

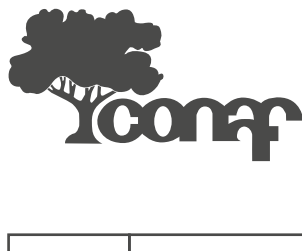


# TECHNICAL TRANSFER MANUAL OF THE "LIVE YOUR PARKS" PROGRAM

OF THE NATIONAL YOUTH INSTITUTE AND NATIONAL FORESTRY CORPORATION



1ST EDITION 2019



**MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY**  
**NATIONAL YOUTH INSTITUTE**  
DEPARTMENT OF PROGRAMMATIC COORDINATION  
VOLUNTEER AREA - LIVE YOUR PARKS

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**MINISTRY OF AGRICULTURE**  
NATIONAL FORESTRY CORPORATION

Vive   
tus Parques

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INJUV-CONAF

# Content

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	<b>GLOSSARY</b>	1
<b>I</b>	<b>Presentation</b>	2
	The National Youth Institute	3
	The National Forestry Corporation	5
	INJUV as a promoter of volunteerism	7
	Promoting the formation of environmental community leaders	10
<b>II</b>	<b>Live Your Parks Program</b>	11
	Winter and summer volunteer work	14
	Lines of Action	16
	Organizational structure of the Regional Volunteer Team	18
	Work structure of the Live Your Parks program	20
	Formation of permanent volunteer teams	22
	Roles within the structure	23
	Stages for the formation of the permanent volunteer team	26
<b>III</b>	<b>Systematization and implementation of the work</b>	29
	Convening and application process for LYP volunteer work	32
	Selection and execution of LYP VOLUNTEER work	35
	Evaluation of LYP volunteer work	38
<b>IV</b>	<b>Execution and security</b>	40
	Acknowledgements	49

# Glossary

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<b>PWA</b>	Protected Wildlife Area
<b>NFC (CONAF, in Spanish)</b>	National Forestry Corporation
<b>ND</b>	National Directorate of INJUV
<b>CID</b>	Communications and Information Department
<b>NYI (INJUV, in Spanish)</b>	National Youth Institute
<b>MSDF (MDSyF, in Spanish)</b>	Ministry of Social Development and Family
<b>NSD</b>	National Sub-Directorate
<b>IU</b>	IT Unit
<b>LYP (VTP, in Spanish)</b>	Live Your Parks



# Presentation

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Live Your Parks is an environmental volunteer program aimed at young people in Chile. Through this program volunteers develop different tasks in the Protected Wildlife Areas administered by the National Forestry Corporation (CONAF).

This program focuses on the protection of the flora and fauna of the Wilderness Areas, as well as on generating connections with the surrounding communities.

The objective of generating this manual is to disseminate this practice to encourage young people to assume an important role in the fight against climate change by organizing activities of this type that are sustainable over time.

We invite all young people to use this manual, to adapt their proposal to their local conditions and take out what can be useful to be part of this important global action.

**National Director of the National Youth Institute (INJUV).**

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LYP has allowed us to have young people who have become our best partners and communicators of the work we do in the conservation and protection of natural and cultural heritage in the national parks, national reserves and natural monuments that we manage and that cover over 21% of the national territory. Young people who have participated since 2012 and who will continue to do so, along with enabling us to achieve our strategic objectives strengthening infrastructure, improving universal accessibility, controlling threats, ecological restoration and linking to communities surrounding the protected areas are now major promoters of the institutional work and of our park rangers in the maintenance and administration of one of the best national park systems in the world. This work together with INJUV has definitely allowed

young people to be our best partners in disseminating this beautiful work that contributes to the conservation of our natural resources and national biodiversity.

**José Manuel Rebolledo, Executive Director of the National Forestry Corporation.**



# The National Youth Institute (INJUV)



The National Youth Institute is a State administration body responsible for collaborating with the Executive Branch in the design, planning and coordination of policies relating to youth affairs.

Thus, it focuses its work on Chilean youth between the ages of 15 and 29, coordinating public youth policies that originate in the State. It also generates programs that promote social inclusion and participation, respect for their rights, decision-making power and responsibility.

The Institute was created on February 16, 1991 under the administration of President Patricio Aylwin Azócar and was conceived as a functionally decentralized institution, with legal personality and its own patrimony. It is linked to the President of the Republic through the Ministry of Social Development and Family.



## By law, its specific functions are:

- ✓ To study and propose to the President of the Republic the policies and general plans to be carried out to diagnose and seek solutions to the problems of youth, covering the entire national territory.
- ✓ To study and propose to the President of the Republic legal initiatives related to the situation of the youth.
- ✓ To propose and promote specific programs for young people in all the fields in which the State administration operates.
- ✓ To stimulate the knowledge and participation of young people by promoting and financing studies, works, campaigns, seminars and other similar initiatives.
- ✓ To coordinate with public services and organizations, as well as with private entities, the execution of approved plans and programs, ensuring their compliance and evaluating their results.
- ✓ To maintain and develop an information, guidance, technical support and training service that tends to improve the actions carried out by public officials and other entities in the areas of the youth sector.
- ✓ To connect with every institution or person, at national and international level, whose objectives are related to youth issues, allowing and developing the celebration of agreements to execute projects or actions of common interest.







The National Forestry Corporation (CONAF) is a private law entity under the Ministry of Agriculture, whose main task is to administer Chile's forestry policy and promote the development of the sector.

The mission of the National Forestry Corporation (CONAF) is to contribute to the development of the country through the sustainable management of forest ecosystems and the components of nature associated with them, which will be achieved through the promotion, establishment, restoration and management of forests and xerophytic formations; the increase of urban woodland; the mitigation and adaptation of the effects of climate change; the monitoring of forest and environmental legislation; and the protection of natural resources and the administration of State Protected Wildlife Areas, for present and future generations.



