POUDRE WILDERNESS VOLUNTEERS ORGANIZATION HANDBOOK

- **PROCEDURES**
- **POLICIES**
- **GOALS & OBJECTIVES**

Document Change Log

Revision	Publication Date	Summary of Changes	Board Approval Date
Baseline	Feb 10, 2012	Initial Baselining of Document	Nov 17, 2011
Revision 1	Feb 25, 2012	• Rewrite of the documents Introduction • New process write-up for Organization Handbook Committee • New process write-up for Affiliation Gathering Committee • New process write-up for Winter Patrol Committee	Jan 19, 2012 Jan 19, 2012 Jan 19, 2012 Jan 19, 2012
Revision 2	Apr 29, 2012	• Update of policy for ten year award. • New policy for new recruits who patrol. • New policy for non-patrolling members. • Added policy for Transferring Operating Funds to Endowment Fund	Apr 29, 2012 Apr 29, 2012 Apr 29, 2012 Apr 29, 2012
Revision 3	Sep 23, 2012	• Added a subheading to the Table of Contents for " Supplemental Training" • Updated Committee Chairs • Updated the PWV's e-mail policy • Added the new Kids in Nature Activity Consent Form • Added a new Restoration Committee • Updated Mentoring Policy • Change the name of the Awards Committee to the Members Reconditions and Awards and replace the committee write-up with the new write-up.	July 19, 2012 May 17, 2012 May 17, 2012 June 21, 2012 July 19, 2012 July 19, 2012 Aug 16, 2012
Revision 4	Jan 4, 2013	• Updated the list of Committee Chairs. • Updated the membership of the advisory board • Incorporated latest updates to the PWV By-Laws into the Governance section. • Updated the Supplemental Training process write-up to note that PWV classroom sessions are open to guests of PWV members and other interested public	Nov. 20. 2012 Dec. 20, 2012 Dec. 20, 2012 Oct. 18, 2012
Revision 5	March 26, 2013	• Updated the list of Committee Chairs. • Establish a policy to require new members to complete two mentor patrols and four traditional trail patrols before they can get patrol credit for any specialized patrol program.	Feb. 21, 2013 Feb. 21, 2013
Revision 6	Dec 28, 2013	• Updated the list of Boards Members. • Updated the list of Committee Chairs. • Updated the list of Committee Chairs and delete Trail Head Hosting Chair position.	Nov. 21, 2013 Nov. 21, 2013 Dec. 19, 2013
Revision 7	June 1. 2014	• Updated the Governance section • Updated the list of Committee Chairs. • Updated the Kids in Nature process • Updated the Weed Crew process • Updated the Inventory process • Updated the Uniform process • Updated the Hospatiality process • Updated the Restoration process	• April 17, 2014 • April 17, 2014 • April 17, 2014 • April 17, 2014 • April 17, 2014 • April 17, 2014 • April 17, 2014 • April 17, 2014
Revision 8	Nov 9, 2014	•Updated the list of Board Members •Updated the list of Advisory Board Members •Updated the list of Committee Chairs	•Oct. 23, 2014 •Oct. 23, 2014 •Oct. 23, 2014

Revision	Publication Date	Summary of Changes	Board Approval Date
Revision 9	Nov. 21, 2014	•Updated the list of Advisory Board Members •Updated the list of Committee Chairs	•Nov. 20, 2014 •Nov. 20, 2014
Revision 10	Feb 24, 2015	•Established the policy for PWV finical reserve •Updated the write-up for the Web Team •Combined the Grants Committee and the Fundraising Committee in to the Fund Devlopment Committee	•Jan. 19, 2015 •Feb. 15, 2015 •Feb. 15, 2015
Revision 11	Mar 28, 2015	•Established a new Trail Committee •Modified the PWV Photo Policy	•Mar 19, 2015
Revision 12	Sept. 19, 2015	•Update Board membership •Update the list of Committee Chairs	•Jun 18, 2015 •August 20, 2015 •September 17. 2017
Revision 14	Dec 9, 2015	•Updated the list of Committee Chairs. •Updated the membership of the advisory board •Updated the Board membership	•Oct. 15, 2015 & Nov. 19, 2015 •Oct. 15, 2015 •Oct. 15, 2015
Revision 15	Jan 25, 2016	•Updated the list of Committee Chairs. •Retired two Committees; Field Guide and Pocket Patrol Guide Committee and the PWV Field & Trail Guide (for sale to the public) - New Editions	•Jan. 21, 2016 •Jan. 21, 2016
Revision 16	Apr 30, 2016	•Updated the list of Committee Chairs. •Updated the Kid in Nature Section	•April 21, 2016 •April 21, 2016
Revision 17	Oct 24, 2016	• Updated the list of Committee Chairs. • Updated the list of Board and Advisory Board Members	•March 17, 2016 •June 16, 2016 •July 21, 2016 •August 18, 2016 •October 20, 2016
Revision 18	May 16, 2017	• Documented new section on Trail Patrolling Committee • Updated Kids-in-Nature section • Updated the list of Committee Chairs. • • Updated the list of Board and Advisory Board Members •Update Board membership	•April 20, 2017 • •March 16, 2017 •Feb. 16. 2017 & March 16, 2017 •March 16, 20107 • •Dec. 15, 2017

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INTRODUCTION

The Organizational Handbook documents the processes of the Board, the Officers, Committee Chairs and Event Leaders for Poudre Wilderness Volunteers. These process write-ups are meant to document how the organization performs its day-to-day functions. The process write-ups in this Handbook describes the implementation of the policies of the PWV Board of Directors and does not modify the boards policies. This Handbook also documents the Policies and the Standard Operating Procedures that guide PWV's activities. These Policies and Standard Operating Procedures are controlled by the PWV Board of Directors. It is the responsibility of the Organizational Handbook Committee to manage the Handbook and ensure that changes are made when necessary. The process for managing the Handbook can be found in the Organization Handbook Committee process write-up in this document.

GOVERNANCE

GOVERNING ROLES & AUTHORITIES

(J Shaklee: October 2011)

Board of Directors

The affairs of this Corporation [PWV] shall be managed by a Board of nine (9) or more directors each elected to a three-year term*, who shall be members of the Corporation [PWV].* One Directorship (non-voting) is reserved for the official representative of the U.S. Forest Service – PWV Bylaws: Article IV, Section 1

Meetings of the Board of Directors are typically held on the third Thursday of each month (except May) at the USFS Building beginning at 6:30 PM and are open to Advisory Board Members, all PWV members, and the general public.

Advisory Board

Advisory Board members will provide guidance, direction and support to the Corporation [PWV]. – PWV Bylaws: Article IV, Section 4

Executive Committee

The day-to-day management of the Corporation [PWV], including coordination of all working committee activities, shall be overseen by an Executive Committee. – PWV Bylaws: Article IV, Section 7

Other Committees

The Board may establish committees and subcommittees from time to time and may assign appropriate duties and authorities to them. The Board of Directors will appoint all Committee Chairs. – PWV Bylaws: Article IV, Section 8

Action Taken Without a Meeting

The Board may take any action in exceptional circumstances that do not permit the convening of the Board, by obtaining the written approval, including by email, of a majority of the voting Members of the Executive Committee. Any action so approved shall have the same effect as though taken at a meeting of the Directors. These actions will be reflected in the next set of board minutes.– PWV Bylaws: Article IV, Section 9

Powers, Duties, and Responsibilities of the Board of Directors

Duties of the Board of Directors (PWV Bylaws: Article VII, Section 2):

A. Cause to be kept a complete record of all its acts and corporate affairs open at all times for inspection by the members.
B. Supervise all officers, agents, and employees of this Corporation, and see that their duties are properly performed.
C. Supervise all programs of the Corporation.
D. Approve and manage the anual budget.
E. Establish PWV policies and processes.

Responsibilities of the Board of Directors (PWV Bylaws: Article VII, Section 3)

A. The Board of Directors is legally responsible (and liable) for the financial practices and decisions of the Corporation.
B. The Board of Directors is legally responsible to protect, maintain, and uphold the tax-exempt status of the Corporation

Normal Elections of Board Members and Officers, and Appointments of Committee Chairs

A. Typically, elections are conducted and appointments are made by the Board at the October Board Meeting (unless needed at other times)
B. Newly elected Board members, officers, and appointed committee chairs typically take office at the Annual Meeting of all PWV members held in the autumn of each year.

BOARD OF DIRECTORS

(J Shaklee: October 2011)

The Board of Directors consists of a minimun of 9 PWV members and the USFS representative, and functions to oversee and direct large-scale and long-term aspects of PWV, including its vision, goals and objectives; the size and nature of its membership; its policies and procedures; strategic and operational planning; and fundraising and financial management.

Directors are expected to prepare for, attend, and actively participate in all regular and special meetings of the Board and the Annual Meeting and Year-End Event. All Board members (including all officers) except the USFS representative have Board voting rights. Board members are legally responsible—and liable—for the financial practices and decisions of the organization, and are legally responsible to protect, maintain and uphold its tax-exempt status. Directors are also asked to serve as chairs/ leaders or members of one or more PWV committees/programs throughout their tenure. New Directors are elected to staggered, 3-year terms by the current Board, at its October meeting.

Desirable Skills and Experience: *Active participation in trail patrols and other activities; a strong commitment to making PWV better; a commitment to attending and participating in all Board meetings; specialized skills and experience pertinent to the functions and operations of the Board; e.g., personnel management/supervision; teamwork; project management; fundraising; bookkeeping/accounting; online survey creation and management; website design, operations and management; database, spreadsheet and/or word processing; layout and publication.*

Board Member	Term Expires
Shaklee, Margaret Chair	(10/18)
Ratliff, Randy Chair Elect	
Meyer, Alan Past Chair	(10/17)
Meyer, Bob Treasure	(10/17)
Janet Caille Secretary	(10/19)
Cashman, Gerry	(10/17)
Dean, Jeffrey	(10/19)
Greuel, Jim	(10/18)
Keigan, Shannon	(10/18)
Nicastle, Wendy	(10/17)
Reynolds, Mike	(10/18)
Walker, Celia	(10/19)
Young, Holly	(10/17)
Cannon, Kevin ***USFS-PWV Liaison***	

NOMINATION, FAMILIARIZATION and ELECTION TO THE BOARD OF DIRECTORS

(J Shaklee: October 2011)

NOMINATIONS TO THE BOARD AND FOR OFFICERS

Identifying, nominating, and electing committed and qualified members to lead PWV is a key process for maintaining the vigor, quality, and effectiveness of the Organization. Because the by-laws allow for a Board of 9 or more, the sitting Board has the authority and responsibility to set the number of Board members (which will determine whether or not any vacancies exist). Nominations to fill the open positions to the Board may be made by any director, at any meeting of the Board, when there is a vacancy. Similarly, active members may nominate themselves or other active members. In addition, the Executive Committee may serve to nominate active PWV members to the Board and as Officers or establish a Nominating Committee to accomplish the same purpose.

The Chair-Elect will form a Nominating Committee to develop a slate of candidates for Board Membership and Board Officers. That Committee consisted of: Chair-Elect (who served as Chair of the Committee), selected outgoing officer (Treasurer), one additional current Board member and two Advisory Board members. It is important that the nominating process be initiated early enough to allow adequate time to identify and contact potential candidates well in advance of the October Board meeting at which the annual election is held. Prior to the first Nominating Committee meeting, each Committee member reviewed the required qualifications of candidates as stated in the PWV Bylaws and the PWV Organization Handbook, reviewed lists of qualified candidates and then individually prepared a list of potential candidates for each position. At the first meeting of the Committee, the group compared their lists, discussed each potential candidate, and prepared a single prioritized list of candidates for each position. After the first Committee meeting, select members of the Committee contacted candidates for each position in the order on the prioritized list until a potential candidate agreed to be on the candidate slate. Once candidates were confirmed for each of the open positions, the Committee held a second meeting that included the Officer candidates. The purpose of the second meeting was for the Committee to meet the Officer candidates and to review with them their responsibilities as Officers to assure that they and the Committee are comfortable with them serving in their candidate positions. Subsequent to the second Committee meeting and prior to the election date, a final slate of candidates was submitted to the Board of Directors.

FAMILIARIZATION Written descriptions of duties and expectations for Directors and Officers shall be communicated to the membership at least two months prior to the October elections, along with a call for nominations and volunteers.

All volunteers, nominees and members considering serving on the Board are strongly encouraged to attend one or more Board meetings prior to the elections to familiarize themselves with the Board and its operations, and to make themselves known to current Board members. Additionally, all candidates for the Board or for Officer positions are asked to submit a brief written statement: 1) Outlining their relevant knowledge, experience and interests; 2) describing their history of involvement in PWV activities and programs, and 3) indicating why they want to be on the Board. The statement should be sent to the Secretary by October 1; and circulated to all current Directors prior to the October Board meeting. Additionally, candidates are encouraged to attend the October Board meeting and make brief comments regarding their candidacy prior to the elections.

ELECTION OF DIRECTORS Election to the Board is by a secret, written ballot. At such election, the Board members may cast one vote on each vacancy. The person receiving the most votes for each vacancy is elected. In case of a tie, open discussion by the Directors, followed by subsequent secret ballots, shall determine the outcome.

BOARD CALENDAR

June – August: The Nominating Committee (or the Executive Committee, or the Board as a group) evaluates the current and future personnel needs of the Board and its committees and reviews the performance, experience, and qualifications of PWV members in light of the Board's needs. It then begins the process of identifying and contacting potential new Board members and officers (and consults with current committee chairs regarding potential new committee chairs or vice-chairs) and encourages selected members to consider serving on the Board (or as committee chairs/vice chairs) and invites them to attend one or more Board meetings to learn about the Board's functions and operations.

August: Email notification is made to the entire membership regarding the duties and expectations for Board Directors and Officers, along with a call for nominations and volunteers, and a suggestion that interested parties attend one or more Board meetings to familiarize themselves with the Board and its operations and to make themselves known to the current Board members.

August-September: Typically, the Executive Committee (or a nominating committee established by the Executive Committee) develops a formal slate of recommended director and officer candidates (and new committee chairs/vice chairs) by reviewing the membership roster and contacting selected members about their potential interest.

October 1: Nominees and candidates for director and officer positions are asked to submit a brief written statement: 1) Outlining their relevant knowledge, experience and interests; 2) describing their history of involvement in PWV activities and programs, and 3) indicating why they want to be on the Board or serve as an officer to the Secretary. Prior to the October Board meeting, Board members review the bios and consider the merits of each candidate in light of the needs of the Board (and its committees).

October Board Meeting: Election of Directors and Officers is held. Since Officers on the Board of Directors need to be members of the Board of Directors, voting for New Board of Directors precedes voting for Officers to cover the situation where a newly elected Board of Directors member may be nominated to be an Officer. Appointment of committee chairs/vice chairs typically occurs at the October or the November Board meeting (or when necessary).

OFFICERS OF THE BOARD OF DIRECTORS

(J Shaklee: October 2011)

Each year, the Board of Directors is led by a different chairperson. The leadership of the Board involves a series of 3-year cycles whereby a future leader is elected to serve one year as Chair-Elect, followed by one year as Chair, followed by one year as Most Recent Past Chair. The 3-year leadership cycles are intended to provide both regular turnover while allowing for learning/training and benefiting from experience and recent historical perspective.

All officers of the Board and the Advisory Board Member to the Executive Committee serve as voting members on the Executive Committee. The USFS representative is a non-voting member of the Executive Committee.

CHAIR The Chair shall serve a 1-year term, preside at all meetings of the Board, and assure that decisions of the Board are carried out. *Desirable Skills and Experience: Successful completion of term as Chair Elect and familiarity with all PWV aspects and programs.*

CHAIR-ELECT This position is the first step in a three-year commitment: 1st year = Chair-Elect; 2nd year = Chair, and 3rd year = Most Recent Past Chair. The two primary duties of the Chair-Elect are to assist the Chair and to act in place of the chair when needed. The Chair-Elect is elected to a 1-year term by the Board at its October meeting. To be considered for the Chair-Elect position, a PWV member must have previously served on the Board for at least one year prior to his/her election to this position. The Chair-Elect is strongly encouraged to participate in as many programs and activities as possible during this year to maximize his/her familiarity with, and understanding, of PWV's diverse operations and needs. Desirable Skills and Experience: History of active and enthusiastic participation in trail patrols and other PWV activities and programs. Leadership qualities and a strong desire to work with the Board, the USFS representative, and other PWVs

Most Recent PAST CHAIR The major duty of this position is to counsel and advise the Chair (and Chair- Elect) regarding past issues and decisions of the Board. In addition the past Chair produces the PWV Annual report for the past year.(This position also serves as a voting member of the Endowment Fund Committee.) *Desirable Skills and Experience: Successful performance as Chair.*

SECRETARY The Secretary is elected to a 1-year term but may be re-elected. By a two-thirds majority vote of the Board, the position of the Secretary may be exempted from the 3-year term limit as Board member (PWV Bylaws: Article VIII, Section 3). The Secretary records votes and keeps the minutes of all meetings and proceedings of the Board, notes of the Executive Committee meetings, and members' Annual Meeting. The Secretary (or the Chair) serves notice of meetings of the Board and of members; keeps appropriate current records showing the PWV members, together with their contact information; ~~updates and manages the Organization Handbook of Procedures and Policies~~ and performs other duties required by the Board. *Desirable Skills and Experience: Attention to detail, strong note-taking skills, and proficiency using a word processing program*.

TREASURER The Treasurer is elected to a 1-year term (with an expected 3-year commitment to the position as long as their 3-year term on the Board has not expired) by the Board, at its October meeting. By a two-thirds majority vote of the Board, the term of the Treasurer as Board member may be extended to allow completion of the term as Treasurer (PWV Bylaws: Article VIII, Section 3). The Treasurer follows sound accounting principles to produce reliable financial information; receives and deposits in appropriate bank accounts all moneys of the organization; disburses such funds as directed by resolution of the Board; signs all checks; and keeps proper books of accounts. The Treasurer prepares an annual budget and a statement of income and expenses to be presented to the Board at the appropriate regular meetings and to be open for inspection by the membership. When directed by the Board, the Treasurer shall cause an audit of the books to be made by a public accountant. The Treasurer also manages the books of the PWV Endowment Fund and serves as a voting member on the Endowment Fund Committee. The outgoing Treasurer is expected to train, assist and advise the incoming Treasurer at the beginning of the first year in this position. [see "Treasurer" below in Section 3 for a more detailed presentation of duties and activities.] *Desirable Skills and Experience: Detail oriented, experience collecting money and recording financial transactions (bookkeeping); knowledge and experience developing and managing budgets, experience preparing financial reports; and proficiency using spreadsheets and/or financial managerial software (esp. Intuit QuickBooks).*

ELECTION OF OFFICERS OF THE BOARD OF DIRECTORS Only current members of the Board can serve as Officers. The election of all Officers (except for the Member-at-Large) occurs by secret ballot at the October meeting of the Board, after the

election of directors. The ballot lists all candidates for each vacant officer position. Directors may vote for one candidate for each officer position, and the candidate receiving the most votes for each officer position is elected to that position. In case of a tie, open discussion by the Directors, followed by subsequent secret ballots, shall determine the outcome. The new Board elects a Member-at-Large to serve on the Executive Committee at its November Board meeting.

EXECUTIVE COMMITTEE The Executive Committee consists of the Officers of the Board listed above, the Advisory Board Member to the Executive Committee if one has been approinted, and the USFS representative. The primary purpose of this Committee is to manage the day-to-day affairs of the organization and coordinate all working committee activities.

ADVISORY BOARD

The Board of Directors benefits from advice and assistance from the Advisory Board.

The Advisory Board is made up of former Board members who remain interested in PWV's ongoing operations and activities and who contribute historical perspective and experience-based insights to issues facing the Board and PWV. Advisory Board members are nominated by the Board and elected to the Advisory Board for 3-yr terms (and they may subsequently be re-elected to serve additional consecutive 3-year terms).

Most current Advisory Board members are former Board members who have indicated a desire to continue to serve PWV in an advisory capacity. Additionally, they may be esteemed persons with expertise relevant to the mission of PWV, representatives of major donors to PWV, or other leading members of the community.

Advisory Board members are invited to all Board meetings as non-voting participants.

