



Greetings Volunteers,

It's that time of year to submit our volunteer hours for the 2023 census. We are using the same on-line form that was well-received last year. The annual submission of our hours is **very important**. It documents to NYS public land managers, the North Country Trail Association, the National Park Service, and our financial auditors, the volunteer time and effort we have put forth to maintain and manage a foot trail across New York State.

If you are a volunteer who does trail work for an affiliate Club or Organization, please report your trail work hours to your Trails Chairperson early in January. For non-trail work, report your administrative and interpretive hours to your Club or Organization President or designated person. Remember to report your travel hours also. And, you may be able to claim a mileage deduction on your taxes.

If you are reporting on behalf of a sponsoring Club or Organization, or as an individual Trail Sponsor, or if you worked individual hours not reported elsewhere, **please continue reading**. Also continue reading if you are an RTC reporting for your region.

Thank you in advance for collecting volunteer hours and submitting your report by **February 28, 2024**. Use the census form on the FLTC website at: **Home>Members>Volunteer Trail Workers** or at [this link](#):

Trail Sponsors (Clubs, Organizations, and individual Trail Sponsors) can request the \$5.00 per trail mile reimbursement for incidental expenses. Use the box at the bottom of the form.

Entries on the Form:

- **First Name, Last Name, E-mail address** and **Organization** (with a drop down menu listing various Clubs, Troops, etc.)
- **Position** (with a drop down menu listing various roles such as Sponsor, Club Chair, Reg. Coord., FLT Board, FLT Officer, Alley-Cat, TMT, Other, etc.)
- **Map** (with a drop down menu listing individual maps, groups of maps for Clubs, Organizations, Sponsors, and Regional Trail Coordinators, There is also an FLT System-wide entry for volunteering for the FLT Trail System or the FLTC.
- **Hours** - five categories, each to include both **travel time** and **work time** spent on both private land and public land:
 1. **Trail Work** - maintenance and construction
 2. **Administration (Admin)** - meetings, office work, writing, editing, accounting, etc.
 3. **Interpretation and Outreach (Interp)** - promotion, education, brochure development, leading hikes, etc.
 4. **General Resource Work (GRW)** - GIS/GPS mapping, planning, land protection/acquisition
 5. **Training (Train)** - construction, maintenance, safety, sawyer, etc.)
- **Public Land** (with a drop down menu listing various State Forests, Parks, etc.)



- **Hours** for Public Land - to include that portion of the total hours entered above that were spent on various public lands
- **Comments** - to briefly describe work accomplished, problems and proposed future projects
- **Mileage Reimbursement (for Trail Sponsors only)** – use the box if you would like to request mileage reimbursement at \$5/mile

Important to Note:

- Group projects such as those performed by FLTC-organized work parties and Alley-Cat crews will be reported by the Director of Crews & Construction or the Project Manager. Individual workers should not report these hours.
- Stewards or Adopters working for a Trail Club or organization should not use this form. Their hours should be reported by the Trail Club Chairs.
- The Public Land Hours in the lower section of the form are part of the total hours submitted in the Maps section of the form. They are **not** additional hours. (See the example below; notice that 148.5 of the 633 total hours reported in green were worked on public land reported in blue. One half of the total FLT System-wide hours reported should be reported in Public Land hours since approximately half of the miles in the FLTC system are in public lands.)

Name		E-Mail	Organization		
David Potzier		dpotzier00@windstream.net	Foothills Trail Club		
TYP	ROLE	MAP/LAND	WORK	ADMIN	INTERP
Map	Club Chair	Foothills TC - M01/CT1-M04 (NCT)	229.5	64.5	
Map	Club Chair	Foothills TC - CT4-CT12 (Non-NCT)	74	21.5	
Map	Other	FLT System-wide (All maps)		40.5	
Map	Alley-Cat	M04	188	15	
Pub		FLT System-Wide (see note above)	20		
Pub		M1 Allegany State Park	51		
Pub		M2 Bucktooth State Forest	25.5		
Pub		M3 Rock City State Forest	22.5		
Pub		M3 McCarty Hill State Forest	6		
Pub		M4 Boyce Hill State Forest	23.5		

Total hours = 633

148.5 of the 633 hours were on Public Land

Don't forget driving time!

