



National Park Service
U.S. Department of the Interior

National Trails
Intermountain Region

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Volunteers-in-Parks Hours Tracking Form

National Park Service fiscal year

- The fiscal year is October 1 – September 30. For volunteer reporting to the National Park Service this year, begin on October 1, and end on September 30.

Instructions

If you are participating in trail business, you are accumulating volunteer hours!

- Track hours spent on planning, travel, and activity time for attending or providing trail activities such as events, conferences, tours, trail marking, projects, meetings, etc.
- Record planning, travel and activity expenses not reimbursed, including lodging, meals, materials, and supplies.
- Record vehicle miles.
- If you are a chapter president or committee chair, please include totals for everyone involved in your group.
- You can use the table with this form to track your volunteer contributions. Tally your totals on the summary line at the bottom of the table.

Please send your totals to your manager @ manager@santafetrail.org

Address questions or comments to:

- Carol S. Clark, Interpretive Specialist & Volunteer Coordinator
505-988-6842 phone, 505-986-5214 fax, carol_s_clark@nps.gov

Thank you for volunteering!