Advisory Board Members –2014 - 2015

Members	Term Expires
Fred Allen	(10/18)
Chuck Bell	(10/18)
Dave Cantrell	(10/18)
Jan Creager	(10/17)
Mike Corbin	(10/19)
Sandy Erskine	(10/17)
Nancy Flippin	(10/17)
Jerry Hanley	(10/17)
Bob Hansen	(10/17)
Bob Manuel	(10/17)
Jacques Rieux	(10/17)
Karl Riters	(10/19)
Jim Shaklee	(10/17)
Meg Palmer	(10/19)
Mark Snyder	(10/18)
Mike Smith	(10/19)
Cheri Van Ackern	(10/18)

Garin Vandemark	(10/18)
George Wallace	(10/18)
Lori Wiles	(10/18)

PWV COMMITTEES

ADMINISTRATION – Facilitator: Chair

Hospitality.	Jan Creager
Patrol Scheduling & Reporting Website . .	USFS
Annual Calendar on PWV Website .	Chair-Elect
Office Crew.	Nancy Hicks/ Liz Manes-Ruhl
Patrol Scheduling.	Bob Hansen
Patrol Gear	Marion Wells

OPERATIONS – Facilitator: Chair-Elect

Adopt-A-Highway	Holly Young
Adopt-A-Trail	Mark Snyder
Kids in Nature	Jeanne Corbin
Patrol Committee.	Jeanne Corbin
Restoration	Mike Corbin & Mark Snyder
Stock Patrol	Sandy Erskine
Trail Crew	Bob Manuel
Weed Crew	Jim Shaklee
Off-Trail Management	Poistion Vacant

PUBLICATIONS – Facilitator: Secretary

Annual Report	Past Chair
Content Coordination	
Training Manual	Mike Corbin
Organization Handbook	Mike Corbin
Photography & Video	Karl Riters
Publications	*position vacant*
Poudre Trails Newsletter . . .	Beth Keller
PWV Web Team.	Karl Riters

FINANCE – Facilitator: Treasurer

Finance	Margaret Shaklee
Endowment Fund	Jerry Handley
Fund Development	Shannon Keigan
Supply and Storage	Eliane Green

COMMUNICATIONS/RELATIONS

Affiliation Gatherings	Bob Hansen
Member Recognition & Awards . .	Sandy Erskine
Recruiting	Celia Walker
Public Outreach	Kasha Karol & Mike Reynolds
Surveys & Questionnaires . . .	Nancy Casadevall & Jim Casadevall
Year-End Event & Annual Meeting	Margaret Shaklee

TRAINING

Kick-off Night	Linda Reiter
Mentoring Program	Dale Grit and Ken Klopfenstein
Spring Training	2017 = Fred Allen
Supplemental Training	Jackie Picard and Laurie Landolt
LNT Trainer Training	Jim Greuel & Bob Manual
Recertification	Jeffrey Dean

ADMINISTRATION

ANNUAL PLANNING & EVENTS CALENDARS ON THE PWV WEBSITE

(K Riters: October 2011)

PURPOSES

Two dynamic calendars are maintained on the PWV Website to inform members of important planned and scheduled events throughout the calendar year:

- Planning Calendar identifies events that are planned by month which are yet to be scheduled
- Events Calendar identifies events that are that are scheduled with specific dates and other pertinent information. As planned events are scheduled, they are removed from the Planning Calendar and added to the Events Calendar.

CALENDAR OF EVENTS

Late October: Begin preparing the calendars using known events (from previous 12 months) with adjusted dates (for coming year) (i.e., Board meetings, Spring Training, Year-end Event, etc.). CONTACT the Winter Patrol Coordinator for the January kick-off night and patrol season dates. CONTACT the USFS Liaison to establish the dates for mailing of recruit applications and interviews. COORDINATE with the Recruiting chair to establish the date for the new recruit open house.

January: Contact the Trail Crew Coordinator for the date of the Wilderness Volunteer Workshop and the planned Trail Crew event dates. COORDINATE with the Weed Crew Coordinator for the date of the Weed Crew winter meeting. The dates for the individual weed pulls are on a separate calendar distributed by the Weed Crew Coordinator.

February: Coordinate with the Stock Patrol Chair for the dates of the Stock Patrol new members' meeting. CONTACT the Trail Crew Coordinator for the dates of the USFS Trail Crew leader training. CONTACT the Kick-off Night Coordinator for the date of Kick-off Night.

March: Contact the Supplemental Training Coordinator for the dates of LNT training and any other scheduled training events.

April: Contact the Adopt-a-Trail Coordinator for dates of maintenance events for the North Fort Trail. CONTACT the Adopt-A-Highway Coordinator for dates of Highway 14 pickups.

May: Contact the Recruiting Chair for dates of New West Fest, the Sustainable Living Fair and CSU Homecoming Parade.

PROCEDURE

1. The Calendars are typically maintained by the Chair-Elect. This provides the Chair-Elect an opportunity to become knowledgeable and involved to some degree with important activities of PWV.
2. Obtain Administrator access to PWV Website and instruction for accessing the Website from the PWV Webmaster.
3. Obtain training and instruction for maintaining the Planning Calendar and the Events Calendar from PWV Chair (who maintained the Calendars on the Web during the past year) and from Webmaster.
4. It is vital that the Calendars be kept up to date on the Website if they are to be of value to the membership.
5. As a starting point the Chair-Elect uses a spreadsheet of the past year's Planning Calendar to help identify events that were important in the past year which may also need to be on next year's calendars. This spreadsheet is available from the current Chair and should be used as a dynamic worksheet to organize and maintain the events throughout the following year.
6. As the spreadsheet is updated for next year, the Planning Calendar can be established on the Website and as specific dates become known the Events can be added to the Events Calendar on the Website.
7. Normal practice is to maintain the spreadsheet up-to-date to serve as a backup and record of planned and scheduled events as the year progresses.
8. To provide some assurance that the calendars are maintained up-to-date, a follow-up email is sent three weeks prior to the following month to all event owners requesting them to confirm that their events are accurately shown in the Planning Calendar for the following month or are accurately scheduled in the Events Calendar for the following month. The following are examples of draft templates for these emails as used in 2011:
    a. Planning Calendar update:

> You have one or more Event(s) on the PWV Website Planning Calendar shown for Month: http://www.poudrewildernessvolunteers.org/news-and-information/planning-calendar.html
>
> If you wish to have the Events scheduled and transferred to Events Calendar, please provide me with Date, Time, Location and any other information so I can update the Events Calendar for Month: "http:// Input link to Month"

If you do not want your events on the Events Calendar, let me know and I will remove them from the Planning Calendar as well.

(Name & phone number of Chair-Elect)

b. Events Calendar Update:

Procedure

- Set email for PWV Account
- Find Replace "Month" with next month
- Access next month calendar on public website to get names of Contacts & Copy URL for that month
- Paste URL into email replacing "http://www" below, highlight URL and click on Hyperlink
- Input "To…" for email with Contacts for next month
- Copy Subject (below) to Subject line of this email
- Update my availability to do Event Calendar update for the rest of this month
- Change all font to black except for URL (keep URL blue)
- Delete Procedure and Subject from this Reminder Template
- Send email to Contacts for next month Events

Subject: PWV 2011 Calendar - Review Your Month Events

You are scheduled for one or more Month 2011 Events on the PWV Website Events Calendar. The following is the link to the Month Events Calendar: http://www Please review your Event(s) to verify that it is accurately posted for Month and **advise me if you require any corrections, changes or additions**. To promote use of the PWV Website by PWV members and make the Events Calendar a useful feature, obviously it has to be accurate and kept up to date.

I will be out of town (input dates) and may not be available to make changes during that period.

Thank you in advance for reviewing your Month 2011 Events,

(Name & phone number of Chair-Elect)

HOSPITALITY

(J Creager: March 2014)

PURPOSES

1) *To acknowledge serious illness or death of a Board?/PWV? member or their immediate family member*.
2) Immediate family includes spouse, parents, children, grandchildren.
3) In case of hospitalization due to serious illness or injury, an appropriate card will be purchased by and sent by Hospitality Chair.
4) Flowers will be sent to any member who sustains a serious injury while on patrol.
5) To send thank-you card to anyone who donates funds to PWV

CALENDAR OF EVENTS

As needed

PROCEDURES

At least a card should be sent; but flowers, a basket of fruit, or other may also be sent depending on circumstances.
All members will be treated equally.
If a member knows of anything that requires an action from hospitality, please notify Hospitality Chair asap

Refer to the current budget for available funds. Board approval is required if more funds are needed, or ask members to donate money to pay the excess.

EVALUATION AND REPORTING

Submit a brief summary report of activities and expenses to the Board at the end of the year.

OFFICE CREW

(Margaret Shaklee: October 2011)

PURPOSE

The Office Crew was organized to:

- Facilitate the check-in/out process for USFS & PWV equipment used by members while on PWV patrols. Equipment includes USFS radios and SPOT units, PWV GPS units, some maps and first aid kits.
- Assist the USFS liaison in keeping records of items checked in/out
- Remind PWV members to file trail patrol reports in a timely manner
- Make copies of business and information cards for PWV members to use on patrol
- Perform other duties as needed

CALENDAR OF EVENTS

- **April**: Confirm the Office Crew members and alternates for patrol season.
- **May**: Meet with all Office Crew members and alternates before Spring Training to plan upcoming needs and to develop schedule for season
- **July/August**: Meet to reassess schedules and to adjust procedures for remainder of season
- **May-October**: Call PWVs to remind them to file trail outstanding patrol reports

PROCEDURES

Office Crew Members…

A. Report to the USFS on assigned day and time. If unable to attend, email or call other Office Crew volunteers to determine if anyone can assist that day. This step is more important than in the past, because of the Hazardous Trail requirements.
B. Check the PWV Equipment cabinet in the Visitor Center to pick up equipment that has been returned. (Key is with the Visitor Center Personnel, behind counter.)
C. Report to the PWV volunteer cubicle.
D. **Check in** returned equipment:
    a. Enter date returned and your initials on CHECK-IN/OUT form(s)
    b. File completed CHECK-IN/OUT form(s) in brown folder.
    c. Update ***Sign-out/Sign-in Tracking*** sheet for all radios and SPOT units.
    d. Re-charge batteries of radios and GPS units--chargers located in Kevin's office.
    e. Put charged batteries in file cabinet drawer in Kevin's office.
    f. Replace batteries in GPS units and put units away in top drawer in file cabinet.
    g. Make sure SPOT units are **turned off** and put away in top drawer in file cabinet.
E. Check phone for messages and follow up on all messages from volunteers from previous day.
F. **Check-out Procedure** for radios, SPOT units, GPS units and other equipment. Remember to issue equipment **only** to active PWV members.
    a. Complete the check-out reservation form and place it with the unit(s).
        - Name & Contact info for person checking out equipment
        - Date checked out and your initials
        - Date due back and your initials
        - Equipment # and description (Radio, SPOT, GPS, maps, first aid kits, etc.)
    b. Update ***Sign-out/Sign-in Tracking*** sheet for all radios and SPOT units.
    c. Call the PWV member (or Adopt-a-Trail person) regarding the status of their request.
    d. If equipment requested is not available, leave a message for the next Office Crew volunteer.
    e. Inform Arrowhead Visitor Center or Red Feather Lakes Work Center if any radios or SPOT units are to be checked out from their location. Tell them radio or SPOT unit X, Y, or Z, the date, and who is checking the radio/SPOT out.
        - Arrowhead phone number is 9-881-2152.
        - Red Feather Lakes Work Center phone number is 9-881-2937.
    f. Place the equipment with the form in the PWV Equipment Cabinet in the Visitor Center.
G. Calls to members regarding patrols not reported:

a. As the season progresses, a list of PWV volunteers who have not reported patrols will be posted in the office.
b. Call individuals and ask if they did the patrol and remind them the report is due as soon as possible.
c. Mark results on the call sheet or indicate if a message was left.

H. Other office duties as assigned…

EVALUATION AND REPORTING

A report is not currently being done. The data collected by the Office Crew could be a possible source of data for the usage of radios and SPOT units (and other equipment) in a season, including the rate of use, the frequency of use by time, trail, user, item, and location; length of time equipment is checked out for; rate of late returns and requests shorter than the preferred 72 hours.

PATROL SCHEDULING

(B Hansen: October 2011)

PURPOSE

Scheduling provides new and returning members, if requested, their summer patrolling schedule.

CALENDAR OF EVENTS

March: A link to the on-line Patrol Scheduling Preferences Questionnaire is emailed to all new recruits and to returning members (especially potential mentors), with directions to complete the questionnaire within 2 weeks. [In the same email, new recruits and returning members also receive a PDF version of the Volunteer Agreement Form that must be filled out, printed, and returned to Kevin Cannon at the USFS (by U.S. Mail or in person).]

April: Volunteer Agreement forms are routed to the Forest Service Liaison.
Mentor Coordinator(s) recruit an adequate pool of experienced members willing to serve as mentors.
Survey Manager provides information regarding potential mentor patrol availability to the Patrol Scheduling Committee.

Late April/Early May: Committee schedules two mentor patrols and four other patrols (preferably with returning members as patrol partners) for all new hiking and backpacking recruit by Kick-off Night and, if time allows, schedules other patrols requested by returning members.

Periodically during the season: Send a broadcast letter to the membership, reminding members of the patrol alternative of Trailhead Hosting.

PROCEDURES

The following information should be considered during the scheduling process:

1) Number of patrols requested by a member. (Some people want more than 6 patrols.)
2) Requested patrol partners, if provided.
3) Attempt to schedule at least 2 mentor patrols for each new volunteer. Work with the mentors' schedules and wishes. We try to have 2 new members per mentor patrol, but some mentors only want 1 new member on a patrol.
4) Match new member with a veteran for the rest of his/her patrols if you can.
5) Optimize trail coverage by attempting to cover all "high" (and "medium") priority trails as much as possible, to get the biggest bang for our patrols.
6) Attempt to schedule using requested dates.
7) Use appropriate trails—length, exertion and timing. Remember, some trails open later.
8) Match hiking rate and mode--slow, fast, hiker, backpacker . . .
9) Match patrol partner desires, if necessary. Some people don't want to patrol with opposite sex partners. (This is a bigger issue than I thought it would be.)
10) Members' follow-up. Contact new members, if not heard from by the cut-off date, and get clarification as needed.
11) Contend with late arrivals. There are always a handful of people who are late with their information.

How this is done:

Give Volunteer Agreement forms to the USFS Liaison. The Stock Patrol handles the forms, but scheduler captures data from those who also patrol via hiking. ??--?? Keep a spreadsheet of forms.

Mentor scheduling information (driven by Mentor Coordinator) is also obtained during this time. Work with the mentor leader to ensure an adequate number of mentors are available. A rule of thumb is to have at least enough mentors to equal half the number of new members. Mentor Coordinator uses a process to ensure the mentors are acceptable and trained. (We have had a lot of hiking mentors recently, but there is usually a need for backpacking mentors.)

The most time consuming part is ensuring the new members have at least 2 mentor patrols. The first new member patrol is always with a mentor. After that, they might have a patrol with a veteran until a match between mentor and new member schedule coincides. The scheduling should begin with assigning 2 mentor patrols to each new recruit (highest priority); beginning with backpack mentor patrols then hiking mentor patrols. The second priority is to schedule the four remaining patrols for new

recruits paired with veteran PWVs. The lowest priority is scheduling patrols for returning members wanting to patrol with other returning members.

To accomplish this, the information provided in the Patrol Scheduling Preferences Questionnaire database is transferred into a spreadsheet. First the members are sorted into new, mentor and other returning members with the mentors and new members first. New members and mentors are then paired according to date and hiking preferences including speed, difficulty and gender preferences. Care should be taken to avoid back-to-back dates for mentors.

After the new members are assigned both mentor hikes, the remaining hikes for new members and all hikes for returning members are scheduled taking hiking preferences into account. If there is not a match in the "dates" spreadsheet, the Scheduling Committee will pick someone from the open date spreadsheet to fill that date. Then, step and repeat.

What isn't included in this is the time needed to call members to get clarification on information in their questionnaire. There are always changes that occur during and after the schedules have been completed. About 10% of members will have changes, often due to work or vacation schedules.

Stock Patrol Scheduling: Please note that the Stock Patrol takes care of its own scheduling. At this time, since it is a much smaller group, mentor patrols are scheduled by the mentors. Scheduling the rest of the patrols is done by the individuals utilizing the website.

SCHEDULING COMMITTEE QUALIFICATIONS

1. Ability to manipulate spreadsheets (and databases)
2. Knowledge of all PWV trails including trail suitability for mentoring, trail-specific opening dates, hiking versus backpacking trails, trail difficulty, etc.
3. ?

EVALUATION AND REPORTING

The patrol scheduling process and outcomes should be reviewed and assessed each year at the end of the summer patrolling season to identify successes and shortcomings. The results of this process should be reported to the Board and used as a basis for improving the process in future years.

PWV UNIFORMS

(S. Green: April 2014)

Purpose: To order, inventory and distribute new shirts, name badges and other uniform items to the membership. Shirts and name badges are required. All other items (hats, arm bands and pack bands) are optional.

January

- Review inventory – need one example of each size of shirt
- Determine number of items needed for year based on sales of previous year (i.e. hats, patch sets, pack bands & arm bands)
- Order pack bands & Arm bands (popular for winter patrols)

February

- Apply for Corporate Relations Purchase Program with Columbia (good for one year at a time) Copy of IRS 501c award letter needs to be attached with application. See Columbia.com website.
- Order hats

March

- Attend interviews with shirt samples so new recruits can determine their size. Also get their name badge order (first and last or first only on badge)
- Get returning members orders for shirt and replacement name badges
- Order shirts based on numbers from interviews and inventory.

April

- Get patches sewn on shirts as soon after they are delivered as possible so that shirts are ready for delivery at spring training.
- Determine what if any items may be placed in the spring training PWV members "store". Supply list with prices to store chairman

May

- Order name badges as soon as possible after kick-off night
- Label shirts with new recruit name and sort into animal groups.
- At spring training deliver pre-sold items AND name badges to assigned area for recruits and returning members to pick up.
- Deliver shirts for new recruits (sorted into animal groups) to Kevin who will distribute them at the "graduation" on Sunday.

October/November

- Total "sales" of each item for year end report
- Prepare and submit budget to finance committee
- Submit year end inventory report to Inventory chair and to Treasurer

Uniform shirts - (Members pay $30.00 for long sleeve and $25.00 for short sleeve. New recruits pay $20.00 for first shirt regardless of sleeve style)

Use only Columbia – Bahama style
Columbia.com

Mens Long Sleeve is item # FM 7046
Men Short Sleeve is item # FM 7047

Women Long Sleeve – item # FL 7314
Women short sleeve – item # FL 7313

For 2013 Alana Davis 682-4466 sewed patches on our shirts at a charge of $2.40 per shirt. Other bids were substantially more.

Name badges - New recruits pay $10.00.
Craft Trophy - 970-482-1158,
508 N. Link, Ft. Collins

Hats and PWV patches - Members pay $10 for hat.
Classic Designs, 970-667-0753

1305 Elbert Ave, Loveland

USFS Volunteers patches

Contact Kevin Cannon at Canyon Lakes Ranger Dist. If Forest Service provides these, there is no charge, however you can order them from Western Heritage at cost of $3.00 plus shipping.

Website: westernheritagesore.com (need to select specific agency, Forest service, then pins etc. and a number of clicks thru various pages until to get the volunteer patch. There are two sizes, get the 3" one. Item # FS214

PWV members made the armbands (Mary Ann Baak) and pack bands (Judy Christensen). Patches and material were supplied or members donated the material.
Members pay $5.00 for pack band set and $8.00 for arm band set.

You can also deliver items to members via the PWV cabinet at the Forest Visitor center. This works well.

ORGANIZATION HANDBOOK

(M Corbin: January 2012)

PURPOSE

The purpose of the Organizational Handbook Committee is to manage the process of maintaining the PWV Organizational Handbook in order to document the processes by which PWV is managed. The Organizational Handbook Committee procedure includes processes for: reviewing and updating existing content, approving new content, and inactivating unnecessary content. The committee shall coordinate the updating and approval of the content to ensure that PWV has well documented processes. The procedures are meant as a guide to assist the PWV Board of Directors, Executive Committee, committee chairs, and the members to perform the various tasks required to manage PWV.

CALENDAR OF EVENTS

- No later than the April Board meeting a report will be made to the Board regarding the annual review of all Organizational Handbook content.

PROCEDURES

- New process write-ups will be drafted when required.
- Content may be updated any time it is required.
- Each Organizational Handbook process write-up will be reviewed annually (or more frequently, if necessary) by the Organizational Handbook Committee, and by the current committee chair(~~s~~), and/or selected PWV members.
- The Organizational Handbook Committee will request each committee, or the individual responsible for the procedure, to review the process write-up and recommend whether it requires revision.
- Each group of reviewers will be selected by the Handbook Committee and a schedule will be established for completion of the review.
- Based on its review, the Handbook Committee can request that a process write-up be revised or otherwise changed to meet PWV's needs. Additionally, a committee or other reviewer can request that a process write-up be updated or revised.
- All new or updated content will be reviewed by the Handbook Committee and the PWV Board chair. Updated content that has a change in intent and/or substantial all new content will be reviewed and approved by the Board. Content updated for improved wording and further clarification without change of intent (as judged by the HB committee) will be approved by only the HB committee.
- The HB is a living document published on the PWV Website and updated with new and revised content as soon as it is approved. The Board will be notified of each update or new content as soon as it is posted on the PWV Website. The total PWV membership will be reminded at least annually of the existence of the HB on the PWV Website and at the discretion of the HB committee, notified of significant new or changed PWV Organizational Handbook content.
- When a process write-up is deactivated it will be maintained in a "Retired" file for future reference.

EVALUATION AND REPORTING

Each April the Organizational Handbook Committee chair will provide the Board with a brief summary report documenting the annual review of the Organizational Handbook and what updates have been made. The Board will also be notified of each update or new content as soon as it is posted on the PWV Website.

OPERATIONS

ADOPT-A-HIGHWAY

(Kristine Williams: October 2011)

PURPOSE

To perform community service by removing litter from mile marker 69 to mile marker 73 along Highway 14 in the upper Poudre Canyon

The program is managed by the Colorado Department of Transportation's Greeley office located at 1420 2nd Street, Greeley, CO 80631. Their phone number is 970-353-1232.

CALENDAR OF EVENTS

September: Every two years CDOT will send a letter of renewal to the coordinator for the PWV Adopt-A-Highway commitment. Even though the CDOT agreements require 4 pick-ups a year their office understands that PWV only does 2 pick-ups during their hiking/riding season in order to avoid the inclement weather of high mountainous terrain.

April: Advise the Chair-elect to help schedule 2 days on the annual PWV calendar for litter patrols.

May: Call the Poudre Canyon CDOT office at (970-881-2128) to arrange a time to get orange garbage bags. Required orange safety vests are provided by the AAH coordinator. The safety video presented before each litter patrol is provided by the CDOT office in Greeley or downloaded from their web site.

Prior to events: Send a PWV broadcast email to all members two weeks before a scheduled litter patrol to request volunteers.

