



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Fish and Game

DIVISION OF WILDLIFE CONSERVATION
Hunter Information & Training Program
Ginamaria Smith, Program Coordinator

333 Raspberry Road
Anchorage, Alaska 99518-1565
Main: 907.267.2196

Dear Instructor Applicant,

Thank you for your interest in becoming an ADF&G Hunter Information & Training (HIT) Program Volunteer Instructor. The HIT Program, with the assistance of over 400 volunteer instructors statewide, offers quality training and education throughout Alaska. The public certification classes provided by the HIT Program assist in developing safe Alaskan hunters and pass on our hunting heritage. As Alaskans, we are incredibly lucky to live in a state where public land is abundant and there is a huge variety of game species. Not only does Alaska's wildlife benefit when you provide students with the knowledge to participate in wildlife conservation and hunt safely, but so does the public at large and the entire state.

The volunteer instructor is a vital component of the HIT Program. The quality of each student's experience depends directly on the quality of the certification course they attend, which is ultimately defined by the quality of the instructor and their instruction.

Volunteer Requirements & Time Commitments:

- Must be 14-17 years old for Apprentice or at least 18 years old for Instructor.
- Must have your Student Certification Course card or complete in conjunction with the instructor training (*Hunter, Bowhunter, Muzzleloader, or Crossbow Ed*).
- Must pass the Criminal History Background Check.
- Attend the Policy & In-service Instructor Training Course (*typically offered in the spring and fall*).
- Teach at least two HIT Program certification courses per calendar year.
- Represent and support the mission of ADF&G professionally and responsibly.

Benefits:

- Assist new hunters and shooters in learning to handle firearms safely.
- Perpetuate the idea of being an ethical hunter and make a difference in your community.
- Support and network with other volunteer instructors.
- Get involved with other HIT Program educational opportunities (*Becoming an Outdoors Woman, Alaskans Afield, youth shooting leagues, outdoor youth day camps, etc.*).
- Earn awards based on hours and years of service volunteered.
- Qualify for discount programs for merchandise through multiple retail companies.
- Classroom teachers can obtain Continuing Education Units (CEUs).

If you have any questions about becoming a HIT Program volunteer, contact (907) 267-2196 or (907) 267-2373. We look forward to meeting you and having you become a part of the HIT Program.

Sincerely,

A handwritten signature in cursive script that reads "Ginamaria Smith".

Ginamaria Smith
HIT Program Coordinator



Alaska Department of Fish & Game
Hunter Information & Training Program



Volunteer Instructor Application Procedure

The following items must be completed to become a Volunteer Instructor for the ADF&G HIT Program:

1. Application form
2. Firearm Possession form
3. Authorization and Consent for Disclosure of Criminal History Background Check form
4. Photocopy of Hunter, Bowhunter, Crossbow, or Muzzleloader Education student certification card (if you weren't certified in Alaska)

If you do not have your student certification then we will provide details on how to complete it in conjunction with your instructor training.

5. Instructor Policy & In-Service Training

The Policy Training lasts approximately 3-hours (Friday night) and the In-Service Training lasts approximately 8-hours (Saturday).

These trainings are regularly scheduled around the state (typically in the spring and fall) and travel costs are covered by the HIT Program upon approval.

All materials for the Instructor Training and teaching certification courses are provided by the HIT Program at no cost to volunteer instructors.

6. Assist with a Class

Assist with instructing a class so you can meet other instructors and learn from their experience.

Completed applications can be returned to:

dfg.dwc.hitprogram@alaska.gov

or

**ADF&G-HIT Program
333 Raspberry Road
Anchorage, AK 99518**

For further information or assistance:

Anchorage (Statewide Office): (907) 267-2373 or dfg.dwc.hitprogram@alaska.gov



Alaska Department of Fish & Game
Hunter Information & Training Program
Volunteer Instructor Application Form



I am interested in becoming an instructor of (check all that apply):

- Hunter education, Bowhunter education, Muzzleloader education, Crossbow education

Name: (First) (Middle) (Last) Date of Birth: (mm / dd / yyyy) SS#:

Mailing Address: City: Zip:

Home Phone: Cell Phone: Work Phone:

Email: Occupation:

Emergency Contact: Relationship: Cell Phone:

Name as you want it to appear on your nametag:

I have successfully completed the following certification courses (check all that apply):

- Hunter education (State) #, Bowhunter education (State) #, Muzzleloader education (State) #, Crossbow education (State) #

If you were not certified in Alaska, please include a copy of your certification card(s) with your application materials.

Have you ever been cited for a violation of state or federal fish and wildlife laws?

