

Mount Hood Chapter, PCTA

Crew Leader Checklist - One Day Projects

revised 6/18/18

Project Name: _____ Project Date: _____ Crew Leader: _____

When	Ck-Off	Task	minimum required	X
Prior weeks		Scout section, document maintenance needs		
		Develop Project Plan : ie; Logout, Brushing, Drainage/Slides, Tread work		
		determine project location, date, work to do, crew size.		
		use Tool Checkout Form to plan tools needed for project		
		create Recruitment memo with input for Eventbrite listing		
		update Trailhead Communications Plan (TCP) add current date, project description		
2 days before the 1st & 15th		email Recruitment Memo for Eventbrite to Volunteer Coordinator (cc Mt Hood Chair)		
		Eventbrite postings will be on the 1st and 15th of each month, send in two day earlier		
		list crew size, project name, date/time, trailhead, project overview/trail/work descr.		
		also include hike distance, special notes, driving directions, JHA(s) to use		
week before		e-mail Agency Contact about work trip (cc Regional Rep & Mt Hood Chair)		X
		receive volunteer crew names and emails from Volunteer Coordinator		
		Crew will receive details thru Eventbrite		
		receive Volunteer Sign-up form pre-filled in with crew names and details from PCTA		
		Pick-up Tools and safety gear from Tool Cache (use Tool Checkout form)		
		Ensure all tools and gear are clean and functioning.		
		keep copy of Tool Checkout Form to track tools during the project		
		Assemble Forms for use at trail head (put in case to carry to TH)		
		print Volunteer Sign-up sheets		
		print Job Hazard Analysis(s) (JHA)	review prior to project	
		print updated Trailhead Communications Plan (TCP) - 3 copies		
		print Emergency Action Plan (EAP) (print on back of TCP)	review prior to project	
		print Tailgate Safety Session checklist (TSS)	review prior to project	
	include copy of Tool Checkout Form			
	include clipboards and pens for signing forms at trail head (Sign-up, JHA's)			
day before		e-mail TCP to Dispatch & Agency Contact, (cc Regional Rep, Mt Hood Chair)		X
		send on Friday for work crew on Sat, Sun, Mon		
		get final crew list from Volunteer Coordinator, in case of last minute changes/additions		
day of project		Arrive early at Trailhead - Layout tools and gear for crew to use.		
		Greet Crew at trailhead, volunteer introductions and questions.		
		ensure all sign JHA and Sign-up (include emergency contact, travel time)		X
		Discuss Project Goals, review tool types and uses		
		Discuss Trail Safety (see Tailgate Safety Session checklist)		X
		Review JHA, PPE, TCP, EAP, Tool safety		
		Distribute group FA kit and radios		
	Call Dispatch before starting work (use cell phone or radio)		X	
during day		Work Safely, Have Fun , Get some Work done		
		Encourage proper tool use, Don't overwork, Take breaks		
		Record time on trail and work done, for later input to Project Report		
		Take photos of project area, before and after work, to document accomplishments		
end of day		Call Dispatch after returning to TH		X
		Collect Tools, clean if necessary (use copy of Tool Checkout form as reference)		
day after		e-mail Thank You note to volunteers with a few photos		
		Submit online Project Report Summary to PCTA (pcta.org/volunteer/crew-leader-center)		X
		Send forms to PCTA: Sign-up sheets and JHA signature pages.(usps or scan/email)		
		Return Tools to Cache (clean and repair if needed).		