5 days prior to events: Call the Poudre Canyon CDOT office at (970-881-2128) to inform employees of the patrol and to allow them time to schedule a truck to pick up filled garbage bags from the area

Week before events: Plan lunch and shop for needed food, water and drinks.

Directly after events: Call CDOT to inform them of the completed litter patrol and indicate the number of orange bags left along the roadside for them to picked up.

Send a thank you email to all the volunteers who contributed their day.

PROCEDURES

Though this is a community service project, it also counts toward the PWV 6-patrol days a season commitment. Litter patrols are a great way to meet new volunteers and spend time with invited family and friends. Lunch is provided after the patrol and volunteers then return home knowing their time has made a big difference to an area improved by their efforts.

Organizational Duties: Stress carpooling and items (PWV uniform, sun block, rain gear, sturdy shoes) needed for the litter patrol.
With 10 volunteers and 2 vehicles, drivers and teams can pick up litter for 2 miles on 2 different loops.

Arrange a meeting place (where the CDOT Safety Video can be shown) for all volunteers and determine a lunch spot.

Show the required CDOT safety video and distribute the orange vests and garbage bags.

Give volunteers printed instructions describing the designated safe parking areas and the specific litter patrol boundaries.

When finished, meet in a scenic location for a great potluck or picnic or at a nearby restaurant to celebrate PWV's good deed!

We do future generations a great favor by removing aluminum cans that can last 200-400 years; plastic containers and bags 20-30 years; cigarette butts 2-5 years, plastic 6-pack holders 450 years, and Styrofoam and glass bottles can take thousands or millions of years and might never completely break down. Our forests, rivers and wildlife will reap the benefit of our good deeds. Some statistics show the largest groups of people who litter are young teens; and they are encouraged to join us in hopes that we can set a good example for them.

EVALUATION AND REPORTING

At the conclusion of the PWV season, deliver a report to the PWV Board detailing the number of volunteers who participated in the patrols, the number of litter bags collected, and other pertinent information.

ADOPT-A-TRAIL (NORTH FORK TRAIL #929)

(G VanDeMark: October 2011)

PURPOSE

The following paragraphs have been taken from the USFS Memorandum of Understanding U.S. Department of Agriculture (Forest Service) and PWV. The document describes maintenance standards which both parties agree to meet and establishes the working relationship between the parties. Work under this document will be authorized through an annual agreement for sponsored volunteer services.

Volunteers "will perform light and heavy trail maintenance on the North Fork Trail for the Adopt-a-Trail program in the Canyon Lakes Ranger District. Trail work may include, but is not limited to cleaning and construction of drainage structures such as water bars, brushing, limbing and removal of downed trees on the trail."

Copies of the most current Adopt-a-Trail documents are attached at the end of this document.

CALENDAR OF EVENTS

Dates We have chosen to select 4 monthly work sessions during the PWV hiking season to perform trail maintenance activities on the North Fork Trail. The dates are chosen after consulting with the PWV Trail Crew and so as not to conflict with its work weekends. For example, in 2011, the scheduled work days were: June 11 & 12, July 16 & 17, August 24 & 25 and September 10 & 11.

PROCEDURES

Recruiting The membership is surveyed by email prior to Spring Training to recruit members who are interested in helping with this effort. We have intentionally avoided attempting to recruit volunteers who have not completed at least 1 year on the trail implementing the primary mission of PWV – routine trail patrolling (". . . to field citizen volunteers to serve as wilderness rangers and hosts for the purpose of educating the public . . .").

Notify Volunteers Once a list of volunteers has been obtained in early spring, the schedule of work weekends for the summer season is communicated to the interested volunteers by email, asking them to reserve as many of these work dates as possible.

Hike Trail/Make Work List The Adopt-a-Trail (A-A-T) leader(s) hike the trail in early Spring from the trailhead to the RMNP boundary and then update a list of the work (photos and notes) that needs to be done on the trail. We consult with the USFS Liaison and add to the list the work he feels needs to be completed. Then a plan is created detailing the work we hope to accomplish during the 4 weekend sessions.

Notify Participants About 2 weeks prior to the scheduled work weekends, a detailed email is sent to the interested volunteers, telling them what work we plan to do and asking them to advise us of what days they can work.

Tools needed

A few days prior to the work dates, gather up specific tools, hard hats, first aid kit(s), and other equipment needed for the work that is planned. Based on the number of separate work teams we have spread out along the trail, pick up necessary USFS radios. PWV has some tools — some of which were purchased with grant money — that are available from the PWV storage unit. *A list of PWV tools is attached*. Garin has been storing PWV tools in his garage during the summer months and returning them to PWV storage facility for the fall, winter and spring months. Additional USFS-owned tools are available from the USFS Ad Site tool room.

At the Trailhead/Safety/Work Day

Drive to the trailhead each work day with the tools needed for the work. Usual meeting time at the trailhead is 8:00 AM or so (adjusted for the distance some may need to drive). Gather and discuss the work planned, assign the tools to be carried to the work site, determine who has First Aid training and what is the plan of action in case of injury or accident, fill out the A-A-T paperwork for the USFS CLRD A-A-T Coordinator, and have a trailhead safety talk. The work day ends between 3:00 and 5:00 pm.

Work Area/Tool Cache

The work completed to date has been relatively close to the trailhead, but much more needs to be completed beyond the meadow, close to the RMNP boundary, a 3.5 to 4.5 mile hike. We are considering working weekends where we hike in and make camp, possibly at designated campsites sites 8 or 9, and work from there; and working an early weekend in summer and asking some stock folks to pack the tools in and creating a tool cache close to the RMNP boundary to eliminate the need to carry tools for each

work session. We may ask the stock folks to be available the Friday preceding the work weekend, to pack in the volunteers' camping gear, and the Monday after weekends so the weekend folks can hike carrying only day packs.

Prep Work
In planning each work session, it has been necessary to do preparation work at home and on the North Fork Trail in advance of the general A-A-T weekends. This planning work can then be related in the detailed e-mail sent prior to the weekend work.

EVALUATION AND REPORTING
After each work session, the PWV and USFS tools are inspected, cleaned, and any damaged tools repaired or replaced. The PWV tools are returned to Garin VanDeMark's garage and USFS tools to the USFS Ad Site. A day or so after each work weekend, a PWV A-A-T report is completed on the A-A-T website, listing the volunteers who worked each day and the work accomplished.

NOTE: see following three Adopt-a-Trail attachments
USFS-PWV Agreement for Sponsored Voluntary Services 3/28/2010
USFS-PWV AAT Program Conditions 3/28/2010
Inventory List of PWV Adopt-a-Trail tools

USFS-PWV Agreement for Sponsored Voluntary Services 3/17/2011

SPONSORED Volunteer Services Agreement for Natural Resources Agencies and *ADOPT A TRAIL –Poudre Wilderness Volunteers-North Fork Trail*

Please print when completing this form

Site Name/FOREST SERVICE PROJECT LEADER
Canyon Lakes Ranger District/ Kristy Wumkes
Agency
11-VS-11021005- 1 __ __ __
Reimbursement *(if any)*
NONE
Volunteer Liaison– Last First Middle

Primary Phone
Email
Mailing Address

City

State

Zip

VOLUNTEER SERVICE DESCRIPTION

This Sponsored Volunteer Agreement is entered into to the mutual benefit of both organizations.

- In accordance with US Forest Service policy and the authorities contained within the Volunteers in the National Forests Act of 1972, individual volunteers contributing under this agreement will be considered federal employees for purposes (and only for purposes) of worker's compensation and tort to the extent not covered by the sponsor. In the case of this particular agreement, the sponsor (circle one) WILL or WILL NOT provide some form of worker's compensation and tort coverage.
- The sponsor agrees to ensure all volunteers recruited, trained, and sponsored pursuant to this agreement will adhere to US Forest Service Health and Safety Code Handbook provisions. The sponsor also agrees to ensure that all volunteers understand the health and physical condition requirements of the service project for which they are being recruited, and that the volunteers have an opportunity to disclose any medical conditions that may affect their ability to serve. Records of tailgate safety sessions and disclosed medical or physical conditions will be kept by the sponsor, and made available to the US Forest Service upon request.
- The sponsor is required to keep an up-to-date and accurate list of all volunteers contributing under this agreement, and to provide that list to US Forest Service managers immediately upon request. In the unfortunate event of a volunteer injury, the sponsor will be required to provide written proof that the volunteer was indeed recruited, trained, and serving in accordance with the provisions of this agreement prior to US Forest Service provision of Volunteers in the National Forests Act benefits.

Duties and responsibilities will include, but are not limited to: At least two trips for trail maintenance that could include clearing brush and limbing, cleaning, repairing, or replacing water drainage structures such as waterbars, and bucking out downed trees across the trail. All work will conform to the standards set forth in EM-7720-102 Standard Specifications for Construction of Trails, or as directed by Forest Service personnel assigned to this project. All work will be scheduled and reported on the AAT website within two weeks of performance. This agreement may be terminated if work is not performed on the trail for at least three consecutive years.

The volunteer organization will provide:

- Gloves and eye protection, and any personal gear including camping equipment.
- Trail crew leaders and adult supervision for youth volunteers.

The Forest Service will provide:

- Basic trail maintenance tools such as shovels, Pulaskis, and hand saws, as available, for each work day, until the organization can provide their own tools.
- Technical guidance and annual trail maintenance workshop for trail volunteers and leaders.
- An Adopt-A-Trail sign after one year of trail maintenance and three year commitment.

(Signature of Organization Liaison)

(Date)

(Signature of Government Representative)

(Date)

Termination of Agreement

(Date)

(Signature of Government Representative)

Office administrative use: Website entry date_____ initials_____ Roster entry date_____ initials_____

Poudre Wilderness Volunteers – Adopt-a-Trail tool list[1]

(September, 2010 – gmv)

Tool	Quantity
pick mattock	**2**
cutter mattock	**2**
rock bar	**2**
Austin	**2**
broom	**3**
shovel - square	**1**
shovel – round-point	**2**
McCloud	**2**
combi-tool	**2**
double-faced sledge hammer	**1**
carpenter's hammer (16 oz)	**1**
14" wrecking bar	**1**
safety glasses	**4**
hard hats	**6**

[1] = note that the Trail Crew and the Weed Crew have additional tools and supplies that are available for use by the Adopt-a-Trail program (see below for a partial list):

Tool	Trail Crew	Weed Crew
21” pruning saw	4	
¾ axe	3	
wedge	6	
hand pruner	4	7
lopper	2	
shovel- round-point, long handled		2
shovel- round-point, short handled		4
machete		2
heavy duty stapler	2	
rope	100 ft	
external-frame, cache-hauler backpack	1	1
hard hats	5	
safety glasses	13	
first aid kits	3	1
safety vests		15
walkie-talkies		6

PWV RESTORATION

(M. Corbin December 2014)

Purpose:

The PWV restoration committee was formed to assist the USFS in restoring Forest assets such as trails, campgrounds and any other forest asset to their proper condition. The committee was first formed after the High Park Fire specifically to assist in rehabilitating a number of trails which were damaged in the fire. PWV will organize and manage each restoration project under the oversight of the USFS. This will include finding volunteers, either PWV members or others, to assist in the project, raise and manage the funds needed, provide crew leads to lead the volunteers and organize and manage each work day.

Calendar of Events:

- One month prior to a work day meet with the USFS to set the date.
- Three weeks prior to work day
  - Contact crew leads
  - Start publicizing event
  - Ensure that there are enough mementos for all the volunteers expected to attend. Buy more if required.
- Two weeks prior to event
  - Arrange to have people to lead sign-in and parking
  - Send email to all PWV members announcing event
  - Send email to all non-PWV members on the contact list
  - Conduct trail survey hike with USFS representative to plan work.
- Week before event
  - contact all volunteers with the details of the event;
    - Place to meet
    - Time to meet
    - Parking details
    - What to bring
    - What to wear
  - Buy snacks and water to have at the workday.
- Last week
  - Maintain contact with all volunteers to notify them of any changes.
  - Send final email to all volunteers two days prior to the event to remind them.
- A few days after the event send a note of thanks to all volunteers who attended.
- Ensure that the contact list is updated to show all new volunteers, their contact information and who attended this work day.

Procedures:

- Fundraising
  - Funds may be raised from from local companies, friends of the forest, grants or any of the normal PWV fundraising sources. For more on PWV fundraising see the Fundraising process write-up in this document.
- Publicize the event.
  - Send an email to all PWV members. (figure 1)
  - Send an email to all volunteers on the restoration contact list. (figure 2)
  - Notify other USFS volunteer groups
  - Contact other volunteer organizations and clubs
  - Contact news organizations (USFS PAO can assist)
- Manage the Volunteer sign up emails and contact list. This list contains the names and contact information for everyone who has expressed an interest in volunteering for a restoration project. (see figure 3)
- Communicate with signed up Volunteers prior to work day. A series of emails are sent to the volunteers to update them on what is planned and the specifics of the upcoming work day. (figure 4)
- Provide crew leads. PWV finds qualified personnel to lead work crews for each project. These people should be experienced in the type of work to be done. They may or may not be PWV members. The USFS will also provide crew leads.
- Providing PWV tools for use on the trail. PWV will provide as many tools as are available for each work day. This includes supplies such as gloves, safety glasses and additional hardhats. The USFS will also provide tools.

- Parking must be planned and organized for each work day. At some work sites parking can be a major issue and a plan should be in place prior to the work day. Someone should be appointed to organize the parking on the day of the project.
- Food and drink may be provided for the volunteers. All volunteers are asked to bring their own water and lunch but PWV will provide some extra water both for on the trail and at the end of the day as well as light snacks such as granola bars or fruit.
- Conduct a survey hike of the trail to be worked with the USFS. The purpose of the hike is to identify task that need to be completed on the work day. The crew leaders are invited to attend this hike.
- Mementos (i.e. shirts or water containers) may normally be provided for Volunteers.
- Assign people to manage the parking and volunteer sign-in.
- Manage the process on the work day. This includes:
    - Parking
    - Volunteer sign-in
    - Tool issuance and check-in
    - Assigning volunteers to work groups
    - Providing water and snacks
    - Issuing mementos at end of day
    - Keeping records of attendance
    - Getting USFS volunteer agreements signed and turned over to the USFS
- Maintain records of who attended and making sure everyone has a USFS volunteer agreement signed. The volunteer agreements are the responsibility of the USFS but PWV assists in getting them signed at volunteer check in.

Evaluation and Reporting:

- Get feedback from USFS on how the event went.
- Note any issues or problems that occurred.
- Document the numbers of volunteers who attended.
- Report back to the board annually of the projects accomplished.
- Send information to news organizations.

Figure 1
Email to PWV Members

Poudre Wilderness Volunteers (PWV) once again is organizing a work day to assist the Canyon Lakes Ranger District.

As part of supporting the USFS in its effort at restoring the forest trails after the High Park Fire, PWV will be doing trail work on the Hewlett Gulch Trail on Saturday, August 18th and we need your help.

All levels of assistance are needed. While some of the work will require heavy physical labor much of it will be within the reach of folks who are fairly active such as regular hiking or exercise.

We will need people at the trail head, letting the public know that this trail is not open - it is a work day to open it. We will be using tools to work on drainage issues, also moving rocks to create water dams, using down trees to help with soil preservation, etc. The goal is create a safe experience for hikers and to stabilize the trail.

Further information will be provided as we closer to the event.

We look forward to hearing from you.

If you have any question give Mike or Mark a call or email.

Mike Corbin
970-221-1492
mcorbin1310@yahoo.com

Mark Snyder
303-489-6896
trappermark62@hotmail.com

Figure 2
Email to all Potential Volunteers

Poudre Wilderness Volunteers(PWV) once again is organizing a work day to assist the Canyon Lakes Ranger District.

As part of supporting the USFS in its effort at restoring the forest trails after the High Park Fire, PWV will be doing trail work on the Hewlett Gulch Trail on Saturday, August 18th and we need your help.

All levels of assistance are needed. While some of the work will require heavy physical labor much of it will be within the reach of folks who are fairly active such as regular hiking or exercise.

We will need people at the trail head, letting the public know that this trail is not open - it is a work day to open it. We will be using tools to work on drainage issues, also moving rocks to create water dams, using down trees to help with soil preservation, etc. The goal is create a safe experience for hikers and to stabilize the trail.

Tools will be provided at the work-site.

Work Dress:
Long sleeve shirt & pants (no shorts), gloves, work boots - work helmets will be provided. There will also be gloves and safety glasses available.

Meeting Time:
8 am on Saturday, August 18th---Due to the limited number of parking places at the Hewlett Gulch Parking Lot, we will be parking cars at the GREYROCK TRAIL HEAD. A shuttle bus is being provided.

RSVP:
Please RSVP your participation to: PWV4Trails@gmail.com

Phone Number (including area code)_____

Physical activity capability: Heavy_____ Moderate_____Light_____

Description of physical activity capabilities:
All levels of physical activity will entail digging with a shovel, moving various size rocks and getting very dirty.
Heavy activity will entail hiking approximately 3.5 miles and then performing trail work for approximately 5 hours.
Moderate activity will entail hiking as much as 2 miles then performing trail work for approximately 5 hours.
Light activity will entail hiking no more then 1 mile and then performing trail work for approximately 5 hours.

Any special medical conditions we should know about. _____

I plan to attend the workday on August 18th. Yes___ No___ Maybe___

How many folks you are bringing, in-addition to yourself. _____
{Please provide their names to make check-in faster.}

We look forward to hearing from you.

If you have any question give Mike or Mark a call or email.

Mike Corbin
970-221-1492
mcorbin1310@yahoo.com

Mark Snyder

303-489-6896
trappermark62@hotmail.com

Figure 3 Volunteer Contact List

SAM Splints	*available for members*	*Storage Unit*	*5/26/09*	*100*		*7.99*	*$0.00*	*General PWV*	*Sold @ $8 to members*		*ProStores Inc.*		
Item Name	Description of Item	Where Stored	Date Purch	# Purch	Current Count	Unit Cost or Value	Cost to PWV	Committee	Notes	Funding	Source	Submitted by:	Modified

Figure 4
Final Email to all Volunteers

For all you folks looking for something fun to do tomorrow don't forget PWV is organizing another work day to repair damage from the High Park Fire. This one will be on the Mt McConnel and Kreutzer Nature Trails. Come on out and have a fun day with other PWV members.

Details of when and where are below.

Work Dress:
To perform the trail work you are required to have appropriate work attire: long sleeve shirt & pants (no shorts), gloves, work boots. This will be physical labor so make sure you dress to work and get dirty. Mt. McConnel and Kreutzer Nature Trails will be sunny and hot or it could rain so make sure you have sun screen, lots of water and rain gear.

Tools, to include safety helmets, glasses and work gloves will be provided at the work-site.

You Should Bring:
Each participant should bring their own water, lunch, snacks, sun screen and rain gear.

Forest Service Requirements:
The Forest Service requires that everyone present be at least 18 years of age. Also no dogs, guns or alcohol are allowed.

Meeting Time and Place:
The trail head is located in the Mountain Park Camp Ground 23.5 miles up Highway 14 from Ted's place. It is just past mile marker 99. You should plan to get to the trail head about 8 am on Saturday, September 8th.

Activity will be completed and everyone should be back to the trailhead by 4:00 pm.

Since there is limited parking at the trail head, you may wish to car-pool to the Mt. McConnel and Kreutzer Nature Trails. Ted's place located at the intersection of Highways 14 and 287 is a great place to park a vehicle for car pooling. It will take you about 30 minutes to drive from Ted's place to the trail head. We will have an individual at Ted's place to help coordinate the car-pooling.

All participants will receive a commemorative T-shirt or water container as a thank you.

Any questions or comments, please contact Mark and/or Mike.

Mark Snyder
trappermark62@hotmail.com
303-489-6896

Mike Corbin
mcorbin1310@yahoo.com
970-221-1492

KIDS IN NATURE

(J Corbin April 2016)

PURPOSE

The mission of the PWV Kids in Nature (KIN) program is to connect kids with Nature and foster environmental awareness, respect and land stewardship through fun, educational programs and direct experience. Our goals are to:

- Connect kids with Nature via fun, hands-on experiences.
- Educate kids about natural processes and wild animals and plants.
- Encourage kids to respect natural areas and practice land stewardship.
- Introduce kids to selected outdoor skills.
- Instill a sense of wonder and appreciation for Nature in kids.
- Increase awareness of the National Forest.

Programs like PWV - KIN may prove to be critical to the future of wilderness. In the last two decades, participation in outdoor activities has declined by as much as 25%. Research indicates that it is time spent in nature, especially as a child, that leads to environmental sensitivity as an adult. There is also mounting research that shows children benefit by time spent in nature, cognitively, emotionally and socially. By helping children enjoy and understand the natural world, we hope to shape the next generations of stewards as well as contribute to the children's education development and joy.

CALENDAR OF EVENTS

February:

- curriculum development with Curriculum Committee, as needed
- contact potential Core-Committee Members, invite to participate and get commitments

March:

- training meeting for all interested: process and procedure discussed, policies emphasized, curriculum discussed
- training for core-committee: purchasing, PWV agency coordinators, experienced and new co-leads
- PWV agency coordinators meet with agencies, go over Participating Agency Guidelines. Select optional hike dates.
- delegate co-leads

April:

- schedule hike dates, times and locations for each agency, schedule Co-Leads and instructors, then other PWVs for each hike
- purchase supplies for season

May/June:

- KIN sales at Spring Training (optional)

May-September:

- KIN hikes and reports
- Follow-Up meetings with agencies
- Refurbish supplies as needed

September:

- inventory
- lessons learned meeting
- budget request

October:

- Year End Event committee table (optional if invited)

POLICIES

Everyone who is a guest on the hike -- children, organizational representatives, and any parents or other adults must have a signed Kids in Nature Activity Consent Form in the possession of the PWV Hike Co-Lead. NO ONE may participate unless they are a PWV member or have the completed permission form with them.

