



New York-New Jersey Trail Conference
 156 Ramapo Valley Road ○ Mahwah, NJ 07430 ○ (201) 512-9348 ○ info@nynjtc.org

TRAIL MAINTENANCE REPORT — Maintainer SUMMARY

TO: Trail Maintainers:

The Trail Conference **requires** that maintainers submit this completed form to their Conference supervisor twice annually. Reports are due by June 30th for work done December through June and by November 30th for work done July through November. *Your timely completion of this report is vital to our maintenance program.* Thank you.

PLEASE COMPLETE AND RETURN TO YOUR SUPERVISOR BY: June 30 (Spring Report) or November 30 (Fall Report)

To complete this form *electronically*, enter your biographic information in the appropriate shaded fields. Press the **TAB** key to move to the next field. Next, enter the appropriate volunteer trail work information into the table below. When you are finished, click file, *Save AS*, and rename the file with your name. You can either email this form to your supervisor or print the form and mail it.

Name of Trail: _____ Report for: Spring Fall (check one) Year: _____

Trail Section: From: _____ To: _____

Name of Maintainer: Individual and/or Club: _____

Individuals please indicate in what year you first volunteered with the Trail Conference in any capacity: _____

Address/City/State/Zip: _____

Phone D: (____) _____ E: (____) _____ E-mail: _____

* Work hours = number of workers x work time

** Travel hours = numbers of workers x travel time from house to trail assignment and return (driving and walking)

Date	Work done: Inspection, blazing, clipping, scouting trips, trail layout and design, assisting w/workshops, consultation and meetings (specify) (Use reverse if necessary)	No. workers	Total Work Hours*	Total Admin Hours	Total Travel Hours**
			Total above	Total above	Total above

Please indicate the total number of different volunteers who worked on your section of trail. Please do not count any one person more than once.

If you have chosen to maintain blazes for a co-aligned trail and make additional visits to your trails for blazing, please report your hours below (For example: Highlands Trail, Long Path, Appalachian Trail, etc...)

Date	Co-aligned Trail Names	No. Workers	Total Blazing Hours	Total Travel Hours

Please turn Over

Current Trail Problems: *Overgrowth, erosion, wet areas, litter, downed trees, damaged signs, other.*
Is help needed with any problem area? If so, describe:

List names of those in work parties OTHER THAN DESIGNATED MAINTAINER (S)
(Include addresses & phone numbers of new or occasional workers and non-members)

Volunteer(s)	Address	Phone(s)

Return this form to your Trail Conference Supervisor: