



**Friends  
of Eagle Nest Lake and  
Cimarron Canyon State Parks (Friends)  
PO Box 3  
Eagle Nest, New Mexico 87718  
[www. ENL-CC-ParkFriends.org](http://www.ENL-CC-ParkFriends.org)**

## **REPORTING VOLUNTEER HOURS**

(Reporting is required for Active/Voting Members only)

**Active/Voting Members** are those who are entitled to vote at Annual and General Membership Meetings and **MUST** report their hours volunteered as a Friends of Eagle Nest Lake and Cimarron Canyon State Parks member. When completing the Membership/Volunteer Agreement, you agreed to report your volunteer hours by either:

(a) Reporting your volunteer hours to our Friends Group Representative who will report said hours to NM State Parks as part of the monthly group hours volunteered on behalf of Friends of Eagle Nest Lake and Cimarron Canyon State Parks. Your volunteer hours are to be reported via email to the Group Representative or at monthly Friends meetings.

or

(b) Registering as a NM State Parks Volunteer and reporting volunteer hours direct to NM State Parks for your hours volunteered on behalf of Friends of Eagle Nest Lake and Cimarron Canyon State Parks.

If you chose Option (b) Registering and reporting volunteer hours direct to NM State Parks, the process is outlined on the next page.

## **REGISTERING AS A NM STATE PARKS VOLUNTEER**

1. Go to: [www.emnrd.state.nm.us/SPD/Volunteering.html](http://www.emnrd.state.nm.us/SPD/Volunteering.html)
2. Scroll down the page to the section on "How to Become a State Parks Volunteer" and go to the link titled "Volunteer Application - ONLINE" at the end of the paragraph about Applications.
3. Clicking on "Volunteer Application - ONLINE" takes you to the Application form.

## **COMPLETING THE ONLINE VOLUNTEER APPLICATION:**

You will probably know the answers to most of the questions in the online Application; but some of the information you might want to consider or look up includes:

1. User Name. If your first choice of User Name has already been taken, you will need to enter another
2. Password. If your first choice of Password has already been taken, you will need to enter another
  - Write down your User Name and Password because you will need it to log into your account to enter your volunteer hours and/or make changes to your profile information.
3. Information for two professional references and one emergency contact:
  - Name
  - Phone Number (or email for references)
  - RelationshipNote: References can include a NM State Park employee(s) you know or someone you know in your Friends group.

## **REPORTING YOUR VOLUNTEER HOURS ONLINE:**

Once your online Volunteer Application is completed and submitted, log out, and go to:

1. [www.MyVolunteerPage.com](http://www.MyVolunteerPage.com)
2. Enter your username and password in the appropriate boxes
3. Click "Login"
4. Click the "Hours" tab at the top of the page
5. In the "Activity" dropdown box, select the Park you volunteered at and then "Friends . . ."  
Note: Friends of Eagle Nest Lake and Cimarron Canyon State Parks is listed under both Cimarron Canyon State Park and Eagle Nest Lake State Park. If your service was at one of the parks, enter information under that Park's name. When the activity benefits both Parks (such as meetings and other administrative work or firewood activity), then put 50% of the time volunteered under each Park.
6. Enter "Date Volunteered" and "Hours" and "Minutes" (there is a drop-down calendar when you click in the "date" box.
7. Click "Save" and the entry will transfer to the list of entries at the bottom of the screen and then another entry can be made for another date and/or park. If applicable, time on the same date can be split between Eagle Nest Lake and Cimarron Canyon State Parks by making two entries on the same date, one for each Park for 1/2 of your time worked on that date.

Members reporting their hours direct to NM State Parks are encouraged to regularly enter their hours at [www.MyVolunteerPage.com](http://www.MyVolunteerPage.com). The physical year end is June 30 each year; so entries need to be made prior to the end of each physical year.

(06-04-17)