

Pacific Crest Trail Association Project Paperwork Summary

Find these forms at <http://www.pcta.org/volunteer/crew-leader-center/>

Form Name	Purpose	Procedure
Volunteer Applications/ Profiles/Medical and Emergency Info <i>(can be submitted online)</i>	Provides crew leaders with volunteer medical/emergency information. Provides PCTA with volunteer contact information for various uses.	Make sure all medical info and emergency contact are up-to-date at start of project. Forms/sheet should be stored in the first aid kit with the First Aid Lead during project. Send to Sacramento after project. (Can be submitted via online form.)
Participant Waiver for Minors & Emergency Medical Release for Minors	Provides documentation needed when working with minors including agency required photo release. Required by agencies.	Make sure all information is completed by parent/guardian before the start of project. Forms/sheet should be stored in the first aid kit with the First Aid Lead during project. Send to Sacramento after project.
Trailhead Communications Plan (TCP)	Provides important logistics information in the event of an emergency. Required by JHA.	Prepared beforehand and distributed to dispatch, agency partners, and PCTA staff. Make two copies of this sheet: one for the Communications Lead and one for Situation Manager. Update and re-use for future projects at same location.
Volunteer Sign-In Sheet	Ensures volunteers receive information on liability coverage and release PCTA of liability. Required by PCTA and USFS.	Each volunteer signs at the trailhead. Crew Leader carries the form during project. Send original or scanned copy to Sacramento after project.
Emergency Action Plan (EAP)	Delegates leadership roles in the event of an emergency. Required by JHA.	Complete during the Tailgate Safety Session. Crew Leader carries the form during project. Recycle after project.
Tailgate Safety Session and Tool Checklist (TSS) <i>(optional form)</i>	Provides a checklist of important topics to cover during safety session. Provides a checklist for tracking tools.	Use during the Tailgate Safety Session. Crew Leader or volunteer carries the form during project to track tools. Recycle after project.
Job Hazard Analysis (JHA)	Ensures volunteers receive information on task to be performed, possible hazards related to tasks, and abatement actions. Required by USFS. Will include one or more of the following: <ul style="list-style-type: none"> - Trail Maintenance - General Chain Saw Use - General Crosscut Saw Use - Livestock Use (Packing) - Rigging Using Griphoist - Rock Drill Operation 	Review during the Tailgate Safety Session. Each volunteer signs at the trailhead. Crew Leader carries the form during project. Send original or scanned copy to Sacramento after project.
Project Report Form <i>(can be completed online)</i>	Provides PCTA with volunteer hours and project accomplishments.	Collect round-trip travel time from volunteers at the project. Complete the form after the project. Send to local group/chapter rep, PCTA Sacramento, PCTA Regional Rep, and agency partner after the project. (Can be submitted as an electronic Excel or PDF file via email.)

Mail paperwork to:
Pacific Crest Trail Association, Attn: Volunteer Programs
1331 Garden Highway, Sacramento, CA 95833
Via email: volunteer@pcta.org

v. April 17, 2015