

Participation Handbook



LAND ACKNOWLEDGMENT

The preserves, community gardens, and main office stewarded by LandPaths are located on the ancestral territories of the Southern Pomo people, the Coast Miwok people, the Wappo people, and the Dry Creek Rancheria Band of Pomo Indians, past, present, and future. We recognize them as the first people and the first stewards of these lands. We are on occupied territory and acknowledge the ongoing devastation of colonization.

This land acknowledgment is the first step in LandPaths' journey to repair our relationship with the original people of this land, and to respect, make space for, and honor the deep connection of Indigenous people to the natural world.

Join us in this process by connecting with and uplifting Native-led organizations and resources, which is a way for us all to start on a course of reparative study and action.

To read the rest of the land acknowledgment, go to landpaths.org/mission-statement-and-values



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WELCOME!

Craig doing the 'yawp'
with volunteers at
Bohemia



Thank you for your interest in participating! Our full name is LAND PARTners THrough Stewardship and that means acting with you as stewards and fellow adventurers. Whatever your lived experience, physical ability, time, skills, and interests, we have a place for you.

If you haven't already, please click here [explore all of the ways to lend a hand with LandPaths](#).

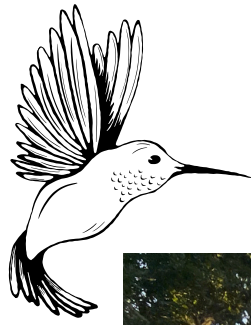
We are so grateful to you for giving your valuable time and energy to help us meet the needs of the people and the land in Sonoma County. You are part of a foundation that ensures LandPaths continues to be able to meet the moment, whatever the future holds.

We can do nothing better with our lives than to love more and love deeply. That means investing in each other and the land, creating the community we know in our hearts is possible. This is the time. Let's co-create together!

A handwritten signature in black ink, appearing to read 'Craig Anderson'.

Craig Anderson
Executive Director

ABOUT LANDPATHS



LandPaths was founded in 1996 with the mission to foster a love of the land in Sonoma County. We were young, founded by action-oriented women. With a we-can-do-this attitude, we shared our love of nature and a responsibility for local landscapes.

More than two decades later, thousands have experienced outdoor firsts, and invested time and muscle into caring for the land. We have staunchly (even stubbornly) pursued diversity and inclusivity. LandPaths has grown into a trailblazer in Sonoma County.

We are committed to equity and reducing barriers to increase access to nature for people historically excluded from the conservation and outdoor movements. We offer nature-based summer camps and school programs, free hikes and outings in English and Spanish, and opportunities to participate in land stewardship across the county.

Over the past two decades, we have evolved to meet the changing needs of the community. And we remain compelled by belonging and joy, courage, and responsibility, and by our belief in nature as a curative agent for ecological, mental, and physical health. Climate change and the imperative to establish equitable access to health and happiness depend on us going all in on care for the land and each other.

Thank you for joining us in that commitment to change.

Dig further into LandPaths' background and history on our website:

[LandPaths](#)

Check out our Impact Report hot off the press!

[2023-2024 Impact Report](#)

VALUES

We are committed to practicing these values, always, across the organization. They weave through every program and initiative and guide our work.



LEAD WITH NATURE

Research proves that we are hardwired to respond positively to nature. Nature is enough. No bells and whistles needed.

FOSTER BELONGING

We create a welcoming and warm atmosphere that reflects our community. We ensure that the land and the people on it are treated with dignity and respect.

BUILD RECIPROCAL RELATIONSHIPS

We collaborate with volunteers, communities, organizations, agencies, and the land. We bring together the perspectives & ideas necessary to succeed. With integrity & honesty, we practice caring for the land & each other.

CULTIVATE COMMON PURPOSE

Through shared experiences, understanding, listening, stewardship, and place-based action, we expand what conservation looks like.

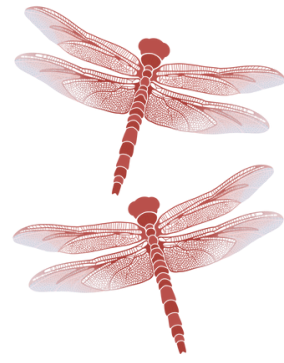
ACT WITH COURAGE

We respond with dynamic creativity to the changing needs of people and land. This means taking risks and bold action, and sometimes making the unpopular choice. We hope to always have the courage to fail.

NURTURE JOY

We are passionate about what we do, and we enjoy the camaraderie at the heart of our work. We celebrate personal and professional milestones and renew ourselves in nature with awe and humility.

POLICIES & PROCEDURES



Participation Agreement/Waiver: Each time you take part in a program, you will fill out a participation agreement/waiver releasing liability of LandPaths, along with a photo and video release.