## Currently, its main objectives and lines of action are:

- ✓ Promotion, protection and sustainable development of the forest resource to generate goods and services, tending to forestation, restoration and recovery of forests, xerophytic formations and the components of nature associated with them, contributing to the economic, environmental and social development of the country, through the supervision and monitoring of land use, establishment and management of planted forests, native forests and other vegetation resources, and the phytosanitary protection of them.
- ✓ Development and conservation of protected wild areas, whose objective is to modernize and strengthen the management, administration and infrastructure of the National System of State Protected Wild Areas (SNASPE), through the implementation of instruments for the protection and conservation of natural and cultural heritage, contributing to its preservation to make it available to current and future generations, guaranteeing universal access.
- ✓ Prevention and control of forest fires, seeking to reduce the risk of their occurrence through the incorporation of state-of-the-art technology in fire prevention and combat plans, and thus also to encourage a cultural change in society through education, considering the new scenarios that the phenomenon of climate change has caused in our country, generating public-private partnerships with all the actors involved.







**INJUV  
as a promoter  
of volunteerism**



# INJUV as a promoter of volunteerism



Until the year 2018, the Volunteering component carried out its activities through three areas of work: environmental volunteering, patrimonial volunteering and promotion of volunteering.

Environmental volunteering is carried out through the Live Your Parks volunteer work that emerged in 2012 after the tragic fire that affected Torres del Paine National Park, located in the southern end of Chile. The program is aimed at the conservation and enhancement of the State's Protected Wildlife Areas and at raising awareness among young people to promote sustainable development in Chile.

This initiative has already had 23 versions in which more than 9,000 young volunteers from all regions of the country have been mobilized, carrying out work in 56 of the 105 units of the System of State Protected Wildlife Areas administered by the National Forestry Corporation.

Another line of work in the area of environmental volunteering has been the outdoor environmental education workshops in Protected Wildlife Areas called "Cultivate Your Identity". These are held in the autumn and spring seasons and involve young people from secondary schools between the ages of 15 and 18. As a result of this initiative, 43 Protected Wildlife Areas have been intervened with the participation of more than 3,000 young people between 2015 and 2019.



Meanwhile, patrimonial volunteering through the promotion of various volunteer activities and training on the country's cultural and natural heritage has created a space for participation that allows young people between the ages of 15 and 29 to be active actors in the process of recognizing, conserving and valuing our country's tangible and intangible heritage.

Finally, through its area of promotion of volunteering, INJUV has done collaborative work with various civil society organizations to support their work through training, seminars, regional and national meetings. The aim is to strengthen the management of civil society organizations, providing spaces for articulation and collaboration to generate a National Network of Youth Volunteers.

In this component, during 2018, we worked with more than 200 volunteer organizations and more than 3,000 young people. In 2019, together with the Chilean Volunteers Network a National Cadaster of Volunteer Organizations was carried out, collecting information about the status and geographical location of existing volunteer organizations in the country, in order to update, systematize and classify information on volunteer initiatives in Chile.

# Promoting Environmental Community Leadership



People with Environmental Community Leadership are those who have skills that allow them to drive, promote and execute actions that result in transformations in their community aimed at promoting sustainable development, responding to the need to address environmental issues in their community.

Based on training with theoretical and practical tools for community outreach and territorial articulation of key actors in socio-environmental issues. This type of leadership brings knowledge in education methodologies, promotion of sustainable practices, actions for the conservation and interpretation of natural and cultural heritage, among others.

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## Principles that guide their work:

1. Contextualize the socio-cultural reality of environmental problems.
2. To identify and reflect on the causes of environmental problems.
3. To have clarity and conceptual coherence on Local Environmental Management.
4. Interdisciplinarity as an engine for the search for solutions.
5. To promote an environmental ethics among people involved in the search for solutions.
6. Continuous and dynamic collaborative learning.

**Principles adapted from "Prospective of Higher Environmental Education",  
María Luisa Eschenhaggen (2011).**





# Live Your Parks Program



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INJUV-CONAF

This national program of environmental volunteering seeks to work on the promotion and training axes through the enhancement of the State Protected Wildlife Areas, in order to encourage the non-conventional political participation of young people between 15 and 29 years old.

Through the execution of diverse activities, it seeks to establish permanent channels of cooperation between INJUV, CONAF and other institutions and/or civil society organizations for the development of initiatives that promote voluntary action activities in the Protected Wildlife Areas, in addition to work in urban and rural sectors.

By working together with local communities, we seek to create a sense of commitment and environmental responsibility through field work experiences, training young leaders to promote sustainable development throughout Chile.



All this based on the following lines of action:

**Socio-environmental training:** someone who has the knowledge, skills and abilities to design and implement socio-environmental education activities from a holistic perspective and relevant to their local reality.

**Conservation of the socio-ecological relationship:** the person designs and executes effective and efficient actions for the conservation of ecosystems or restoration and mitigation of anthropic activities.

**Territorial outreach:** someone who encourages, promotes and executes actions for territorial articulation between key actors in the territory within the framework of the promotion of local sustainable development.

**Psychosocial well-being:** someone who promotes psychosocial well-being in volunteer activities as a fundamental pillar for collaborative and safe work.

**Table 1. Number of young people who have participated in the Live Your Parks Program**

Year	2012	2013	2014	2015	2016	2017	2018	2019	TOTAL
Convening	230	480	819	2.745	3.094	3.152	3.222	3.122	16.864

(This figure includes complementary versions to volunteering in Live Your Parks Protected Wildlife Areas, which are Cultivate Your Identity and Community Tree Planting).







# Winter and summer volunteer work

# Winter and summer volunteer work



For each version, 500 young people from all regions of the country are mobilized to work in twelve State Protected Areas. For this purpose, camps are implemented in order to carry out conservation actions such as: control of flora and/or fauna threats, construction of infrastructure and equipment in public use areas and development of outreach activities with local communities through joint work between volunteers, CONAF park rangers and INJUV officials.

