



New York-New Jersey Trail Conference

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

Trail Maintenance Reports — TRAIL MAINTAINER Summary

PLEASE COMPLETE AND RETURN TO YOUR TRAIL SUPERVISOR: The Winter/Spring Report is due by **June 30** (for work done December 1 to June 30) and the Summer/Fall Report by **November 30** (for work done July 1 to November 30). *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 Trail Supervisor 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 Maintainer(Individual(s) or Club): _____

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

Name of Supervisor: _____ Name of Park/Forest: _____

Name of Trail: _____

Trail Section (*Put specific locations, i.e. Start: Mountain Road to End: Blue Trail Intersection*):

Start: _____ End: _____

Work Summary

Work Done This Season

- Inspection
- Blazed
- Clipped
- Cleaned water bars
- Removed trash
- Other: Describe in details box

Additional Details of Work Done:

Current Trail Problems

- Broken bridge or puncheon
- Damaged or missing signs
- Downed trees
- Excessive litter
- Heavy overgrowth
- Hunting
- Motorized vehicles
- Wet areas
- Other: Describe in details box

Additional Details: *Is help needed with any problem area? Provide detail on location of problems needing attention.*

Worker and Hours Calculation

- 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:		Calculate # of *different workers below		

Totals

# of Work Trips	# of Different Workers*	Total Worker Hours	Total Travel Hours	Administrative Hours**	Total Hours

*Only count each person once (i.e. If your friend joined you on two separate trips, they would still count as *one* worker)

**Please include time spent completing this form, communicating, etc.

Additional Workers [anyone other than the designated Maintainer(s)]

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