

Mount Hood Chapter, PCTA Crew Leader Checklist - One Day Projects

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.		
		create Recruitment memo and draft of Crew Details memo		
		use Tool Checkout Form to plan tools needed for project		
		update Trailhead Communications Plan (TCP) add current date, project description		X
2+ weeks before		email Recruitment Memo to Volunteer Coordinator (cc Mt Hood Chair for calendar)		
		list project name, date, trail section & location, work overview, crew size		
		receive volunteer crew names and emails from Volunteer Coordinator		
		e-mail list of crew & leaders to Sacramento (volunteer asst) if time allows		
		receive sign-up form pre-filled in with crew names and details		
week before		e-mail Agency Contact about work trip (cc Regional Rep, Mt Hood Chair)		X
		e-mail Crew Details Memo to Volunteers (with JHA attached for their review)		
		include work details, meeting time & place, driving directions, what to wear and bring		
		ask for response and track where they are meeting and any special concerns		
		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		
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 (cc Agency Contact, Mt Hood Chair)		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).		