

# CT Trail Census

## Volunteer Tracking Instructions

Trail Coordinators are responsible for tracking all volunteer hours on their trail related to the CT Trail Census project. These volunteer hours are required to be tracked as part of the CT Recreational Trails program grant that is funding the project, and the hours are being counted toward the required in-kind match. We will be using a volunteer tracking website “Track It Forward” to make the reporting as painless as possible using the web form seen at right.

Some general guidelines:

- You will receive an e-mail invitation to Track it Forward.
- You can visit [www.trackitforward.com](http://www.trackitforward.com) from any web-enabled device to log hours in a form like the one to the right.
- Coordinators will record their hours and those worked by all volunteers on their trail.
- Round to the closest half hour.
- Include travel time.
- The CT volunteer value of \$27.77/hour will be used to calculate in kind value. If you are being paid to conduct work as part of your job, we can use your hourly rate, so please send it to Aaron.

You can direct any questions to Aaron Budris at 203-489-0362 or [abudris@nvcogct.org](mailto:abudris@nvcogct.org)

### Log Hours

Hours:

Select hours worked from the drop down menu - round to the nearest Half Hour

Date Volunteered: 

  

Enter Date from dropdowns or calendar

Activity:

Select activity from dropdown menu that most closely describes the work being reported

Volunteer Name/Initials:

Type in the volunteer's name the first time they work, then their initials for subsequent entries

Trail:

Select trail from dropdown

Notes:

Add brief relevant details about the time being logged – What was the volunteer doing?

Submit Time

### Timesheet

Date	Activity	Hours
11/17/16	Training/ Webinar	1
11/16/16	IR Counter Installation/Monitoring	2
Total		3

Hours submitted will be visible to trail coordinators on their timesheet