Trail Volunteer Reporting and Submitting Hours

Why Report?

Your reports form the foundation of the Trail Conference's work. This process is how we ensure trails are being cared for, identify repair needs, verify mapping data, issue appropriate alerts to hikers, maintain relationships with park managers, apply for grants to fund projects, and much more. Without reports from volunteers on the ground, the organization could not function.

The reporting process has two parts, both equally important: direct reporting of issues between individuals, and submitting hours via an online form.

Reporting

The core of good reporting is **direct communication**. Trail management is most effective when matters are discussed as they arise, and we encourage you to maintain an ongoing dialogue with your supervisor.

Whenever you go out as a volunteer, you should contact your supervisor afterwards to let them know about the work you tackled and any issues you observed. Most people prefer to use email for this communication, but when you first meet your supervisor you can both share what works best (email, text, phone call, etc).

In whatever role you fill, you may find it helpful to keep notes. The [Trail Volunteer Worksheet](#) is an optional resource which has space for you to document issues you want to monitor, re-visit, or elevate for additional attention. These worksheets are a great way to track your accomplishments and share information with other volunteers or staff, especially if you have a park manager that expects annual reports.

If you ever need clarification on who you should be reporting to, email volunteer@nynjtc.org to ask.

Submitting Hours

Separate from the ongoing dialogue with your supervisor about trail issues and accomplishments, **submitting hours** is done using an [online form](#). This allows the Trail Conference to attribute hours directly to your volunteer profile, and gives us the accurate database we need for the work we do.

We track volunteer hours for many purposes: reporting to partners, grant applications, communications, fundraising, and much more. Many of the legal agreements that grant us permission to operate in parks require this type of accurate tracking and reporting of hours.

When you sign up as a Trail Conference volunteer, an account is automatically made which allows you to submit hours. Each submission should only take a couple of minutes to complete, and the process is outlined on the following pages. The following volunteers submit their hours online:
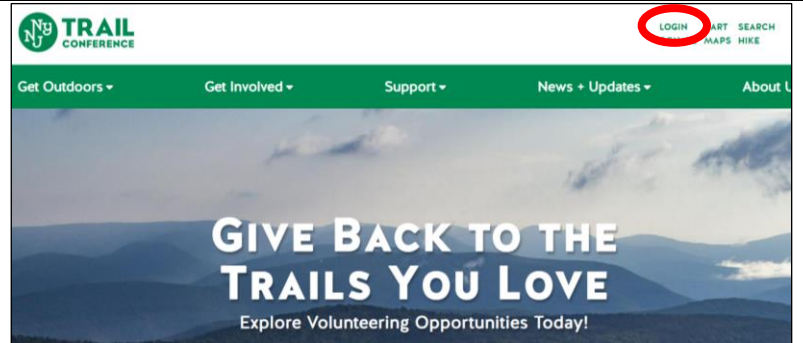
- Trail Maintainers
- Trail Supervisors
- LTC Chairs
- RTC Chairs
- Shelter Caretakers
- Corridor Monitors
- Corridor Managers
- Sawyers
- Swampers

*Note that **Trail Crews** complete a [separate PDF form](#) instead, due to the group nature of their work.*
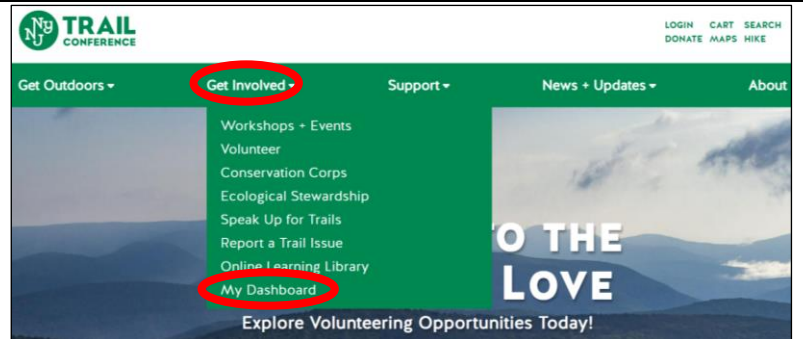
Where to Submit Hours (<u>Finding</u> the Form)

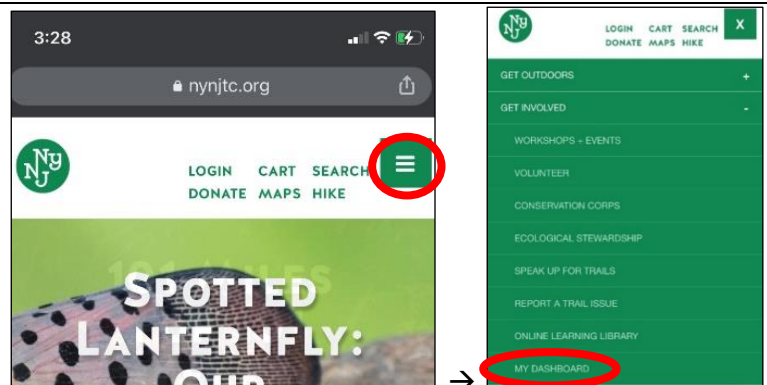|	
1. Go to nynjtc.org on your desktop or mobile device.	

