**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.

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| **Form Name** | **Purpose** | **Procedure** |
| **Volunteer Profile** | Tracks individual volunteer hoursand certifications. | Crew Leader: Make sure all volunteers fill outa 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 logisticalinformation 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 sureeach volunteer signs in at the trailhead. Mail to FTA |
| **Emergency Action Plan (EAP)** | Delegates leadership roles in theevent 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 importanttopics to cover with your crew | Crew Leader: Use checklist to cover allpertinent project information for your crew. Recycle once project is completed |
| **Job Hazard Analysis (JHA)** | Ensures volunteers receive theinformation on task to be performed, possible hazards related to tasks, and abatement actions. Will include one or more of the following:Trail Maintenance* Mower and BrushcutterChain Saw Use
* Crosscut Saw Use
* Rigging
* Canycom
* COVID-19
 | Crew Leader: responsible for making sureeach participant has signed appropriate JHA. Mail to FTA once project is completed |
| **Project Report Form** | Provides FTA with volunteer hoursand project accomplishments. | Crew Leader: Fill out the hard copy and enterinto 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). |

*v. Nov 2020*