For hikes arranged with an existing organization such as The Boys and Girls Club, Partners Mentoring Youth:

- **The Parent** or legal guardian of each child must sign the **Kids in Nature Activity Consent Form.**
- **The Agency Representatives** need to complete the **Kids in Nature Activity Consent Form** for themselves. [Some organized groups may have additional requirements.] An agency representative must accompany each hiking group.

For hikes arranged with Individual Families:

- The hike leader must confirm that they have a signed **Kids in Nature Activity Consent Form for each non-PWV family member going on the hike.**
- **All children must be accompanied by a parent or designated adult on the hike.**

A parent/guardian or an organizational representative must accompany kids on the hike in each hiking group.

PWVs must not transport children, parents, or organizational representatives to and from the trailhead.

Two-Deep Leadership:

- **When hiking with kids, we never go off alone with a child** -- there must always be two adults with any child or children. When children need a toilet break, two adults of the same sex as the child must accompany the child. If a child wanders from the group, alert another PWV or a parent or group leader to go along. If a child falls, make sure another adult is there when you check for injury. **PWV's should always conduct activities in view of other adults and youth.**

Photos:

- When using Consent Form A, no photos will be taken on KIN hikes
- When using Consent Form B, photos may be taken on KIN hikes **if all children in that hiking group have photo consent**. Please send all photos to the KIN Chair for distribution and PWV use.

PROCEDURES

PWV volunteers spend about a half day on a trail with a maximum of 20 children, **generally ages 6 through 11**, sometimes 11-15 and their parents or their group leaders in groups of no more than 10 children or family members. We balance planned activities and curricula with "teachable moments" that occur as we hike.

Sources of kids: To date, most of the kids who participate in KIN hikes have come from Boys & Girls Club, Partners Mentoring Youth, La Familia/The Family Center, Aztlan Community Center, GrandFamily Coalition and families of PWV members (on designated hikes only).

Core Committee:

As the KIN program has expanded, a Core-Committee was established to divide up the load. The Core Committee consists of the following positions and duties:

AGENCY COORDINATORS each work with one or two agencies.

- Attend KIN Core-Committee Training or substitute
- Read all KIN material in the PWV Handbook
- Meet with agency liaison
- Read *Participating Agency Guidelines (Appendix V)*
- Complete *PWV Agency Coordinator Checklist (Appendix VII)*

HIKE LEADERS:

- Attend KIN Core-Committee Training or substitute
- Give available dates to KIN Chair
- Proceed with *Hike Co-Lead Checklist (Appendix VIII)* after schedule is made, experienced co-leads training and mentoring new leads

PURCHASING:

- (Optional:) Attend KIN Core-Committee Training or substitute
- Price supplies for budget request in fall
- Purchase supplies needed (from list KIN chair provides) and purchase non-perishable items for the summer, get to storage location by late April or two weeks before first hike for food items.
- Resupply perishable items as needed

INVENTORY:

- Get last year's inventory from KIN Chair
- Go to storage location and do inventory, send inventory to KIN Chair

SUPPLIES PREPARATION: (mostly summer, possibly May, September)

- Attend KIN Core-Committee Training
- Give available dates to KIN Chair
- Communicate with co-leads on needs and pack bins according to *Bin-Packing Instructions* *(Appendix IX)*

FUND RAISING:

- Prepare signs, get change
- Sell T-shirts and bandannas at Spring Training (working with ST Chair) as applicable

CURRICULA:

- Review present curricula, evaluate and make changes as needed
- Provide additional In-Depth Curricula, Optional Curricula and Essential Curricula as needed
- Attend and assist with KIN Core-Committee Training

INSTRUCTORS:

- Attend Training for KIN Instructors
- If possible, attend KIN Core-Committee Training
- Give available dates to KIN Chair
- Gather specific supplies from storage location and conduct In-Depth Curriculum on scheduled KIN hikes

KIN CHAIR:

- Prepare and lead meetings and trainings
- Schedule hikes and personnel
- Serve as PWV Agency Coordinator for new agencies
- Coordinate with all Core-Committee members and finalize policies
- Recruit new KIN Core-Committee Members and PWV participants
- Report to Board regarding KIN season
- Prepare Lessons Learned topics to discuss with Agency Liaisons and PWV participants
- Keep PWV Handbook, section on KIN, up to date
- Communicate with and facilitate all volunteers in their tasks

KIN PWV PARTICIPANTS:

- Preferable: Attend KIN Training
- Provide available dates to KIN Chair
- Read KIN section of PWV Handbook and KIN Field Guide
- Communicate with Hike Leaders on details of specific KIN hike
- Attend KIN hike, help lead activities, watch for children's safety, interact with kids
- Attend Lessons Learned Meeting if possible

The Hike:

At the Trailhead:

PWVs meet 30 minutes before the kids are scheduled to arrive for a pre-hike meeting (*Appendix X*)

When the children arrive, we gather our guests at the trailhead to: 1) discuss hazards and safety procedures focusing on this trail (see Trailhead Safety Talk, Appendix XI), 2) check equipment and supplies and supplement them as needed and 3) verify that all participants have signed Kids in Nature Activity Consent Forms (*Appendix I or II*), and to 4) hand out materials for activities.

We review the trailhead sign and talk briefly about "What is a National Forest?"

On the Trail:

We teach What is a National Forest?, Leave No Trace and Safety in the Mountains. (These are the Essential Curricula, *Appendix XIII*)

We progress at the kids' pace, often only going a mile or less.

We eat our snacks and lunch somewhere along the trail.

There is a PWV at the front of the line and one bringing up the rear at the start of the hike. PWVs can also help older kids learn how to lead the group responsibly.

The rest of the PWV's space themselves along the line so they are readily available to the kids.

Of course, we focus on keeping the kids and our environment safe, so we demonstrate safe ways to cross streams, we require them to stay between the designated leader and the PWV at the end of the line, and we encourage them to stay on the trail except for designated educational activities.

We share our enjoyment of the wilderness by watching for "teachable moments," eliciting questions and reactions from the kids, and using positive communication.

Activities:

Following our educational philosophy, for much of the hike we follow the kids' leads, allow them to explore, answer their questions, and encourage them to have fun. However, we also have some prepared activities ready to introduce the kids to skills or knowledge about spending time in nature and we have an in-depth curriculum on each hike. The children are given a map of the trail and are loaned compasses and Field Guides.

We always identify poison ivy and prickly pear and discuss them.

Back at the trailhead:

We reclaim all the loaned equipment and supplies, have a snack and drink and visit with the kids, soliciting feedback.

PWVs briefly meet after the kids leave to discuss the hike, make suggestions, note observations and share quotes from the kids.

Curricula:

We have KIN Essential Curricula (*Appendix XIII*), KIN In-Depth Curricula (*Appendix XIV*) and detailed information about supplies in the same place as KIN Supplies, and KIN Optional Curricula (*Appendix XV*).

Philosophy of Education: How We Help Kids Connect with Nature

Joseph Cornell's "Flow Learning" model of environmental learning has guided us.

A PWV KIN Outing with children and parents focuses on his four stages:

1. **Awaken Enthusiasm** -- Children learn if the subject matter is meaningful, useful, fun, or in some way engages their emotions.
2. **Focus Attention** ...concentrate on one of their physical senses. In doing so, they become more calm, observant and receptive to their surroundings.
3. **Direct Experience** ...If people are to develop a love and concern for the earth, they need these direct experiences; otherwise, their knowing remains remote and theoretical and never touches them deeply.
4. **Share Inspiration** ...taking the time to reflect upon an experience can strengthen and deepen that experience.

You will find details at http://www.sharingnature.com/FlowLearning.html

We have some prepared activities and materials available to provide learning opportunities, but we don't push specific knowledge, and we're constantly on the lookout for "teachable moments." If we don't get the activities done because too much other learning is occurring, we are actually happy.

We follow the kids' leads and interests. We encourage them to explore and question. We look for teachable moments, when interest will lead to learning.

We count on the day to give kids many opportunities to learn. All the skills of regular patrols may be teachable, depending on the real situation: human impact, LNT principles and the Authority of the Resource, compass and maps, flora and fauna, weather, staying safe... Ask yourself: With this child, in this place, what might I impart? A skill? A LNT principle? Fun?

Kids want to do real things: Greet visitors, clean up a mess -- be efficacious. They learn more from seeing what we do than from being told what to do. An important developmental task at this age is to gain a sense of personal competence. We help them figure it out. We head off frustration, but we trust them to think, to find, to learn, to figure it out. Kids can handle real choices: Bring this cool rock home or leave it for others?

We question more than we explain. Some good questions to ask:

- What do you think is going on here? (a kid has turned over a log -- decay, insects....)
- What do you see, hear, smell, or feel?
- How/why do you think that happened?
- What do you think will happen next?
- What do you think needs to happen?
- What do *you* think?
- How can we learn that? --figure that out?

Some good answers to questions kids may ask:

1. I don't know.

2. Let's look it up in the field guide / this bird guide ...
3. Let's ask [another PWV] what she thinks.
4. How could you look that up when you get home?
5. I'll look that up when I get home and ....

Communicating with Kids

We focus on positive statements with brief explanations:

For example: "Please stay on the trail to keep yourself and the wildflowers safe." (Instead of "Don't go off the trail.") Or "Please walk instead of running so the animals won't be scared."(Instead of "Don't run.") "Please stay with your partner so you're both safe" etc.

We encourage positive behavior whenever possible by acknowledging when kids do a good job and by fostering positive behavior:

"Great staying on the trail kids." "I see you've been picking up litter, you seem to be someone who cares about taking care of our world."

We model the behavior we want to see.

When possible, we use "Grandma's rule" to get kids to cooperate:

"As soon as…, then …" ("As soon as you pick up all your lunch trash, we can go explore the stream.")

When we give commands that need to be followed, we make sure we don't turn them into questions. "It's time to start back down the trail so we can get back at the time we told your parents." (Instead of "Let's start back down the trail, okay?") Whenever you end with "okay," you're giving an opportunity for someone to say "no, it's not okay."

We encourage their input and cooperation: "What would help keep the animals safe as we hike today?" Or "How do you think we can make sure everyone gets a turn with the binoculars or gets to see the fish?"

But when a kid is in danger, we may just have to yell "Stop." Keeping kids safe is our first priority.

EVALUATION AND REPORTING:

After each hike, a Hike Lead reports the hike on the USFS web site as a KIN Hike, completes a Hike Summary Report (Appendix VI) which goes to the KIN Chair and USFS-PWV Liaison and returns the Hike Names List and all Consent Forms to the KIN Chair. Also, at the end of the season, a "Lessons Learned" meeting is held with each agency and then with participating PWVs to evaluate the season and discuss any changes. All hike reports with all participants full names are sent to Kevin at the end of the season.

See Attached Appendices I through XIV.

Appendix / Apéndice I

Activity Consent Form / Consienten Forma de Actividad, Version A

Kids In Nature Activity Consent Form, Version A

Agency: _____ Date: _____ Trail: _____

We welcome your participation in the Kids in Nature Environmental Education Program. The program provides opportunities for youth to participate in nature walks on Canyon Lakes Ranger District trails together with a parent or legal guardian or leaders from a sponsoring youth organization. Activities will be led by trained Poudre Wilderness Volunteers (PWV).

First name & middle initial of 1st participant _____Last name _____
Birth date of minor participants (month/day/year)____/____/___ Age during activity _____

First name and middle initial of 2nd participant (if siblings) _____ Last name _____
Birth date of minor participants (month/day/year)____/____/___ Age during activity _____

Street address _____City _____
State _____ Zip _____
The participant(s) above may participate in the Kids in Nature Educational Program on the date and trail shown at the top of the page:
❒ Without restrictions ❒ With special considerations or restrictions (list known medical conditions, allergies or restrictions)
_____
_____

HOLD HARMLESS AGREEMENT
I understand that participation in the Kids in Nature Program activities led by PWV involve a certain degree of risk and can be physically demanding. I have carefully considered the risks and give consent for the persons named above to participate. I understand that participation is entirely voluntary, and requires participants to follow applicable rules and standards of conduct. I release the Poudre Wilderness Volunteers organization, its board of directors, the activity coordinators, and its volunteers and related parties from any and all claims or liability arising out of this participation.

CONSENT TO EMERGENCY MEDICAL CARE
In case of an emergency involving my child, if I am not present, I understand every effort will be made to contact me. In the event I cannot be reached, or if I, as the participant, am injured, I hereby give my permission to the medical provider selected by the adult leader in charge to secure proper treatment including hospitalization, anesthesia, surgery, or injections of medication for me and/or my child. Medical providers are authorized to disclose to the adult in charge examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, if applicable, and/or determination of the participant's ability to continue in the program activities.

SIGNATURE OF PARTICIPANT (parent or guardian if a minor) _____
Phone ___ _____

Printed name of participant (if adult), or of parent or guardian_____

Emergency contact (name) _____
Phone (if different than above) ___ _____

Forma de Consentimiento a la Actividad, Version A

Agencia: _____ Fecha: _____ Sendero: _____

Los niños en educación ambiental de naturaleza programa pretende proporcionan oportunidades para los jóvenes a participar en caminatas por senderos de Canyon Lakes Ranger Disrict, junto con un padre o tutor legal o dirigentes de una organización patrocinadora de la juventud. Acogemos con satisfacción su participación en los niños en el programa de educación ambiental de la naturaleza.
Nombre de participante _____ Apellido _____
Fecha de nacimiento (menor) de participante (mes/día/año) ____ / ____ / _____ Edad durante la actividad___

Si hay otro participante (hermano, menor) Nombre _____Apellido_____
Fecha de nacimiento (menor) de participante (mes/día/año) ____ / ____ / _____ Edad durante la actividad___

Dirección: Calle_____Ciudad _____Estado ____Código Postal_____

En caso **de una emergencia** relacionada con mi hijo, entiendo que se hará todo lo posible para contactarme . En el caso no puedo hacerlo (o si yo, como participante, estoy herido) por la presente doy mi permiso para el médico seleccionado por el líder adulto encargado de asegurar tratamiento adecuado , incluyendo hospitalización, anestesia, cirugía o inyecciones de medicamentos para mí o mi hijo. Provedores de servicios médicos están autorizados a revelar al adulto en los resultados de la examinación de carga, resultados de pruebas y tratamiento para fines de evaluación médica del participante, seguimiento y comunicación con los padres o tutores, en su caso el participante, o determinación de la capacidad del participante para continuar en las actividades del programa.

Entiendo que la participación de los niños en el programa de naturaleza actividades de Poudre Wilderness Volunteers implican un cierto grado de riesgo y pueden ser exigente fisico. He examinado cuidadosamente los riesgos involucrados y consiento a mi hijo(s) listrado arriba (y/o yo) participar en esta actividad. También entiendo que la participación en esta actividad es completamente voluntaria y requiere que los participantes a respetar las reglas y normas de comportamiento. **Eximo a la organización** de Poudre Wilderness Volunteers, su Junta Directiva, los coordinadores de la actividad y todos los voluntarios, partes relacionadas, y otras organizaciones asociadas con la actividad **de cualquier y toda reclamación o responsabilidad que han surjido de esta participación**.

El (los) **participante(s)** anterior tiene(n) aprobación para participar en el programa de educación ambiental de la naturaleza el la fecha y sendero listado en la parte superior de esta página:

❒ **Sin restricciones o** ❒ **con consideraciones** especiales o restricciones (lista de cualquier condición médica conocida, alergias o restricciones):
_____
_____

Firma de los Participantes (o padre si menores) _____ Fecha __/__/____

Nombre y Apellido (escrito en letras de molde) de Padre/Guardián:_____
Teléfono con código del área _____
Contacto de emergencia (nombre y número de teléfono), si diferente _____

Appendix / Apéndice II

Activity Consent Form / Consienten Forma de Actividad, Version B

Kids In Nature Activity Consent Form, Version B

Agency: _____ Date: _____ Trail: _____

We welcome your participation in the Kids in Nature Environmental Education Program. The program provides opportunities for youth to participate in nature walks on Canyon Lakes Ranger District trails together with a parent or legal guardian or leaders from a sponsoring youth organization. Activities will be led by trained Poudre Wilderness Volunteers (PWV).

First name & middle initial of 1st participant _____ Last name _____
Birth date of minor participants (month/day/year)____/____/___ Age during activity ___

First name and middle initial of 2nd participant (if siblings) _____
Last name _____
Birth date of minor participants (month/day/year)____/____/___ Age during activity ____

Street address _____City _____ State _____ Zip _____
The participant(s) above may participate in the Kids in Nature Educational Program on the date and trail shown at the top of the page:
❒ **Without restrictions** ❒ **With** special considerations or restrictions (list known medical conditions, allergies or restrictions) _____
_____

HOLD HARMLESS AGREEMENT
I understand that participation in the Kids in Nature Program activities led by PWV involve a certain degree of risk and can be physically demanding. I have carefully considered the risks and give consent for the persons named above to participate. I understand that participation is entirely voluntary, and requires participants to follow applicable rules and standards of conduct. I release the Poudre Wilderness Volunteers organization, its board of directors, the activity coordinators, and its volunteers and related parties from any and all claims or liability arising out of this participation.

CONSENT TO EMERGENCY MEDICAL CARE
In case of an emergency involving my child, if I am not present, I understand every effort will be made to contact me. In the event I cannot be reached, or if I, as the participant, am injured, I hereby give my permission to the medical provider selected by the adult leader in charge to secure proper treatment including hospitalization, anesthesia, surgery, or injections of medication for me and/or my child. Medical providers are authorized to disclose to the adult in charge examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, if applicable, and/or determination of the participant's ability to continue in the program activities.

PHOTOGRAPHIC AUTHORIZATION
I **do** ❒ or **do not** ❒ authorize the non-comercial use of my or my child's image taken during Kids in Nature activities for use in PWV and/or Forest Service informational or promotional materials and web sites.

SIGNATURE OF PARTICIPANT (parent or guardian if a minor) _____Phone ___ _____

Printed name of participant (if adult), or of parent or guardian_____
Emergency contact (name) _____
Phone (if different than above) ___ _____

Forma de Consentimiento a la Actividad, Version B

Agencia: _____ Fecha: _____ Sendero: _____

Los niños en educación ambiental de naturaleza programa pretende proporcionan oportunidades para los jóvenes a participar en caminatas por senderos de Canyon Lakes Ranger Disrict, junto con un padre o tutor legal o dirigentes de una organización patrocinadora de la juventud. Acogemos con satisfacción su participación en los niños en el programa de educación ambiental de la naturaleza.
Nombre de participante _____ Apellido _____
Fecha de nacimiento (menor) de participante (mes/día/año) ____ / ____ / _____ Edad durante la actividad___

Si hay otro participante (hermano, menor) Nombre _____Apellido_____
Fecha de nacimiento (menor) de participante (mes/día/año) ____ / ____ / _____ Edad durante la actividad___

Dirección: Calle_____Ciudad _____Estado ____Código Postal_____

Yo **autorizo el uso de imagen** de mi hijo(s) o de mi, tomada durante las actividades del program de educación ambiental de la naturaleza, en materiales informativos o promocionales de los PWV y servicio forestal, incluso en el web. ❒ **SI** ❒ **NO**

En caso **de una emergencia** relacionada con mi hijo, entiendo que se hará todo lo posible para contactarme . En el caso no puedo hacerlo (o si yo, como participante, estoy herido) por la presente doy mi permiso para el médico seleccionado por el líder adulto encargado de asegurar tratamiento adecuado , incluyendo hospitalización, anestesia, cirugía o inyecciones de medicamentos para mí o mi hijo. Provedores de servicios médicos están autorizados a revelar al adulto en los resultados de la examinación de carga, resultados de pruebas y tratamiento para fines de evaluación médica del participante, seguimiento y comunicación con los padres o tutores, en su caso el participante, o determinación de la capacidad del participante para continuar en las actividades del programa.

Entiendo que la participación de los niños en el programa de naturaleza actividades de Poudre Wilderness Volunteers implican un cierto grado de riesgo y pueden ser exigente fisico. He examinado cuidadosamente los riesgos involucrados y consiento a mi hijo(s) listrado arriba (y/o yo) participar en esta actividad. También entiendo que la participación en esta actividad es completamente voluntaria y requiere que los participantes a respetar las reglas y normas de comportamiento. **Eximo a la organización** de Poudre Wilderness Volunteers, su Junta Directiva, los coordinadores de la actividad y todos los voluntarios, partes relacionadas, y otras organizaciones asociadas con la actividad **de cualquier y toda reclamación o responsabilidad que han surjido de esta participación**.

El (los) **participante(s)** anterior tiene(n) aprobación para participar en el programa de educación ambiental de la naturaleza el la fecha y sendero listado en la parte superior de esta página:

❒ **Sin restricciones o** ❒ **con consideraciones** especiales o restricciones (lista de cualquier condición médica
conocida, alergias o restricciones):_____
_____
Firma de los Participantes (o padre si menores) _____
Fecha __/__/____
Nombre y Apellido (escrito en letras de molde) de Padre/Guardián:_____
Teléfono con código del área _____
Contacto de emergencia (nombre y número de teléfono), si diferente _____

Appendix / Apéndice III

Poudre Wilderness Volunteers
Kids in Nature Parent Information Form
Información para los Padres

Date: _____ Trail: _____
PWV Hike Leaders: _____
Agency Contact Person: _____

Poudre Wilderness Volunteers are adults who volunteer for the Forest Service in Larimer County. We want to encourage kids to have a fun time in the outdoors; so we are taking small groups of kids hiking each summer. Your child/children have been invited to join us for a hike on the above date. We keep our groups small, so we may not be able to take everyone who wants to attend; so please return your permission slip as soon as possible and please try hard to have your child/children attend if you sign up. Thanks.