2. Click "Login" on the upper right-hand corner. If this is your first-time logging in, follow the Dashboard Access Instructions.	
3 (if on Desktop). Click "Get Involved" → select "My Dashboard" in the dropdown menu	
3 (if on Mobile). Click the hamburger menu symbol (≡) → Click "Get Involved" → Select "My Dashboard"	
4. Navigate to the Online Reporting module on the Dashboard (Desktop: top left box; Mobile: top box).	

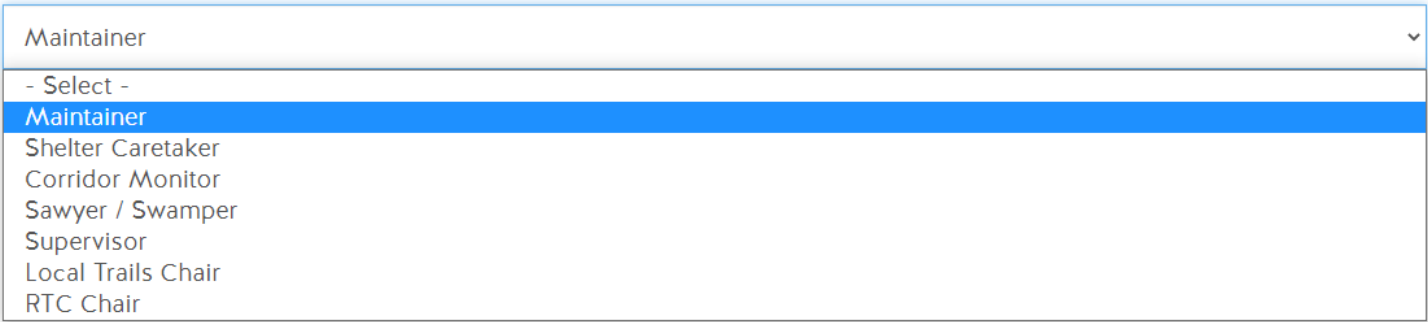# How to Submit Hours (<u>Using</u> the Form)

Report your volunteer hours as soon as possible after your trip.

You will need to enter the **RTC** (Regional Trails Council) Region, **LTC** (Local Trail Committee) Chair Region, and **Supervisor** for the volunteer work that you are reporting hours for. If you do not know this information, please ask your supervisor or contact volunteer@nynjtc.org.

The following are detailed instructions for completing the hour submission form. Additional instructions, including a video of how to use the form, can be found on your Dashboard.

1. Navigate to the Trail Volunteer Hours Form (you must be logged in to access it).

2. Your name will already be populated because you are logged in.

3. Select your role for the hours being submitted. The screenshot below shows the selection of the **Maintainer** role.

Role * Select the role that you are reporting volunteer hours for

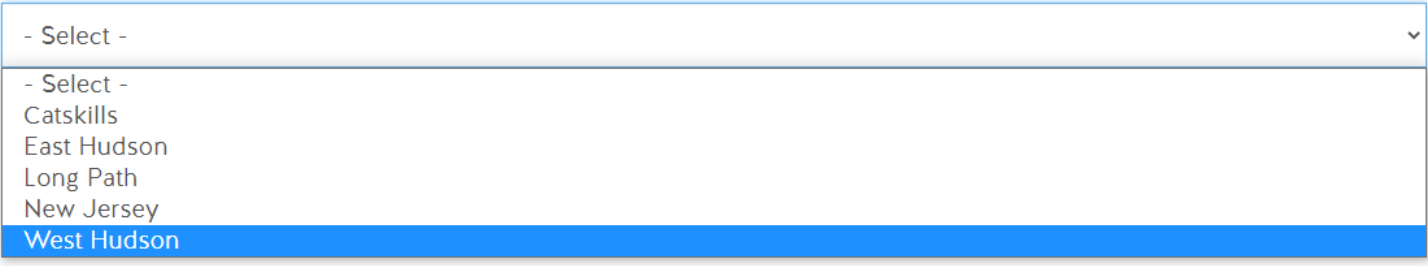| Maintainer	⌄
- Select -	
Maintainer	
Shelter Caretaker	
Corridor Monitor	
Sawyer / Swamper	
Supervisor	
Local Trails Chair	
RTC Chair	

   a. *Note: Corridor Managers select "Supervisor" for your role.*
   b. *Note: Clubs utilize the form as normal. If only the club leader reports, then the club leader will submit as a Maintainer and under "number of workers" will include the number of club members who contributed. If club members report as individuals, then they will each submit an online report.*

4. Select the RTC region you volunteered in. You will see a drop-down list with each RTC Region. The screenshot below shows the selection of the **West Hudson** RTC Region.

