



## New York-New Jersey Trail Conference

600 Ramapo Valley Road • Mahwah, NJ 07430 • (201) 512-9348 • [volunteer@nynjtc.org](mailto:volunteer@nynjtc.org)

### Trail Maintenance Worksheet — SHELTER CARETAKER Summary

This worksheet is as 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 supervisor**. If you do not know who to report to, or have any other questions, you are welcome to contact [volunteer@nynjtc.org](mailto:volunteer@nynjtc.org).

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

**Region/Lean-to:** \_\_\_\_\_

Supervisor: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Time: Winter/Spring ☐ Summer/Fall ☐ Year: \_\_\_\_\_

## Work Summary

### Current Shelter Problems

Problem	Yes	No	Description of Problem <i>(Is help needed?)</i>
Motorized Vehicle			
Roof Damage			
Vandalism			
Privy			
Litter			
Fireplace			
Water			
Signs			
Overflow Sites			
Other			

### 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		Work done: Inspection, removing trash, privy maintenance, etc.	Workers	Worker Hours	Travel Hours
1					
2					
3					
4					
5					
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 Caretaker(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