

**SANTA FE CONSERVATION TRUST
VOLUNTEER TRAIL COORDINATOR REPORTING
DECEMBER 2015**

TASKS TO BE COMPLETED	NOTES	Staff	Hours
1) <u>NEEDS ASSESSMENT</u>	Annual review of program needs and opportunities for 2016	Rogers	2.5
2) <u>RESEARCH AND FUNDING</u>	Research / Review past federal TAP and RTP awards; research small grant opportunity from National Rails to Trails Conservancy; calculate, review expenditures in 2015 for Gimbel Grant and Lineberry Grant, write and send reports to foundations	Rogers	10.5
3) <u>STEWARD RECRUITMENT</u>	Respond to e-mails, add names and email addresses to prospective volunteer list	Rogers	1
4) <u>TRAIL MAINTENANCE</u>	Work Day in La Tierra Trails, Dec. 8; return to remove refuse	Rogers	7
5) <u>TRAINING & EDUCATION</u>			0
6) <u>COMMUNITY EVENTS / PROMOTION</u>	Prepare for Volunteer Appreciation, present award to City Trail Volunteer of the Year, Manny Maes; promote Canca Rincon Trail input for BTAC	Rogers	5.25
7) <u>CITY CONTACTS</u>	Communications with City staff and councilors regarding Grand Unified Trail System resolution; meet with city staff regarding Dale Ball Trails signage proposal; meet with BTAC on Dec. 18 to give trails report, provide year-end data, discuss questions around GUTS resolution, comment on Canada Rincon Trail	Rogers, O'Leary	20
8) <u>PLANNING/COORDINATION</u>	review City/MPO proposal for Guadalupe road diet; review and edit Dale Ball signage proposal, work on cost estimate, discuss with city staff contacts; review Pavilion development for possible enhancements to planned trails; review and comment on County on-line interactive trail mapping	Rogers, Yeomans	24
9) <u>REPORTS</u>	Report hours for trail work days to Trails Alliance web site; post summaries of November and December work days on SFCT web site; finish summary tables of city trail volunteer hours, work days, and field trips in 2015, by location and number of participants (see links below)	Rogers	18

TOTAL THIS MONTH: 88.25
TOTAL YEAR TO DATE:

Also see

[La Tierra Trails Work Day, December 8, 2015](#)

[Trail Volunteer Work Days and Hours in 2015](#)

[Summary of City Trail Field Trips and Promotional Events in 2015](#)