RTC Region * Select the RTC Region where the work was done

- Select -	⌄
- Select -	
Catskills	
East Hudson	
Long Path	
New Jersey	
West Hudson	

5. Select the LTC Chair Region you volunteered in. You will see a drop-down list with the LTC Chairs for the RTC Region that you have selected. The screenshot below shows an example for the West Hudson RTC Region, and the selection of the **West Hudson Northern** LTC Chair Region.

6. Select the Supervisor (or Corridor Manager) Region you volunteered in. You will see a drop-down list with the Supervisors for the LTC Chair Region that you have selected. The screenshot below shows an example for the West Hudson Northern LTC Chair Region, and the selection of the **Storm King** Supervisor Region.

7. You are now asked to select the park you volunteered in. You will see a drop-down list of parks in the LTC Chair Region that you have selected. The screenshot below shows an example for the West Hudson Northern LTC Chair Region, and the selection of **Storm King State Park**.

If your work was spread out with significant work in multiple parks, submit a separate hour report for each park. If the park is unknown or not listed, such as on a private trail easement or a roadwalk between parks, select "Other."

8. Enter the date the work was done. The screenshot below shows the options for entering the date. There is a small calendar (indicated in red circle) to the right that you can click and select the date, or you can use the dropdown lists for the month, day, and year.

9. Enter roundtrip travel hours YOU traveled. Travel is the amount of time spent in/on your mode of transportation to and from the worksite. Once you exit your transportation (car, bike, train, bus, etc.) it becomes work hours.

15 minutes = .25 hours	30 minutes = .5 hours
45 minutes = .75 hours	60 minutes = 1 hour

The screenshot below shows an entry for 45 minutes roundtrip travel time.

Travel Hours *

Enter the roundtrip travel time in hours. Use decimals for parts of an hour: for example 15 minutes should be entered as 0.25

.75

10. Enter the on-the-ground work hours YOU spent (the time between you leaving your mode of transportation and getting back to it).

The screenshot below shows an entry for 2 hours and 30 minutes spent on the trail.

Trail Work Hours *

Enter the time spent on the trail in hours. Use decimals for parts of an hour: for example 15 minutes should be entered as 0.25

2.5

11. Enter administrative hours for any activity pertinent to your role beyond travel and on-the-ground work. This includes filling out the reporting form, speaking with your Supervisor, etc.

The screenshot below shows an entry for 15 minutes spent preparing for and reporting on the trip.

Administrative Hours *

Enter time doing administrative tasks in hours. This includes time spent preparing for trail work and time spent reporting what you did. Use decimals for parts of an hour: for example 15 minutes should be entered as 0.25

.25

12. Enter the number of workers for the trip. Enter 1 for yourself, then add the number of people that joined you (2 = you and one additional person). **Only add people to the count who are not Trail Conference volunteers.** All Trail Conference volunteers should fill out their own volunteer hour report.

   a. *Note: Travel hours and work hours will automatically be multiplied by the number of workers. While in real life there may be small details this does not account for, that is fine.*

   The screenshot below shows an entry for a trip that you made by yourself.

Number of Workers

Enter the number of people that you are reporting time for including yourself. Times entered for Travel Hours, Trail Work Hours, and Administrative Hours should be your individual hours. The system will automatically calculate the total number of hours for all workers.

> 1

13. Acknowledge that you will contact your supervisor as soon as possible to let them know about any issues/challenges/changes that came up during your trip. Real-time reporting of these items will allow for more timely action and communication to ensure trails are in quality condition.

Reporting of Trail/ Shelter / Corridor Problems *

Please refer to the Trail Conference guides for trail maintenance, shelter maintenance or corridor monitoring for information on what you are expected to do. You should have periodic contact with your supervisor to provide information on the condition of the trail, shelter, or corridor. If you find problems that you cannot resolve you should notify your supervisor immediately.

⦿ **I confirm that I will promptly notify my supervisor about any problems found.**

14. Hit the **Submit** button and your report is completed! You will receive an email confirming the details of your report.
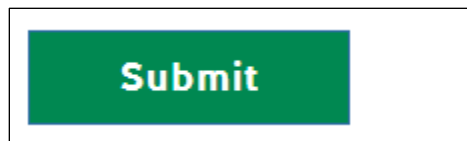
Submit

If you want to view or change your submissions, return to the form. At the top there will be a green bar; click "View your previous submissions".