- Yes (Please describe the circumstances in detail on a separate piece of paper. Answering yes not NOT automatically exclude you from consideration.)
No

Briefly describe any teaching or public speaking experience that you have. Use a separate sheet if necessary.

List any additional qualifications, experience, special skills, or club memberships pertinent to being a HIT Program volunteer instructor

Why are you interested in becoming a Volunteer Instructor? Use a separate sheet if necessary.

- I am a classroom teacher and am interested in learning about the Continuing Education Units opportunity

If accepted as a volunteer instructor for the HIT Program, I agree to conduct classes and support the program in accordance with the policies and standards set forth in the program manual. I certify I have not committed a misdemeanor, felony, or crime of moral turpitude. I understand I must pass a criminal history background check. Any misrepresentation, false statements, or acts of perjury will automatically result in my disqualification as an applicant. I also understand it is the decision of ADF&G to accept or reject my application or terminate my instructor certification process at any time. By my Signature below I will accept the conditions set forth above and outlined in the program manual.

SIGNATURE DATE



Alaska Department of Fish & Game
Hunter Information & Training Program
Volunteer Qualification Inquiry
Firearm Possession Form



The activities in which you have volunteered to participate require or permit you to possess or use ammunition or a firearm. Therefore, before you may participate in this Fish and Game project, you are required to complete this Qualification Inquiry - Firearm Possession form.

In completing this form, you are advised of the following:

- a) The purpose is to obtain information that will assist in the determination of whether you are eligible to volunteer.
- b) You are directed to complete this form. Failure to reply fully and truthfully will result in your restriction from the project.
- c) Neither your answers nor any evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of Title 18, United States Code, Section 922(g)(9). However, the answers you furnish and any information or evidence resulting therefrom may be used against you in a prosecution for knowingly and willfully providing false statements or information.

1. Have you ever been convicted of a misdemeanor crime of domestic violence within the meaning of 18 U.S.C., Sec. 921(a)(33)(A)?

Yes No

If your answer to this question is "No," you do not need to provide the information in question number 2. You must, however, sign this form certifying that it is true and that you will report any future conviction of a misdemeanor crime of domestic violence within the meaning of 18 U.S.C., Sec. 921(a)(33)(A), and deliver it to the HIT Program Coordinator.

2. If your answer to question number 1 is "Yes," please provide the following information with respect to the conviction(s) and sign this form.

Court/Jurisdiction _____
 Docket/Case Number _____
 Statute _____
 Charge _____
 Date Sentenced _____

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I hereby certify that all the information provided by me is true, correct, complete, and made in good faith. I understand that false, misleading, or incomplete information provided herein may be grounds for removal from the project, and is also punishable pursuant to federal law, including 18 U.S.C., Sec. 1001, and under Alaska State law as unsworn falsification (AS 11.56.210). I agree that I will immediately report any future conviction of a misdemeanor crime of domestic violence within the meaning of 18 U.S.C., Sec. 921(a)(33) (A) to the HIT Program Coordinator. I understand that failure to provide such a report is grounds for removal as a volunteer instructor.

Name (Print): _____

Signature: _____ Date: _____

(Or parent of minor volunteer)



Alaska Department of Fish & Game
Hunter Information & Training Program



Authorization and Consent for Disclosure of Criminal History Information

In connection with my application for becoming a volunteer for the HIT Program, I give my consent for the Alaska Department of Fish & Game (ADF&G) to obtain criminal history background check information (state and federal) to determine my suitability to volunteer for a position of trust over children, vulnerable adults, or persons with disabilities. I understand that criminal history information includes any criminal conviction records for deferred adjudication, misdemeanor, or felony offenses. Any such information will be used solely for volunteer status consideration and not for any other purpose. I understand that I may be denied volunteer status, and before a determination is made, I understand that I will be afforded a reasonable amount of time to challenge the completeness and accuracy of the record.

I authorize, consent, and grant permission to any person or entity to release to ADF&G any and all information regarding my criminal history information. I waive any and all claims I may have with respect to providing such information. I understand that ADF&G is not responsible for the accuracy or completeness of the information contained in such reports. I release ADF&G from any and all liability, claims, and lawsuits with respect to the information obtained from any or all the sources used by ADF&G.

I understand that this authorization is not an offer of volunteer status by ADF&G and that any false or misleading information I have provided may result in a refusal to begin or continue volunteer status. I also understand that this authorization is a continuing authorization and will remain valid until such time as I inform ADF&G in writing that this authorization is revoked.

Note: ADF&G does not conduct background investigations on minors.

Name (Print): _____
(First) (Middle) (Last)

Signature: _____ Date: _____