



The Colorado Trail Foundation

710 10th Street, Rm. 210, Golden, CO 80401

303-384-3729

ctf@ColoradoTrail.org

POST-CREW REPORT

Dear Crew Leader:

The CTF requires that Crew Leaders submit this completed form after each crew. All reports are due no later than September 30th. *Your timely completion of this report is vital to our maintenance program.* This information is needed; to plan and execute future volunteer labors; to compile accurate reporting to the US Forest Service; and for grant applications and insurance purposes. Thank you and thank you for the extra time you took to be a leader for the CTF.

Please complete and return to the CTF office by SEPTEMBER 30.

To complete this form on your computer, first enter the name of the Crew Leader. Press the TAB key to move among fields and enter the appropriate information into the tables below. When finished save form and email to the CTF office; *or* print form and mail hard copy to the CTF office.

Name of Crew Leader(s):	
Trail Crew #:	
Segment #:	
Mile Points:	

Hours Worked: List each crew member (including crew leader(s) & kitchen manager) and their related volunteer hours. Include all time (to the nearest 0.5 hrs.) spent on food preparation, training sessions, trail work, & in-camp activities such as setting up & breaking camp, cooking, dishwashing, etc. Do not include any time that is not spent on direct crew activities.

	Name	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	All Other (i.e. pre/post crew prep.)	Total
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
										Total	

Work Accomplished: Quantifiable numbers are appreciated! For example, the # of feet of tread upgraded, the # of culverts installed, length and type of water crossings built, etc. The CTF uses and publishes this data; it helps us.

Current Trail Problems: Describe work remaining. Please be as descriptive as possible. This can help plan future crews, etc.

Camp Equipment & Evaluation: Describe equipment sufficiency, replacements needed, and suggested improvements or additions.

USFS Support: Discuss cooperation, equipment supplied (condition and sufficiency), adequacy of work scheduled, etc.

Issues with Crew/Volunteers: Explain reasons: bad weather conditions, altitude sickness, attitudes, etc. Indicate if person should not be on future crews.

Recommendations to Improve Conditions/Leader Needs: Administrative assistance, USFS planning, CTF equipment, etc.

As the leader of this crew I certify that I conducted on site training with my volunteers covering the items listed on pages 15 & 16 of the CTF Crew Handbook. YES NO

Report Submitted By: _____ **Date:** _____

Please Print

Do not write below this line.

Entered into database: _____ Sent to AAT Program Manager: _____

Entered into FS postseason report: _____ Sent to Operations Manager: _____