INDIVIDUAL TRAIL VOLUNTEER REPORT FORM

You have already submitted this form. View your previous submissions.

You will be able to view all of your submissions. If you need to change any data, click "Edit" → make your changes → click "Save" at the bottom of the page. You are also able to delete a report if it was submitted in error.

Additional Instructions for Supervisors and LTC Chairs

Entering time for another volunteer

It is possible for a supervisor to submit hours on behalf of a volunteer who is unable to do so themselves. Note this **should only to be used to help people who are truly unable to enter their own hours without assistance**, and should not be an excuse for volunteers to force more work upon their supervisors.

Submitting hours is a critical part of volunteering, and we expect volunteers to take care of their own hours unless there is a serious reason they are unable to do so.

The following screenshot shows how to enter time for Maintainer "John Smith". Once you have selected your role as "Supervisor" you can select the option to report hours on behalf of another volunteer. You then type the first and last names of the volunteer and select the role for that volunteer. The rest of the form is then completed exactly as if you are that volunteer (so do not include your own time completing the form!).

Role * Select the role that you are reporting volunteer hours for

Supervisor	⌄

Report Hours on Behalf of Another Volunteer

Select "Yes" if you are entering hours for another volunteer. If "Yes" then all remaining entries should be applicable to that volunteer and you should not include any hours for yourself in this report.

○ **No**
◉ **Yes**

Volunteer First Name * Enter the first name of the volunteer

John

Volunteer Last Name * Enter the last name of the volunteer

Smith

Volunteer Role * Select the role of the volunteer

| - Select -	⌄

- Select -
Maintainer
Shelter Caretaker
Corridor Monitor

# Volunteer Hours Activity Reports by Region

Reports for Supervisors and LTC Chairs showing all the volunteer hours that have been reported in their region are available via the Volunteer Hours by Region link on your Dashboard. Reports will be updated once a month, and new reports should be available by the second week of the month.

To navigate to your report, take the following steps:

1. Open the Volunteer Activity Reports folder.

	Name ⌄	Modified ⌄	Modified By ⌄	File size ⌄	Sharing
📁	Volunteer Hours Activity Reports (by Regi... ✖	April 18	Katie Kourakos	1 item	⫶ Shared

2. Open the folder for the time period that you are interested in.

	Name ⌄		Modified ⌄	Modified By ⌄	File size ⌄	Sharing
📁	2022 Spring Reports	✖	May 16	Katie Kourakos	2 items	⫶ Shared

3. Open the folder for Supervisor Reports or LTC Chair Reports.

	Name ⌄		Modified ⌄	Modified By ⌄	File size ⌄	Sharing
📁	LTC Chair Reports	✖	May 16	Katie Kourakos	9 items	⫶ Shared
📁	Supervisor Reports	✖	May 16	Katie Kourakos	10 items	⫶ Shared

4. Select the report that you are looking for.

	Name ∨	Modified ∨	Modified By ∨	File size ∨	Sharing
📊	Connecting Trails Phoenicia to Palenville … ✕	June 8	Katie Kourakos	9.57 KB	⌗ Shared
📊	Dry Brook Ridge North - Pete France.xlsx ✕	June 8	Katie Kourakos	9.58 KB	⌗ Shared
📊	Dutchess South Lands - Jim Haggett.xlsx ✕	June 8	Katie Kourakos	9.55 KB	⌗ Shared
📊	Northern Wyanokies - Jim Campbell.xlsx ✕	June 8	Katie Kourakos	9.62 KB	⌗ Shared
📊	Putnam - Walt Daniels.xlsx ✕	June 8	Katie Kourakos	11.1 KB	⌗ Shared
📊	Putnam Lands - Fred Stern.xlsx ✕	June 8	Katie Kourakos	9.87 KB	⌗ Shared
📊	Ramapo Valley County Reservation - Rud… ✕	June 8	Katie Kourakos	9.56 KB	⌗ Shared
📊	Southern Wyanokies - Kasia Karolewska…. ✕	June 8	Katie Kourakos	10.8 KB	⌗ Shared
📊	Storm King - Brian Bacher.xlsx ✕	June 8	Katie Kourakos	9.91 KB	⌗ Shared
📊	Willowemoc Beaver Kill - Ralph Bressler.xlsx ✕	June 8	Katie Kourakos	9.63 KB	⌗ Shared

The reports are Excel files. You can view them in your browser or download them to your computer.

If you have any questions, never hesitate to contact <ins>volunteer@nynjtc.org</ins>. Thank you for everything you do to support our trails!