



Connecticut Trail Census

A statewide multi-use trail user study

https://ctrails.uconn.edu/ct_trail_census

Volunteer Hours Tracking Instructions

Trail Coordinators are responsible for tracking all volunteer hours on their trail related to the CT Trail Census project. These volunteer hours are required to be tracked as part of the CT Recreational Trails program grant that is funding the project, and the hours are being counted toward the required in-kind match. We will be using a volunteer tracking website “Track It Forward” to make the reporting as painless as possible using the web form seen at right.

Some general guidelines:

- You will receive an e-mail invitation to Track it Forward.
- You can visit www.trackitforward.com from any web-enabled device to log hours in a form like the one to the right.
- Coordinators will record their hours and those worked by all volunteers on their trail.
- Round to the closest half hour.
- Include travel time.
- The CT volunteer value will be used to calculate in kind value. If you are being paid to conduct work as part of your job, we can use your hourly rate, so please send it to us.

You can direct any questions to the CT Trail Census team at ctrails@gmail.com

Log Hours

Hours:

Select hours worked from the drop-down menu - round to the nearest Half Hour

Date Volunteered:

Enter Date from dropdowns or calendar

Activity:

Select activity from dropdown menu that most closely describes the work being reported

Volunteer Name/Initials:

Type in the volunteer’s name the first time they work, then their initials for subsequent entries

Trail:

Select trail from dropdown

Is this volunteer a state employee:

- Yes
 No
 None

Check if state employee

Notes:

Add brief relevant details about the time being logged – What was the volunteer doing?

Submit Time

Date	Activity	Hours
12/14/23	IR Counter Installation/Monitoring	2
10/19/23	IR Counter Installation/Monitoring	1

Hours submitted will be visible to trail coordinators on their timesheet