**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 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: Trail Maintenance  * Mower and Brushcutter Chain Saw Use * Crosscut Saw Use * Rigging * Canycom * COVID-19 | 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). |

*v. Nov 2020*