

# Pacific Crest Trail Association Crew Leader Checklist

Project Name: \_\_\_\_\_ Project Date: \_\_\_\_\_

When	Done	Task	Responsibility		
			Crew Leader	PCTA	USFS
3+ months prior	<input type="checkbox"/>	Identify project location			
	<input type="checkbox"/>	Develop project description			
	<input type="checkbox"/>	Ensure volunteer agreements are in place			
	<input type="checkbox"/>	Establish leader/co-leader/support roles			
	<input type="checkbox"/>	Begin recruiting volunteers			
1-2 months prior	<input type="checkbox"/>	Reserve/secure campsite locations			
	<input type="checkbox"/>	Address access issues (locked gates, 4wd roads, etc.)			
	<input type="checkbox"/>	Designate additional volunteers necessary (camp cook, etc.)			
	<input type="checkbox"/>	Scout project			
	<input type="checkbox"/>	Continue volunteer recruitment as needed			
2-3 weeks prior	<input type="checkbox"/>	Review trip details with PCTA and agency staff			
	<input type="checkbox"/>	Contact packer (confirm times, trailhead, camp location, road conditions, volunteer application, radio/cell phone? tool carriers? bear boxes? buckets? weighed?)			
	<input type="checkbox"/>	Continue volunteer recruitment as needed			
1 week prior	<input type="checkbox"/>	Complete and distribute TCP to: co-leaders, packers, supervisors, and dispatch			
	<input type="checkbox"/>	Contact volunteers (introductions, meeting time/place, what to bring, weather, travel details, food requests, etc). Send copy to: co-leaders, packers, supervisors, and vol. coordinator			
	<input type="checkbox"/>	Obtain all access items necessary (keys, parking passes, camp passes, etc.)			
	<input type="checkbox"/>	Gather tools, kitchen, camp gear, radios. Organize, clean and ensure its functioning.			
Days before trip	<input type="checkbox"/>	Confirm details with packers, supervisors and vol. coordinator			
	<input type="checkbox"/>	Print paperwork (volunteer profiles, TSS, EAP, JHAs, sign-in sheet, etc.)			
	<input type="checkbox"/>	Note specific volunteer needs or concerns			
	<input type="checkbox"/>	Complete menu and food shopping			
	<input type="checkbox"/>	Organize food and weigh bags (if necessary)			
First day of trip	<input type="checkbox"/>	Lay out organized food, tools, and gear. Assist packer with loading			
	<input type="checkbox"/>	Complete Tailgate Safety Session (TSS)			
	<input type="checkbox"/>	Ensure all sign-in and sign appropriate JHA			
	<input type="checkbox"/>	Ensure safe and productive working environment (throughout)			
	<input type="checkbox"/>	At camp discuss LNT, camp hygiene, chores, and cooking routine			
Last day of trip	<input type="checkbox"/>	Call supervisor to update			
	<input type="checkbox"/>	Submit project report to supervisors, PCTA, and agency. Upload photos.			
	<input type="checkbox"/>	Send thank you email to volunteers			
	<input type="checkbox"/>	Clean, repair, return tools, kitchen and camp gear			