

APPENDIX C3. MAINTAINER REFERENCE MATERIALS AND REPORT FORM

MAINTAINER _____

DISTRICT OVERSEER _____ DATE _____

Every Maintainer within the Maine Appalachian Trail Club should receive each of the items listed below from his or her District Overseer. There is no charge for any of these items. As a general reference, it is also recommended that you purchase the latest edition of the *Guide to the Appalachian Trail in Maine*, available from the Secretary of the MATC for \$17.50 for MATC members.

_____A signed Maintainer's Agreement between you and the MATC.

_____A copy of the trail maintenance guide book *Trail Design, Construction, and Maintenance*, published by the ATC. This is considered to be the best how-to book on trail maintenance.

_____A copy of the *Appalachian Trail Field Book*, a self-help guide for trail maintainers, published by the ATC.

_____A subscription to *The Register*, the bi-monthly newsletter of the ATC (now on-line only).

_____A current list of MATC officers with their addresses and phone numbers.

_____Name and address of the district forest ranger(s) with jurisdiction over the area of your section, to contact in case of emergencies or problems (illegal fires, fire hazards, etc.).

_____A list of other Maintainers in the District, to include names of adjoining Maintainers if their section abuts another District.

_____A copy of the National Park Service's Segment Map that shows the legal corridor boundaries for your section.

_____Ten MATC brochures with Membership Application Card inside, to hand out to friends and hikers while working on the Trail or otherwise.

_____A "Maintainer" rocker patch and MATC shoulder patch.

_____Copy of the latest Trail Assessment (or notes on Trail condition and any key actions that need to be taken).

_____Five copies of the Work Trip Report form, to be completed by the Maintainer and sent to the District Overseer within one week after all work on the Trail. Instructions on how to fill out the work trip form should also be included.

Work Trip Report Instructions

1. TIMING. Please send a Work Trip Report, as soon as possible (preferably within one week) after each trip, to your District Overseer. If you complete a work trip near the end of the season, please try to submit your report by 30 September, since reports for each season's activity through 30 September will be included in the yearly Volunteers-in-the-Parks report that must be submitted by the District Overseer to the MATC Executive Committee each fall.

2. PARTICIPANT NAMES. It is important to list the names of **all** persons who help, since much of the Federal funding that helps support the MATC depends on the amount of volunteer work and the number of volunteers.

3. HOURS WORKED. List the hours spent working on the AT for each person who participated, and total them up at the bottom. Work time starts when you leave your vehicle and ends when you return to your vehicle, including all break times and equipment set-up and clean-up. Time required to hike to and from the work area is included.

4. ROUND-TRIP DRIVING/RIDING TIME IN HOURS. List the total time spent driving or riding **by each person** to and from the trailhead. This should be recorded separately for each person, even if several or all of the volunteers rode in the same vehicle. (E.g., if two persons traveled four hours round-trip in one vehicle, the hours reported would be four for each person, or $2 \times 4 = 8$ hours total.)

5. WORK ACCOMPLISHED AND LOCATION. Explain all work accomplished during the trip, with as much detail as you feel necessary to give the Overseer a sense of what actually happened (# of blowdowns cleared, # of waterbars cleaned out, general brushing, etc.). Make notes of anything significant that you think should be included in the District summary report at the end of the season.

6. WORK REMAINING AND LOCATION. Explain all known work remaining, with as much detail as you feel is necessary.

7. HELP NEEDED. If you believe that there is work needed that you might not be able to complete or would like some help on, this is a good time to let your Overseer know so that he or she can 1) try to help personally, 2) plan an MATC work trip, or 3) help to find other able volunteers.

8. NEXT WORK TRIP PLANNED. Include the date(s) or your next planned work trip(s). By knowing ahead of time when you might be on your section, your Overseer may be able to plan to spend some time with you on the Trail.

MAINE APPALACHIAN TRAIL CLUB WORK TRIP REPORT

Maintainer/Leader _____ Date(s) _____

Location of work: _____

Name of Each Participant	Hours Worked	Round Trip Driving/Riding Hours
TOTALS		

Work accomplished and location:

Work remaining and location:

Help needed:

Next work trip planned:

Please feel free to use the back of this form or to use the form as a model for preparing a report on your own word processor.