### Project Paperwork Summary

Find these forms at [www.pcta.org](http://www.pcta.org) under Volunteer Resources

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Purpose</th>
<th>Procedure</th>
<th>Send to</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEFORE EVENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer Applications/Profiles/ Medical and Emergency Info</td>
<td>Provides crew leaders with volunteer medical/emergency information. Provides PCTA with volunteer contact information for various uses.</td>
<td>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.</td>
<td>Email or mail to PCTA HQ</td>
</tr>
<tr>
<td>Trailhead Communications Plan (TGP)</td>
<td>Provides important logistics information in the event of an emergency. Required by JHA.</td>
<td>Prepare and send before project. Also, make two copies: one for the Communications Lead and one for Situation Manager. Update and re-use for future projects at same location.</td>
<td>Email to: 1. PCTA Volunteer Coordinator 2. Agency Contact 3. Eugene and Central Oregon Dispatch</td>
</tr>
<tr>
<td>Volunteer Sign-In Sheet</td>
<td>Ensures volunteers receive information on liability coverage and release PCTA of liability. Required by PCTA and USFS.</td>
<td>Each volunteer signs at the trailhead. Crew Leader carries the form during project.</td>
<td>Mail, or scan and email signed sheet to PCTA HQ</td>
</tr>
<tr>
<td>Emergency Action Plan (EAP)</td>
<td>Delegates leadership roles in the event of an emergency. Required by JHA.</td>
<td>Complete during the Tailgate Safety Session. Assign First Aid Lead first. Crew Leader carries the form during project.</td>
<td>Recycle/Reuse</td>
</tr>
<tr>
<td>Tailgate Safety Session and Tool Checklist (TSS)</td>
<td>Provides a checklist of important topics to cover during safety session. Provides a checklist for tracking tools.</td>
<td>Use during the Tailgate Safety Session. Crew Leader or volunteer carries the form during project to track tools.</td>
<td>Recycle</td>
</tr>
<tr>
<td>Job Hazard Analysis (JHA)</td>
<td>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: - Trail Maintenance - General Chain Saw Use - General Crosscut Saw Use - Livestock Use (Packaging)</td>
<td>Use during the Tailgate Safety Session. Crew Leader or volunteer carries the form during project to track tools.</td>
<td>Mail, or scan and email the signature page to PCTA HQ. Recycle/reuse the rest.</td>
</tr>
<tr>
<td><strong>AT THE TRAILHEAD</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Report Form</td>
<td>Provides PCTA with volunteer hours and project accomplishments.</td>
<td>Collect round-trip travel time from volunteers at the project. Complete the form immediately after the project.</td>
<td>Email or mail to: 1. PCTA Volunteer Coordinator 2. PCTA HQ</td>
</tr>
</tbody>
</table>

### Quick Reference Contact List

- **PCTA HQ, Jennifer Tripp**  
  1331 Garden Hwy, Sacramento, CA 95833  
  jtripp@pcta.org  
  916 285 1853
- **PCTA Mid Oregon Volunteer Coordinator, Bill Carpenter**  
  bcarpenter@pcta.org  
  541 521 1638
- **Eugene Dispatch**  
  eicc.or@gmail.com  
  541 225 6400
- **Central Oregon Dispatch**  
  centraloregondispatch@gmail.com  
  541 416 6800
- **DNF Volunteer Coordinator, Joe Welke (Main Contact)**  
  jwelke@fs.fed.us  
  541 383 4040
- **DNF Recreation Forester, Marv Lang**  
  melang@fs.fed.us  
  541 383 4793
- **WNF Trails Coordinator Santiam R. Zone, Brandon Haraughty**  
  bharaughty@fs.fed.us  
  503 854 4222
- **WNF Wilderness and Trails Mgr Santiam R. Zone, Brad Peterson**  
  bcpeterson@fs.fed.us  
  503 854 3894
- **WNF Wilderness and Trails Mgr McKenzie, Tyson Cross**  
  etcross@fs.fed.us  
  541 822 7231
- **WNF Trails Coordinator Middle Fork, Kevin Rowell**  
  karowell@fs.fed.us  
  541 782 5305