Time of hike:
Meet at (Agency): _____ by (time:) _____

To make the experience as pleasant as possible we recommend the following equipment and supplies:

- Water
- A good lunch
- Long pants
- Hat to protect against sun
- Closed-toed shoes (like sneakers or boots) and socks
- A light jacket or sweatshirt
- A day pack if you have one; we do have loaners available
- Any required medications such as an epi-pin or asthma medication
- Sunscreen and Insect Repellent (we have some available)

We're going into the Mountains & there are some possible trail cautions that you should know about:

- There may be poison ivy on and around the trail
- Mountain lions and snakes are a possibility in the area
- Bears have been seen in the area
- Ticks may be around

In order to keep your children safe we emphasize certain precautions:

- We always have an adult leading the group and one at the end of the group
- We make sure we have an adult for every three kids
- Kids should wear long pants and definitely wear closed-toed shoes
-

We really look forward to having a fun time hiking with your child/children!

Fecha: _____ **Sendero:** _____
de caminata: _____
Contacto en Agencía: _____

Poudre Wilderness Volunteers son adultos que se ofrecen voluntariamente para el servicio fo
Condado de Larimer. Queremos animar a los niños a divertirse un tiempo al fuera; así que e
pequeños grupos de niños excursionismo cada verano. Sus hijos han sido invitados a unirse
para una caminata en la fecha arriba. Mantenemos nuestros grupos pequeños, así es posible que no podemos aceptar a todos quien desean atender; así que por favor regresar su permiso tan pronto como sea posible y por favor intentar duro tener a sus hijos asistir si te registras. Gracias.

Tiempo de caminata:
Se reúnen en agencía: _____ por tiempo: _____

Para hacer la experiencia lo más agradable posible, le recomendamos los siguientes equipos y suministros:

- agua
- pantalones
- sombrero
- zapatos cerrados (como zapatillas o botas) y calcetines
- un mochila si tienes uno; tenemos préstamos disponibles
- chaqueta ligero o bien sudadera
- almuerzo sano
- medicina necesario como epi-pin o asma medicamento
- bloqueador solar y repelente de insectos (tenemos disponible)

Porque vamos a las montañas hay algunas posible precauciones de sendero que usted debe saber sobre:

- hay mucha hiedra venenosa en el sendero/camino
- osos han sido vistos en el sendero
- pumas/león de sendero son siempre una posibilidad
- serpientes son siempre una posibilidad
- las garrapatas pueden ser alrededor

Con el fin de mantener a sus hijos seguros destacamos ciertas precauciones:

- siempre tenemos un adulto adelante del grupo y uno al final del grupo
- nos aseguramos de que tenemos un adulto de cada tres niños
- requieren que los niños usar pantalones largos y zapatos cerrados
- nos aseguramos de que todo los niños se quedan en el sendero/camino
- le decimos a los niños a preguntar antes de que toquen todo
- le decimos a los niños a quedarse con un amigo y con el grupo

Realmente esperamos a divertirse en un tiempo caminando con sus hijos!

Appendix IV

Names for KIN Hike
Kids in Nature -- Poudre Wilderness Volunteers

Agency: _____

Date: _____

Times: (start at trailhead:) _____ (back to trailhead:) _____

Trail: _____

	First and Last Name (Please use name child is called.) PLEASE PRINT	Age	Restrictions / Allergies	Photo Consent	Consent Form (This column completed by KIN Hike Lead)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

<u>Agency Staff / Volunteer:</u>

1			
2			

Agency: _____

Date: _____

Times: (start at trailhead:) _____ **(back to trailhead:)** _____

Trail: _____

	First and Last Name (Please use name child is called.) PLEASE PRINT	Age	Restrictions / Allergies	Consent Form (This column completed by KIN Hike Lead)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Agency Staff / Volunteer:

1			
2			

Guidelines for Participating Agency
Poudre Wilderness Volunteers—Kids in Nature
(PWV-KIN)

Prior to the KIN Hike Season, the Participating Agency Staff will:

- ❑ Meet with PWV Agency Coordinator to go over our program and our required forms.
- ❑ Confirm expected ages with the PWV.
- ❑ We target one to two hikes per child each season.
- ❑ Provide possible dates, times & discuss trails for KIN hike(s). (3-4 hours on the trail is optimal.) Many and varied options facilitates scheduling.
- ❑ Confirm hike dates, times and trails with PWV Coordinator.

Before Each Hike:

- ❑ Give the **Parent/Guardian Information Forms & Kids in Nature Activity Consent Forms** to parents/guardians in advance of each hike. You and your PWV Coordinator can decide what timeline works best for your agency.
  - ○ The PWV Agency Coordinator will provide the specific Consent & Information Forms before each scheduled KIN Hike.
  - ○ Remind the parents to complete and sign the Consent Form and return it to you as soon as possible, but before a scheduled KIN Hike.
  - ○ Remind the parents that their child will NOT be allowed on the KIN Hike without a signed Consent Form. A dated Consent Form is required **for each KIN Hike scheduled**.
- ❑ The day before each KIN Hike, please touch base with the PWV Coordinator to confirm. We request a minimum of 24-hour notice of cancellation.
- ❑ Collect Signed **Kids in Nature Activity Consent Forms from parents/guardians** and from your staff/volunteers. **No person** (child, agency staff/volunteer or family member) may go on the hike without a signed consent form.
- ❑ Bring all signed **Kids in Nature Activity Consent Forms** (divided into groups of 10 or less, each group stapled to the completed **Names for KIN Hike Form**) to the KIN Hike. Be sure to list any allergies or diet considerations on the **Names for KIN Hike Form**.
- ❑ Optional but helpful: Complete name tags for kids and code by group.

On the Hike:

- ❑ Meet PWVs at the designated trailhead.
- ❑ Agency staff and volunteers are responsible for discipline and for any relevant safety decisions on the hike.
- ❑ PWV members are responsible for leading the hikes and curricula. Please support them in their safety rules and by your participation.
- ❑ PWV policy: At least 2 adults with any child or group of children. Please respect this policy and assist as needed.

After the Hike(s):

- ❑ Provide feedback to PWV Agency Coordinator about KIN Hike. We will have a "Lessons Learned" meeting at the end of the season and want your input.

PWV Agency Coordinator's Name and **Contact Information:** _____

_____

Appendix IV

Names for KIN Hike
Kids in Nature -- Poudre Wilderness Volunteers

Agency: _____

Date: _____

Times, (start at trailhead:) _____ (end at trailhead:) _____

Trail: _____

	Name (Please use name child is called.)	Age	Restrictions / Allergies	Consent Form (This column completed by KIN Co-Lead)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

<u>Agency Staff / Volunteer:</u>

1			

Appendix V

Rev March 2014

Guidelines for Participating Agency
Poudre Wilderness Volunteers—Kids in Nature

Prior to the KIN Hike Season, the Participating Agency Staff will:

- ❑ Meet with PWV Agency Coordinator to go over our program and our required forms.
- ❑ Our curriculum is designed for elementary children, so please invite 6-11 year-olds on the hike.
- ❑ We target one to two hikes per child each season.
- ❑ Provide possible dates, times & discuss trails for KIN hike(s). (3-4 hours on the trail is optimal.)
- ❑ Confirm hike dates, times and trails with PWV Coordinator.

Before Each Hike:

- ❑ Give the **Parent/Guardian Information Forms & Kids in Nature Activity Consent Forms** to parents/guardians 7-21 days before each hike. You and your PWV Coordinator can decide what timeline works best for your agency.
  - ○ Remind the parents to complete and sign the Consent Form and return it to you as soon as possible, but before a scheduled KIN Hike.
  - ○ Remind the parents that their child will NOT be allowed on the KIN Hike without a signed Consent Form. A dated Consent Form is required **for each KIN Hike scheduled**.
  - ○ The PWV Agency Coordinator will provide the specific Consent & Information Forms before each scheduled KIN Hike.
- ❑ The day before each KIN Hike, please touch base with the PWV Coordinator to confirm.
- ❑ Collect Signed **Kids in Nature Activity Consent Forms from parents/guardians** and from your staff/volunteers. **No person** (child or agency staff/volunteer) may go on the hike without a signed consent form.
- ❑ Bring all signed **Kids in Nature Activity Consent Forms** (divided into groups of 10 or less, each group stapled to the appropriate **Names for KIN Hike Form**) to the KIN Hike.
- ❑ Optional: Complete name tags for kids and code by group.

On the Hike:

- ❑ Meet PWVs at the designated trailhead.
- ❑ Agency staff and volunteers are responsible for discipline and for any relevant safety decisions on the hike.
- ❑ PWV members are responsible for leading the hikes and curricula. Please support them in this.
- ❑ PWV policy: At least 2 adults with any child or group of children. Please respect this policy and assist as needed.

After the Hike:

- ❑ Provide feedback to PWV Agency Coordinator about KIN Hike. We will have a "Lessons Learned" meeting at the end of the season and want your input.

PWV Agency Coordinator's Name and **Contact Information:** _____

_____

Appendix VI

POUDRE WILDERNESS VOLUNTEERS KIDS IN NATURE PROGRAM
REPORT OF OUTING

Please send this completed form electronically to the KIN Chair within a week.

Hike date: _____ Trail or other Location: _____

Agency/Group: _____ Agency Staff who arranged hike: _____

PWV Completing Report: _____

Kids originally planned for: ____ # Kids attended: ____ # Kids who want to hike again: ____

Hike began at: _____ ended at:_____ (These are times for kids.)

Other PWV Volunteers: _____

_____

First and last names of agency staff and volunteers attending (or adults if family hike):

_____

Non-PWV Staff (USFS / City of FC):

_____

First and last names of children attending:

_____

_____

_____

TRAILHEAD SAFETY MEETING WITH KIDS was conducted by: _____

REPORT OF HIKE

(Include topics discussed on the hike, activities, kids' quotes and reactions and PWV suggestions for improvement. Use reverse side if needed.)

Appendix VII

PWV Agency Coordinator Checklist
Kids in Nature -- Poudre Wilderness Volunteers

Training and Pre-Season:

- ❑ Attend KIN Core-Committee Training or substitute.
- ❑ *Contact and meet with the Agency Staff (February or early March) Below are items which must be discussed at this meeting:*
  - ○ Give an overview of PWV and our KIN hikes and curriculum as needed.
  - ○ Go over **Guidelines for Participating Agency** and leave the document with Agency Staff. (NOTE: Underlined statements are non-negotiable. Please emphasize them.)
  - ○ Our curriculum is geared for ages 6 (post-Kindergarten) to 11 -- basically elementary ages. Ask the Staff to respect that when inviting kids on the hikes. Exceptions: 'tweens and teens hikes are ages 11-15; Partners Mentoring Youth are ages 7-17; family groups, ages 4-14.
  - ○ We try to keep our hiking groups to 12-14 persons maximum. Explain how this will work with the specific agency. (We try to accommodate Agency needs regarding staffing, transportation, etc. as much as possible.)
  - ○ Our target is to provide 1 to 2 hikes per child (to serve as many children as possible.)
  - ○ Give the Staff an example of the **Parent/Guardian Information Letter, KIN Activity Consent Form** and **Names for KIN Hike form**.
  - ○ Discuss trail options, usually Lower Dadd Gulch and Lady Moon (at the Elkhorn Creek Trailhead).
  - ○ Tell the Staff that well in advance of each hike, you will complete the date and trail information in English and Spanish on the **KIN Activity Consent Form, Parent Information Form** and the **Names for KIN Hike** form and bring sufficient copies to them. (You and the Staff can determine the time table that works best for them.) Ask them to send home the Consent Forms and Parent Letters, to collect and bring all completed Consent Forms stapled in groups of 10 or less with the completed Names form(s).
  - ○ You will also give them the names and contact information for the hike leads. Be sure to contact the leads with last minute information or issues.
  - ○ Emphasize no child or adult may go on any KIN hike without a signed consent form.
  - ○ Explain that if the Agency divides the children into groups of no more than 10 and completes the name tags before the hike, it helps get the hike started quickly at the trailhead and kids don't have to wait.
  - ○ Plan with the Staff for possible KIN hike dates, times and trails. 3-4 hours on the trail is optimum. (Consider dates when you are also available for preparation!) (If possible, please vary the days of the week and spread these hikes out over the season. The more possibilities for hike dates, the better for scheduling.)
  - ○ Explain (as appropriate) that the hikes will be organized and led by other PWVs; you will provide the Hike Co-Lead names when the final schedule is made. However, you are the primary contact person—(your name and contact information should be on the bottom of the **Participating Agency Guidelines**.)
  - ○ Ask about their agency rules (i.e., regarding adult supervision (numbers), offering insect repellant, sunscreen or poison ivy wipes to children). Ask the Staff to notify Hike Co-Leads

of any pertinent allergies or special diets. Please write such alerts on the **Names for KIN Hike Form**.

- ○ Ask about photo consent and agree to use either Consent Form A (no photos) or Consent Form B (photos in a hiking group only if all kids in that hiking group have consent for them.)

❑ As soon as possible, give optional dates to the KIN Chair, along with your available dates.

❑ When the KIN Schedule comes out, email the Agency Staff the confirmed dates, times on the trail(s), along with directions to the trailheads, estimated miles and travel times. Also give him/her the names and contact information of the Hike Co-Leads. If you can find out which staff (and sex of staff) will be attending it will facilitate scheduling. Be sure you get a confirmation of the scheduled hikes and report back to the chair regarding the schedule being confirmed.

2 or more weeks before a Hike:

❑ Complete the date, trail and contact information in English and Spanish on the **KIN Activity Consent Form, Parent/Guardian Information Letter** and the **Names for KIN Hike** form. (You may make copies at the USFS Office. Ask for Mary Bollinger 970-295-6700 for the Visitor Center or Kevin Cannon 970-295-6722.)

❑ Meet briefly with the Agency Staff, delivering the above forms and name tags as appropriate and reminding them to send out information letters and consent forms for parents' signatures. Also bring **directions** to the trail head. Ask if Staff have any questions and remind them to complete the **Names for KIN Hike form(s)** and group the **Consent Forms** accordingly before the hike. Also, remind them that staff must have consent forms, as well.

❑ Deliver several copies of the **Consent Form** to the Supplies Location and place in the envelope for that hike.

2-3 weeks before the hike, communicate with the Co-Leads to:

❑ Confirm the date, time, trail.

❑ Who will be completing the name tags (Participating Agency or Co-Leads)

❑ Remind the Co-Leads to start on their check-list for that hike.

1-2 days before the hike:

❑ Contact the Participating Agency to verify all is on track for the hike and confirm with Hike Co-Leads.

Post Hike follow-up and post-season duties:

❑ One week after the hike, check to see that the trail report was completed (and correctly) by the PWV Hike Co-Lead on the USFS Scheduling & Reporting website.

❑ After the hikes are completed, get the discussion topics from the KIN Chair and meet with the Participating Agency Staff for a "Lessons Learned" session. (For summer programs, this is best done before sessions end.) Report to the KIN Chair.

❑ Attend the " PWV Lessons Learned" meeting in September or October if possible.

At any time:

❑ Contact the KIN Chair with any questions or concerns!

Appendix VIII

Hike Co-Lead Checklist
Kids in Nature -- Poudre Wilderness Volunteers

Pre-Season:

- ❑ Attend KIN Core-Committee Training or substitute.
- ❑ Give KIN Chair your availability dates. (Monday - Saturday, mid-May - end of September)
- ❑ As soon as the KIN Schedule comes out, get with your co-lead(s) and divide up responsibilities. Experienced co-leads train new ones.
- ❑ Enter your KIN hikes on the PWV scheduling and reporting web site. Select KIN under type of hike.

Two weeks before the scheduled hike:

- ❑ Contact other PWVs scheduled for that hike. Confirm they will attend, including date, time and trail. Emphasize that we are counting on their participation, as we have adult/kid ratios we need to meet. (We need 4 adults with each hiking group, 2 of each sex for each mixed-sex group of 10 kids OR 3 PWVs, mixed sexes, for Partners/Family hikes. Adults include agency staff, volunteers and/or family members of child participants.)
- ❑ Arrange car-pooling with all PWVs scheduled for the hike. Ask them to bring their regular patrol items and wear their PWV shirt and name tag. Extra water and a little extra lunch to share are also good ideas.
- ❑ Confirm the hike with the instructor, any USFS or City staff and include them in car-pooling arrangements.
- ❑ Reserve and (later) pick up one PWV radio or SPOT unit if available.

The week before the hike:

- ❑ Contact the Storage Location person and the Bin Packer to arrange getting the KIN bins, including all 4 walkie-talkies. (Pick up the KIN bins a day or two before the hike.) Included should be several extra **Consent Forms** for staff and volunteers of the agency, and **Names for KIN Hike Forms** if needed.
- ❑ On the night before the hike, chill the juice and water.
- ❑ Send a reminder email to all PWVs and other assistants on the schedule a day or two ahead.

At the trailhead:

- ❑ Lead the pre-hike meeting.
- ❑ Assign facilitators for individual activities along the trail: <u>always</u> 1) LNT, 2) safety in the mountains, and 3) What is a National Forest?, plus Scavenger Hunt, Sound Map if desired.
- ❑ Designate a lead PWV and a drag PWV for each hiking group. (Rotate positions throughout the hike.)
- ❑ When the children arrive, confirm that you have a signed **Kids in Nature Activity Consent Form** for each child and non-PWV adult present. No child may go on the hike without one. (Use the **Names for KIN Hike** form that the Agency Liaison makes but verify that the correct children are in attendance.) Check on allergies and exchange a gluten/allergen free fruit snack or snack bar for a granola bar as needed.
- ❑ Give or delegate the Trailhead Safety Talk. Make it very brief -- 2 or 3 minutes. (This can be done while a co-lead checks the Consent Forms.)

At the end of the hike:

- ❑ Ask kids to line up and collect all the neck pouches and loaner equipment. Children may only keep the map, LNT card, bandanna and tree cookies or papers they completed during activities.

- ❑ Hand out the juice and snacks. (Gluten-free and mostly allergen-free cookies are available; use as needed. Use fruit snacks if uncertain.) Make it a social time, asking the children open-ended questions that will provide information on how successful the hike was regarding FUN and excitement, desire to hike again, interesting or favorite things, etc.
- ❑ Hold the "End of Hike" meeting with all PWVs and take notes for the reports. Include any suggestions your team has for future KIN hikes.

After the hike:

- ❑ Return bins to the storage location the same day.
- ❑ Within a few days report the hike on the scheduling and reporting web site. Be sure all participating PWVs are credited. You need not submit all data, but please do a brief summary of the hike in the "Notes" as this spreads the word about our great KIN hikes. Note that for this report the start and end times are when the PWVs arrive and when the PWVs leave. Also, the kids and staff are contacts, not guests. Any USFS or City Utilities Staff are guests, and please name them in comments.
- ❑ Complete the **Hike Summary Report** and send it electronically to the KIN Chair within a week.
- ❑ Send all signed **Kids in Nature Activity Consent Forms** and **Names List(s) for KIN Hike** to the KIN Chair within a couple weeks. This can be done via the PWV cupboard in the USFS Visitor Center.

At any time:

- ❑ Contact the KIN Chair with any questions or concerns!

Appendix IX

Bin-Packing Instructions
Kids in Nature -- Poudre Wilderness Volunteers

See Current KIN Chair or Bin-Packing person for current listing.

Bin-Packers:

1) Please note that the items marked with a red → arrow are things that will or may be used up. These need to be checked each time and replaced as needed.
2) Be sure to contact Lynda Lloyd and let her know when you are coming.
3) Just to be sure, please pack for 2 extra children.

Hike Co-Leads:

1) Always coordinate with your Bin Packer regarding any changes in hike numbers, special curriculum, etc. and also coordinate with them regarding timing of supplies preparation and pick-up.
2) You will pick up 2 “Take to Hike” bins, 2 coolers or at least the contents, all two-way radios, and either: 1 bag for macros; 1 backpack for trees; or 1 bag and 1 box (with antlers) for mammals. Coordinate with your instructor(s), as they may want to pick up their supplies themselves.
4) You will want to check the contents when you pick them up.
5) Please put things back the way you found them to assist the bin-packers and please put the used pouches in the **RED** bag to differentiate which ones need packing.
6) Be sure to return the two-way radios to their chargers when returning the bins.
7) Bins should be returned on the hike day.

Appendix X

PWV Pre-Hike and Post-Hike Meetings

DO A RADIO CHECK: (See reverse side if more information is needed on how to use the radio.) and a **WALKIE-TALKIE check.**

THINGS TO KNOW:

- Always at least 2 adults with a child or group of children. (Bathroom in the bush, of course, needs 2 of same sex as child(ren).)
- Back at trailhead by _____
- Each hiking group must stay together
- Each hiking group should be about 10 minutes or more from the other - If you get close to another group, stop & do an activity to let them get ahead or decide to pass them.
- Show supplies and what is used when, where to return loaners.
- Look over a kid's pouch to see what it has, show bandannas
- When we return and the kids are gone, we will have a short debriefing meeting. You will be asked to tell a hike lead about kids' behavior and comments showing their compliance with safety rules, LNT principals, ability to ID species, and especially FUN and EXCITEMENT! We need these records to improve our procedures and to ask for donations and grants.
- Most of the kids we have on our hikes are at-risk children. Some are sensitive to touch. High fives and handshakes are fine, but please refrain from patting them on the back or head. Hugs are ok if initiated by a kid. They may not react to you as kids you've known; don't be offended!
- The agency staff and volunteers are responsible for any discipline needs. If a child's actions require discipline, ask one of them to intervene.
- Photos: If the photo consent option is listed on the Consent Forms, the Hike Lead will check them. If ALL children in a hiking group have photo consent, one PWV may take photos and <u>send them to the KIN Chair</u>.
- Does the instructor have anything they'd like us to know?