Trouble with the on-line form?

You can report your hours by US mail or e-mail. Above is an example and there is a form you can use below. Please specify values for your Organization, Position (Role), Maps and Public Lands from the following lists:



Organization

ADK Genesee Valley Chapter
 ADK Onondaga Chapter
 Bullthistle Hikers
 Catskill Mountain Club
 Cayuga Trails Club
 Finger Lakes Trail Conference
 Foothills Trail Club
 NYNJ Trail Conference
 NYSATE Section 6
 Springwater Trails

Triple Cities Hiking Club
 Boy Scout Troop 18,
 Hammondspport
 Boy Scout Troop 61, Corning
 Boy Scout Troop 33, Warsaw
 Boy Scout Troop 2674,
 Watkins Gln
 Hammondspport Girl Scouts
 Other

Position (Role)

Sponsor
 Club Chair
 Reg. Coord.
 FLT Officer

FLT Board
 Alley-Cat
 TMT
 Other (please specify)

Maps

---- Affiliate Clubs (Choose section)

ADK-Genesee Valley - M09-M10
 ADK-Onondaga - M19-M21 (NCT)
 ADK-Onondaga - M22 (Non-NCT)
 ADK-Onondaga - O1-O2 (NCT)
 Bullthistle HC - M22-M24
 Cayuga TC - M15-M18
 Foothills TC - M01/CT1-M04 (NCT)
 Foothills TC - CT4-CT12 (Non-NCT)
 Springwater Trails - B1
 NYNJTC - M32-M33
 NYSATE Section 6 - M08-M09
 Triple Cities HC: - M24-M26

---- Regional Coords. (Choose region)

Bristol Hills - B1-B3
 Crystal Hills - CH1-CH3
 Genesee West - M01-M06, CT1-12
 Genesee East - M07-M11, **L1-L2**
 Genesee East - L1-L2
 Watkins Glen West - M12-M14, QC, MF
 Watkins Glen East - M15-M19, I1
 Chenango West - M20-M22, O1-O2
 Chenango East - M22-M26
 Catskill West - M26-M27
 Catskill Central - M28 -M29(Mink Brook Rd.)
 Catskill East - M29-M34

---- FLT Officer/Board/TMT/Other

FLT System-wide (All maps)

---- Individual Sponsors (Choose Map)

B1	M01	M19
B2	M02	M20
B3	M03	M21
CH1	M04	M22
CH2	M05	M23
CH3	M06	M24
CT4	M07	M25
CT5	M08	M26
CT6	M09	M27
CT7	M10	M28
CT8	M11	M29
CT9	M12	M30
CT10	M13	M31
CT11	M14	M32
CT12	M15	M33
I1	M16	M34
L1	M17	QC/MF
L2	M18	



