New York-New Jersey Trail Conference

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

Trail Maintenance Worksheet — **AT CORRIDOR MONITOR** Summary

PLEASE COMPLETE AND RETURN TO YOUR CORRIDOR MANAGER: This worksheet is an optional tool to help you track the needs, issues, and accomplishments in your area of responsibility. It does not need to be submitted, and you **must still report all hours via the online form:** **https://www.nynjtc.org/webform/individual-trail-volunteer-report-form**

As work is completed and notes are taken, **always report back to your corridor manager.** If you do not know who the corridor manager is or have any other questions, you are welcome to contact volunteer@nynjtc.org.

Report for: ☐Winter-Spring   ☐Summer-Fall   Year:_____

Name of Monitor (Individual(s) or Club): _____

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

Name of Corridor Manager: _____

Name of Park/Forest: _____

AT Corridor Section (*Put specific locations, i.e. Start: Mountain Road to End: Blue Trail Intersection*):

Start: _____   End: _____

Work Summary

Corridor Problems Observed			
Problem	**Yes**	**No**	**If yes, state tract #, detail issue and any action taken/suggested**
Evidence of damage from natural causes such as insects, disease or fire?			
Evidence of encroachment such as dumping, logging, camping, ATV tracks, building of structures, adjacent developments that can affect the Trail, etc.?			

CONTACT YOUR CORRIDOR MANAGER IMMEDIATELY IF YOU DISCOVER A SERIOUS PROBLEM
You must notify National Park Service at (304) 535-2346 within 24 hours for all emergencies, law enforcement problems, and land management incidents.

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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	Workers	Worker Hours	Travel Hours
1				
2				
3				
4				
5				
6				
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 Monitor(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