EACH HIKING GROUP OF PWVs SHOULD HAVE:

- USFS radio or SPOT Unit for hike (one for entire hike)
- walkie-talkie for each group and the instructor
- safety talk
- 1st aid kit (We have loaners if needed)
- Scavenger Hunt copies for kids (optional)
- Sound-Scape directions and cards (optional)
- Field Scientist activity if the hike includes older kids
- extra water in case kids need it
- ponchos for kids (optional)
- pocket field guides, small loupes to share and binoculars (optional)

EACH PWV SHOULD HAVE:

pouch with:

- loaner field guide
- loaner child's LNT card
- map and compass lessons and visuals
- pen
- poison ivy wipe, if available

- antibacterial wipe
- carabiner for attaching pouch to a belt, pack or belt loop

WHEN THE KIDS ARRIVE:

- (if pertinent:) We will split into our groups.
- Be sure everyone has a name tag.
- all non-PWVs have a consent form? (including adults)
- give the safety talk
- all kids have a backpack? (loaners available)
- all kids have water? (supply if needed)
- all kids have lunch? (check with agency staff if needed or use Luna bars)
- kids need sunscreen? (check with agency staff if ok to use)
- pass out pouches, bandannas

CONTINUED ON REVERSE SIDE

AFTER THE HIKE:

- Collect the pouches and most of the contents, but let the kids keep the bandanna, pencil, LNT card, tree cookie if doing Trees Curriculum and any paper they wrote on.
- Collect all loaners: ponchos, backpacks, water bottles.
- Sit your group down and give the kids juice and cookies. (At Lower Dadd Gulch you may wish to let the vans take kids across the highway to the river side with toilets and shade.)
- Thank the kids for coming and for a fun hike! Visit with the kids. Ask them what they will remember about the hike, if they want to hike again sometime, what was their favorite part about today's hike, what new thing they learned on today's hike, etc.

AFTER THE KIDS LEAVE:

- Return binoculars, pocket field guides, PWV pouches, unused Scavenger Hunt & Soundscape materials, ponchos, Walkie Talkies...
- Give the Hike Lead any behaviors or fun kid quotes.
- Discuss what was good and suggestions for improvement.
- Give your input to the Hike Lead who will be making the reports.

USFS Radio Check: Set the radio to Channel 7, "Roosevelt Work".

- Switches to LO (for 1st try) & SCAN; PRI down.
- Turn the radios on and leave them on for the hike.
- Turn the squelch dial (SQ) all the way up, then down just until the static disappears.

Call each other:

- Listen for 30 seconds to be sure the channel is clear.
- Hold the radio 2" from your mouth to talk ACROSS it, hold down the transmit button (PTT) down, wait 2 sec. and speak: "(Their name): (Your name)", wait 2 sec., release PTT button
- Wait for acknowledgment, then give message.
- When done, "(your name) clear".

(To call Ft. Collins Dispatch, use Ch. 1 > 3 for Hewlett, Lower Dadd. 02 > 03 > 01 for Mt. Margaret, Lady Moon)

USING THE TWO-WAY RADIOS (WALKIE TALKIES), BASIC INSTRUCTIONS:

- Before the hike, turn on the radios and try them. (Top left protrusion is on-off and volume.)
- Press the scan/monitor (ZMON) button while turning the volume to set it to a comfortable level.
- Set radios to the same channel. (Press menu then + or -)
- To talk, press the PTT (push to talk) button on the left side and hold; release when finished talking.
- Hold the radio 2-3 inches away from your mouth to talk.
- The belt clip should make it convenient to carry the radio while hiking.
- Be sure to turn the radio off when back at the trailhead
- Hike lead should plug radios back in to power when returning items to storage.

diagram of radios

Appendix XI

Rev February 2014

TRAILHEAD SAFETY TALK

(3 to 5 minutes)

We have 3 rules:

1) We keep ourselves safe by:
- staying on the trail,
- staying with a partner,
- staying between the lead and tail adults and
- listening when adults give directions.

2) We keep others safe by:
- keeping track of our partner
- taking our turn with other hikers
- stepping to the side of the trail for other hikers and
- giving some extra space at stream crossings.

3) We keep our things and world safe by:
- leaving what we find and taking out what we bring and
- not disturbing wildlife.

Show photos of prickly pear cacti and poison ivy and discuss.

(Note to Safety Talk Presenter: Keep this very brief so the kids can get started on the trail and you don't lose their attention. Reinforce the concepts and add details as the situation allows along your hike.)

Appendix XII

Kids in Nature Essential Curricula
3 Components

1. What is a National Forest? A definition for elementary aged kids:

A National Forest is land set aside and managed for everyone and all of the animals, all of the trees and all of the plants. People do not build houses in the national forest. People are allowed to use and enjoy the National Forest. We all own the national forest and we are all responsible for it. We share the National Forest with others.

Roosevelt National Forest is the name of our local national forest Can you spot a sign that has a national forest symbol? Where might you see this symbol? (Look for the symbols at trailheads, interpretive trail signs and along the highway.)
The National Forest is for everyone.

- People can hike and bike and fish in the National Forest.
- Trees and plants on the National Forest provide food and shelter for animals.
- Water in our homes comes from the National Forest.
- The trees on the National Forest help clean the air we breathe.
- Some cattle graze and eat grass on the National Forest, providing food for us to eat.
- Trees are logged (cut down and taken away) and are used to build houses and make things.

Manage means to "take care of". You can help take care of the national forest.
Some people's job is to take care of the National Forest. We all have responsibility to help take care of it.
This is YOUR National Forest!

Background Information

National Parks -- preservation of pristine areas

National Parks focus on protecting natural and historic resources "unimpaired for future generations". National Parks are under the Department of the Interior.

National Forests -- conservation including preservation, but other kinds of uses as well

Multiple uses include lumber from logging, cattle grazing, mineral extraction, motorized recreation, hunting . The US Forest Service is under the Department of Agriculture.

The forest is a highly complex, constantly changing environment.

2. Safety in the Mountains

see Safety Talk Appendix 11. Use the appropriate version for the age group. PWVs can also bring up ticks, poison ivy, cacti, bears, mountain lions, thunderstorms, etc. as opportunity arises.

3. Leave No Trace

Have the children pull out their LNT cards early in the hike and go over the 7 principles. Reinforce these throughout the hike, emphasizing the authority of the resource. Ask questions to elicit knowledge the kids already have and to make them think.

Appendix XIII

Kids in Nature In-Depth Curricula

The In-Depth Curricula will be led by a trained instructor for elementary age groups. PWVs are asked to assist in parts of each study. The goal is to help the kids deeply explore an aspect of the wilderness and find excitement in discovery. Specific knowledge is a bonus.

One of these will be used on each hike:

Aquatic Macro-Invertebrates
The instructor will have materials for the children to learn about macros, seine the stream and catch aquatic macro-invertebrates ("macros"), place them in trays with water, view them with magnifying glasses and possibly identify them. Older kids can complete a Water Quality Index.

Trees
Several games or presentations will be used with the children, including Meet a Tree, Anatomy of a Tree, Tree Habitats or What's an Old Log Good For? Sources: Project Learning Tree, Nature Scope, Sharing Nature With Children.

A good source for Colorado's major tree species:
http://csfs.colostate.edu/pages/major-tree-species.html

Mammals
Select mammals will be discussed and the instructor will have some hands-on objects to discuss mammalian characteristics. Activities will be focused on tracks and other signs.

Two good sources for our Rocky Mountain Mammals are:
Armstrong, David M. Rocky Mountain Mammals: A Handbook of Mammals of Rocky Mountain National Park and Vicinity, Third Edition.University Press of Colorado. ©2008.

Halfpenny, James C., Ph.D., ill. by Todd Telander. Scats and Tracks of the Rocky Mountains, Second Edition: A Field Guide to the Signs of Seventy Wildlife Species. Falcon Guides, The Globe Pequot Press. ©2001

Kids in Nature Optional Curricula

The Optional Curricula consists of the Sound Map, Scavenger Hunt, Field Scientist, Field Guide Hunt, Map and Compass and anything else that the PWVs would like to discuss with the kids, including all forms of life, habitats, ecosystems, rocks and minerals, fire, invasive weeds, clean and safe water, etc. The KIN Field Guide is available to use.

Sound Map

Equipment: blank 4 X 6 index cards, 1 pencil per child

To play, begin by showing the group a 4 X 6 index card with an X in the center. Tell the players that the card is a map and the X shows where they will be sitting. (If you've done map and compass, give kids a minute when they find their spot to find north and mark it on their map.) When they hear a sound, they should make a mark on the card. Make a different mark for different sounds; the same mark for a repeated sound. You can use a letter, a number, a symbol like a wavy line. The mark's location should indicate as accurately as possible the direction and distance of the sound. They should spend little time marking their map and lots of time listening.

Tell the players to close their eyes while they listen and cup their ears to better catch sounds. To hear sounds behind them, they don't need to turn around, but rather cup their hands in front of their ears.

Select a site where there will be a variety of sounds—meadows, streams or forests are fine. It's important to have everyone find a special "listening place" quickly, so that some aren't walking around while others are listening. One minute to find a place works well and they should stay in the same spot 'till the game's over. Five minutes is a good basic guideline, and then call the children back (perhaps imitating a natural sound).

As players assemble, have them share their maps with a partner.

In sharing as a group, give directions like:

- Write the number of different sounds you heard in a corner of your map.
- Put a star by the sound you liked best. (Later ask, "Why did you like it best?")
- Put a square around the sound you liked least. (Later ask, "Why did you like it least?")
- Put a circle around a sound you have never heard (or noticed) before." (Later, "Do you know what made this sound?"

Simplified and shortened: Have the children stay still and close their eyes for 1 minute for a **Listening Minute.** Ask them to count how many different sounds they hear, then open eyes and discuss.

Scavenger Hunt

Equipment: Scavenger Hunt page for each child, found below.

This can be done all along the hike or at a stop. Ask the children to fold back the tab by each item as they find it. See how many each can find. You can do it in pairs, small groups or individually. We are not concerned about identification here, but exploring nature experientially. Encourage creativity and use of all senses.

See Scavenger Hunt list for the kids.

Scavenger Hunt

See how many of these 15 items you can find! Be sure to leave them where you find them! -- Leave No Trace!

____ A feather or a bone
____ 3 different kinds of seeds
____ A leaf which has 2 or more colors in it
____ Something round
____ Something fuzzy or soft
____ A piece of man-made litter
____ Something perfectly straight
____ A chewed leaf (not by you!)
____ A cone from a tree
____ A piece of fallen bark
____ A colorful rock
____ Something burnt
____ A dried flower or bud
____ Something totally white
____ Something that you like or find interesting

Field Scientist (10-15 year olds)

Equipment: blank 4 X 6 index cards, 1 pencil per child

¥ Select an area where each child can sit quietly "alone"
¥ Describe how a field scientist gathers data, by sitting quietly and observing something in nature ("in the field") and recording in detail what they see, hear, smell and feel.
¥ Ask them to find a spot and something in nature (check it for safety in sitting), sit quietly for 5-15 minutes and document every detail you can about the object you choose. Words, diagrams and pictures or a combination are all acceptable ways to for a field scientist to document their observations.
¥ After the adult calls everyone back, return to the group and ask kids to share what they discovered.

Field Guide Hunt

Supplies: KIN Field Guide from kid pouches

The leader chooses a topic (trees, flowers) and shows the kids the pages in the KIN Field Guide where the information is located. Each child gets with their buddy and goes off, within sight, to find as many of these species as they can. At the call, all return to the group and share what they found.

Map and Compass Learning (Use parts of this as time, attention, age and experience permit.)

Supplies: a simplified contour map of the trail you're on; compass for each child; optional topo map of the trail.

COMPASS

WHAT IS A COMPASS?

A compass is a tool for find direction and an important tool to use in the outdoors to **keep you from getting lost!** A simple compass is a magnetic needle mounted on a pivot, or short pin. The needle, which can spin freely, always points to magnetic north. The pivot is attached to a compass card. The compass card is

marked with the directions. To use a compass you need to lay it on a flat surface or hold it level in your hand so that the needle is able to move/rotate freely, then you line up the needle with the marking (N) for north. We call that putting **"Red in the Shed".** After this is done, a person can figure out all the other directions. (Help the kids do this with the compass they have.)

THE FOUR MAIN DIRECTIONS/POINTS ON A COMPASS:
There are 4 main points on a compass: North, East, South and West in that order as we go around the dial. A good way to remember this is to remember, "Never Eat Soggy Waffles.", "Never Eat Sour Worms." or North East South West!

WHY DOES A COMPASS ALWAYS POINT TO THE NORTH?
Remember, the compass needle always points to the North! That is because the earth has a magnetic field at the North Pole. By remembering this we can always determine which way North, East, South and West are. (Show the kids this with the compass you have for the lesson.) Ask them to put "**Red in the Shed"**, then point to the various directions as you call them out.

Only discuss how magnetic north differs from true north if you have all older kids!

MAP
Everyone should have a map of the trail you're on. Look at the maps together. The top of the map is always north. The **compass rose** shows the 4 directions on the map.

Find the **map key.** On your map, find the **trailhead, river or creek** and **trail.** Where do you think we are on the map?

WHAT DO THE LINES ON THE MAP MEAN?
There are often two kinds of lines on a topographical map. **Straight lines** are usually **LATITUDE** (east/west) and **LONGITUDE** (north/south) lines. **Curvy lines** are called **CONTOUR** lines. Contour lines show the increase or decrease in **altitude** and will show you where mountains and valleys, streams and ridges are located. This is called the contour of the land. They are handy for telling if a trail is going up or down as you can tell some of the contour lines have altitude markings on them. (Refer to the trail map you are on.)

HOW DO WE GET FROM WHERE WE ARE TO ANOTHER PLACE?
Remember, looking at a map is nothing more than a bird's eye view of the world looking down! Imagine you want to go to a hill, mountain or a lake a few miles away. (For younger children go with the concept "miniature world" and introduce the idea of directions and the purpose of a compass. Avoid getting into much detail about compasses. Compass bearings, the difference between magnetic north and true north are confusing, and it is best to concentrate on maps, compass directions and where we are on the map.
Here's what you need to do:

1. Do your best to find where you are on the map now. You can do this by looking at landmarks around you: hills, streams, lakes, canyons and valleys. This will do a lot to help you understand where you are. Do your best to locate your position on the map and the leader can help pair landmarks on the map and on the land.
2. Pick the point where you want to go.

3. Place your compass on the map so that the North facing needle is pointing to the top of the map.
4. Turn map and compass together to put Red in the Shed.
5. Pick an object or place on the map. It may be a hill, a stream, lake or the trailhead. With Red in the Shed, plug the compass and map into your belly and turn to the direction where your place is. Look at the number that the compass needle / "Red" is pointing to.

Let's play a game to practice this:
Divide the group into teams with adults helping as needed.
Each team stand about 12-15 feet apart.
Mark the place you are standing with a pencil or something
Everyone take 10 steps to the north.
Take 5 steps to the east.
Take 10 steps to the south.
Take 5 steps to the west
You should end up about where you started!

HOW CAN WE FIND OUR DIRECTIONS IF WE DON'T HAVE A COMPASS AND IT'S NIGHT TIME?
In the night sky (in the Northern Hemisphere) there is a group of stars known as the **Big Dipper**. It looks like a spoon or ladle. Find the two starts on the dipper where the water would pour out; these are known as the pointer stars. They will point to the **North Star**, also known as **Polaris**. There are 8 stars total in the Big Dipper and the North Star. A good way to explain this is to use 8 golf ball size rocks laid on the ground to show each star's position in the constellation. (Don't forget to have it pointing NORTH!)

Another optional game to play with older or more experienced kids:
Three-Legged Compass Walk

Of all the map and compass exercises, the three-legged compass walk is one of the best. Start by having each kid mark their location with a pencil or something. Set their compasses to north (360 degrees) (Red in the Shed). 'Plug the compass in' to their belly. Sight down the compass arrow -- the direction of travel -- and pick out an object in the background, (a tree, rock, stump, etc.) and keep their eye on it (going toward it). Then step that direction 50 steps. Everyone stops after 50 steps.

Check that Red is in the Shed and the compass is plugged in. The students are then directed to set their compasses to 120 degrees, locate an object in the background in that direction and walk out another 50 steps and stop.

Check that Red is in the shed and the compass is 'plugged in.' Set the compass to 240 degrees, locate an object in that direction and walk another 50 steps. Stop. Each person has completed a triangle and should end up fairly close to their starting point. The exercise quickly becomes a game among students to see how close they can come to their starting point.

STOCK PATROL

(N Flippin: October 2011)

PURPOSES

- Represent all PWV members patrolling with stock, identify and address issues and needs specific to stock patrolling and stock patrollers, and facilitate communication among members patrolling with stock, the Stock Committee, and the Board of Directors
- Promote the safe use of stock on the trail
- Promote Leave No Trace principles and practices for stock in the backcountry
- Promote and encourage effective methods of training and conditioning of stock for trail and distance riding
- Promote and encourage good horsemanship essential for trail riding and packing
- Promote and encourage caring for stock during and after trail rides and patrols
- Promote use of weed-free forage and proper pasture management

CALENDAR OF EVENTS

January/early February: Call Lory State Park and reserve the first Saturday in May for the Horse Evaluation for 9 a.m. - noon.

Early March: Enlist stock patrol volunteers to assist with interviews of new volunteers, especially those who intend to patrol with stock.

Schedule Mounted Contingent Workshop & Horse Training Day (optional event) for mid-April (at the CSU Equine Center or other appropriate venue) and Horse Evaluation (mandatory event for new recruits) for early May at a suitable location. Advise Chair-Elect of these training dates.

Horse Evaluation coordinator requests and organizes volunteers to assist at Horse Evaluation on first Saturday in May.

March: **3rd & 4th Saturdays** (confirm with PWV Recruiting & USFS). Participate in interviews of prospective volunteers.

Have stock patrol applicants sign a special Volunteer Services Agreement form to allow them to participate in the training sessions. Participants must have up-to-date Coggins certificate for their stock.

Early April: Stock patrol meeting for new members (optional).

Mid-April: Stock Workshop & Horse Training Day for all stock patrol members (optional).

Create mentor patrol schedules for new recruits.

Early May: Horse Evaluation at Lory State Park or similar facility (mandatory for new stock patrol members, optional for returnees)

Kick-off Night (mandatory for all new PWV members).

May (Weekend before Memorial Day weekend): Spring Training (mandatory for all new PWV members).

August/September: Stock patrol weekend campout

PROCEDURES

Stock Workshop & Horse Training Day, Horse Evaluation, and Spring Training:

Safety

A) Preparation:
- Training and readiness of mount
- Equipment
- Pre-planning, i.e., maps, routes, I,C,E., contact information
- Conditioning, human and equine
- Emergency contact information, identifying @ trailhead
- Personal safety

B) Environmental:
- Fire
- Weather, storms
- Wildlife

LNT

A) Riding on durable surfaces
B) Weed-free forage and pastures
C) Restraint/containment
D) Camping
E) Packing
F) Manure

First aid

A) Human
B) Equine
C) Kit—what to take
D) Hydration needs
E) Triage, what to do first
F) Summoning assistance
G) Managing debilitating injury/illness (horse down)

Preparation

A) Training, i.e. hobbles, blind fold, separation anxiety
B) Aerobic conditioning, muscle tone, preventing tying up, colic, founder
C) Desensitizing: Backpacker, water crossing, bridges, dogs, llamas, wildlife, cattle, bicycle, hiker, USFS radio, etc.

Horse training

A) Expose riders to hikers, backpackers, tent campers, bike riders, simulated water crossing and llamas.
B) Demonstrate ability to back up horse on trail.
C) Discussion of stock-specific safety concerns
D) Other presentations.

Horse Evaluation

A) Expose riders to: mounting and dismounting, hikers, backpackers, tent campers, bike riders, simulated water/bridge crossing and llamas.
B) Pass/fail participants.

Horse Camp at Spring Training

A) How to approach a horse camp
B) Proper stock restraint/containment
C) Certified weed-free feed

EVALUATION AND REPORTING

The Committee should document its meetings and deliberations and share this information on a timely basis with all PWVs patrolling with stock and with the Board of Directors to encourage and ensure open communication and involvement among all members patrolling with stock and other interested/relevant parties. The Committee is encouraged to prepare and distribute an annual report summarizing PWV stock patrolling activities, accomplishments, and challenges.

HORSE EVALUATION EXAMPLE SHEETS

Lory State Park or similar facility (Early May)

Mount and Dismount
Bike Rider(s):
Llamas:
Dogs:
Tent/Camp:
Radio check
Coat off/on:
Wooden Bridge:
Backpacker:
Volunteers:

PROCEDURES

Contact Lory State Park (phone 970-493-1623) in January/early February to secure form to reserve area for the Horse Evaluation. Evidence of insurance is required. Have the Park contact Kevin Cannon/USFS for verification.

Notify new recruits of date; they are **required** to attend. Encourage returning members to attend. RAIN has been a big issue for this time of year; plan for a back-up date.

We have asked mentors to schedule the 2 required mentor rides and to assist new members in doing their schedules for their other 4 patrols. Returning members schedule their own patrols.

Evaluation Form used May 7, 2011

EVALUATION activity: _____(e.g., bridge/llamas/bicycle....)

Evaluator Name _____

Please mark "X" in Acceptable or Unacceptable box and write comments to explain if needed.