Those who participate in the volunteer work are part of a selection process that measures basic knowledge about the issues being worked on in the field. Thus, they are selected according to criteria of responsibility, knowledge and motivation. In addition, emphasis is placed on selecting young people who demonstrate positive leadership in the field, who are willing to be part of this learning process and who want to dedicate part of their time to volunteer activities.

This selection process takes place twice a year and is led by the program's permanent volunteer team, also known as staff, who are supported by each regional directorate of INJUV. In the first instance, the process is carried out through an online form and then a selection is made in the field or office, depending on the applications per region. Regions that receive more than 150 applications must make the selection in the field on the scheduled dates.



**People benefited:** young people between 18 and 29 years old.



**Months of execution:** February (summer works) and July (winter works).



**Planning period:** August (summer work) and March (winter work).



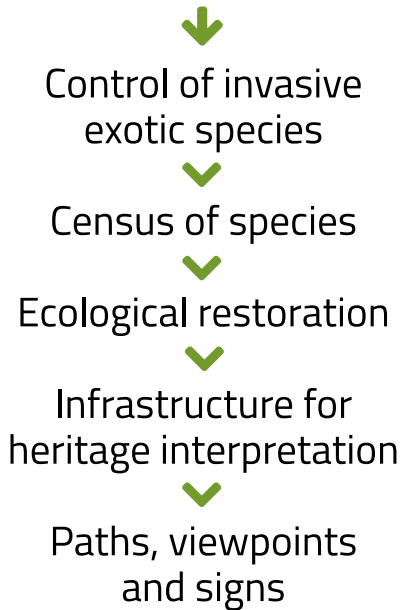


# Lines of action

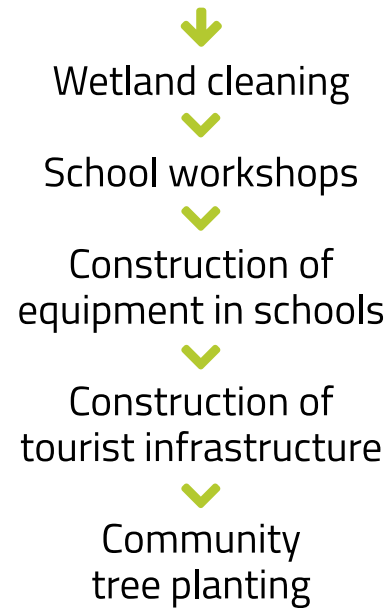


# Lines of action

## Conservation actions



## Community Outreach



## Socio-environmental education





# Organizational structure of the Regional Volunteer Team

# Organizational structure of the Regional Volunteer Team



Generally, voluntary activities are complementary to a primary occupation (work, education, family, among others) and are characterized by their reactive nature to contingency. This means that a horizontal and adaptive organizational structure is required, where there are clear and defined roles, but which also allows for adaptation to other functions if the contingency so requires.

This is why it is necessary to reduce bureaucracy in the flow of information and to distribute knowledge equitably among those who make up a volunteer organization. The Live Your Parks program promotes a type of organizational structure where a program officer from each region acts as the regional team leader, while the volunteers focus on planning, designing and implementing program activities.







# Work structure of the program Live Your Parks



# Work structure of the program Live Your Parks



## Central Level Team



# Training of permanent LYP volunteer teams



The Live your Parks program considers the formation of a permanent volunteer team for each region of the country, who lead the planning, design and execution of program activities with the support of those who work at INJUV.

The teams are renewed annually and the average time a person stays is three years. They are made up of seven positions corresponding to:

1) Central level of service

2) National programme coordination

3) Regional programme coordination

4) Socio-environmental training

5) Community outreach

6) Logistics and conservation

7) Welfare and administration





# Roles within the structure



# Roles within the structure



**1) Central level team:** its objective is to design, coordinate, support and follow up the implementation of the activities linked to the program. It is always oriented towards the regionalization of processes and the encouragement of collaborative work. This team is made up of those people who work at INJUV and distribute their roles in national coordination, training, activities and logistics.

**2) National coordination:** its task is to coordinate all the teams that develop the program and ensure the fulfilment of their tasks at a local level, as well as to plan the overall process of program implementation. This is a position assumed by people working at INJUV.

**3) Regional coordination:** its function is to lead the planning, execution and evaluation of the program's activities in the field. Here they must play a management and inspirational role in the regional volunteer team, ensuring that objectives are met within the established timeframe. This is a position assumed by people working at INJUV.





**4) Socio-environmental training:** a person who is constantly investigating methodologies of socio-environmental and community education. In addition, he/she organizes the team in advance for the development of projects that are required for the execution of each activity. This is a position assumed by the volunteers.

**5) Community outreach:** a person who seeks to strengthen strategic alliances with key agents in local environmental management and socio-environmental education. This is a position assumed by the volunteers.

**6) Logistics and conservation:** the function of this person is to investigate and consider essential elements for the implementation of actions and interventions in the territories, taking into account the objectives of ecosystem conservation. This is a position assumed by the volunteers.

**7) Welfare and administration:** the person in charge seeks to design actions around psychosocial welfare in each of the activities to be executed within the framework of the program. This is a position assumed by the volunteers.





# Stages for the formation of the team of volunteers





# Stages for the formation of the permanent volunteer team



The formation of permanent volunteer LYP teams is very important for the realization of all the activities of the program. They plan and support each project, gathering valuable experience and transmitting contents and values to those who are part of isolated activities.