Fingerprinting: If you are taking part in programs with schools or with families and children, you are required to be fingerprinted. The fee for the fingerprinting is \$20-30 depending on the facility, paid for by you. We thank you for covering this! If that cost is a hardship, LandPaths has a limited fund to cover the expense, based on need.

Sign In: We want to celebrate your contributions to LandPaths! You will be required to sign in so that we may track your time. When available, please be sure to pick up a nametag at the site of participation. The location of these items will be explained in your orientation and training for specific programs.

Safety and Personal Injury: If you are injured while participating with LandPaths, you must promptly report the incident to your program manager. LandPaths has supplemental insurance liability coverage, but this will not be your primary coverage.

Dismissal: If you engage in misconduct or inappropriate behavior, we reserve the right to dismiss you. A moderate incident of misconduct and/or a complaint against a participant will result in a confidential conversation/investigation.

Depending on the circumstances, a warning and agreement for the participant to correct the behavior may resolve the problem, with the understanding that further incidents/complaints will lead to dismissal. Any concerns or further questions can be sent by email to the Finance and Administration Director (see contact information in the chart below).

Contact Information: If your contact information changes, please be sure to let your Program Manager and the Volunteer and Community Hub Lead know so we can keep you in the loop!

CODE OF CONDUCT



Diversity, Equity, and Inclusion: We celebrate the unique experiences, perspectives, and cultural backgrounds that each person brings to our work and mission. We strive to foster an environment where everyone feels respected, valued, and empowered.

- As a participant with us, you will be expected to: Treat others with dignity and respect without regard to ethnicity, age, gender, disability, sexual orientation, nationality, language, economic status, religious/spiritual beliefs, and political beliefs.
- Communicate in an open and positive manner.
- Ensure that everyone in the program feels like they belong and are part of the community.
- Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, racist, sexist, homophobic, trans-phobic, offensive, or unwelcome.
- Be aware of your own and others conscious or unconscious biases.
- Be open-minded and willing to listen, if you are given constructive feedback regarding others' perception of your conduct.

Dress Code: Please dress appropriately when participating in the field or representing LandPaths in public. Feel free to ask the Volunteer and Community Hub Lead or your Program Manager what proper attire is for whatever program you are taking part in. If there are any problems with dress that is considered inappropriate, you may be asked to change clothing and if the problem continues you may be dismissed . We also ask that you avoid wearing strong cologne or perfumes.

Language: We ask that you use language appropriate to the environment when participating with LandPaths. Please avoid using expletives and curse words. Reconsider using slang or idioms that might not translate across cultures in order to cultivate a sense of belonging for everyone.

Sexual Harassment: LandPaths does not tolerate Sexual Harassment. If a volunteer or participant engages in inappropriate behavior or conversation with you or any other person during a LandPaths' activity, legal actions may be taken. To get more information about what is legally considered sexual harassment, please contact the Finance and Administration Director (contact information available below).

Drug, Alcohol, and Smoking: When you are participating with LandPaths you cannot be under the influence of or using any drugs or alcohol. Smoking is allowed at least 20 feet away from each entrance of LandPaths' office building or from the main gathering point for outside gatherings and outings. Smoking breaks are allowed during pre-arranged times.

CODE OF CONDUCT (CONT.)

Attendance and Absenteeism: Please arrive on time when participating in programs. If you are unable to arrive on time or need to be absent for the entire duration, please notify your Program Manager or Volunteer and Community Hub Lead at least 24 hours in advance, so staff have enough time to cover for your absence and find a replacement. If tardiness or absenteeism is chronic, staff have a right to dismiss the participant.

Paid Staff and Volunteers: You are a vital part of our work, and your participation does not replace a LandPaths' staff position. California law protects our employees, stating we cannot replace paid positions with volunteers. We take pride in our employees and awesome participants, and what we can accomplish together.

Confidentiality: We ask that you observe the rules set forth by the Volunteer and Community Hub Lead and adhere to LandPaths' code of conduct relating to confidentiality. If you have any questions or concerns about this requirement, please talk to our Finance and Administration Director.

Departure: While most people participate with LandPaths well beyond their initial commitment, it pains us to say that there may be a time when you come to the end of your participation with LandPaths. Or maybe you are going on a long vacation or sabbatical or have just hit a particularly busy patch of your life and need to step away for a leave of absence.

If this is the case, please tell your Program Manager and the Volunteer and Community Hub Lead as soon as possible. For a leave of absence, let the Volunteer and Community Hub Lead know the length of time, so they can put you on LOA status and make a note in your record. Participants who leave on good terms are always welcome back when they are ready!



WHAT YOU CAN EXPECT FROM US



Confidentiality: LandPaths respects confidentiality. The information you provide on forms including the application, liability coverage and other documents is secured onsite. Personal information you share with staff will be kept confidential if asked, unless there is a concern about your safety or the safety of others. LandPaths is not responsible for the actions of others when you disclose personal information to your peers while participating.

