



New York-New Jersey Trail Conference

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Trail Maintenance Reports — AT CORRIDOR MANAGER Summary

PLEASE COMPLETE AND RETURN TO YOUR TRAIL CHAIR: The Winter/Spring Report is due by **July 14** (for work done December 1 to June 30) and the Summer/Fall Report by **December 22** (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 Chair 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 Corridor Manager(s): _____

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

Season Summary

Please determine the numbers below by aggregating monitor reports, other reports and filling out the optional corridor manager worksheet on the next page. Be sure to include all necessary documentation it with your report.

| | # of Different Workers** | # of Work Trips | Total Worker Hours | Total Travel Hours | Administrative Hours*** | Total Hours |
|--|--------------------------|-----------------|--------------------|--------------------|-------------------------|-------------|
| Monitors* | | | | | | |
| Other (i.e. Crew, Roving Trail Team): _____ | | | | | | |
| Other (i.e. Crew, Scouts, etc.): _____ | | | | | | |
| Manager(s) | | | | | | |
| Totals | | | | | | |

*Keep monitor reports on file for a minimum of one year in case we need to verify additional workers, etc. at a later date

** 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, meeting with partners/land managers, communicating, etc.

Key Accomplishments: *Projects completed, etc.* Should any accomplishments be promoted by the TC? Does anyone deserve awards/recognition? Describe:

Encroachments or problems identified: *Damage from natural causes, encroachments, other.*

Is help needed with any problem area? If so, describe:

Corridor Manager Worksheet [Optional]

Worker and Hours Calculation

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

- 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 | | | | |
| Totals: | | | | |

Additional Workers

If anyone joined you on a manager trip and is not already a registered TC volunteer, 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 | | | |

*Required

Monitor Assignment Changes and Failing to Report

Monitor 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 monitors and ensure they feel supported and want to continue monitoring.

If you have any monitors/clubs 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 the monitor's 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 we also need people accurately recorded in our database to ensure they are covered by insurance/liability if they get injured.