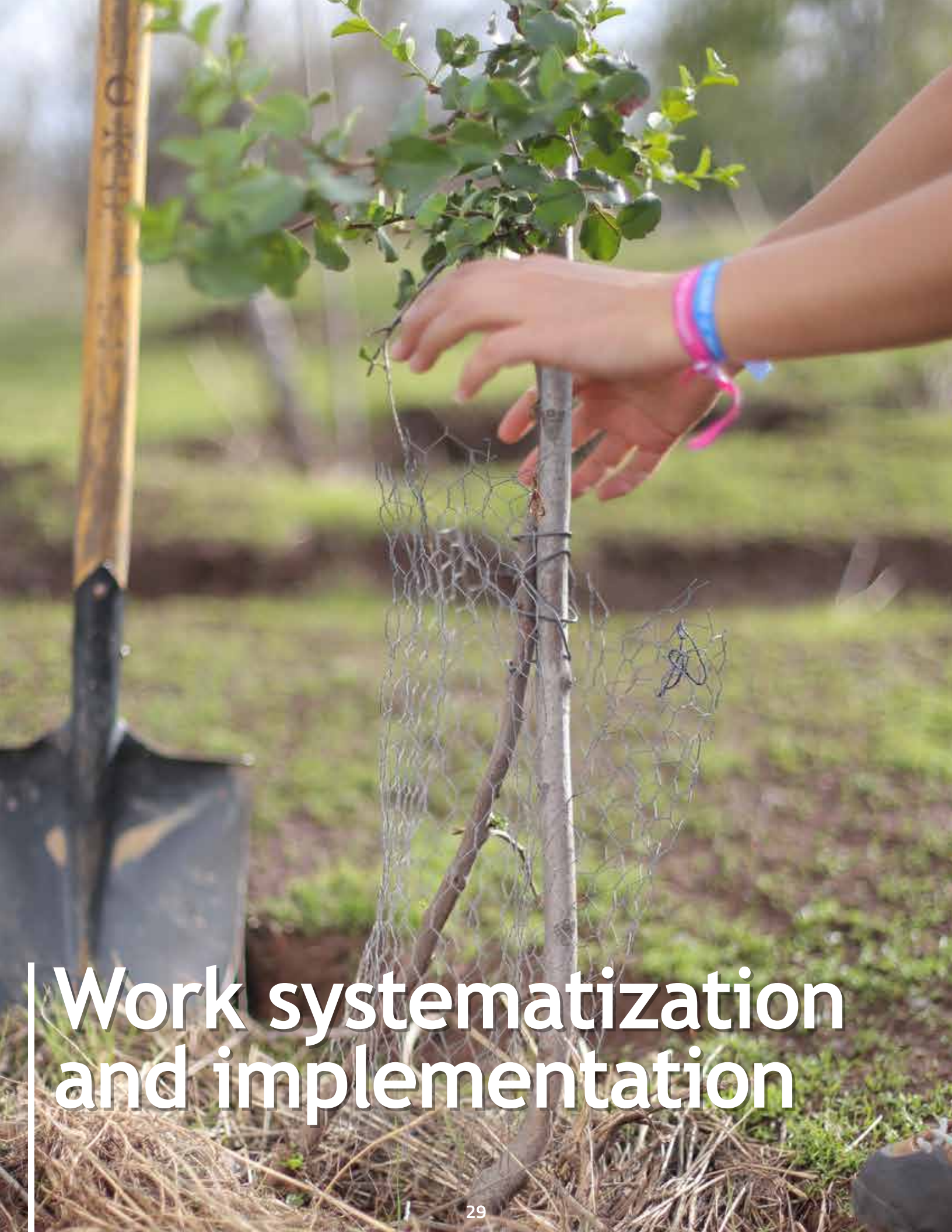
Item	Activity	Responsible
<b>Convening</b>	Open call. Every March a digital form is published and sent to young people who have previously done volunteer work at INJUV. Only people between 18 and 29 years old can apply and the process takes one month.	National LYP Coordination INJUV
<b>Selection</b>	It consists of face-to-face interviews in INJUV's regional offices. There are selection criteria according to the profile of each position and an interview schedule according to these criteria.	National LYP Coordination INJUV
<b>Training</b>	There is a process of knowledge transfer and training by the permanent volunteer team to the new team being formed. Each team makes a book based on their experience, which is also transferred to the next team. More info at <a href="mailto:comunicaciones@injuv.gob.cl">comunicaciones@injuv.gob.cl</a> .	National LYP Coordination INJUV - Regional LYP Coordination INJUV





<p><b>Formation</b></p>	<p>People selected to be part of the National LYP Coordination participate in a training course on environmental issues.</p>	<p>National LYP Coordination INJUV - Regional LYP Coordination INJUV</p>
<p><b>Participative training</b></p>	<p>A participatory diagnosis is carried out to identify which skills the teams require to develop and implement, based on the planned activities. In addition, a project development manual is used so that the teams know the methodology and apply it in each of their activities.</p>	<p>National LY Coordination INJUV</p>
<p><b>Meetings</b></p>	<p>The Regional LYP team meets monthly to ensure that activities are well coordinated. It is suggested that from the Regional LYP Coordination, training and formation workshops are organized, making sure that the work of the region has a local identity.</p>	<p>Regional LYP Coordination INJUV</p>





