



Florida Trail Association Project Paperwork Summary



Below is a list of forms required to be completed for FTA trail work projects. Crew Leaders are responsible for making sure the paperwork has been completed and the work is recorded in the volunteer hour entry system or is sent to the appropriate chapter official once the project ends.

Form Name	Purpose	Procedure
Volunteer Profile	Tracks individual volunteer hours and certifications.	Crew Leader: Make sure all volunteers fill out a profile online before your project OR have them fill one out on site. If filled out onsite, you will need to fill out a profile for them online or send the hard copy to FTA.
Trailhead Communications Plan (TCP)	Provides important logistical information in the event of an emergency.	Crew Leader: Make two copies of this sheet, one for the Communications Lead and one for Situation Manager. Update and re-use for future projects at same location.
Volunteer Sign-In Sheet/ Assumption of Risk	Releases FTA of liability.	Crew Leader: Responsible for making sure each volunteer signs in at the trailhead. Mail to FTA
Emergency Action Plan (EAP)	Delegates leadership roles in the event of an emergency.	Crew Leader: Assigns First Aid Lead, Communications Lead and Situation Manager. Recycle once project is completed
Tailgate Safety Session (TSS)	Provides a checklist of important topics to cover with your crew	Crew Leader: Use checklist to cover all pertinent project information for your crew. Recycle once project is completed
Job Hazard Analysis (JHA)	Ensures volunteers receive the information on task to be performed, possible hazards related to tasks, and abatement actions. Will include one or more of the following: <ul style="list-style-type: none"> - Trail Maintenance - Mower and Brushcutter Chain Saw Use - Crosscut Saw Use - Rigging - Canycom 	Crew Leader: responsible for making sure each participant has signed appropriate JHA. Mail to FTA once project is completed
Project Report Form	Provides FTA with volunteer hours and project accomplishments.	Crew Leader: Fill out the hard copy and enter into hours entry system or send to designated chapter admin to report OR mail form to FTA Tallahassee ASAP (Can be submitted as an electronic Excel or PDF file via email).