



## Work Category Definitions for Volunteer Hours Tracking

**Note: Round-trip travel time by volunteers to perform or participate in these activities should be counted and reported as part of their hours for that activity.**

### ADMIN = Administration

Activities include volunteers attending or participating in Board of Director meetings, committee meetings, trail chapter meetings, etc., and volunteers performing office work for partner organizations or agencies.

### NAT RESOU = Natural Resources

Volunteer work related to the identification, management, and protection of natural resources. Activities include natural resource inventories (including but not limited to rare, threatened and endangered species inventories and wetland inventories); use of GIS/GPS in support of natural resource management; writing or assisting in the development of vegetative and other resource management plans; re-creating or restoring prairies and wetlands; exotic species removal; threatened/endangered species monitoring; data entry; research; site clean ups, including removal of trash dumps; and water testing.

### CULT RESOU = Cultural Resources

Volunteer work related to the identification, management, and protection of cultural resources. Activities include assisting archeologists in reconnaissance along the trail to identify and document cultural resources, and assisting in preparation of archeological reports. Activities may also include curation of artifacts, working with historic photo/digital photo archives, research, cataloging of cultural resources, maintaining library resources, artifact classification/cataloging, data entry, and use of GIS/GPS in support of cultural resource management.

### INTERP = Interpretation/Education/Visitor Services

Activities include volunteers leading guided walks and hikes, talks, and tours; providing shuttle service for trail users; promotion of the trail through press releases, news articles, participation in special events/conferences; development of brochures; preparation and production of maps and trail guides; exhibit/wayside development; interpretive planning; visitor center/info desk operations by volunteers; and living history events or re-enactments.

### MAINT = Maintenance/Facilities Management

All volunteer work related to the design, layout, construction, and maintenance of the trail tread, its immediate environment, and related support facilities. This includes trail layout, flagging, clearing, blazing, signing, mowing and brushing, benching and other soil modification; construction and maintenance of bridges, boardwalks, puncheon, turnpike, and other tread structures; and construction and maintenance of kiosks, campsites, shelters, trailheads, parking lots, and other support facilities. It also includes carpentry work related to these activities, development of construction/design plans, landscaping and grounds maintenance related to these activities, and facility management.

### PROT/SAFETY = Visitor & Resources Protection/Safety

Most of the work that would typically be reported under this category requires specialized skills, certifications, and credentials. However, some activities in this category are relevant. Report work by volunteers on boundary marking, boundary patrol, search and rescue for lost or injured hikers, and EMS/first aid assistance by volunteers to hikers or trail workers under this category.

### TRAIN = Training

This would include training sessions relating to trail construction/maintenance, safety (including sawyer (chainsaw and/or cross-cut), first aid, and CPR training), equipment operation, and other subjects contributing to development of skills and knowledge pertaining to trail activities.

### OTHER

All other activities not described above.