Acceptable = completed or with some practice will be able to complete

Unacceptable = unable to complete and/or handled poorly

Applicant name or #	Acceptable	Unacceptable	Comments
1			sample comments Rider is able to control horse well. Crossed bridge without problem. Horse startled, but followed rider's direction. Rider was very gentle and calm Horse very nervous. Rider worked hard to get animal to cross. I was afraid the rider was going to fall off. Horse was not listening to rider. Horse is not safe for trail work. Rider could not get horse across bridge without getting off. Rider could not re-mount her horse.

Philosophy
Volunteers who patrol with stock not only must support the philosophy, purpose and requirements of all PWV members, but also have additional requirements as they bring stock into the Wilderness and National Forest. While stock is an all-inclusive term, it is expected the majority of animals will be horses, mules and llamas, either being ridden or used as pack animals. As responsible patrol members and stock owners, it is important to understand that volunteers are responsible for the health and well-being of their animals, their behavior on the trail and in camp, and their interaction with the public.

Stock volunteers have a unique opportunity to:

- Promote the safe use of stock on the trail.
- Promote Leave No Trace principles and practices for stock in the backcountry
- Promote and encourage effective methods of training and conditioning of stock for trail and distance riding.
- Promote and encourage good horsemanship essential for trail riding and packing.
- Promote and encourage caring for horses during and after trail rides and patrols.
- Promote and encourage the use of weed-free forage and good pasture management practices

Volunteers and their animals represent a wide range of abilities. It is not the intent of PWV to discriminate against any member or animal because of breed, type or conformation, or promote any one training method, but instead to assure safety for the public, volunteers and animals at all times.

Training
It is not the intention of PWV Horse Evaluation /training to substitute for general ground work and horse or mule training. Instead, the aim is to educate members in what will be expected of them on the trail as volunteers. Public safety, volunteers and animals are to be considered at all times. At the end of the training, prospective volunteers and mounts will be asked to demonstrate their ability to accomplish the following:

- General knowledge of PWV and USFS rules and regulations, property boundary knowledge, particularly those pertaining to designated Wilderness.
- Educate the public on the use of Wilderness and non-Wilderness National Forest lands.
- The ability to follow trails by using a map.
- Proper handling and control of their mounts.
- Knowledge of minimum impact (LNT) land use techniques, including low impact camping and horse use on the trails.
- A knowledge of trail etiquette and safety, especially as it pertains to mounted riders.
- The ability to exhibit good judgment throughout training, emphasizing safety to the public, volunteers, and mounts.

Stock should demonstrate the following:

- Good manners, obedience and a willingness to cooperate with the rider/handler.
- The ability to load, travel and unload obediently from a horse trailer or other mode of transportation.
- The ability to remain tied overnight.

Duties
Stock volunteers must perform the same duties as hiking volunteers, as well as the additional responsibility to assure their mounts are well prepared for the activities required of them, assuring safety to the public, volunteers and their mounts. Stock volunteers are in a unique position to educate the mounted public of "Leave No Trace" ethics, including the need for weed-free forage. They are ambassadors to the public of the equestrian and stock community, and can promote the use of stock in the forests and Wilderness to the public.

The Stock Patrol is not trained, certified, or otherwise authorized by any formal or informal agreement to enter into any activity that may be defined as law enforcement, life threatening or search and rescue while functioning as a PWV volunteer.

Trail Etiquette
While not all inclusive, the following are considered basic "rules of the trail" for mounted and stock volunteers:

1) Never ride unless you and your mount are in sound shape and conditioned enough to complete the ride--public safety, your safety and animal safety depend on this. Conserve your mount enough so the day following the ride you can both travel the same distance again, if necessary.

2) Stop your horse when coming upon hikers. Say "hello", make sure the hiker is not frightened by your animal, and then pass. While it is the hiker's responsibility to move off the trail for the animal, it is better human relations to take this opportunity to educate the hiker about the best way to pass stock on the trail, especially on narrow trails.

3) Running up behind another animal may frighten it. Always be considerate of other users on the trail, and never cause another rider to lose control of his/her mount. Keep in mind that a young or "green" horse could become very excitable when approached in this manner, whether with a rider or a pack string.

4) Always be courteous enough to wait until a rider is mounted and ready to proceed before you ride away from him. This is especially important at gates, water spots and rest areas. Ask permission to leave if you need to do so before the other rider is ready to leave.

5) Be sure your horse is warmed up adequately before you move him into a trot or canter, and be sure to check with your companion riders to see if they or their horses are ready to move out. If they choose not to join you, ask them if you may leave, if you choose to, and be sure they can control their mounts when you do leave.

6) On narrow trails, keep at least one horse space (10-12 feet) between animals.
7) No smoking on the trail.
8) At lunch or any stop, do not tie your horse to a live tree where it might paw around the roots
9) Ride only on regular riding trails or roads. Some trails are for hikers only. When in doubt, ask.
10) While on patrol, you are representing the stock community, PWV, and the U.S. Forest Service. Be a good host. Educate about animals if you can.
11) Remember, public lands belong to all of us; they are a precious environment entrusted to our care. They should be disturbed as little as possible. We need to share them with our hiking, backpacking and mountain biking colleagues. Together, we can make a difference.
12) Remember, horses are the only biological creatures that are partners in a sport with their owners. As a horse person, you are totally responsible for the health and safety of your animal.

TRAIL CREW

(B Manuel: October 2011)

PURPOSE

- Clear deadfall from trails (especially Wilderness trails) in the Canyon Lakes Ranger District of the Roosevelt National Forest.
- Coordinate with USFS Liaison to conduct additional projects such as bridge construction or repair, major trail improvements, etc.
- Clear deadfall and possible rerouting of the Spring Training trail.
- Provide safety instruction for Trail Crew members.

CALENDAR OF EVENTS

Early in the calendar year: Select the Trail Crew deadfall clearing dates and locations. In the past, this has covered at least 3 outings: 1) one in early in June for 4 days, car camping at Sleeping Elephant Campground; 2) one in mid to late June for 4 days, car camping at Jacks Gulch Campground, and 3) a 5-day backpacking trip in the Rawahs in early to mid-July. (see following pages for a detailed example of dates and trails)

Coordinate with USFS Liaison about additional projects.

Coordinate with other Trail Crew groups (USFS & RMNA, Backcountry Horsemen, Adopt-A-Trail, etc.) to avoid overlapping coverage.

Once the dates are chosen, notify volunteers who have expressed an interest to give them advanced notice for planning their summer schedules.

Advise the Chair-Elect of the planned Trail Crew dates for the PWV calendar.

April-May: USFS Trail Crew Leader Training Course. Must have been attended by at least one member of each Trail Crew team.

Prior to Spring Training: Clear the Spring Training trail as necessary.

PROCEDURES

1) Actively recruit volunteers to work with the Trail Crew, and keep an updated list of interested persons. First-year volunteers are not usually recruited so they may concentrate on their initial training and completing their 6 traditional trail patrols.

2) Assure the necessary tools/equipment are available at each Trail Crew outing.

3) Organize the Trail Crew teams. Emphasize safety; give a Safety Talk at the beginning of each session. Ensure that at least one member of each team has attended the USFS Trail Crew Leader Training course.

4) The Trail Crew leader should be familiar with the USFS Job Hazard Analysis for Wilderness & Trails. Safety of the Trail Crew volunteers is of prime concern because their work and hand tools can be dangerous and they do lifting and moving of heavy objects, in addition to being exposed to the same dangers as normal patrolling volunteers.

5) The Trail Crew leader should have up-to-date basic First Aid and CPR certification.

EVALUATION AND REPORTING

Prepare an annual report of work accomplished for the Board and USFS.

The most recent PWV Trail Crew Annual Report can be found on the PWV website under About Us, Programs, Trail Maintenance Crew.

2011 Trail Crew Dates

- I plan to add the "FUN" back into the Trail Crew this year. I would like for our work day to be done, and have us back to our campsite by 5:00 PM. This will allow us to have a "Social Hour" before preparing our dinner.
- You will be seeing an e-mail from Kristy Wumkes in the near future giving the dates for the "trail crew leader training" (April 27 6-9 PM classroom session and April 30 field session). I would like to encourage all of you who plan to help with the trail work this summer and haven't attended this training in the past to sign up with Kristy (e-mail kwunkes@fs.fed.us) when the e-mail comes out.

  We have not made it mandatory that all who participate in Trail Crew activities attend this training, but there must be at least one person on every team on the trail who has attended the trail crew leader training one time in their career. The more folks that have taken the training the easier it is to schedule who goes on what team when we assemble on the day of the actual trail work. Also the team leader has a much easier job of keeping everyone safe if his or her entire crew has taken the training. So if you haven't taken this training in the past and can possibly fit this in your busy schedule please do it. Not only will you learn some new stuff but it is also a good way of getting to know the PWVs and other USFS volunteers who do trail work for the Canyon Lakes Ranger District.

  If you have taken this course before and want an update, you are also more than welcome to sign up.
- I have included below the tentative schedule for trail crew work this coming summer. You do not need to schedule these dates on the web page - we will take care of that when we complete the trail crew reports after we do the work. Your days on the trail doing trail work will count as part of your six day PWV volunteer commitment.
- The one requirement we do have is that anyone planning on helping on the trail crew have at least one year of PWV experience already completed.

June 3-6, 2011 - Car camp Upper Poudre Canyon

June 3

Leave at 8:00 AM from Forest Service Admin. Site with tools
Arrive at Sleeping Elephant Campground at approximately 9:30 AM
Set up camp and begin clearing of Blue Lake Trail from Hwy 14 to snowline

June 4

Split into 2 groups
1st group to hike West Branch Trail to snowline and clear trees only, working with RMNA crews
2nd group to hike Rawah Trail (North) to snowline and clear trees only, working with RMNA crews

June 5

Split into 3 groups
1st group will clear and maintain Big South
2nd group will clear and maintain Roaring Creek
3rd group to return to Blue Lake and maintain trail to snowline

June 14

Pack up camp and drive to Lower Dadd Gulch Trail
Return to trailhead by 2:00 PM
Return to Fort Collins

June 17-20, 2011 - Car camp Tom Bennett Campground and backpack from Comanche Reservoir to work Comanche Peak Wilderness trails

June 17

Leave at 8:00 AM from Forest Service Admin Site with tools
Backpacking groups will drop off vehicle at Browns Lake trailhead on Crown point Road, and a vehicle at Flowers Monument trailhead outside of Jacks Gulch

Arrive at Tom Bennett at approximately 10:30 AM
Car camping group will set up camp and drive through Jacks Gulch Campground and clear the Little Beaver Trail and return to Tom Bennett by 5:00 PM
Backpacking groups will meet Forest Service seasonals at Tom Bennett and drive to Beaver Creek trailhead and hike into campsite near Comanche Reservoir
Backpacking group will clear Comanche Lake Trail and return to campsite near Comanche Reservoir by 5:00 PM

June 18

Car camping group will clear Emmaline Lake Trail and return to Tom Bennett campsite by 5:00 PM
Groups 1 and 2 of backpackers will divide up with Forest Service seasonals
Group 1 will clear the Hourglass Trail to tree-line and return to camp near Comanche Reservoir by 5:00 PM
Group 2 will clear the Beaver Creek Trail to Brackenbury Cabin junction and return to camp near Comanche Reservoir by 5:00 PM

June 19

Car camping group will clear the Mummy Pass Trail and return to Tom Bennett campsite by 5:00 PM
Groups 1 and 2 of backpackers will divide up with Forest Service seasonal and break camp
Groups 1 and 2 will clear the Browns Lake Trail to the junction with Flowers Trail
The Forest Service seasonals will continue to clear the Browns Lake Trail to the trailhead at Crown Point Road and pick up vehicle and drive to Tom Bennett where they will pick up their vehicles and return to Fort Collins.
The PWV Trail Crew backpackers will clear the Flowers Trail and pick up vehicle at the Monument Trailhead outside of Jacks Gulch.
The PWV car camping and backpacking groups will meet at Tom Bennett by 5:00 PM and commence happy hour.

June 20

Pack up camp
Split into 2 groups
Group 1 to drive to Signal Mountain Trailhead and clear portion of trail, and be back at trailhead before 2 PM
Group 2 to drive to Stormy Peak Trailhead and clear portion of trail, and be back at trailhead before 2 PM
Return to Fort Collins

July 7-11, 2011 - Rawah backpacking trip in conjunction with Stock Patrol

July 7

Leave at 8:00 AM from Forest Service Admin Site with tools
Drive to West Branch Trailhead and leave one vehicle there and meet Forest Service seasonals and RMNA crew.
Continue on to Rawah Trailhead and proceed to hike and clear the Rawah Trail (North) to "six mile meadow" with Forest Service seasonals and RMNA crew (The camp is located on the north side of the drainage the Rawah Trail crosses approximately ½ mile before the Camp Lake junction; N40, 42', 17" – W105, 56', 18")

July 8

Split into 4 groups
Group 1 of PWV and Forest Service seasonals to clear the Lost Lake Trail and return to campsite by 5:00 PM
Group 2 of PWV and Forest Service seasonals to clear Link to junction with Medicine Bow South, Medicine Bow South to junction with McIntyre Creek, and then clear McIntyre Lake Trail before returning to campsite by 5:00 PM
Group 3 of PWV and Forest Service seasonals to clear Rawah to Big Rainbow, Sandbar Lakes Trails, Rawah lakes 2 and 1, and return to campsite by 5:00 PM
Group 4 RMNA crew to break camp and clear and maintain Lower (and Upper) Camp Lake Trails and hike out on the West Branch Trail to their vehicle.

July 9

Break camp and hike and clear the Rawah Trail over Grassy Pass to the junction with the West Branch Trail, leaving enough time to reach camp by 4:00 PM. We make camp off the West Branch trail just east of the junction of the West Branch Trail with the North Fork of the Laramie River (N40, 39', 33.5" – W105, 53', 57.0")

July 10

Split into 3 groups
Groups 1 and 2 of PWV Trail Crew will clear the West Branch to the Blue Lake junction. Group 1 will clear the Blue Lake trail to timberline, and Group 2 will clear the trail to Island/Carey Lakes returning to campsite by 5:00 PM

Group 3 of Forest Service seasonals will hike the West Branch to Rawah Trail and clear the Twin Crater Lakes Trail before hiking out the West Branch to their vehicle.

July 11

PWV Trail Crew to break camp and hike down the West Branch Trail and return to Fort Collins by early afternoon

This is a strenuous backpacking trip. If you are not up to a five-day backpacking trip or are not available but want to help out for a day or two you are more than welcome. Some folks in the past have chosen to hike in on Thursday spend the evening and hike back out the Rawah trail on Friday. Others who have the weekend available can meet up with us on the West Branch trail on Saturday and hike back out Sunday evening, or with us on Monday.

August 13 – 14, 2011 - Hewlett Gulch Trail reroute

August 13

Meet with Wildlands Restoration Volunteers and assist on reroute of section of Hewlett Gulch Trail returning home that evening

August 14

Meet with Wildlands Restoration Volunteers and assist on reroute of section of Hewlett Gulch Trail returning home that evening

August 27 – 28, 2011 – Hewlett Gulch Trail Restoration (Stock Patrol is invited to help transport revegetation materials)

August 27

Meet with Wildlands Restoration Volunteers and assist on restoration of section of Hewlett Gulch Trail returning home that evening

August 28

Meet with Wildlands Restoration Volunteers and assist on restoration of section of Hewlett Gulch Trail returning home that evening

September 24, 2011 – National Public Lands Day on Mount Margaret Trail

TRAILHEAD HOSTING

(L Knowlton: October 2011)

PURPOSE
To provide PWV volunteers with a less physically demanding alternative to hiking/riding as a way of fulfilling their annual 6-patrol commitment.

CALENDAR OF EVENTS

PROCEDURES

- Ensure that new volunteers are informed about this option/program at Spring Training.
- Send periodic email reminders about the program to all volunteers during the patrolling season. (Sample message below)
- Ensure a supply of trail descriptions is available from the Forest Service at the beginning of each season.
- Provide trailhead hosting guidelines to volunteers as requested (guidelines below).
- It would be useful if the person in charge of trailhead hosting would make a box (or boxes) of materials to take for hosting and require people to call ahead like they do for radios to pick up the box.
- Participants need to schedule Trailhead Hosting trips prior to each event.
- Trailhead Hosting can occur on a trail that is being patrolled on the same day.
- Trailhead hosts are encouraged to take a table or bench to hold materials and a chair.

Sample Message to Membership

"PLEASE DO NOT REPLY TO THIS MESSAGE!

"This is a reminder about our Trailhead Hosting program, which may become desirable for you and may help attain your annual 6-patrol commitment. Briefly, trailhead hosting is situating yourself at a trailhead and talking to everyone going up/coming down a given trail. You will interact with users in much the same way you would while patrolling. In some cases, you may be able to give users information and advice on such things as trail length and difficulty, *The Ten Essentials*, water needs, camping restrictions, trail regulations, and dogs off leash, at a time when it will do the most good—BEFORE they make uncertain/wrong decisions.

"We do trailhead hosting 11 trails: *Big South, Blue Lake, Emmaline Lake*, Greyrock, Hewlett Gulch*, Lily Mountain*, Lion Gulch*, North Fork*, Rawah (North), West Branch, and Young* Gulch (* = added to list in 2011). You must be at the trailhead for at least 3 hours for the activity to count as a patrol, and you must have previously hiked the trail you will be hosting to assure your familiarity with it.

"You may be interested in trailhead hosting if you are injured and must take it easy for a while. Because this is a relatively low-risk activity, the Forest Service allows us to do trailhead hosting without a partner. This could be an option if you have a partner cancel a scheduled patrol and you cannot find a replacement."

EVALUATION AND REPORTING
Leader should provide the Board with a brief summary report documenting and analyzing trailhead hosting events by trail each year.

WEED CREW

(J Shaklee: February 2014)

PURPOSE

The Weed Crew was established to assist the CLRD with detection and documentation of noxious weeds along trails patrolled by PWV; verification of species ID for weeds reported by volunteers; and scheduling and conducting weed treatment activities, such as weed pulls or herbicide spraying (when supervised by CLRD Rangeland Management Specialist). The Weed Crew also trains volunteers to identify, report and appropriately treat selected weed species; and provides public outreach/education regarding invasive weeds. PWV members are encouraged to participate in Weed Crew training (see below for details) and/or one or more weed pulls each year to gain or sharpen their weed identification skills and contribute to this hands-on land stewardship activity.

CALENDAR OF EVENTS

Fall/Winter, begins after summer patrol season ends and extends to approx. March 31:

1) Assure data and records from the past year's weed reporting, treatment and other activities are properly compiled, analyzed and summarized.
2) Write the Weed Crew Annual Report for the previous year and distribute to the PWV Board, CLRD staff, Larimer County Land Stewardship Manager, Weed Crew participants, and others as appropriate and see that it is posted in the public portion of the PWV website..
3) Organize, plan and schedule 1-2 invasive weed meetings for volunteers for Winter/Spring?
4) Meet with CLRD staff and Larimer County Land Stewardship Manager to identify, plan, coordinate and schedule Weed Crew activities (e.g., weed training, weed pulls) for the coming year.
5) Inform volunteers about the Weed Crew and recruit new members for the coming season.
6) Recruit and train assistant Weed Crew leaders.
7) Review and, as appropriate, revise the Invasive Weeds Chapter (incl. tables) of the Training Manual.
8) Create and post the current year's weed pull calendar and sign-up spreadsheet.
9) Plan for and organize the 5-species invasive weed training session for Spring Training.
10) Begin planning for the *22-Species Noxious Weed Training* in early June (see below).

Spring (roughly April 1 thru mid-June):

1) Email the link to the PWV weed pull calendar and sign-up sheet.
2) Implement the 5-species invasive weeds training session for Spring training (see below).
3) Implement the *22-Species Noxious Weed Training* for interested PWVs, members of other volunteer groups , and selected members of the public (see below). This training will be expanded to 25 species and will be split into two separate sessions in 2014.

Summer (roughly late May thru October 1):

1) Supervise, coordinate and participate in Weed Crew activities and weed treatments.
2) Revise and adjust activities/dates in the schedule for weed treatments, as necessary.
3) Run weed observations query reports of USFS-PWV Trail Patrol Scheduling and Reporting database, evaluate weed observations, and schedule follow-up patrols for Weed Crew volunteers to verify sightings, as appropriate.

TRAINING MATERIALS, SUPPLIES, TOOLS, & EQUIPMENT

Operations of the Weed Crew, including the basic, 5-species weed training of new PWV members and the advanced 22-Species Noxious Weed training, and various field activities require a variety of educational materials, supplies, tools, and other equipment. These items must be purchased, maintained, inventoried, and replenished on a regular basis. The accompanying Weed Crew inventory (Weed Crew tools & supplies 2010 inventory & assets.xls) summarizes Weed Crew items currently on hand.

EXPENSES & FUNDING

The Weed Crew has funded its annual operations over the years through a combination of PWV funds and monies obtained via grants. We have applied for and received funding from the Larimer County Open Lands Small Grants for Community Partnering ($929 in 2008; $1,500 in 2010; and $1,313 in 2012) and Pulling for Colorado ($900 in 2008). In addition, the Weed Crew has received funding directly from PWV in most years. The Weed Crew has requested PWV funds (usually $200 - $400 per year) in many years. Copies of the various Weed Crew grant proposals and of the accompanying final grant reports can be found in the records of the Weed Crew and/or the records of PWV.

Additionally, the PWV Weed Crew has furnished refreshments (typically orange juice and candy bars) to weed pull participants after each weed pull. The cost of these refreshments has amounted to approximately $150 per year and has been donated by the Weed Crew leader and/or the leaders of individual weed pulls.

EVALUATION AND REPORTING

Submit an annual report to the Board, USFS-CLRD, and Larimer County Weed Program.

The most recent PWV Weed Crew Annual Report can be found on the PWV website under: About Us, Programs, Weed Crew.

