

Sample Instrument

TRAILS, RIVERS IMPROVED OR CREATED

Environmental Stewardship Focus Area

Output: Number of miles of trails or rivers (owned/maintained by national, state, county, city governments or tribal communities) that are improved and/or created (EN5).

Sample Instrument

Project Log for Trails and Rivers

The “Project Log for Trails and Rivers” can be used to track miles of trails improved or built, and miles of river improved. This log collects output data on the types of activities completed at each work site, along with the dates when work is started and completed. Make sure you document the amount and unit of effort (miles). You should use a new log sheet (or set of log sheets) for each project location. You are encouraged to develop an Excel spreadsheet which allows greater flexibility for row expansion and accuracy.

Project Log for Trails and Rivers

Instructions

What is the purpose?	To determine how many miles of trail are improved or built, and how many miles of rivers are improved.
Who should complete this instrument?	Site supervisors or other staff who directly oversee the activities of National Service participants can complete the instrument.
When should we complete this instrument?	At the start and completion of each service activity at each work site.
What should we do to prepare?	Identify project locations and specific work sites where service activities will be conducted. Measure the size of each work site in miles, and identify the types of improvement activities that will be conducted. Determine a system to uniquely identify each work site. Add rows to the form as needed, or clip additional log sheets together. Consider using an Excel spreadsheet.
What should we do afterwards?	<p>Verify that a particular work site was improved by the end date by noting the initials of the on-site supervisor. Use the description/notes field to indicate whether or not work was completed, or if you will need to return later in the same program year to continue/finish work. Do not count the same miles twice when aggregating the data.</p> <p>Keep all the logs together in a safe place; these are your data. Each unit (mile) where service activities are completed will need to be reported to the Corporation. You will aggregate this data later to determine if you met your output and outcome targets.</p>
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated miles of trail/river worked on by participants. In any case, remember to save the “raw” data as proof that a systematic process was used to document the outputs.

Project Log for Trails and Rivers

CNCS Program/Project: _____ Program Year: _____

Project Location: _____ Completed by: _____

Location Type (check one): National Park State Park County Park City Park Other Public Land Tribal Community

Instructions: Track miles of trails improved and/or built, and miles of rivers improved in parks or on other public lands. Use a log sheet for each project location (e.g., public park). Enter information about each work site (e.g., a trail within the park) in a row of the log. Identify each work site using a unique name, ID code or GPS coordinates. Adapt the suggested list of project activities below and code activities in the “type of activity” column. The project supervisor should initial each row of the log when work is completed at each work site.

Work Site Name/ID	Type of Activity*	Start Date	End Date	Miles Completed	Description/Notes	Supervisor Initials
1.						
2.						
3.						
4.						
Total Miles Completed:						

***Suggested list of project activities**

Code Type of Activity

- A. Remove natural debris, such as fallen trees/limbs.
- B. Make an area safer by reducing or controlling hazards (e.g., cut down dead/dying trees, safety pruning, fire hazard reduction)
- C. Remove non-native plant species and/or weeds and re-vegetate with native plant species.
- D. Control erosion and flooding (e.g., by maintaining or improving drainage systems).
- E. Rehabilitate, repair, or enhance existing paths/trails.
- F. Build new paths/trails.
- G. Make path, trail or area handicap accessible.
- H. Other activities designed to improve the usability and/or appearance of trail or river, or intended to restore a natural location to a healthy state (explain under “Description/Notes”).