Public Lands

FLT System-Wide (see note above)
Any public road (see note above)
M1 Allegany State Park
M2 Bucktooth State Forest
M2 Elkdale State Forest
M3 Rock City State Forest
M3 McCarty Hill State Forest
M4 Boyce Hill State Forest
M4 Bear Creek State Forest
M5 Bush Hill State Forest
M5 Cattaraugus Cty Forest
M5 Farmersville State Forest
M5-M6 Swift Hill State Forest
M6 Genesee Valley Greenway State Park
M8 Rattlesnake Hill WMA
M8 Allegany Cty Forest
M9 Slader Creek State Forest
M9 Gas Springs State Forest
M9 Klipnucky State Forest
M9 Bully Hill State Forest
M9 Kanakadea Cty Park, USCOE Dam
M10 Burt Hill State Forest
M12 Urbana - Junebug, FLT, Triad
M12-M13 Birdseye Hollow State Forest
M13 Birdseye Hollow Cty Park
M13 South Bradford State Forest
M13 Goundry Hill State Forest
M13-M14 Sugar Hill State Forest
M14 Watkins Glen State Park
M15 Clute Park, Watkins Glen
M15-11 Finger Lakes National Forest
M15 Texas Hollow State Forest
M16 Connecticut Hill WMA
M16 Robert Treman State Park
M16 Buttermilk Falls State Park
M17 Danby State Forest
M18 Shindagin Hollow State Forest
M18 Potato Hill State Forest
M18 Robinson Hollow State Forest
M18 Hammond Hill State Forest
M19 Jim Schug Trail, Town Dryden
M19 Kennedy State Forest
M20 Tuller Hill State Forest
M20 Hoxie Gorge Campus SUNY Cortland
M20 Hoxie Gorge State Forest
M20 Baker School House State Forest
M20-M21 Taylor Valley State Forest
M21 Cuyler Hill State Forest
M22 Mariposa State Forest
M22 Muller Hill State Forest
M22 Bucks Brook State Forest
M22 Otselic State Forest
M23 Perkins Pond State Forest
M23 Pharsalia WMA
M23 Pharsalia Woods State Forest
M24 McDonough State Forest
M24 Bowman Lake State Park
M24 Ludlow Creek State Forest
M25 Basswood State Forest
M25 Wiley Brook State Forest
M27 Beals Pond State Forest
M27 Arctic China State Forest
M27 Oquaga Creek State Park
M27 Steam Mill State Forest
M27 Barbour Brook State Forest
M28 NYC DEP
M29 Bear Spring WMA
M30 Catskills, Delaware WF
M32 Catskills, Balsam L. Mt. WF
M33 Catskills, Big Indian WA
M33 Catskills, Willowemoc WF
M33 Catskills, Slide Mt. WA
B1 Ontario Cty Park
B1 High Tor WMA
B2 Italy Hill State Forest
B2 B2 Yates Cty Forest-Outback Inn
B3 Urbana State Forest
B3 Pigtail Hollow State Forest
CT5 Erie Cty Forest Lots 1 & 2
CT6 Erie Cty Forest Lot 7
CT7 Hunters Creek Park, Erie Cty
CT8 Darien Lake State Park
CT9 Akron Falls, Village Akron Erie Cty
CT9-CT11 Rail Trailways
CT11 Ellitt Creek Park, Erie Cty
CT11 Isle View Cty Park
CT12 Niagara River Greenway Trail
CT12 Niagara State Park
CT12 Beaver Island State Park
CT12 Buckhorn State Park
CH1 South Bradford State Forest
CH1 Meads Creek State Forest
CH1 West Hill State Forest
CH1 Erwin Hollow State Forest
CH2 Erwin WMA
CH2 Pinnacle State Park
CH2 McCarthy Hill State Forest
L1 Al Lorenz Park Livingston Cty
L1 Mt. Morris Dam USAE
L1-L2 Letchworth State Park
O1 Maxon Creek State Forest
O1 Morgan Hill State Forest
O1 Labrador Hollow SUA
O1 Kettlebail State Forest
O1 Heiberg Memorial Forest SUNY
O1 Onondaga Cty Forest
O2 Highland Forest Cty Park
O2 DeRuyter State Forest
O2 Tioughnioga WMA
QCML Catharine Creek WMA
MFHLT Catharine Valley Trail
ZV Zoar Valley WMA
Other



2023 Volunteer Hours Census

Name _____

E-Mail _____

Organization _____

Total hours

Position (Role)	Map name	Hours (Including travel time)				
		Trail Work	Administrative	Interpretive	General Resource	Training

Public Land hours

Public Land name	Total hours

Sponsor reimbursement

Do you wish to request the \$5:00 per mile reimbursement (Sponsors only)? If so, enter the trail miles and description of your sponsored section.

Comments