the following into this account (select one only)

\$ \_\_\_\_\_ OR \_\_\_\_\_ % Net pay amount OR \_\_\_\_\_ Entire Net Amount

I have provided: A voided check & my email address for payment notifications (up above on this form).

## Training Certification: By signing this form, you are stating that you:

1. Attended/scheduled to attend the following 2016 Lake Host Training Session (check off all that apply)  
 NH LAKES Training – specify date: \_\_\_\_\_  Local Training - specify date: \_\_\_\_\_
2. Reviewed the 2016 Lake Host or Point Person/Managing Lake Host job description.
3. Watched/will watch the videos (shown in training sessions & also posted at [www.nhlakes.org/lake-host](http://www.nhlakes.org/lake-host)):
  - Aquatic Invasive Species in New Hampshire's Waters: The past, present & future?
  - Protect Our Lakes: How to Lake Host
4. Reviewed/will review the 2016 Lake Host Manual. \_\_\_\_\_

(Lake Host Signature)

(Date)

# Volunteer Lake Host Information - NH LAKES 2016 Lake Host™ Program

Lake Group Name: \_\_\_\_\_ Town: \_\_\_\_\_

Lake Host Name: \_\_\_\_\_

Please indicate your role in the 2016 Lake Host Program (check off all that apply):

Point Person       Lake Host Volunteer (at ramp)

Please provide the following contact information:

Permanent Mailing Address: \_\_\_\_\_  
(Mailbox address or P.O. Box) (City) (State) (Zip Code)

Summer Mailing Address (if different than above):

\_\_\_\_\_ (Mailbox address or P.O. Box) (City) (State) (Zip Code)

Phone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Please provide the following emergency contact information:

Name Parent/Guardian (if Lake Host under 18): \_\_\_\_\_  
(First) (Last) (Relationship)

Guardian phone number(s): H: \_\_\_\_\_ W: \_\_\_\_\_ C: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_  
(First) (Last) (Relationship)

Emergency Contact phone #: H: \_\_\_\_\_ C: \_\_\_\_\_ W: \_\_\_\_\_

Training Certification:

By signing this form, you are stating that you:

1. **Attended/scheduled to attend** the following 2016 Lake Host Training Session (check off all that apply)
  - NH LAKES Training – specify date: \_\_\_\_\_
  - Local Training provided by Point Person/Managing Lake Host - specify date: \_\_\_\_\_
2. **Reviewed** the 2016 Lake Host or Point Person/Managing Lake Host job description.
3. **Watched/will watch** the videos (shown training sessions & also posted at [www.nhlakes.org/lake-host](http://www.nhlakes.org/lake-host)):
  - Aquatic Invasive Species in New Hampshire's Waters: The past, present & future?
  - Protect Our Lakes: How to Lake Host
4. **Reviewed/will review** the 2016 Lake Host Manual.

\_\_\_\_\_  
(Lake Host Signature)

\_\_\_\_\_  
(Date)

## Instructions for Point Person/Managing Lake Host:

- Each Lake Host employee and volunteer (including you) must complete this form.
- Keep one form for each Lake Host in your local files for quick reference in the event of an emergency.
- Forward forms to NH LAKES by mail: 14 Horseshoe Pond Lane, Concord, NH 03301

**NH LAKES 2016 Lake Host™ Program**  
**Point Person/Managing Lake Host Local Training Session**  
**Recommended Agenda**

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- Local Training Session Recommendations:
  - Show videos available for download at [www.nhlakes.org/lake-host](http://www.nhlakes.org/lake-host)
    - *Aquatic Invasive Species In New Hampshire's Waters – The past, present and future?*
    - *Protect Our Lakes: How to Lake Host*(Contact NH LAKES for DVDs.)
  - Provide everyone with a copy of the Lake Host Manual
  - Review Lake Host position description.
  - Review “Arrive CLEAN, DRAINED & DRY” brochure.
  - Review the “Clean, Drain and Dry” aquatic invasive species prevention method.
  - Review uniform requirements (shirt required, sweatshirt and hat optional).
  - Review how to properly fill out paperwork.
  - Review procedures for paperwork submission (boater surveys, daily summary sheets, timesheets, volunteer match sheets).
  - Review what materials are to be handed out at ramp and process for sharing and getting more materials.
  - Review how to fill out specimen bag and what to do with collected specimens.
  - Review ramp schedule, inclement weather policy, safety procedures, accident procedures, and what to do if problems with boaters arise at ramp.
  - **IMPORTANT! Role play a boater interaction or staff ramp in groups until Lake Hosts are all comfortable conducting interactions on their own.**

