Instructions for Work Trip Workbook

Note: The tab and delete buttons don’t always work because it’s a protected worksheet. Instead, use the arrow keys to move boxes and backspace to clear a box.

Administrative Information

1. Fill in Group/Crew Name and Year

2. Select the Season

Trip and Volunteer Information

Now it’s time to enter your data for your trips and the people. There are a few fields to fill out and then everything else will auto-calculate.

The fields you can fill via free-form text are Volunteer Name, Email, Trip Date, Work Time, and Travel Time:

Sawyer role you will fill by selecting from the dropdown menu:
3. Enter volunteer names. For each name you enter, the worksheet will automatically count that person as 1 individual worker. Each name you add will count as one more worker:

4. Enter the date for your work trip (there is space for up to 15 work trips). Each time you enter a date it will automatically count as 1 work trip:

5. Enter the work time for each volunteer who attended the work trip; if they didn’t attend leave it blank. Each time you enter work hours for the individual it will auto-calculate to several different fields:
   a. It will register that the person attended and will count it as one trip for that individual:
   b. It will calculate towards the total work hours for that particular work trip:
   c. It will calculate towards the total work hours for the crew season:
6. Enter the travel time for each volunteer who attended the work trip. Each time you enter travel hours for the individual it will auto-calculate to both the total travel hours for that particular work trip and the total travel hours for the crew season:

<table>
<thead>
<tr>
<th>Crew:</th>
<th>Year:</th>
<th>Season:</th>
<th>Total Trips:</th>
<th>Total Work Hours:</th>
<th>Total Travel Hours:</th>
<th>Different Workers:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Volunteer Name</th>
<th>Trips</th>
<th>Trip Date:</th>
<th>Work</th>
<th>Travel</th>
<th>Sawyer</th>
<th>Role</th>
<th>Trip Date:</th>
<th>Work</th>
<th>Travel</th>
<th>Sawyer</th>
<th>Role</th>
<th>Trip Date:</th>
<th>Work</th>
<th>Travel</th>
<th>Sawyer</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kendra Baumer</td>
<td>2</td>
<td>5/30/2019</td>
<td>2</td>
<td>6</td>
<td>2</td>
<td></td>
<td>6/7/2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>6/15/2019</td>
<td>5</td>
<td>1.5</td>
<td>1.5</td>
<td></td>
</tr>
</tbody>
</table>

7. If applicable, choose the sawyer role for each volunteer from the dropdown menu:

If you have any questions reach out to volunteer@nynjtc.org.

Thank you for all you do!