

Instructions for Work Trip Workbook

Note: The tab and delete buttons don't always work because it's a protected worksheet. Instead, use the arrow keys to move boxes and backspace to clear a box.

Administrative Information

1. Fill in Group/Crew Name and Year

Crew:			Year:	
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2. Select the Season

Season:	<div style="border: 1px solid black; padding: 2px;"> Winter/Spring Summer/Fall </div>	Total	Total T	Differe
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Trip and Volunteer Information

Now it's time to enter your data for your trips and the people. There are a few fields to fill out and then everything else will auto-calculate.

The fields you can fill via free-form text are Volunteer Name, Email, Trip Date, Work Time, and Travel Time:

Volunteer Name	Email	Trips	Trip Date: 			Trip Date: 			Trip Date: 						
			Work	Travel	Sawyer Role	Work	Travel	Sawyer Role	Work	Travel	Sawyer Role				
		0	0	0				0	0				0	0	

Sawyer role you will fill by selecting from the dropdown menu:

Travel	Sawyer Role	Work	
0	Role		
	<div style="border: 1px solid black; padding: 2px;"> A B Swamper </div>		

3. Enter volunteer names. For each name you enter, the worksheet will automatically count that person as 1 individual worker. Each name you add will count as one more worker:

		Trip Date: <input type="text"/>			Trip Date: <input type="text"/>			Trip Date: <input type="text"/>			Trip Date: <input type="text"/>		
Volunteer Name	Email	Work	Travel	Sawyer	Work	Travel	Sawyer	Work	Travel	Sawyer	Work	Travel	Sawyer
Kendra Baumer		0	0		0	0		0	0		0	0	

Total Travel Hours:
 Different Workers:

4. Enter the date for your work trip (there is space for up to 15 work trips). Each time you enter a date it will automatically count as 1 work trip:

Year: <input type="text"/>	Season: <input type="text"/>	Total Trips:	Total Work Hours:	Total Travel Hours:	Different Workers:
		2	0	0	0

Trip Date: <input type="text" value="5/30/2019"/>	Trip Date: <input type="text" value="6/7/2019"/>	Trip Date: <input type="text"/>	Trip Date: <input type="text"/>
Work	Travel	Sawyer	Work

5. Enter the work time for each volunteer who attended the work trip; if they didn't attend leave it blank. Each time you enter work hours for the individual it will auto-calculate to several different fields:
- It will register that the person attended and will count it as one trip for that individual:

		Trip Date: <input type="text" value="5/30/2019"/>			Trip Date: <input type="text" value="6/7/2019"/>			Trip Date: <input type="text" value="6/15/2019"/>		
Volunteer Name	Trips	Work	Travel	Sawyer	Work	Travel	Sawyer	Work	Travel	Sawyer
Kendra Baumer	2	6	0		0	0		5	0	

- It will calculate towards the total work hours for that particular work trip:

		Trip Date: <input type="text" value="5/30/2019"/>			Trip Date: <input type="text" value="6/7/2019"/>			Trip Date: <input type="text" value="6/15/2019"/>		
Volunteer Name	Trips	Work	Travel	Sawyer	Work	Travel	Sawyer	Work	Travel	Sawyer
Kendra Baumer	2	6	0		0	0		5	0	

- It will calculate towards the total work hours for the crew season:

		Trip Date: <input type="text" value="5/30/2019"/>			Trip Date: <input type="text" value="6/7/2019"/>			Trip Date: <input type="text" value="6/15/2019"/>		
Volunteer Name	Trips	Work	Travel	Sawyer	Work	Travel	Sawyer	Work	Travel	Sawyer
Kendra Baumer	2	6	0		0	0		5	0	

Total Work Hours:
 Total Travel Hours:
 Different Workers:

6. Enter the travel time for each volunteer who attended the work trip. Each time you enter travel hours for the individual it will auto-calculate to both the total travel hours for that particular work trip and the total travel hours for the crew season:

Crew:		Year:		Season:		Total Trips:		3	
						Total Work Hours:		11	
						Total Travel Hours:		3.5	
						Different Workers		1	
		Trip Date: 5/30/2019		Trip Date: 6/7/2019		Trip Date: 6/15/2019			
Volunteer Name		Trips		Work		Travel		Sawyer Role	
Kendra Baumer		2		6		2		Role	

7. If applicable, choose the sawyer role for each volunteer from the dropdown menu:

		Trip Date: 5/30/2019		Trip Date:					
Volunteer Name		Trips		Work		Travel		Sawyer Role	
Kendra Baumer		2		6		2		Swamper	

If you have any questions reach out to volunteer@nynjtc.org.

Thank you for all you do!