

**Connecticut Trail Census** 

A statewide multi-use trail user study
<u>https://cttrails.uconn.edu/ct\_trail\_census</u>

## **Volunteer Hours Tracking Instructions**

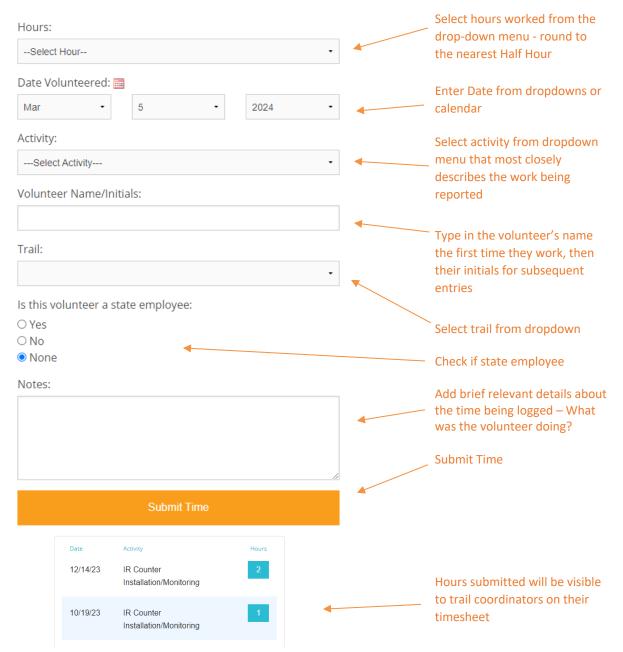
Trail Coordinators are responsible for tracking all volunteer hours on their trail related to the CT Trail Census project. These volunteer hours are required to be tracked as part of the CT Recreational Trails program grant that is funding the project, and the hours are being counted toward the required 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 <u>www.trackitforward.com</u> 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 <u>cttrails@gmail.com</u>

## Log Hours



The CT Trail Census is funded by a CT Recreational Trails Grant and is being conducted in partnership with the Connecticut Greenways Council, UConn Extension, and the Naugatuck Valley Council of Governments. You can learn more about the project at: <u>https://cttrails.uconn.edu/ct\_trail\_census/</u>