# Work systematization and implementation





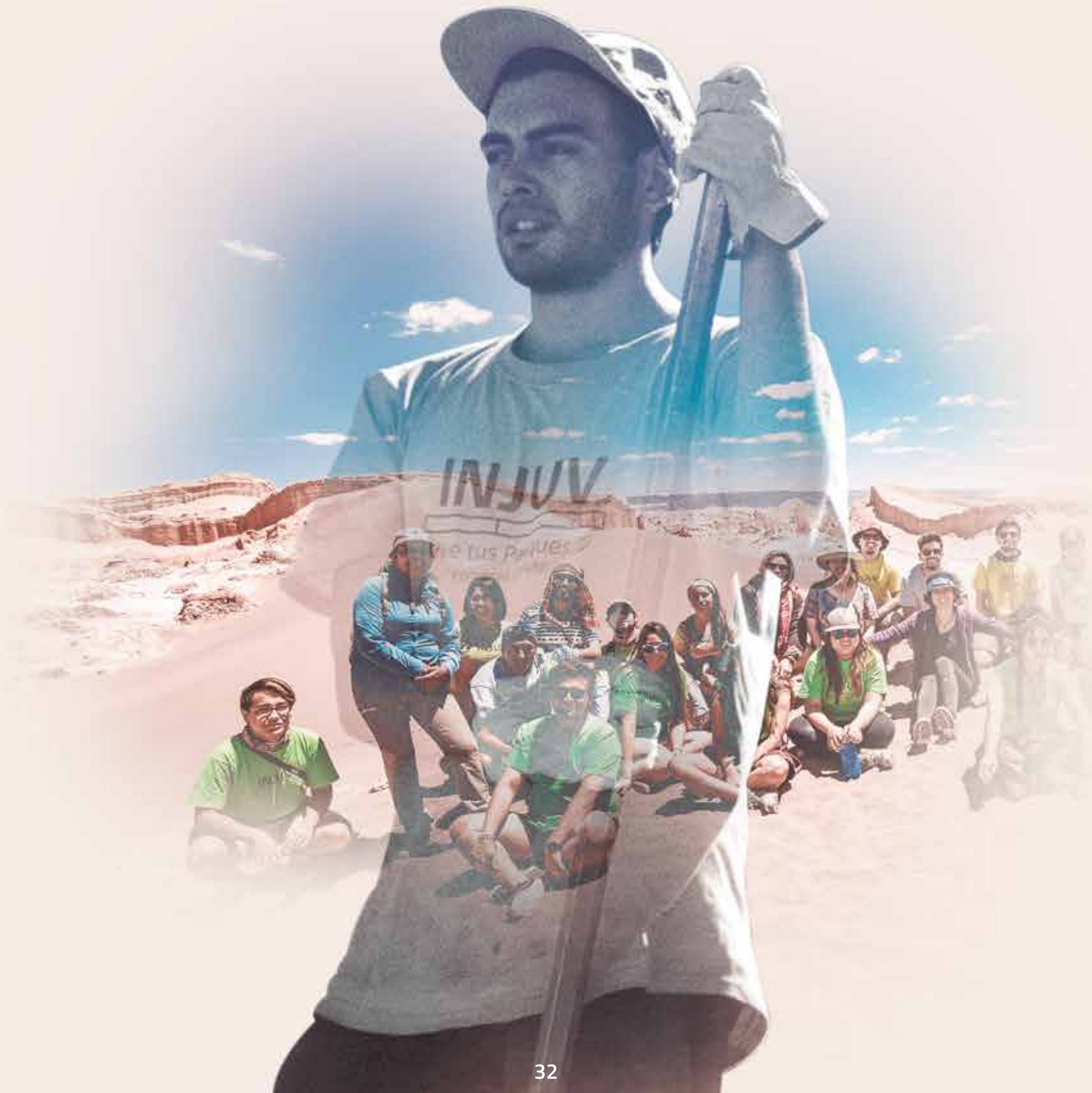
## Planning for LYP volunteer work

Item	Activity	Responsible
<p><b>1st Meeting INJUV-CONAF</b></p>	<p>A meeting is established between the Central Level LYP teams and the Wildlife Protected Areas management. There, objectives, activities and guidelines are defined in order to elaborate a work plan or a collaboration agreement between the Youth Service and the entity that administers the Wildlife Protected Areas for the execution of the LYP volunteer work. In case a legal document is required, it is recommended to take advice from the legal department of your institution.</p>	<p>National LYP Coordination</p>
<p><b>Drafting of Annual Report</b></p>	<p>Based on the institutional agreements established at the meeting between CONAF and INJUV, the Central Level LYP team prepares the annual planning report for the winter and summer LYP volunteer work. This report should contain the following:</p> <ul style="list-style-type: none"> <li>▪ Definition of the objectives of the activity.</li> <li>▪ Process of convening and diffusion.</li> <li>▪ Definition of evaluation criteria for selection</li> <li>▪ Description of the activities, timeframes and inputs to be used.</li> <li>▪ Regional budget.</li> <li>▪ Program coverage</li> </ul> <p>Then the National LYP Coordination sends via e-mail the planning report to its service superiors for approval, and the counterpart must respond in these terms.</p>	<p>National LYP Coordination</p>

<p><b>Distribution of the Annual Report</b></p>	<p>After the approval of the planning report by the department or service directorate, the National LYP Coordination sends the annual planning report to its team in the regions by e-mail.</p>	<p>National LYP Coordination</p>
<p><b>Creation of Administrative Basis</b></p>	<p>The LYP program elaborates the administrative basis establishing the criteria of selection and evaluation of young people who want to be part of the LYP volunteer work. Deadlines are defined for publication, call for applications, pre-selection and selection. It is recommended to draw up the basis by means of an administrative act in order to provide legal support and transparency. For this purpose, it is possible to send a memorandum to the corresponding legal department for its review and processing.</p>	<p>National LYP Coordination</p>
<p><b>Legalization of the Administrative Basis</b></p>	<p>If the above recommendation is followed, the legal department draws up a resolution approving administrative basis for regulating the criteria for selecting and evaluating young people who want to be part of the LYP volunteer work.</p>	<p>National LYP Coordination - Legal Department</p>
<p><b>Resolution Numbering</b></p>	<p>The Filing Office digitizes the numbered approval resolution and sends it via e-mail according to distribution to those interested in the process. It is recommended that this document always be shared with those implementing the program, the communications area, and the address where the program is located.</p>	<p>Filing Office</p>



# Convening and application process for LYP volunteer work

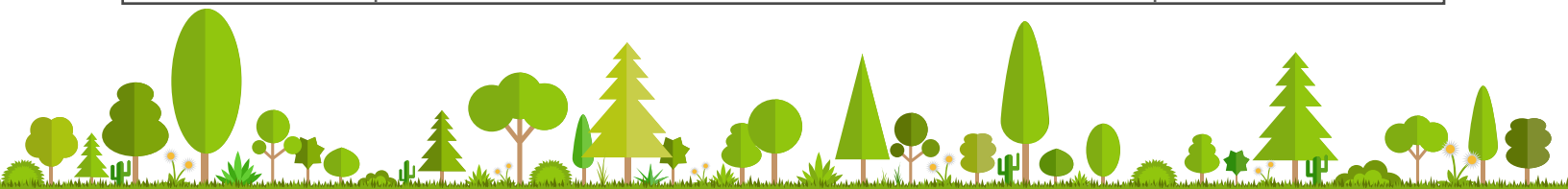


# Convening and application process for LYP volunteer work



Each regional LYP team develops a communication and dissemination strategy for the program's calling. The objective is to convene young people who have not previously participated, who live far from the regional capitals and who have interests related to the program. The application is made through an INJUV web platform and for the selection, interviews are carried out in person and remotely when the applicants live far from the regional capitals.

