



New York-New Jersey Trail Conference

156 Ramapo Valley Road ,Mahwah, NJ 07430 (201) 512-9348 info@nynjtc.org

TRAIL MAINTENANCE REPORT - TRAIL and CHAINSAW CREW SUMMARY

Dear Crew Chief:

The Trail Conference **requires** that each crew chief 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 you supervisor by: JUNE 30 (Spring Report) or NOVEMBER 30 (Fall Report).

Press the **TAB** key to move among fields and enter the appropriate volunteer trail work information into the tables 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 as an attachment or print the form and mail it.

Spring	Fall	Year	Trail Crew Name		
(Select One)					
Crew Chief Name					
Phone Day		Ext.	Phone Eve.	Phone Cell	Email

* **Work hours = Number of workers x work time.**

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

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

Please continue on Second Page to add more dates or go to Third Page, if there are no more dates to add.

**Description of work performed.
Please complete a summary of trail crew activity as indicated below.**

Feet of new or relocated trail built		Feet of bridging built	
Feet of sidehilling completed		Feet of puncheon (bog bridging) constructed	
Feet of abandoned trail restored		Feet of turnpiking completed	
Number of water bars and/or check dams built		Number of kiosks installed	
Number of timber steps built		Number and size of cairns built	
Number of stone steps installed		Number of downed trees removed	
Square footage of cribbed stepping		Other structures built:	
Square footage of retaining wall built			
Number of steps for wet area crossings			

Include any additional descriptions of work completed and work planned for the next season:

Revised: October 17, 2008

Thank you for your volunteer trail caring efforts!!!!