**BEFORE THE END OF THE TRAINING SESSION:**

- Have all volunteer and paid Lake Hosts complete the appropriate **information form**
  - Make a copy for your local files and make sure it is accessible for quick reference should an emergency situation arise.
  - Forward a copy to NH LAKES
- Ensure that all returning paid Lake Hosts have returned employment forms to NH LAKES **and received authorization to work email** from NH LAKES before working at ramp.
  - Paid Lake Host Employment Paperwork
    - 2016 Lake Host Employee Information Form
    - 2016 W-4 Employee's Withholding Allowance Certificate
    - 2016 I-9 Employment Eligibility Form (***Point Person MUST verify identification and sign form. Do not forward identification information to NH LAKES for verification purposes***)
    - 2016 Youth Employment Form for 16 & 17 year old Lake Hosts (*if applicable*)





# How to Successfully Submit a Suspicious Specimen

Front

Back



## Aquatic Plant Specimen for Identification

Plant collection:

- ✓ Collect a representative piece of the aquatic plant (full stem, flowers or fruits if available)
- ✓ Wrap the plant neatly in a moist (not dripping) paper towel
- ✓ Seal the specimen in this sample bag
- ✓ Deliver or mail the specimen immediately to:

★ send to DES  
 not  
 NH LAKES!

Amy P. Smaglia  
 Exotic Species Program  
 NH DES  
 29 Hazen Drive  
 Concord, NH 03301

**Please do not mail specimens on Thursdays or Fridays. Specimens will decay quickly in the mail. If you collect this specimen late in the week, please refrigerate or keep on ice until you are able to mail it.**



Please be sure to complete this section before sending the plant to DES. This section will help us to identify a location for the plant, as well as how to contact you once we've identified the specimen.

Waterbody: Name of waterbody where  
 Name: inspection conducted  
 Town: \_\_\_\_\_

Location of Collection: Name of launch  
where inspection conducted

Date Collected: \_\_\_\_\_  
 Program: VLAP Weed Watcher Lake Host  
 Other: \_\_\_\_\_  
 If Lake Host: \_\_\_\_\_  
 Arriving \_\_\_\_\_ Departing \_\_\_\_\_  
 (Bow Number) If no bow number, include the

Your Name: Lake Host Name license plate number of the  
 Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 towing vehicle.

Comments: Please write the  
name, town and state  
of the waterbody the  
boat had just come from.

# NH LAKES 2016 Lake Host Program Lake Host Employee Timesheet

**INSTRUCTIONS for Lake Host Employees:**

Use a separate line for each day worked and a separate sheet for each pay period. Sign timesheet and then give it to your Point Person or Managing Lake Host on the day specified.

Name of Local Group: \_\_\_\_\_

Lake Host Employee Name: \_\_\_\_\_

Pay Period #: \_\_\_\_\_ (see chart below)

**INSTRUCTIONS for Point Person/Managing Lake Host:**

1. Certify hours worked by Lake Host employee by signing below.  
**All Managing Lake Host employee timesheets must be signed by the local volunteer Point Person.**
2. Scan in and email or take a photo and email (lakehost@nhlakes.org) or FAX (603/224-9442) each timesheet by "Payroll Monday Afternoon (4 PM)." (#1 = Mon. May 9; #2 = Mon. May 23; #3 Mon. June 6; #4 Mon. Jun. 20; #5 Tues. July 5 10am; #6 Mon. July 18; #7 Mon. Aug. 1; #8 Mon. Aug. 15; #9 Mon. Aug. 29; #10 Mon. Sept. 12; #11 Mon. Sept 26; #12 Tues. Oct. 11 10am; #13 Mon. Oct. 24)
3. File your group's original Lake Host timesheets locally and keep timesheets until the end of the 2016 program.  
**NEW! ORIGINAL SIGNED TIMESHEETS DO NOT NEED TO BE SNAIL MAILED TO NH LAKES.**

