



New York-New Jersey Trail Conference  
156 Ramapo Valley Road, Mahwah, NJ 07430-1199 (Tel: 201-512-9348)

## **TRAIL MAINTENANCE REPORTING PROCEDURES**

These trail maintenance reporting procedures, and adherence to the time schedule outlined, is vital to the Trail Conference's maintenance effort. Your cooperation is appreciated, as your service is valued.

All forms described below are available from the Conference office upon request.

### 1. Procedure for Maintainers

All maintainers submit a Trail Maintenance Report twice annually to their volunteer Supervisor and/or AT Overseer or Trails Chair. Your volunteer Supervisor and/or AT Overseer or Trails Chair will provide the form.

**Reports for winter/spring work** (December 1 through June 30) are **due** to Supervisors **by June 30**.

**Reports for summer/fall work** (July 1st through November 30) are **due** to Supervisors **by November 30**.  
*Please note: Travel time is time traveled from home to maintainer's trail and return (auto plus foot travel).*

### 2. Procedure for Conference Supervisors and/or AT Overseers

Prior to June 30, and then again prior to November 30, complete the top portion of the Trail Maintenance Report form (all information up to line #1) and forward forms to all individual maintainers and/or all the maintaining-club trails chairs.

Conference Supervisors and/or AT Overseers complete their Supervisor's Summary Report based upon maintenance reports received. The Summary Report, and all completed Trail Maintenance Reports, are sent to the Committee Trails Chair or AT Committee Chair, respectively.

**Reports for the period ending June 30** are **due** at to the Trail Chairs by July 14 (winter/spring).

**Reports for the period ending November 30** are **due** to the Trails Chairs by December 14 (summer/fall).

### 3. Procedure for Conference Trails Chairs and/or AT Committee Chairs

Send a supply of (individual) Trail Maintenance Report forms to each Supervisor and/or AT Overseer for distribution to maintainers. Remind all Supervisors and/or AT Overseers of the reporting periods and forward Supervisor Summary forms to Supervisors.

Conference Trails Chairs and/or AT Committee Chairs complete a Trails Chair Summary Report after receipt of Supervisors' and/or AT Overseers' reports. Submit your Trails Chair Summary, and copies of Supervisors'/Overseers' Summaries, to the Conference office.

**Reports for the period ending June 30** are **due** at the Conference Office by **August 1** (winter/spring).

**Reports for the period ending November 30** are **due** at the Conference Office by **January 1** (summer/fall).

Trails Chairs and AT Committee Chairs should keep maintainers' Trail Maintenance Reports for one year; then forward them to the Conference office.