



New York-New Jersey Trail Conference

600 Ramapo Valley Road • Mahwah, NJ 07430 • (201) 512-9348 • volunteer@nynjtc.org

General Volunteer Reports — VOLUNTEER ACTIVITY Summary

The Trail Conference requires that volunteers submit this form when they complete volunteer work. *Your timely completion of this report is vital to our program.* Thank you for all that you do!

PLEASE COMPLETE AND RETURN TO YOUR LIAISON: Please return to your Trail Conference liaison as soon as possible upon completion of the project, and no later than June 30 (for work done December 1 to June 30) or November 30 (for work done July 1 to November 30).

How to Use This Fillable PDF: Use Adobe Reader to complete this form on your computer, NOT Adobe Acrobat Pro. First save a blank copy to your local computer drive. If you do not save the file before filling it out, your changes will not save. When you are finished filling out the form, click the disk icon in Adobe Reader to save the file. You can either email this file to your Liaison or print the form and mail it to them.

Name: _____ Date of Report: _____

Address/City/State/Zip: _____

Phone Home: (____) _____ Phone Cell: (____) _____ E-mail: _____

Location of Activity – Please be specific (i.e. park, forest, trail, city, county, and/or state):

Please determine these numbers using the calculation sheet below and be sure to include it with your report:

| # of Activities/Trips | Total Work Hours | Total Travel Hours | Administrative Hours** | Total Hours |
|-----------------------|------------------|--------------------|------------------------|-------------|
| | | | | |

*Please include time spent completing this form, communicating, attending meetings (etc.)

Hours Calculation

- Worker Hours = Total hours volunteered (work hours include the time to hike to the worksite)
- Travel Hours = Total roundtrip travel time to the parking area
Example: If you traveled 45 minutes each way: 2 trips x .75 hour = 1.5 travel hours

| # | Date | Activity/Work done | Worker Hours | Travel Hours |
|---|------|--------------------|--------------|--------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

- Continued on Next Page -

| # | Date | Activity/Work done | Worker Hours | Travel Hours |
|---------------|------|--------------------|--------------|--------------|
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| Totals | | | | |

Additional Details: *Other things you want us to know about the work you did? Is help needed with any problems you encountered?*