

Mount Hood Chapter, PCTA Project Paperwork Summary - One Day Projects

	Form Name	Purpose	Procedure	During project	After project
	Crew Leader Checklist	Provides list of actions needed to complete a project.	Use as reference for planning and timing of project requirements		Recycle
	Volunteer Roster	Provides list of participants, medical info, and emergency contacts.	Use in case of emergency. Can also be used to email volunteers prior to project	Crew Leader carries the form during project.	Shred
	Volunteer Sign-up sheet & COVID Release (hard copy)	Ensures volunteers receive information on liability coverage and release PCTA of liability. Required by PCTA and USFS.	Volunteers who have not signed online must sign the hard copy at the trailhead. Collect round-trip travel time	Crew Leader carries the forms (if any) during project.	Send to PCTA*
	Tool Checkout Form	Provides a checklist for tracking tools.	Use to record tools taken for project and tools returned.		Recycle
SAFETY	Job Hazard Analysis (JHA)	Ensures volunteers receive information on tasks to be performed, possible hazards related to tasks, and abatement actions. Required by USFS. Will include one or more for specific project types such as: -Trail Maintenance -Crosscut Saw Use -Chainsaw Use	Each volunteer signs online. Volunteers who have not signed online must sign hard copy at trailhead. Review during the Tailgate Safety Session.		Send signature page(s) to PCTA.*
	Trailhead Communications Plan (TCP)	Provides important logistics information in the event of an emergency. Required by JHA. Lists leadership roles in the event of an emergency.	Prepared beforehand and emailed to Dispatch and Agency partners. Cc to Regional Rep and Chapter Chair. Assign at TH: - Situation Manager - First Aid Lead - Communications Lead	Three copies carried: 1-First Aid lead 2-Communications lead 3-Crew Leader	Reuse or Recycle
	Emergency Action Plan (EAP)	Provides important steps to follow before and in the event of an emergency. Required by JHA.	Use as reference when dealing with an emergency.	Carried with TCP and in First Aid kit	Reuse or Recycle
	Tailgate Safety Session checklist (TSS)	Provides a checklist of important topics to cover during safety session.	Use at trail head as reference for topics to discuss		Reuse or Recycle
	Project Report	Provides PCTA with volunteer hours and project accomplishments.	Complete online form on PCTAConnect after the project.		Submit online.

* PCTA, attn: Volunteer Programs, 1331 Garden Hwy, Sacramento, Ca 95833
(can be sent by USPS or scanned and emailed)

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