



Pacific Crest Trail Association Project-Related Form Instructions

The four forms are attached as Excel documents.* The forms are set up so that they can either be filled out on a computer, or hand written.

**If your computer asks, you DO want to enable macros. You may need to change your security level for macros from high to medium in order to enable the macros. To change the security level, go to tools, macros, security and click on medium.*

Please contact Jennifer Tripp if you have any problems opening the documents. Jennifer can be reached at jtripp@pcta.org or by phone at (916) 285-1853.

Please mail requested forms to the following address within one week of project completion:

Pacific Crest Trail Association
Attn: Volunteer Tracking
1331 Garden Highway
Sacramento, CA 95833

Instructions:

PCTA Volunteer Profile and Volunteer Info for Crew Leader

These forms will be used to collect volunteer contact information, interests, experience, and emergency contact information. The **Volunteer Profile** is for the office records and the **Volunteer Info for Crew Leader** is intended for the crew leader for planning and emergency information. We must have a volunteer profile for each of volunteer crew member in order to enter a project report into our system.

Instructions for use:

1. The forms can be sent out to volunteers and collected before the trail project, or the crew leader can collect this information on-site. If collected in advance, make an additional copy of the **Volunteer Info for Crew Leader** (one for first aid kit and one to stay with the crew leader in the field).
2. Each volunteer only has to fill out these forms once and then make updates as needed (e.g. change in address or certifications).
3. Send the **Volunteer Profile** to PCTA along with project reports and sign-in sheets. Keep the **Volunteer Info for Crew Leader** for your files and bring to each project when that volunteer participates. At the end of the trail season, the **Volunteer Info for Crew Leader** forms may be shredded or destroyed. These do not need to be sent to the PCTA.

PCTA Volunteer Sign-in Sheet

We are providing this form for you to use to release PCTA of all liability. However, you may use a different sign-in sheet if it fits your needs better. Our form includes agreements that we have with governing agencies such as USFS, BLM, NPS and CDP&R.

Instructions for use:

1. Have volunteers sign in on a sign-in sheet of your choice AT LEAST once per project



- (If you prefer using a sign-in sheet each day feel free to use several copies of our form).
2. Attach a copy of your volunteer sign-in sheet(s) to your completed project report.

PCTA Project Report

The crew leader will use this form to track hours by day per volunteer. We will use the completed form to record volunteer hours by project in the database. This report form will include the number of hours each volunteer traveled to and from the project, as well as pre project hours, post project hours, and specialized hours (including pack hours). In addition, we need information about the project for our reports to our land agency partners.

Volunteer Hours include all the time an agency would pay an employee to do the necessary work. This includes time spent doing the following activities:

- planning the project
- recruiting volunteers
- shopping for food and supplies
- traveling to the project
- packing supplies in
- setting up base camp
- maintenance training
- maintaining the trail
- cooking meals for the crew
- packing up camp
- administrative hours

Instructions for use:

1. Fill in the following information as it pertains to your project
 - Project Name (*if known*)
 - Project Dates
 - Crew Leader/Group
 - Project Location
 - Agency Unit Code (*if known*)
 - Project Identifier (*if known*)
 - Project Type
2. List each volunteer's name (use an additional form if you have more than 15 volunteers on your crew)
3. Enter volunteer hours by category for each volunteer
 - a. **Travel time:** hours spent traveling from the volunteer's home to the specified meeting place (e.g. trailhead). Multiply by two to cover hours spent traveling home.
 - b. **Pre Project:** number of hours spent preparing for the project including:
 - Planning the project
 - Recruiting Volunteers
 - Shopping for food & supplies
 - Packing supplies in
 - Setting up base camp

- c. **Number of Volunteer Hours by Day** – insert the date of each work day in month/date format. (use an additional form if you have more than 7 work days)

These hours include:

- Maintenance training
- Trail Maintenance
- Cooking daily meals for the crew

- d. **Post Project:** Hours spent closing out the project

- Packing up camp
- Administrative hours including hours spent completing reports

- e. **Total Volunteer Hours:**

Calculate

- Total hours per volunteer (rows)
- Total hours per day (columns)

If you choose to fill out the Project Report Form on your computer the form will calculate these totals for you.

- f. **Specialized Volunteer Hours:** Estimate the number of hours each volunteer spent doing specialized labor as defined below.

Specialized hours are hours spent doing the following:

- Certified chainsaw work
- Certified crosscut work
- Trained winch & rigging work
- Trained drilling & blasting work
- Professional quality skills such as animal packing and packing assistance

- g. **# Stock Used:**

Enter the number of stock used by packers if applicable. Enter the stock number next to the primary packer's name: the total stock at the bottom should be the actual total stock used on the project. Only include pack animals here, not horses used for traveling to project site.

If you choose to fill out the Project Report Form on your computer the form will calculate these totals for you.

4. Answer the four questions pertaining to the work completed during the project.

Attach Sign-in sheet(s) and Volunteer Profiles to the PCTA Project Report Form.

Send the entire packet to the following address within one week of project completion:

Pacific Crest Trail Association

Attn: Volunteer Tracking

1331 Garden Highway

Sacramento, CA 95833

THANK YOU!