



## Volunteer Reporting Overview

Trail Volunteers			
Volunteer Role	Reporting Form	When to Report	Who to Report To
Trail Maintainer (Assigned, Club and Roving/Covering/Ad-hoc)	Trail Maintainer Report	June 30: Winter/Spring Report Nov. 30: Summer/Fall Report	Relevant Trail Supervisor
Lean-to/Shelter Caretaker	Shelter Caretaker Report	June 30: Winter/Spring Report Nov. 30: Summer/Fall Report	Relevant Trail Supervisor or Trail Chair
Trail Supervisor	Trail Supervisor Report	July 14: Winter/Spring Report Dec. 22: Summer/Fall Report	Relevant Trail Chair
AT Corridor Monitor	AT Corridor Monitor Report	June 30: Winter/Spring Report Nov. 30: Summer/Fall Report	Relevant Corridor Manager
AT Corridor Manager	AT Corridor Manager Report	July 14: Winter/Spring Report Dec. 22: Summer/Fall Report	Relevant Trail Chair
Trail Crew; Sawyers; Roving Trail Team; Ad-hoc Worktrip	Crew Project Trip Report; Optional: Work Trip Workbook	As soon as possible upon completion of a work trip	Relevant Trail Crew Chief, Trail Supervisor, Trail Chair or Program Coordinator
Trail Crew Chief	Crew Chief & Chainsaw Summary	July 14: Winter/Spring Report Dec. 22: Summer/Fall Report	Relevant Trail Chair
Local Trail Chair	Local Trail Chair Report	Aug. 1: Winter/Spring Report Jan. 15: Summer/Fall Report	Relevant Program Coordinator and <a href="mailto:volunteer@nynjtc.org">volunteer@nynjtc.org</a>
Regional Trail Chair (see RTC Meetings below)	General Volunteer Report	Aug. 1: Winter/Spring Report Jan. 15: Summer/Fall Report	Relevant Program Coordinator and <a href="mailto:volunteer@nynjtc.org">volunteer@nynjtc.org</a>
Trail Steward	General Volunteer Report	June 30: Winter/Spring Report Nov. 30: Summer/Fall Report	Relevant Trail Conference Liaison or <a href="mailto:volunteer@nynjtc.org">volunteer@nynjtc.org</a>

Ecological Stewardship Volunteers			
Volunteer Role	Reporting Form	When to Report	Who to Report To
AT Natural Heritage Program Volunteer	Rare Plant Monitoring Data Form	As soon as possible upon completion of a survey trip	Director of Land Stewardship or <a href="mailto:invasives@nynjtc.org">invasives@nynjtc.org</a>
Invasive Strike Force Surveyors	Individual survey data Google sheet	As soon as possible upon completion of a survey trip	Invasives Citizen Science Coordinator or <a href="mailto:invasives@nynjtc.org">invasives@nynjtc.org</a>
Invasive Strike Force Trail Crew	Crew Project Trip Report – Crew Roster	As soon as possible upon completion of a work trip	Terrestrial Invasives Project Manager or <a href="mailto:invasives@nynjtc.org">invasives@nynjtc.org</a>
Habitat Helpers Crew	Crew Project Trip Report – Crew Roster	As soon as possible upon completion of a workday	Director of Land Stewardship or <a href="mailto:invasives@nynjtc.org">invasives@nynjtc.org</a>
GIS Interns	Sign-in Clipboard	Day-of	Sign-in Sheet
Invasives Interns	Sign-in Clipboard, or General Volunteer Report	Day-of	Sign-in Sheet, or <a href="mailto:invasives@nynjtc.org">invasives@nynjtc.org</a>



Connecting People with Nature since 1920

600 Ramapo Valley Road • Mahwah, NJ 07430 • T 201.512.9348 • F 201.512.9012 • [www.nynjtc.org](http://www.nynjtc.org)

### Office, Committee and Other Active Volunteers

Volunteer Role	Reporting Form	When to Report	Who to Report To
Office Volunteer	Sign-in Clipboard	Day-of	Sign-in Sheet
Committee Member	Sign-in Sheet	Day-of	Sign-in Sheet
Tabling and Outreach Volunteers	General Volunteer Report	As soon as possible upon completion of activity	Relevant Trail Conference Liaison or <a href="mailto:volunteer@nynjtc.org">volunteer@nynjtc.org</a>
General Active Volunteers and One-off Projects	General Volunteer Report	As soon as possible upon completion of activity	Relevant Trail Conference Liaison or <a href="mailto:volunteer@nynjtc.org">volunteer@nynjtc.org</a>
Episodic Groups (i.e. Scouts, corporate, etc.)	Crew Project Trip Report	As soon as possible upon completion of project	Relevant Trail Conference Liaison

### Workshops and Meetings

Volunteer Role	Reporting Form	When to Report	Who to Report To
Workshop Attendee (Includes Instructor Attendance)	Sign-in Sheet	As soon as possible upon completion of workshop	Instructor sends to <a href="mailto:volunteer@nynjtc.org">volunteer@nynjtc.org</a>
Workshop Instructor: Administrative Time	Include on sign-in sheet	As soon as possible upon completion of workshop	<a href="mailto:volunteer@nynjtc.org">volunteer@nynjtc.org</a>
RTC Meetings	Sign-in Sheet	As soon as possible upon completion of meeting	RTC Chair sends to <a href="mailto:volunteer@nynjtc.org">volunteer@nynjtc.org</a>