

Pacific Crest Trail Association, Mid-Oregon 2021

Project Paperwork Summary

Find these forms at www.pcta.org under Crew Leader Center

All projects must first be created in [PCTAConnect](#), whether public or private

	Form Name	Purpose	Procedure	Send to
BEFORE EVENT	Roster, Printable Roster	Provides crew leaders with volunteer names, contact info, medical/emergency information.	Crew leader accesses this in PCTAConnect . Printable Roster should be stored in the first aid kit with the First Aid Lead during project.	Destroy printed roster after project or mail to PCTA HQ to shred.
	Trailhead Communications Plan (TCP)	Provides important logistics information in the event of an emergency. Required by JHA.	Prepare and send before project. Access pre-filled versions on midoregon.pcta.org . Print 3 copies: 1 for Communications Lead, 1 for First Aid Lead, 1 for Crew Leader. Update and re-use for future projects at same location.	Email to: 1. Mid-Oregon Volunteer Coordinator 2. PCTA Regional Representative 3. Agency Contact 4. Eugene and Central Oregon Dispatch
	Volunteer E-Paperwork (Sign-in Sheet, Job Hazard Analysis/JHA, Covid-19 Release)	Sign-in Sheet ensures volunteers receive information on liability coverage and release PCTA of liability. Required by PCTA and USFS. JHA ensures volunteers receive information on tasks to be performed, possible hazards related to tasks, and abatement actions. Required by USFS. Will include one or more of the following: - Trail Maintenance - Trail Assessment - Livestock Use (Packing) Covid-19 Release releases PCTA from liability of volunteers contracting Covid-19.	Each volunteer signs forms electronically before the project. Crew leader checks PCTAConnect for timestamp confirmation. Crew leader brings blank printed copies to ensure any participants who don't complete electronic version can sign printed version at the trailhead before the start of the project.	Scan/photo and upload printed/signed sheets to PCTAConnect , or email scans/photos to volunteer@pcta.org , or mail printed/signed sheets to PCTA HQ.
AT THE TRAILHEAD	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/Reuse
	Tailgate Safety Session and Tool Checklist (TSS)	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 EVENT	Project Report Form	Provides PCTA with volunteer hours and project accomplishments.	Collect round-trip travel time from volunteers at the project. Complete the electronic report form in PCTAConnect within 2 weeks of the project.	If completing a printed/paper report, email or mail to PCTA HQ.
Quick Reference Contact List				
PCTA HQ, Volunteer Programs Coordinator, Ellen Ginda 1331 Garden Hwy, Sacramento, CA 95833			volunteer@pcta.org	916 285 1838
PCTA HQ, Director of Trail Operations, Jennifer Tripp 1331 Garden Hwy, Sacramento, CA 95833			jtripp@pcta.org	916 285 1853
PCTA Mid Oregon Volunteer Coordinator, Ed Willson			ewillson@pcta.org	541 556 5066
Eugene Dispatch			oreic@firenet.gov	541 225 6400

Central Oregon Dispatch	orcoc@firenet.gov	541 316 7700
DNF Volunteer Coordinator, Jessica Larson (Main Contact)	jessica.larson@usda.gov	541 419 7943
DNF Trail Crew Supervisor, Joe Welke	joseph.welke@usda.gov	541 383 4040
WNF Trails Coordinator Santiam R. Zone, Brandon Haraughty	brandon.haraughty@usda.gov	503 983 1507
WNF Wilderness and Trails Mgr Santiam R. Zone, Eric Gjonnes	eric.gjonnes@usda.gov	503 854 3894
WNF Lead Wilderness Ranger, McKenzie, Dylan McCoy	dylan.mccoy@usda.gov	541 570 0581
WNF Trails Coordinator Middle Fork, Kevin Rowell	kevin.a.rowell@usda.gov	541 232 9101