



Volunteer Information Sheet
Summer 2018

PCRG projects offer participants a chance to learn about the past, contribute to scientific research, and interact with people who have similar interests. PCRG designs its field projects to ensure the health and safety of all participants. PCRG project staff monitor weather conditions, participant's physical condition, and other factors and adjust field schedules, tasks, or methods as needed to maximize volunteer safety. However, PCRG is not currently able to provide liability insurance coverage for projects conducted on state, municipal, or private land. Federal agencies provide limited liability coverage for projects conducted on federal land.

You can help PCRG ensure your safety and that of others by reviewing the following information and by filling out a participant information form, which will be distributed prior to fieldwork.

Safety Information

Field archaeology involves physical labor outdoors, including movement in and around open excavation units and across uneven terrain. A variety of hand tools are required for many tasks and some of those tools have cutting edges. While archaeology is not particularly dangerous, the risk of injury is always present. Following these safety precautions can minimize, but not eliminate, the risk of accidents and injury while working. Please read the following information carefully before you take part in archaeological fieldwork.

1. Working outdoors exposes you to the elements. Wear appropriate clothing. For sunny days that includes long-sleeved shirts and brimmed hats. Regularly apply sunscreen with a high SPF level. Drink plenty of water or sports beverages to stay well hydrated. Drink fluids before you feel thirsty. Water coolers with an additional supply of water will be available to you, but you will want to bring your own water bottles every day as well. If you are not feeling well due to heat or overexertion, please let a staff member know and we will make arrangements for you to take a break. In cold or inclement weather bring appropriate clothing to keep you warm and dry, including adequate raingear and layers of clothing.
2. Sturdy footwear is a necessity. You are required to wear hiking boots on survey and thick-soled shoes for excavation. No open-toed or open-backed shoes will be permitted, except during waterscreening. Going barefoot is never an option.
3. Watch where you walk! Excavation units may be open across the site. Do not walk or stand directly adjacent to excavation units or sit or kneel on the edge of the units while excavating. The ground in those areas can become unstable and collapse. Be vigilant for the strings that delineate the excavation area.
4. Watch out for things like barbed wire and cactus. Be careful where you sit down or put your pack.
5. Watch out for rattlesnakes. If you see a snake, stop, look behind you, and then back up slowly. Do not antagonize the snake or any other wildlife. If a snake attempts to strike you, please let the field director or your crew chief know immediately. If you are bitten, we will seek immediate medical help.
6. Keep all equipment not in use neatly in an unobtrusive area. Trowels and shovels should always be placed with the point facing the ground. Trowels pointing upward may injure your feet. Stepping on a shovel with the blade upturned can cause the handle to level up toward you.

7. A first-aid kit will be available at the site. On survey, your crew chief will carry a small kit. If you are injured—even if it appears to be a minor cut or scrape—please inform the staff and have the injury treated.
8. You will be receiving instruction on how to use all of the equipment on site. If you have questions about the proper use of a piece of excavation equipment, please ask a staff member for clarification.
9. PCRГ recommends that you have proper immunizations before excavating. Historical sites in particular yield metal debris that may be sharp and corroded and can transmit tetanus. Having an up-to-date tetanus booster is strongly recommended for volunteers. While immunization against tetanus is good for a ten-year period, many archaeologists have booster shots every five years so the vaccine is most effective.
10. PCRГ project participants ordinarily stay in a field camp. Many types of accidents are more likely to occur in camp in the evening than on site during the day. Potential dangers include campfires, kitchen knives and other equipment, and scalding water or food. Please bring a flashlight or headlamp and watch your footing at night.
11. Volunteers are required to fill out an emergency contact form and inform staff of any physical conditions that may impede their full participation in the program. This form also requests the disclosure of information that may be useful for staff to know in the case of an emergency, such as allergies or latent medical conditions you would want emergency personnel to be aware of in your treatment. The information provided will be kept in confidence and information sheets will be destroyed after the fieldwork concludes.

