

FROM [Tugman Volunteer Services Lead]
TO Robert Samuel White
DATE January 30, 2025, 12:02 PM PT
SUBJECT **Oregon State Parks – Umpqua-Tugman MU 2025 Volunteer Assignment Confirmation**
ATTACHED Tugman Relief Assignment Description.docx, Site Directory - Tugman.pdf
DOCUMENT 01JJW9GBX8JE6PM7AR6SA7E4E0

Dear Sam,

Thank you for committing to volunteer as a park host for William Tugman State Park. Your assignment is scheduled for September 1, 2025 to September 30, 2025. Your campsite is site A42, a 42' site with water, sewer, & 50 amp electric service. Please read the Assignment Description attached to this email for more information about your duties.

Arrival/Orientation

Please plan to arrive on the first of the month, no earlier than 9 AM. If you need to arrive a day or two early, please let me know so I can have a site reserved for you.

An orientation will be held on the second of the month in the Umpqua Shop, across the street from the Umpqua Lighthouse State Park campground.

Schedule

I will send you a draft of the weekly schedule about three weeks before your assignment starts. This weekly schedule may change! Don't worry too much about the schedule if you need to schedule appointments or travel ahead of time. You can take a few days off if you need to.

For convenience, we put all host phone numbers on the weekly schedule, which is given to all hosts and staff. If you prefer not to have your phone numbers on the schedule, please let me know.

Will you have non-volunteer guests with you?

If you will have a guest staying with you for longer than 7 days, please let me know ASAP. Adult non-volunteer guests will need to pass a criminal background check. Children must be adequately supervised.

Park Host Campsite Information

Please see the attached Host Site Directory that contains information about the park and the host sites. It includes the park address, cell phone coverage, average weather, laundry, and more. If we have to change your campsite, I will let you know as soon as possible and ensure that the new site meets your needs.

Park Host Volunteer Requirements

To host with Oregon State Parks, you must pass a criminal background check. To use our utility vehicles, you must also pass a driving records check. Both are conducted by a company called Advanced Reporting. They do not share any of your personal information with Oregon State Parks.

The other requirements are:

- * Volunteer Service Agreement Form
- * Park Host Safety Training
- * Discrimination and Harassment Training

Reminders to complete these requirements are sent out in January.

Receiving Mail

While at the park you may receive mail. You must use the Umpqua mailing address, even if you are hosting at Tugman. Mail should be addressed like this:

(Your name)

Umpqua Lighthouse State Park

460 Lighthouse Rd.

Reedsport, OR 97467

Final notes

If you need to cancel or reschedule your assignment, please contact me as soon as possible so I can find a replacement. Please call or email me any time if you have any questions or concern. I will contact you before your assignment to make sure your requirements are complete and you feel ready to go.

We could not run our parks and campgrounds without the hard work, dedication, and cooperation of our volunteers. Thank you again for volunteering with Oregon State Parks, and we look forward to having you work with us on the Oregon coast!

Sincerely,

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[Tugman Volunteer Services Lead] (She/her) | Park Ranger + Volunteer Service Leader