



Lake Host Program

Terms of Participation

This document outlines the required terms to participate as a partner group in NH LAKES' Lake Host Program. NH LAKES may terminate a group's participation at any time for a violation of these Terms of Participation or misconduct.

Partner groups will:

- Uphold local leadership positions to maintain a Lake Host Program which cultivates a well-functioning, professional, safe, and inclusive Lake Host Program at their lake(s):
 - The Program Leader (required) authorized the submission of the annual Payroll Award Application to NH LAKES.
 - The Program Treasurer tracks payroll spending and local match. This position is required for partner groups receiving a payroll award.
 - The Local Program Coordinator (required) acts as the primary point of contact with NH LAKES and manages the day-to-day activities of their local program, including Lake Host Inspectors.
 - Optional: Co-coordinator or a program assistant/manager.
- Ensure the partner group supports NH LAKES at the minimum \$300 annual "Partner" level– this amount will count toward the organization's local match.
- Refer to the program as "a program of NH LAKES" in partnership with the local group in all written and verbal communications.
- Partner groups intending to coordinate paid Lake Host Inspectors at their lake(s) must uphold an inspection schedule to spend out the payroll award amount provided by NH LAKES. Groups may use payroll award funds to staff the program through the following dates:
 - Monday, April 27, 2026 – Monday, October 26, 2026. ***pending approval of NH LAKES' contract with the Executive Council.*
- Provide local funds to NH LAKES to pay wages and benefits before the payroll award runs out.
- Contribute a minimum of 100% local match toward the payroll award and maintain proper documentation. Documentation must be submitted to NH LAKES by the end of the final pay period to be counted for your group. The following counts as local match:
 - Local funding spent on additional hours beyond what is provided through the payroll award.
 - All volunteer time, including time spent maintaining the program by phone, email, or in person, time spent driving to or from the ramp, time spent at training, etc.
 - Out-of-pocket program expenses, including postage, chairs for Lake Host Inspectors, ramp supplies, volunteer mileage (valued at the federal rate), etc.
- Ensure participant safety and immediately report to NH LAKES:
 - Violations of NH LAKES' zero-tolerance policy of harassment or violence from/towards any Lake Host Program participants.
 - Safety issues and/or injuries incurred by any employee while working for the Lake Host Program.
- Obtain and distribute NH LAKES program materials (signage, uniforms, training, outreach). Program participants should be able to obtain these materials without entering a private residence.



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NH LAKES will:

- Pre-approve payroll award determinations based on standardized criteria and review all payroll award applications.
- Hire employees based on partner group recommendations. NH LAKES reserves the right to refuse any individual for an employee or volunteer role who does not appear qualified or who has proven to be a poor fit for the role in the past.
- Manage the payroll for employee hours worked (with proper documentation and verification provided), provide statutory benefits (Medicare, Social Security, State Unemployment Insurance, Workers' Compensation Insurance), and manage all payroll and IRS reporting requirements.
- Offer a retirement plan option for eligible employees (employee must be projected to earn \$5000 or more).
- Provide complimentary program materials for Lake Host Inspectors and the local program:
 - Uniform (t-shirt and hat), pen, clipboard, training manual, and an initial supply of necessary paperwork and handout materials.
 - Provide formal training for program participants.
 - Provide one complimentary A-frame "Lake Host on Duty" ramp sign for each program.
- NH LAKES is an at-will employer and retains the right to terminate an employee's or volunteer's relationship with the Lake Host Program. Only NH LAKES may provide employees with written disciplinary actions, and will collaborate with the partner group to address local program participant behavior concerns.
- Investigate violations of NH LAKES' zero-tolerance policy about harassment and violence from/towards any Lake Host Program participants.
- Provide weekly updates to the group's leadership on payroll spending.
- Make a report of suspicious specimen identifications available.
- Provide a final activity report with basic data analysis at the end of the season.
- Maintain relationship and remain in good standing with the New Hampshire Department of Environmental Services, including the fulfillment of grant obligations necessary to support the Lake Host Program, subject to circumstances beyond NH LAKES control.
- Communicate with program participants in a timely manner.