New York-New Jersey Trail Conference

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

Trail Maintenance Reports — **SHELTER CARETAKER** Summary

PLEASE COMPLETE AND RETURN TO YOUR SUPERVISOR/CHAIR: 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 Supervisor/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 Caretaker (Individual(s) or Club): _____

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

Name of Supervisor/Chair: _____

Name of Park/Forest: _____

Name of Shelter: _____

Work Summary

Current Shelter Problems

Problem	Yes	No	Description of Problem *(Is help needed?)*
Motorized Vehicle			
Roof Damage			
Vandalism			
Privy			
Litter			
Fireplace			
Water			
Signs			
Overflow Sites			
Other			

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	Work done: *Inspection, removing trash, privy maintenance, etc.*	Workers	Worker Hours	Travel Hours
1					
2					
3					
4					
5					
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 Caretaker(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