Please bring the following items with you to the site or project each day:

1. A good hat to protect your face and head from the sun.
2. Sunscreen at whatever SPF level you require. At least SPF 30 is recommended for repeated long days of sun exposure. Lip balm with sunscreen is also recommended.
3. Lightweight, rugged clothing for excavating. Long pants are required, but short-sleeved shirts, and tank tops are allowed, although they do not offer the same sun protection as long-sleeved shirts. If you plan on wearing sleeveless shirts, it is recommended that you bring along a lightweight, long-sleeved shirt in case you need to reduce your sun exposure during the day.
4. If you wear glasses it is recommended that you wear eyeglasses rather than contact lenses during field work owing to dusty conditions and the potential for eye irritation.
5. Sunglasses are recommended.
6. No open-toed shoes are allowed on the project or site. Sturdy-soled shoes such as hiking boots (for survey) or smooth-soled work shoes (for excavation) are acceptable. Shoes should already be broken in before you begin the project. Going barefoot is not allowed.
7. A lightweight rain poncho, as we will work through or sit out short rain showers.
8. For excavation projects, participants should bring at least two bottles of water with them each day. Three bottles are required for survey projects. Additional water bottles or other hydrating beverages, such as sports drinks, are recommended.
9. Participants are welcome to bring a personal camera if they wish. Be prepared to protect your camera and lenses from dust and dirt.

Please do not bring the following items to the project or site:

1. Illegal drugs. Bringing such items will be grounds for immediate expulsion from the project.
2. Pets.
3. Guests, without the prior approval of field staff.
4. Radios or iPods. They can be used in camp, or during lunch, but not during work hours.

Personal Conduct Policy

All PCRГ employees, research associates, and volunteers are entitled by law to a respectful workplace. A respectful workplace is one in which an individual is comfortable with being themselves (within the bounds of good grooming and contemporary standards of behavior) and is not the subject of unwanted sexual

advances, offensive behavior, or harassment intended to cause emotional harm. PCRG endorses guidelines set by the Equal Employment Opportunities Commission (EEOC), the Society for American Archaeology (SAA), the Society for Historical Archaeology (SHA), and the Register of Professional Archaeologists (RPA) on sexual and other harassment. A copy of PCRG's comprehensive sexual and other harassment policy is available to all project participants on request.

PCRG project participants also agree to abide by the relevant elements of SAA's Principles of Archaeological Ethics and the Colorado Archaeological Society's Code of Ethics.

Participant Information Form

Participant Contact Information:

Name: _____

Address: _____

Phone: _____

Medical Information:

This information is being collected to ensure your health and safety while participating on this project. All of this information will be kept confidential and will be destroyed at the end of the project. Please fill out this information as completely as possible and with this scenario in mind: if a medical emergency occurs and you are not able to communicate to medical personnel yourself, what information would they need to know to treat you safely and completely? This form will allow us to provide such information on your behalf.

Date of Birth: _____

Are there any physical conditions that limit your activities? Please describe condition(s) and types of activities that should be avoided.

Do you have any allergies to plants, foods, or medicines?

List the medications you take.

Who is your health insurance provider?

Is there any family medical history that you would want a doctor to know about?

Person to Contact in an Emergency (Please list contacts that we can reach during work hours):

Emergency Contact:

Name _____

Relationship _____

Address _____

Phone Number(s) _____

If Emergency Contact is not available, my second choice is:

Name _____

Relationship _____

Address _____

Phone Number(s) _____

Project Participant Acknowledgement

Name: _____

Project: _____

I acknowledge that:

- I have read and understand PCRG’s field project safety guidelines.
 - I agree to abide by PCRG sexual and other harassment policy.
 - PCRG is unable to provide liability coverage for volunteers participating in projects conducted on state, municipal, or private land. Federal agencies provide some liability for projects conducted on federal land. Students who are enrolled in a college course should consult their school for information about liability coverage.
 - I have completed the participant information form. Information on the form will be kept confidential and the form will be destroyed after the project is complete.
 - I will complete the in-kind labor contribution form (for projects on state, municipal, or private land) or the volunteer agreement form (for projects on federal land) when I arrive at the project.
- I do NOT want my photo shared on social media.**

Signature of Participant: _____

Date: _____

Printed Name: _____