Item	Activity	Responsible
<p><b>Design and publication of the application form</b></p>	<p>The National LYP Coordination asks its IT unit to design or update the application form for the inscription of young people who want to participate in the LYP volunteer work. The web site details the criteria and requirements for the application. The unit answers the request via e-mail to the National LYP Coordination, delivering the link of the application form for its revision and publication. The Communications Department then publishes the link to the application form on the institutional website, on the date indicated for the Live Your Parks program. You can request an example of this form by writing to: comunicaciones@injuv.gob.cl.</p>	<p>National LYP Coordinator</p> <p>IT Unit (IU)</p> <p>Communications and Informations Department (CID)</p>





<p><b>Dissemination and call for applications</b></p>	<p>The National LYP Coordination requests through an e-mail to the Communications and Information Department the coordination of the actions for the process of convening and disseminating the LYP volunteer works, with the objective of defining and raising the dissemination campaign and the contents of the press release. This coordination aims to define:</p> <ul style="list-style-type: none"> <li>- The press release for the convening.</li> <li>- The graphic pieces (banner or poster) assigned to the process.</li> <li>- The design for the T-shirts representing the volunteers.</li> <li>- The promotional video to be broadcast on social networks.</li> </ul>	<p>National LYP Coordination - CID</p>
<p><b>Notification of selected people</b></p>	<p>The National LYP Coordination enables the self-consultation link through the official institutional platform to notify those selected people who will participate in the LYP volunteer work. In addition, the Regional LYP Coordination notifies by e-mail those who have been part of the selection.</p>	<p>National LYP Coordination  IT Unit  Communications and Informations Department</p>





# Selection and execution of LYP volunteer work



# Selection and execution of LYP volunteer work



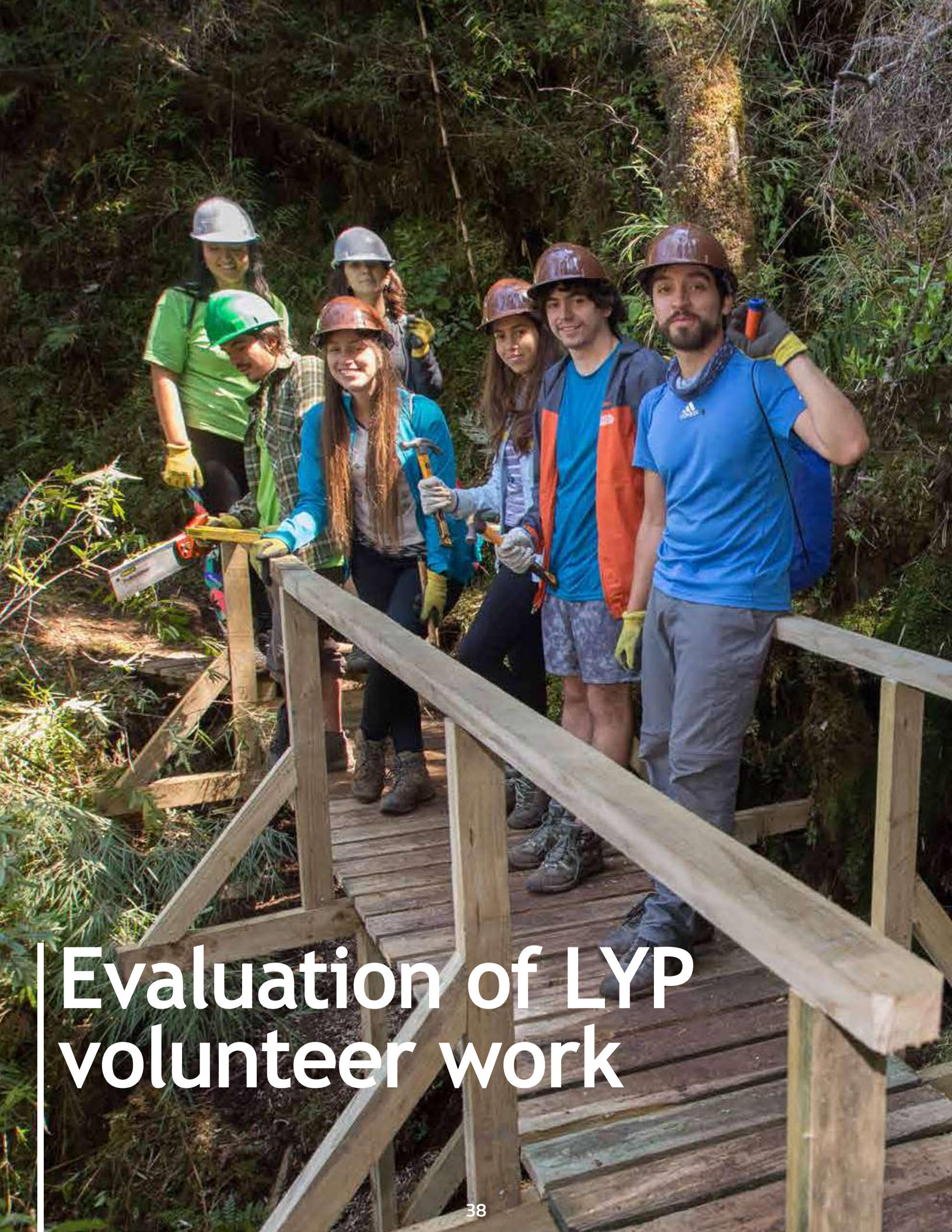
Those who participate in the execution of the volunteer work are part of a selection process that measures basic knowledge of socio-environmental issues and are selected according to criteria of responsibility, knowledge and motivation. Emphasis is placed on selecting young people who demonstrate positive leadership, who are willing to be part of this learning process and who want to dedicate part of their time to volunteer activities. This selection process is carried out for each campaign. A pre-selection is made from the National LYP and a selection process is carried out from each regional team, which is led by each permanent LYP staff. In parallel to the selection process, each regional team, with the support of the National LYP Coordination, prepares each camp based on the following items:

