



New York-New Jersey Trail Conference

600 Ramapo Valley Road • Mahwah, NJ 07430 • (201) 512-9348 • volunteer@nynjtc.org

Trail Maintenance Reports — LOCAL TRAIL CHAIR Summary

PLEASE COMPLETE AND RETURN TO YOUR PROGRAM COORDINATOR AND VOLUNTEER@NYNJTC.ORG: The Winter/Spring Report is due by **August 1** (for work done December 1 to June 30) and the Summer/Fall Report by **January 15** (for work done July 1 to November 30). Please include all supervisor/manager/crew reports with your trail chair report. *Your timely completion of this report is vital to our program.* Thank you for all that you do!

How to Use This Fillable PDF: Use Adobe Reader to complete this form on your computer, NOT Adobe Acrobat Pro. First save a blank copy to your local computer drive. If you do not save the file before filling it out, your changes will not save. When you are finished filling out the form, click the disk icon in Adobe Reader to save the file. You can either email this file to your Program Coordinator and volunteer@nynjtc.org or print the form and mail it to them.

Report for: Winter-Spring (work done 12/1 to 6/30) Summer-Fall (work done 7/1 to 11/30) Year: _____

Name of Region: _____

Name of Trail Chair(s): _____

Phone Home: (____) _____ Phone Cell: (____) _____ E-mail: _____

Season Summary

Please determine the numbers below by aggregating supervisor, crew, and other reports and filling out the optional trail chair worksheet on the last page. Be sure to include all needed documentation (i.e. supervisor/crew reports) with your report.

	# of Different Workers**	# of Work Trips	Total Worker Hours	Total Travel Hours	Administrative Hours***	Total Hours
Crew Members and Chiefs*						
Sawyers						
Other (i.e. Scouts, Roving Team): _____						
Maintainers/Monitors						
Supervisors/Managers*						
Chair(s)						
Totals						

*Remember to submit copies of all supervisor/manager/crew reports with your report

**When calculating different workers, sum the #s for each volunteer role from all reports you receive

***Please include time spent completing this form, meeting with partners/land managers, communicating, etc.

Description of work performed

If a Crew(s) worked in your region, you should have reports from the Crew Chief(s). Summarize their numbers below.

Linear feet of new trail built		Linear feet of old trail improved	
Linear feet of trail naturalized		Linear feet of tread structure built	
Number of bridges built		Linear feet of bridge built	
Number of drainage structures installed		Linear feet of drainage structures installed	
Number of stone steps installed		Number of other steps installed	
Square footage of wall built		Downed trees removed	
Other Structures Built			

Key Accomplishments: *Large projects completed, trail re-routes enacted, trails decommissioned or restored, projects completed, notable improvements, new areas open to access, etc.* Should any accomplishments be promoted by the TC? Does anyone deserve awards/recognition? Describe:

Current Trail Problems: *Overgrowth, erosion, wet areas, litter, downed trees, damaged signs, intrusions (ATV), other.* Is help needed with any problem area? If so, describe:

Additional Support Needed: *Unfinished projects, materials that need funding, tools that need replacing, trainings, etc.* Is there anything the Trail Conference can do to help? If so, describe:

Trail Chair Worksheet [Optional]

Worker and Hours Calculation

Use the below, optional grid to help you calculate for any trips and work you conducted as a trail chair.

- Workers = How many people volunteered (include yourself in this number)
Example: If two friends joined you this number would be 3
- Worker Hours = Total hours volunteered by all workers (work hours include the time to hike to the worksite)
Example: If you and your two friends all worked two hours: 3 people x 2 hours worked = 6 worker hours
- Travel Hours = Total roundtrip travel time to the parking area for all workers
Example: If you and your two friends traveled 45 minutes roundtrip: 3 people x .75 hour = 2.25 travel hours

Trip Date		Workers	Worker Hours	Travel Hours
1				
2				
3				
4				
5				
6				
Totals:				

Additional Workers

If anyone joined you on a trail chair trip and is not already a registered TC volunteer, list their list their information here. We require the information of all workers for *liability and insurance* reasons – we won't add them to our mailing list.

Name*	Email Address	Phone Number	Address
1			
2			
3			
4			
5			
6			

*Required

Volunteer Assignment Changes and Failing to Report

Supervisor and manager assignment changes should be reported to volunteer@nynjtc.org in real time throughout the year. These bi-annual reporting periods are a good time to check in on your supervisors/managers and ensure they feel supported and want to continue in their role.

If you have any supervisors/managers that have failed to report, please reach out to them and discuss what's going on. If, after speaking to them, a decision is made to end their volunteer term, please report this as soon as possible.

In addition to the many reasons we need correct information, having good data means we're able to pull proper reports for you and additionally we need people accurately recorded in our database to ensure they are covered by insurance/liability if they get injured.