

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 contain Personal Identifiable Information: keep secure, stored in the first aid kit with the First Aid Lead during project, and destroy after. Can send to Sacramento to shred after project.
Policy for Working with Minors, Participant Waiver for Minors & Emergency Medical Release for Minors	Provides documentation needed when working with minors, including agency-required photo release. Required by PCTA and agencies.	Leader reads and signs Policy before the start of project. Make sure all information on Waiver and Release forms is completed by parent/guardian before the start of project. Forms should be stored in the first aid kit with the First Aid Lead during project. Send all forms 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 three copies of this sheet: one for the Communications Lead, one for Crew Leader and one for First Aid Lead/injured patient. 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 and records round-trip travel time. 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 - Trail Condition Survey - 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.	Complete the form after the project, including travel time collected on Sign-In Sheet. Send to 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 Suite 230, Sacramento, CA 95833
Via email: volunteer@pcta.org

v. February 14, 2020