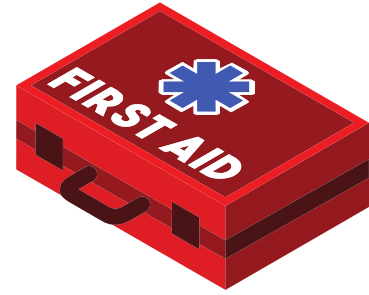
Equal Opportunity: LandPaths serves all of Sonoma County, and does not discriminate based on race, color, religion, gender, national origin, disability, sexual orientation, age, marital status, social/economic status, or any other protected criteria. We will attempt to accommodate participant needs but there may be cases where our capacity cannot fully meet those needs. If this is the case, we will investigate other opportunities that would be a better fit for you in the community.

Expectations for LandPaths' Staff: Staff are expected to be respectful to all participants and acknowledge your vital contribution to the organization. If a staff person does not treat you fairly, we ask that you notify the Volunteer and Community Hub Lead unless that is the person in question. Please review "Communication Systems" to find the appropriate person to contact if that is the case.

Organization Support and Responsibilities: LandPaths will support you by providing clear expectations, direct supervision, and attention to your experience. Your Program Manager and the Volunteer and Community Hub Lead will check in with you to receive updates, feedback, and questions. We appreciate and encourage open communication. LandPaths is responsible for providing training, supplies, supervision, and liability coverage for you when acting on behalf of the agency.

Recognition and Appreciation: We love to recognize and honor participants! To learn more or share how you prefer to be recognized for your service, please let the Volunteer and Community Hub Lead know.

IN CASE OF ILLNESS OR EMERGENCY



Emergency procedures are available for all LandPaths' preserve and partner properties and will be made available to you after this participation orientation. Please review these documents so you are familiar with LandPaths' emergency and safety procedures.

Specific training in each program and role includes more detailed emergency response protocols and supervising staff cell phone numbers, but the information below is common to all situations. Not all participation roles require certification in first aid.

If you are not trained and certified in first aid or CPR, do not attempt to treat injuries or illness, and wait for assistance from a qualified first responder.

In case of emergencies including fire, property damage, criminal activity, illness or injury to yourself or others in your program, immediately notify LandPaths' staff. For many programs, staff are present and will lead the emergency responses. If staff are not present, follow your program's emergency response training.

Protocols for Injury/Illness

- Determine if 911 is needed or if injury is superficial. Try Sheriff Dispatch prior to 911 for faster service: **707-565-2121**.
- If 911 is needed: Do not leave an injured person alone.
- IF you are certified to administer First Aid, THEN:
 - Assign one or two reliable adults to handle crowd control.
 - Assign someone to call sheriff dispatch – 707-565-2121 or 911.
 - If an ambulance ride is necessary and the participant is a child, then a parent or guardian should accompany the child.
 - If a helicopter is necessary, direct someone to signal MediVac to a safe landing space (per your detailed training, by program).
- After the injury is dealt with, contact **LandPaths' Executive Director Craig Anderson - cell: 707-480-3760**, to alert to the situation, and review further action. If the emergency is during the week, you may also call LandPaths main office number: **707-544-7284**.
- Fill out Incident report.
- Please do not make statements to the media about the incident. If you are approached for a quote or statement, direct the media to call Executive Director Craig Anderson or other executive staff at (707) 544-7284.

RIGHTS AND RESPONSIBILITIES



You have the right to choose an opportunity if your availability, skill set, and countenance match the need of the program. You have the right to withdraw from participation at any time, although we ask that you notify your Program Manager and the Volunteer and Community Hub Lead and provide notice so they can cover for your absence.



You have the right to make an official complaint about your experience. To submit your complaint, please provide a written document to the Finance and Administration Director (see contact below). Each complaint will be dealt with as deemed appropriate by our procedures for such cases and will be kept on file for future review.



You have the right to give constructive, nonaggressive feedback to your Program Manager or the Volunteer and Community Hub Lead based on your experience. These suggestions will be used to assess potential changes to the program you are working with.

IMPORTANT CONTACT INFORMATION



Title	Name	Contact Information	Questions
Volunteer and Community Hub Lead	Laura Revilla	Email: laura@landpaths.org Phone: (707) 544-7284 cell: 408-656-9339	Any questions and concerns related to your participation.
Finance and Administration Director	Sheridan Rapolla	Email: Sheridan@landpaths.org (707) 544-7284 ext. 101	Questions or concerns related to LandPaths' staff, including the Volunteer and Community Hub Lead Volunteer accident insurance.
Executive Director	Craig Anderson	Email: craig@landpaths.org cell: 707-480-3760	If your concerns above are not resolved by the staff above or in case of an emergency , please contact Craig
Executive Director	Lee Hackeling	lee@landpaths.org (707) 544-7284 ext. 102	If your concerns above are not resolved by the staff above, please provide a written statement and email it to Lee