Item	Activity	Responsible
<b>Detection and Outposting</b>	The permanent LYP volunteer team together with INJUV visit a PWA that has been previously selected by CONAF. During the visit, together with the park rangers, they identify the unit's needs concerning the established lines of work and carry out the necessary information surveys for the planning and development of the project.	National LYP Coordination - Regional LYP Coordination



<p><b>Project planning</b></p>	<p>The National LYP program, through its volunteer teams, creates a socio-environmental training and ecological restoration project in the National PWA, an instrument that specifies all the dimensions of socio-environmental work and education to be developed in the camps. Young people and park rangers develop volunteer actions based on the project. This document establishes objectives, activities, itineraries, delivery files, shopping lists, training and logistics aspects, among others. All of the above contributes to the correct execution of each camp.</p>	<p>National LYP Coordination - Regional INJUV</p>
<p><b>Execution of volunteer work</b></p>	<p>Volunteers participate for ten days in the implementation of the volunteer project, spending the night within a PWA. In addition to the development of the project, training activities, community liaison and a closing activity are considered.</p>	<p>National LYP Coordination - Regional INJUV</p>
<p><b>Volunteer Registration</b></p>	<p>The slots are set from the Central Level according to the capacity of each PWA. The regional INJUV and CONAF coordinations monitor the activity in the National LYP field during the days that the camp lasts. Finally, the Regional LYP Coordination registers the young people who participate in the activity in a standard form provided by the National LYP Coordination. Each participant adds their data and signature to accredit their participation.</p>	<p>Regional Coordination - National LYP Coordination</p>





# Evaluation of LYP volunteer work



# Evaluation of LYP volunteer work



Once the implementation is completed, the activities are evaluated by those who participated voluntarily in order to know their perception and identify what aspects can be improved for a future version.

Item	Activity	Responsible
<b>Evaluation</b>	Once the volunteer work is finished, the national LYP coordination carries out and sends the online perception survey to the young people who participated in the volunteer work in order to evaluate the experience and quality of the activity.	National LYP Coordination







# Execution and security





## Previous Preventive Measures

These preventive measures are focused on ensuring the minimum information required in terms of security aspects for each participant, which will allow us to take safeguards or decisions prior to the execution of the activity.

### Student beneficiary under the age of 18:

Regarding children and teenagers, a first step, before going to the field, is to have the complete information of each participant in a folder containing the following documents:

- ✓ List of all participants (full name, RUT -ID number-, date of birth, e-mail, telephone).
- ✓ Form with name and phone number of emergency contacts.
- ✓ Medical and dietary information for each participant.
- ✓ Written authorization from parent or guardian for each student participating in the activity (copy).
- ✓ Document that proves activation of school insurance.
- ✓ List of teachers/adults responsible for the activity.
- ✓ Details of the educational establishment to which he/she belongs (name of the establishment, class and head teacher, address, telephone number, principal with his/her telephone number and e-mail address).
- ✓ Medical certificates, prescriptions, among other similar documents can be added to these documents to complement the information provided.

It is important that an "inability to work with minors" check is carried out on all adults outside the activity (bus drivers, field assistants, people from collaborating organisations, etc.).





## Beneficiary over the age of 18:

The application forms for volunteer activities should request the information deemed appropriate to characterize the profile of the volunteer, however, for security purposes it is of utmost importance to consult the following information:

- ✓ Full name
- ✓ Identity Card Number
- ✓ Nationality
- ✓ Phone
- ✓ Medical Care
- ✓ Emergency contact
- ✓ Medical record (disaggregate as required, e.g., respiratory, cardiac, recent surgery, etc.)
- ✓ Mental health information
- ✓ Allergies
- ✓ Contraindicated medications
- ✓ Current medications
- ✓ Disability

This information must be systematized in a form and handled confidentially. Only staff who are administratively in charge in the field can have access to it.

It is recommended to verify with the competent service in your country the condition of the personal background and the inability to work with minors prior to the assignment of the applicant to a volunteer position.



## Specific Preventive Measures

### 1.- For bad behavior or conditions that exclude outsiders

In order to promote a safe space for collaboration among participating volunteers, preventive measures will be considered for the following cases:

- ✓ Harassment situation: have an action procedure depending on the legislative reality of your country.
- ✓ Inability to work with minors: in the event that you work with minors, you should check with the competent organism in your country about the inability to work with minors that can be maintained by people outside the institution with which you are working.

### 2.- Food

For the storage and handling of food in camps, the following recommendations should be followed:

- ✓ Ensure a refrigerated container for food that requires it.
- ✓ The waste generated in the facilities should be disposed of in airtight containers.
- ✓ Kitchen facilities should be sanitized before and after cooking.
- ✓ Dirty dishes should not be stored under any circumstances.
- ✓ A drinking water supply point should be provided.
- ✓ Storage of food not requiring refrigeration should be in an enclosed warehouse or in airtight containers.
- ✓ Restrict the access of volunteers to the kitchen sector.





