



# Florida Trail Association Volunteer Hours Reference Guide



The table below is a tool to help volunteers submit volunteer hours into our online reporting system. When entering volunteer hours, the form asks for a “maintenance unit”. Volunteers must type in the assigned maintenance unit based of the type of work being done. If it’s maintenance or construction on the trail, volunteers will use our maintenance unit reference guide to report based on the specific section of trail. If you have any questions, contact the Volunteer Program Coordinator.

[Volunteer@FloridaTrail.org](mailto:Volunteer@FloridaTrail.org)

Type of Work	Assigned Maintenance Unit
Trail and infrastructure maintenance, scouting, sign repair and replacement on the Florida Trail <sup>1</sup>	Specific Trail Segment See FTA’s Maintenance Unit Reference Guide
Trail maintenance on other trails maintained by the Florida Trail Association	Specific Trail Section See FTA’s Maintenance Unit Reference Guide
Season and project planning for Florida Trail volunteer maintenance events	FNST Admin
Florida Trail land manager meetings and planning	FNST Admin
Florida Trail Mapping and GPS work	FNST Admin
Volunteering at tabling events promoting the Florida Trail and volunteer recruitment	FNST Admin
Board administration focused on the Florida Trail	FNST Admin
Administrative duties focused on the Florida Trail. Ie. Florida Trail volunteer hours entry	FNST Admin
Time spent maintaining tools and equipment used on the Florida Trail	FNST Admin
Planning and leading hikes and other activities on the Florida Trail and other trails, as well as volunteering at tabling events promoting the Florida Trail Association	FTA Admin
Board and chapter administrative duties focused on the Association and other trails	FTA Admin
Trail maintenance, scouting, sign repair and replacement on other trails, as well as land manager meetings pertaining to other trails	FTA Admin
Chapter-led training for Florida Trail maintenance volunteers	FNST Training
Chapter-led training for activity and other trail volunteers	FTA Training

<sup>1</sup> Florida Trail refers to trail that has a signed agreement and is federally designated as National Scenic Trail