2016 Payroll Periods:	Day/Date	Start Time	End Time	Total Hours (round to nearest 0.25 of an hour)
#1 Apr. 25–May 8				
#2 May 9–May 22;				
#3 May 23–Jun. 5	- Please review all hours worked.			
#4 Jun. 6–Jun. 19				
#5 Jun. 20–July 3	- Please Review all math.			
#6 July 4– July 17				
#7 July 18–July 31	- If a Lake Host works at two different hourly rates or <del>at</del> with more than 1 group, separate timesheets must be used.			
#8 Aug. 1 –Aug. 14				
#9 Aug. 15–Aug. 28				
#10 Aug 29–Sept 11				
#11 Sept 12–Sept 25				
#12 Sept. 26–Oct.9				
#13 Oct. 10–Oct.23				

Total Number of Hours for the Pay Period: confirm math hrs.

Hourly Rate \$ confirm rate Total Amount \$ \_\_\_\_\_

I hereby certify that I worked the time indicated \_\_\_\_\_  
*Lake Host Employee signature*

I hereby certify that this employee worked the time indicated \_\_\_\_\_  
*Point Person/Managing Lake Host signature*

*Point Person must sign Managing Lake Host Employee timesheet*

\* An employee can not certify his/her own timesheet

## NH LAKES 2016 Lake Host Program Volunteer Match Sheet

### INSTRUCTIONS:

**Volunteers:** As you volunteer, keep track of your time and/or any out-of-pocket expenses by filling in one row each time you volunteer time or incur an expense. Give your sheet(s) to your Point Person/Managing Lake Host at the end of the payroll period every two weeks. *Be sure to sign your sheet.*

**Point Persons/Managing Lake Hosts:** Verify and sign off on each volunteer match sheet, and mail to NH LAKES at the end of every two week pay period (NH LAKES, 14 Horseshoe Pond Lane, Concord, NH 03301).

**Questions:** Contact NH LAKES at (603) 226-0299 or lakehost@nhlakes.org.

Name of Local Organization: \_\_\_\_\_

Name of Volunteer: \_\_\_\_\_

Pay Period #: \_\_\_\_\_

**(2016 Payroll Periods:** #1 April 25– May 8; #2 May 9 – May 22; #3 May 23 – June 5; #4 Jun. 6 –Jun. 19; #5 Jun. 20–Jul. 3; #6 Jul. 4– Jul. 17; #7 Jul. 18–July 31; #8 Aug. 1 – Aug. 14; #9 Aug. 15–Aug. 28; #10 Aug. 29–Sept. 11; #11 Sept 12–Sept 25; #12 Sept. 26 – Oct.9; #13 Oct. 10 – Oct.23)

Column 1 Date of Volunteer In-kind Match	Column 2 Activity <i>(specify ramp time, travel time, admin time)</i>	Column 3 Volunteer Time in Hours  <i>(round to nearest 0.25 of hour)</i>	Column 4 Volunteer Hour Cash Equivalent Rate  <i>(\$23.07 per hour)</i>	Column 5 <b>Cash Equivalent of Volunteer Hours</b> <i>(Multiply column 3 by column 4)</i>	Column 6 Out-of-Pocket Expense Item  <i>(Specify postage, copies, mail, miles, or other)</i>	Column 7 <b>Out-of-Pocket Expense Amount (\$)</b>  <i>(Do not include mileage)</i>	Column 8 Miles driven (to/from ramp/ Training) <i>enter distance traveled in miles)</i>	Column 9 Mileage Rate  <i>(\$0.54 per mile)</i>	Column 10 <b>Cash Equivalent of Mileage</b>  <i>(Multiply column 8 by column 9)</i>	Column 11 TOTAL MATCH  <i>(Add columns 5 +7 +10)</i>
			\$23.07					\$0.54		
			\$23.07					\$0.54		
			\$23.07					\$0.54		
			\$23.07					\$0.54		
			\$23.07					\$0.54		
			\$23.07					\$0.54		
			\$23.07					\$0.54		
			\$23.07					\$0.54		
			\$23.07					\$0.54		
			\$23.07					\$0.54		
			\$23.07					\$0.54		
			\$23.07					\$0.54		
			\$23.07					\$0.54		
<b>TOTAL =</b>			---					---		

I hereby certify that the above is correct (*Volunteer signature*): \_\_\_\_\_ Date: \_\_\_\_\_

Certified by (*Point Person signature*): \_\_\_\_\_ Date: \_\_\_\_\_