### 3.- Transport

For the transport of the volunteers to the place where the volunteering will take place, it is relevant to adopt the necessary security measures regarding the following points:

- ✓ In the quotation it should be requested that the company is willing to withdraw the volunteers in advance in case of any natural inconvenience or event that due to its magnitude requires the evacuation of the camp.
- ✓ The company must comply with the permits and other requirements established by the relevant legislation and regulations for passenger transport provided by the competent public service in your country.
- ✓ Request the mandatory insurance policy that the transportation to be hired has.
- ✓ If the trip exceeds 5 hours of continuous driving, a second driver must be considered as a replacement.
- ✓ The choice of the bus will depend on the previous evaluation of the access road to the place where the volunteer will work (small bridges, narrow roads, 4x4 traction, etc.)

### Support Vehicle

Each camp has a vehicle available for the entire duration of the camp, it is driven by the staff in charge of the camp (government or civil organization). It is the first response to any accident that occurs.

### 4.- Dangers in Wild Areas

It is of utmost importance that a wildlife safety talk is arranged with the department in charge in your country. In Chile, it is the National Forestry Corporation (CONAF), that gives a talk on the dangers and risks associated with staying in a wild place on the first day of camp.



## 5.- Tools

The program has a stock of sufficient tools to assemble 12 camps simultaneously, this adds an important responsibility regarding the maintenance and correct use of the implements. For their use, the recommendations will be the following:

- ✓ Carry out maintenance on all electric tools every year.
- ✓ Leave them out of service in case of any damage until their next repair.
- ✓ Discontinue use of tools that, due to their age or damage, represent an imminent danger to the volunteer.
- ✓ To previously train the operators of cutting tools.
- ✓ DO NOT intervene safety protections under any circumstances.
- ✓ Add personal protection elements to each tool that is decided to be used in the field.

## 6.- Natural Disasters

Before carrying out the volunteer work, it is necessary to contact the most relevant service of the country in this matter in order to determine whether the sector where the activity will be carried out is prone to be affected by the following natural events:

Mass wasting  
Atmospheric phenomena  
Eruptions  
Forest Fires  
Floodings  
Earthquakes  
Tsunamis

If the sector is likely to be affected by one or more of these events, all necessary measures should be incorporated into its contingency plan to keep the volunteer group safe for subsequent evacuation.





## Reactive Measures

Reactive measures are operational responses to the occurrence of an accident or event that endangers the integrity of the volunteers.

### 1.- Contingency plan

It is vitally important that everyone knows their role when an action occurs or a natural event occurs that threatens the integrity of the volunteers. A contingency plan allows for a rapid response in the event of an emergency. The content that such a plan should have is:

- ✓ Staff involved in the contingency plan
- ✓ Emergency Contacts
- ✓ Location of areas where volunteers can stay
- ✓ Location of safety zones
- ✓ Type of vehicle that can make entry
- ✓ Organization for action (organization chart)
- ✓ Responsibilities
- ✓ Resources
- ✓ Operational handling (procedure for each possible event)
- ✓ Annex (climate projection during camp, recommendations, etc)

### 2.- Insurance against accidents

All volunteers must have insurance against accidents. The program has an insurance for people over 18 years old that responds through reimbursement against the following coverage:

**PLAN A:** ACCIDENTAL DEATH

**PLAN B:** TOTAL AND PERMANENT DISABILITY BY ACCIDENT

**PLAN C:** ACCIDENTAL DISMEMBERMENT

**PLAN D:** REIMBURSEMENT OF MEDICAL EXPENSES DUE TO ACCIDENT

**PLAN D:** REIMBURSEMENT OF ACCIDENT MEDICAL EXPENSES FOR SURGERY

**PLAN D:** REIMBURSEMENT OF ACCIDENT MEDICAL EXPENSES DUE TO HOSPITALIZATION

Vive   
tus Parques

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INJUV-CONAF

## Technical transfer manual for the Live Your Parks program

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Santiago, Chile. 2019

This manual has been prepared in order to export the "Live Your Parks" environmental volunteer program to wherever it is required. For this purpose, current intervention methodologies were used, in addition to the empirical evidence that this initiative, which has been in place since 2012, entails.

### **Quote as:**

In English

INJUV, CONAF 2019. Technical transfer manual of the program Live Your Parks. Santiago, Chile 50 pp.

In Spanish

INJUV, CONAF 2019. Manual de transferencia técnica del programa Vive Tus Parques. Santiago, Chile 50 pp.



**We are grateful to those who participated  
in the elaboration of this document:**

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We would like to take this opportunity to thank everyone involved in this process:

First, to the current members of the coordinating team of the program Live your Parks in Chile, among INJUV - CONAF, who were in charge of the contents of this manual: **Isla Troncoso, Consuelo Araya, Andrea Tapia, Felipe Monsalve and Yanuari Guerra.**

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Then, to the dream builders of the first volunteers, without the trust and commitment given, none of this would have been possible: **Ricardo García, Felipe Torra, Nicolás Vial, Jorge Becker, Allan Mac Donald, Fernando Padilla, Javier Muñoz, Carolina Muñoz, Sigrid Vander-Stell, Rodrigo Navarrete, Javiera Rodríguez and Benjamín Herrera.**

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Also, to all the team of Voluntariado Transforma País, who constantly offer us their knowledge, friendship and support: **Carolina Gajardo, Augusto Winter, Nicol Pérez, Alejandro Poblete and Paula Tejada.**

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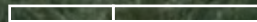
On the other hand, to all the community of regional officials of both INJUV and CONAF. These include park rangers and administrators, Youth Service Coordinators, and support professionals in each of the regions of our country.

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We would also like to thank all the regional directorates of CONAF, in particular the regional and provincial departments of Protected Areas, administrators, park rangers, the administration and finance units who collaborated in carrying out the purchasing, legal and communications teams, and all the officials who made this possible.

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The success is based on the constant and passionate work of all the volunteers who have been part of this Live Your Parks experience and who from the beginning have contributed their time, dedication, support and passion, transforming our society and making the Earth a better place for everyone.



First edition, 2019