



New York-New Jersey Trail Conference

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Crew Reports — TRAIL & CHAINSAW CREW CHIEF Summary

PLEASE COMPLETE AND RETURN TO YOUR TRAIL CHAIR: The Winter/Spring Report is due by **July 14** (for work done December 1 to June 30) and the Summer/Fall Report by **December 22** (for work done July 1 to November 30). *Your timely completion of this report is vital to our program.* Thank you for all that you do!

How to Use This Fillable PDF: Use Adobe Reader to complete this form on your computer, NOT Adobe Acrobat Pro. First save a blank copy to your local computer drive. If you do not save the file before filling it out, your changes will not save. When you are finished filling out the form, click the disk icon in Acrobat Reader to save the file. You can either email this file to your Trail Chair or print the form and mail it to them.

Report for: Winter-Spring (work done 12/1 to 6/30) Summer-Fall (work done 7/1 to 11/30) Year: _____

Crew Name: _____ Crew Chief(s): _____

Phone: _____ E-mail: _____

Trail Chair Region: _____

Season Summary

Determine these numbers using your Project Trip Reports & the optional Work Trip Workbook. Include them with your report.

	# of Different Workers*	# of Work Trips	Total Worker Hours	Total Travel Hours	Administrative Hours**	Total Hours
Crew Members						
Sawyers/Swampers						
Chief(s) <i>(outside of crew workdays)</i>						
Totals						

*When calculating different workers, only count each person who volunteered as 1 worker

**Please include time spent completing this form, planning, meeting with partners/land managers, communicating, securing grants, etc.

Linear feet of new trail built <i>Reroute, converting social trail to official trail, etc.</i>		Linear feet of old trail improved <i>Sidehill, tread smoothing, hinge cut, etc.</i>	
Linear feet of trail naturalized <i>Obscuring closed trail, revegetation, etc.</i>		Linear feet of tread structure built <i>Puncheon, turnpiking, bog bridging, etc.</i>	
Number of bridges built <i>Timber, pre-fabricated, floating, etc.</i>		Linear feet of bridge span built <i>Total length of all new bridges</i>	
Number of drainage structures installed <i>Grade reversals, waterbars, drains, culverts, etc.</i>		Linear feet of drainage structures installed <i>Total length of all new structures</i>	
Number of stone steps installed <i>Staircase, base steps, stepping stones in water, etc.</i>		Number of other steps installed <i>Timber cribbed steps, synthetic lumber, etc.</i>	
Square footage of wall built <i>Crib wall, retaining wall, etc.</i>		Downed trees removed <i>Blowdowns, removed from waterways, etc.</i>	
Other Structures Built <i>Kiosks, cairns, signposts, bollards, etc.</i>			

Key Accomplishments: *Trail re-routes enacted, trails decommissioned or restored, projects completed, blowdowns removed, etc.* Should any accomplishments be promoted by the TC? Does anyone deserve awards/recognition? Describe:

Additional support needed and work planned for the next season: *Unfinished projects, materials that need funding, tools that need to be replaced, etc.* Is there anything the Trail Conference can do to help? If so, describe:

Crew Member Changes

Crew member changes should be reported to volunteer@nynjtc.org in real time throughout the year. If you have anyone who is a new regular member or who is no longer considered a regular member, please let us know.

In addition to the many reasons we need correct information, having good data means we're able to pull proper reports for you and we also need people accurately recorded in our database to ensure they are covered by insurance/liability if they get injured.