WEED TRAINING SESSION AT SPRING TRAINING (5 SPECIES)
(J Shaklee: February 2014)

PURPOSE (Goals & Objectives)

This training session has been offered at Spring Training since 2009 because most new recruits have little or no knowledge of noxious weeds and PWV expects its members to identify and report the occurrence of 5 species of noxious weeds (Musk thistle, Leafy spurge, Diffuse knapweed, Dalmatian toadflax, and Houndstongue) on or near trails as part of their trail patrolling responsibility.

CALENDAR OF EVENTS

January - February: Talk with the Training Committee and the Spring Training Committee to determine whether or not there will be a weed training session at Spring Training at the upcoming Spring Training. If so, coordinate with the Training Committee and the Spring Training Committee to establish its time slot in the Spring Training Program.

March - April: Begin planning the training session (assemble laminated weed photos and training pages; and identify volunteers [typically experienced weed pull participants] to present training – weed overview [typically: J Shaklee and/or Kim Obele or Tim D'Amato] and each of the four concurrent tables: 1) thistles; 2) Leafy spurge & Dalmatian toadflax; 3) Diffuse knapweed & Houndstongue; and 4) weed reporting process, Where the Weeds Are table, weed maps, and PWV Weed Crew & tools – 2 presenters per table)

March: Order enough sets of five color weed ID cards from Wyoming Weed & Pest Council so that each new recruit will have a set (the sets are typically given to each new recruit at Kick-off Night.

Early May: Dig up and pot rosettes (4 ea) of thistles, Diffuse knapweed, and Houndstongue.

May: Pull flowering Leafy spurge and Dalmatian toadflax immediately before Spring Training.

May: Weed training typically is presented for 90 minutes on Sunday morning.

PROCEDURES

Costs: The color weed ID cards (from the Wyoming Weed & Pest Council) cost about $0.05-0.10 each so the cost of 60 sets of five would be about $15-$30, plus shipping.

Event planning/coordination: Arrange to get all plant specimens, training materials, and display tables/site flags/etc. to the Spring Training site

Specialized Training: It is desirable that each of the weed training volunteer leaders knows the material they will be presenting during the training.

Notes/Example Documents

EVALUATION AND REPORTING

This event should be listed in the Spring Training Evaluation Questionnaire so that feedback regarding its successes and shortcomings will be solicited and documented.

WEED CREW 22-SPECIES WEED TRAINING
(J Shaklee: February, 2014)

PURPOSE

The goal of this training is to facilitate species ID for the 22 species of noxious weeds of interest to the CLRD and present the recommended PWV and Weed Crew responses to these weeds via a hands-on approach using as many actual plant specimens (and other teaching aids) as possible.

CALENDAR OF EVENTS

January: Reserve the large meeting room at USFS for 4:30 – 9:30 PM on day(s) of training session and reserve a computer & projector.

March: Discuss plans for training session and solicit volunteers at Weed Crew Winter/Spring meeting AND arrange for lead trainers and assistants

May & first week of June: Print needed color copies of the 46-page PWV Invasive Weeds Training Manual
Collect plant specimens and assemble other teaching materials

In each of the past several years, this training has consisted of a single 3-hr session (accompanied by a chili potluck) and has typically occurred on the first Tuesday of June at the USFS Bldg. Although the training is scheduled from 6:00 – 9:00 PM, the room should be reserved beginning at 4:30 PM to allow time to set up the room, the weed specimens, and the computer and slide projector. In 2014 we are planning to have two training sessions (a 3-hr session on the first Tuesday of June to cover the weed species that PWVs are likely to see on their patrols. The second session (presumably 2 hrs long, will be held on the first Thursday of Tuesday and will focus on numerous weed species that PWVs are unlikely to see on their patrols but should be looking for and reporting).

PROCEDURES

This training is open to all PWVs, USFS range & weed seasonals, Larimer County weed staff, members of Adopt-a-Trail and other volunteer groups and selected members of the public. PWV members are invited by broadcast emails (with RSVP request). The training is usually presented by the PWV Weed Crew leader, Kim Obele (CLRD Weed Coordinator), and Tim D'Amato (Larimer County Land Stewardship Manager), with help from experienced Weed Crew members. We ask that anyone attending either of these training sessions signup to participate in at least 1 PWV weed pull in the coming season.

Color copies of the 46-page PWV Invasive Weeds Training Manual for all new participants are printed (at USFS or by Jim Shaklee) and assembled prior to the training. If the 22-species weed training manual is printed at the CLRD there is no cost to PWV. If Jim Shaklee prints them, the cost is approximately $13.50 per copy!

Other handouts for the meeting include:

Noxious Weeds of Colorado (Colorado Weed Management Association)
What Are Noxious Weeds Doing to Colorado? (Colorado Weed Management Association)
Noxious Weeds A Growing Concern (USDA BLM)
Garden Smart Colorado (Colorado Weed Management Association)
Thistles of Colorado (Larimer County Weed District)
Weed Management Reference Guide (Larimer County Weed District)
Weed-Free Feed & Forage cards (PWV)

Weed specimens (some potted and some pulled) are collected in the days leading up to, and on the day of, the training by the PWV Weed Crew leader, Larimer County Land Stewardship

Manager, and the CLRD weed Coordinator) and their staffs. Ideally, 4-6 specimens of each species/life history stage are available (one for each of the training tables).

EVALUATION AND REPORTING

Have participants fill out a course evaluation; then analyze and report results to the Board.

Agenda for 2012 PWV Weed Crew Training Session
Sign-in / Sign-up sheets on clipboard
Handouts
FOOD: chili, chips, sides, salads, desserts

Welcome and Introductions
PWV Weed Crew
Layout and Content of the Training Manual

Houndstongue, Dames rocket, & thistles

Break (clean away old weeds & set out new weeds)
2012 Weed Crew weed pulls – on-line sign-up sheet
Reporting Weeds in Trail Patrol Reports
Where the Weeds Are on Our Trails and Roads

A-list species & Leafy spurge

Break (clean away old weeds & set out new weeds)

knapweeds, toadflaxes, & all others

Other Potential Weed Crew Activities & Projects
- weed survey of Neota Wilderness
- verification of weed reports by other PWVs
- weed documentation and mapping
- preparation of weed specimen displays and other educational materials

See: the *Weed Crew 2011 weed pull schedule Google Docs.xls* example below from this on-line sign-up tool used in 2011 to facilitate volunteer sign-up to participate in weed pulls throughout the season. The actual Google Docs file used in 2011 was created from a precursor Excel file that Jim Shaklee had previously developed. The advantage of implementing weed pull sign-ups via a Google Docs file is that the process becomes real time (changes are made and visible immediately to anyone logged into the file on the internet.

*This *.xls file is distributed with the Organization Handbook but is not in integral part of it at this point.*

(EXAMPLE) Asset Electronic / Computer	Computer peripheral	wireless mouse for laptop	Jim Shaklee					$0.00	General PWV					
(EXAMPLE) Asset >100	GPS Units		USFS	2005	8	8	170.00	$1,360.00	Office Crew					
(EXAMPLE) Asset <=100	Combi tool	Combi tool		5/19/09	2	2	58.10	$116.20	Adopt-A-Trail					
Asset Type	Item Name	Description of Item	Where Stored	Date Purch	# Purch	Current Count	Unit Cost or Value	Cost to PWV	Committee	Notes	Funding	Source	Submitted by:	Modified

PUBLICATIONS

(D Cantrell: October 2011)

PURPOSE
To oversee, coordinate, and facilitate the production of all PWV written materials to assure our message is consistent and coherent, both within PWV and externally.

Our Publications
Guides: PWV Training Manual
PWV Pocket Patrol Guide
PWV Field & Trail Guide (the commercially sold, abbreviated version of the Training Manual)

Poudre Trails Newsletter

Public Website (*www.poudrewildernessvolunteers.org* (not the "patrol scheduling and reporting" website)

Organization Handbook, Policies and Procedures (This document)

Materials for the public and for PWVs: (Applications, fliers, press releases . . .)
PWV tri-fold recruiting/fundraising brochure
PWV Fact Sheet (produced annually)

PWV Blog?? *[A potential PWV "publication"; several years ago there was a blog for winter patrolling]*

PWV Content / Message Guide *[A potential PWV "publication"]*
This would consist of a page or two that spells out key features, with examples, of the PWV message – including things we don't say! In addition, it could include a page or two of text with annotations commenting on features such as voice and tone we shoot for.

Committee Structure
Publications Committee Chair:
- Content Group Coordinator
- Training Manual & Pocket Patrol Guide (Editor & Editorial Team)
  Training Manual Editorial Team (authors, proofreaders, etc.)
- *Field & Trail Guide* Editor
  Field & Trail Guide Editorial Team (authors, maps & graphics, proofreaders, etc.)
- *Field & Trail Guide* Sales
- Newsletter Editor (and committee/reporters)
  Layout and Design staff
- PWV Webmaster (and committee)
  PWV Website Support Team (layout changes, behind-the-scene technical work)
- Organization Handbook Editor/Maintainer (= Secretary?)

PROCEDURES The Publications Committee Chair should be a Board member if at all possible.

The Board and the Publications Committee and/or Publications Content Coordination should review and define the roles and responsibilities of PWV's website, Newsletter, Annual Report, and other communication activities to ensure effective and efficient communication, eliminate redundancy, and coordinate their content and message.

A primary role of the Publications Committee Chair is to make sure that resources are shared among publications. Especially writing, editing, and design skills can be applied across settings. If a good writer is interested in the Newsletter, well and good. But the Chair may also nudge that person to look at PWV website content, etc. Ideally, the Content Group will operate across publications.

See comments under Content Group Coordinator – using CSU resources; publicizing the publication function at Spring Training, Year-End Event & Annual Meeting, and on the PWV website; size of group changes structure. All relevant here again – I don't know if you repeat relevant material or refer the reader to it.

Structure depends on the volunteer hours available. The PWV Training Manual and PPG are givens – they must be revised at an appropriate level annually. They have their own Editor and Procedures (q.v.).

Other publications can flex with hours available, individual interests, and Board goals. For example, the commercial Field and Trail Guide may be revised and republished, but does not have to be. (Content could be so outdated that remaining copies are pulled from distributors, however.)

The PWV website needs a certain level of maintenance, but can be more or less active as hours and interest vary. At a minimum, outdated material must be removed.

The Newsletter, *Poudre Trails,* has gone from periods of regular (3-4 times a year) publication to periods when no Editor could be found. Some years, a special issue has been done for recruiting purposes providing basic information about PWV in the form of a special issue. A special issue was done for the inauguration of the National Wilderness Stewardship Alliance, which formed in Fort Collins, for that organization to use for initial marketing.

EVALUATION AND REPORTING

Submit a "Publications" report to the Board on an annual basis. Periodically (every few years) the Board of Directors should work with members of the Publication Committee to review and evaluate the content, format and layout, and effectiveness of PWV's various publications.

PUBLICATIONS - CONTENT COORDINATION

(D Cantrell: October 2011)

PURPOSE

- Locate, recruit, coordinate and support writers
- Write content for Website, Newsletter and public releases
- Decide where and when content is displayed
- Archive written materials for consistency and to avoid extra effort
- Vet/review all PWV written material for grammar, content, "message", etc. (i.e., fliers, letters to potential recruits, application forms, news releases, requests for interviews). This means close communications with recruiting, fundraising, training, external communications/PR

CALENDAR OF EVENTS

Publicity for the job at Spring Training, end of Year Party, and continuously online.
The Coordinator can stay in the position as long as they wish, and writers and editors are always needed.
We've never done it, but one can imagine an annual training, focused especially on the organizational "message," and presented not only to the Content Group, but to the Board, Advisory Board, Fundraisers, and Recruiters.

PROCEDURES Contact with the CSU English Department may yield additional, non-PWV writers.

The number of available volunteers determines the complexity of the system. At one end, there is a single person available, who writes copy for all PWV outlets, and posts and archives it. At the other end, the coordinator job could be divided, with elements listed under "Purpose" done by different people: with a recruiter, a "publisher" (making decisions about what and when to publish), writers, editors, and archivists.

As the group size expands, the need for coordination increases very rapidly.

EVALUATION AND REPORTING

Submit a "Publications" report to the Board on an annual basis. Periodically (every few years) the Board of Directors should work with members of the Publication Committee to review and evaluate the content, format and layout, and effectiveness of PWV's various publications.

The idea of a Content Group Coordinator seems essential to any team trying to deliver content to several sources. Editorial / copy editing functions may be quite different from the critical question of staying on message. And there is always the question: Who's going to do it?

PWV ANNUAL REPORT

(J Shaklee: October 2011)

(Note that the Annual Report was first published in 2010, so this write-up can only offer a one-year perspective.)

PURPOSE (Goals & Objectives)
To identify and summarize PWV's major activities and accomplishments in the previous year to:

1. inform PWV members
2. inform the CLRD and other USFS personnel about PWV and its accomplishments
3. inform other Wilderness volunteer groups and the general public about PWV and its activities
4. provide a document describing PWV that can be shared with donors/potential donors to assist in our fundraising efforts
5. Provide historical documentation of the organization.

It may be appropriate to have two different versions of the Annual Report: 1) a comprehensive version that includes details of the Endowment Fund, a Financial Overview, and a detailed acknowledgment of PWV member participation in specialized programs and 2) a somewhat abbreviated version lacking these three elements for distribution to USFS personnel. *(see below for Table of Contents of the comprehensive version of the 2010 PWV Annual Report – that was produced and distributed in 2011)*
(It might be desirable to have a third version for marketing / fundraising or simply encourage PWVs responsible for marketing/fundraising to create a custom version by picking out relevant portions of one of the two versions described above., which might resemble the second.)

CALENDAR OF EVENTS
October - November: Notify committee chairs and program leaders of intent and timeline to produce new annual report and request that they prepare a draft write-up detailing the activities and accomplishments of their group or program
November - March: Individual authors or committees compile, summarize, analyze, and write-up information regarding previous year's activities and accomplishments
April - May: Editor of Annual Report edits individual contributions and assembles them into an overall report; filling in general information (e.g., PWV membership and trail patrolling information and activities during the previous year)
May - June: Draft Annual Report is reviewed, finalized, and distributed

PROCEDURES
The contents of the Annual Report typically consist of descriptions of major elements of PWV (e.g., overview of PWV, its purpose and activities, a summary of its major accomplishments in the past year, an overview of trail patrolling in the past year, and descriptions of selected committee and program activities and accomplishments). The approach taken for the 2010 Annual Report was to invite input from all groups with significant accomplishments in the previous year and build the report around those submissions rather than attempt to force a description of every aspect of PWV.
(To some extent, the Organization Handbook fills in the comprehensive picture.)

Hopefully, groups that were not described in detail in the 2010 Report will submit detailed descriptions for inclusion in the 2011 or future years' reports. The strengths of this approach are that no group is forced to produce a write-up in any given year and each write-up in a given year can be longer, and more detailed and informative because not all of PWV's activities/programs are described each year. (Hopefully, this recognizes reality in a graceful way.)

The intent is to produce an informative report that provides sufficient detail to be meaningful while restricting its length to encourage recipients to actually read it. Note that someone (the Editor?) needs to obtain and analyze the trail patrolling results from the previous year and create the text and figures that describe and summarize the nature and accomplishments of patrolling in the previous year.

Production of the Annual Report should be coordinated with the Publications and Publications – Content Coordination committees.

The Committee's eight primary duties are:

1. Prepare general PWV overview information and analysis (annual statistics, trail patrolling overview, etc.)
2. Identify and solicit write-ups from committees/programs not represented in previous year's Annual Report
3. Solicit other important input/program descriptions
4. Solicit photographs to illustrate activities and add interest
5. See that the prior year's trail patrolling activities are analyzed and summarized
6. Oversee development and review of the current year's Annual Report
7. Distribute final version(s) of the Annual Report to target recipients
8. See that the Annual Report is posted on the PWV website.

The 2010 Annual Report was laid out using MS Publisher and then converted to a PDF file for final distribution (to ensure access by all recipients).

Specialized Training – None needed. However, it is very helpful to be familiar with the majority of PWV's activities and programs and with the contents of previous PWV Annual Reports in order to assure appropriate and timely coverage of PWV.

Notes/Example Documents

Table of Contents of 2010 PWV Annual Report

Topic page
Introduction ...…...….....1
2010 Overview ...…….....2
Trail Patrolling ...…….....2
Adopt-a-Trail ...…….....5
PWV Website ...…..……..7
Kids in Nature ...…..….....8
Public Outreach ...….....9
Trail Crew ……..….....10
Weed Crew ...….....12
*Endowment Fund 14
*Financial Overview ….....15
*Member Participation....16

* = these components were NOT included in the 2010 Annual Report to the USFS-CLRD

Activities and Programs to Include in the 2011 Annual Report

Training Program
Stock Patrol
Adopt-a-Highway
Winter Patrols
Evaluations & Surveys and Affiliation Gatherings
Training Manual and Field and Trail Guide
Trail Patrols – Revised Priorities (Why? How? Results)

(For more detail, please refer to the current year's complete Annual Report, which is posted on the PWV website.)

EVALUATION AND REPORTING

Periodically (every few years) the Board of Directors should work with members of the Annual Report Committee to review and evaluate the effectiveness of the Report and its content, format, and layout for USFS, PWV, and other audiences.

POUDRE TRAILS NEWSLETTER

(unknown: October 2011)

PURPOSE The Newsletter serves to communicate information about PWV and its activities to: current members, potential new recruits, potential donors, and visitors to the PWV website. In past years it has been published from zero (due to committee inactivity) to 6 times per year. Categories of information have included:

- Feature article about a board member
- Feature article about an interesting member (e.g., "Meet our Oldest Member")
- News about PWV special events (Spring Training, news from Board meetings, new projects, awards PWV receives, etc.)
- News about programs, Weed Crew, Trail Crew, Adopt-A-Highway, Kids in Nature
- Articles on formation useful for sharing with hikers--"New Study Looks at the Effects of Dogs on Wildlife"
- Informational articles about animals or plants that members might encounter on the trail, "Thought you Might Like to Know" topics and subjects,…
- "Name This Location" and "Identify this Noxious Weed" contests to promote member knowledge and involvement (which may or may not include a drawing for a prize).

CALENDAR OF EVENTS

October: Prepare the annual Newsletter budget request
Prepare an end-of-the-year newsletter that can be utilized by the Fundraising Committee to give to donors and potential donors to illustrate the previous year's accomplishments

December: Prepare a Winter edition that can be distributed to new recruits at the December/January PWV Open House.

March: Prepare the spring issue of the newsletter for distribution at KON.

June: Prepare a fall newsletter that can be distributed at the time of the Year-End Event.

PROCEDURE

The Newsletter Chair and Committee are in charge of writing articles, getting the newsletter formatted and printed, and delivered to .

Winter Issue: produced for new recruits and focused on Who We Are and what was accomplished; What We Do and additional programs; What We Promote (Leave No Trace); Where We Patrol and why; and Schedule of Events.

Spring Issue: focused on the events and participants in *Spring Training*. New recruits see the focus of the organization and the commitment of its members while veterans see the stability and strength of the organization.

Fall Issue: focused on activities and accomplishments of PWV and its members throughout the previous season and plans for the coming year. An end-of-season issue is a great pat on the back for a job well done. Members like to know what has been accomplished.

To get members more involved, the newsletter may also include an anonymous email address to forward questions or comments that members would like the newsletter to answer or address to the Managing Editor.

HISTORICAL NOTE We printed about 100 copies of the Spring 2011 issue. In the past, reproduction costs of the Newsletter have been paid from the PWV budget, and the Forest Service has paid for address

labels and postage. In 2011, the USFS offered to do the color printing of the Newsletter at no cost to PWV.

Electronic copies of the Poudre Trails Newsletter can be found on the PWV Website under: News and Information, PWV Newsletter.

EVALUATION AND REPORTING

The value and effectiveness of the Newsletter should be evaluated in the broad context of PWV's communication needs and its various communication methods (e.g., website, annual report, Open House, tri-fold brochure, and member meetings).

Each newsletter should have a method for readers to comment and / or ask questions and evaluate the content of the issue. PWV should track the number of copies of each issue of the newsletter that are printed, who they are distributed to, and the number left over.

PWV WEB TEAM

(Karl Riters 2/14/2015)

PURPOSE

Provide and maintain PWV Information Technology (IT) capability to meet the needs of PWV and its interface with the public for timely and up-to-date communications and sharing of information.

OBJECTIVES

1. Manage and maintain the PWV Website
2. Manage and maintain PWV social media presence
3. Provide support to PWV members and committees in the use of PWV IT capabilities
4. Establish and maintain procedures for the above
5. Establish and maintain short-term and long-term PWV IT goals
6. Long range objective: Seamless integration of PWV Website with USFS Volunteer Website
7. Maintain a PWV WebTeam to accomplish the above. Provide WebTeam with training and software tools.

PROCEDURES – Email requests to WebTeam@pwv.org

1. Assistance with login problems on PWV Website and/or USFS Volunteers Website
2. Posting a PWV event on PWV Website Events Calendar
3. Reporting problems with PWV Website
4. Broadcast Emails
5. Posting new information on PWV Website
6. Posting on social media
7. New capabilities and/or additional information on PWV Website
8. Updates of PWV Email Lists
9. Keeping information up-to-date on PWV Website
10. Coordination of information with other PWV committees

EVALUATION AND REPORTING

- Provide periodic reports and status updates to PWV BOD
- The periodic reports are posted on the PWV Website with the path:
    - Home > News and Information > Organization News > Reports > WebTeam Rep

AFFILIATION GATHERINGS

(Bob Hansen: January 2012)

PURPOSE

Provide opportunities for further education, fellowship and social interaction among members.

CALENDAR OF EVENTS

Throughout the year	1 Solicit topics and speakers. 2 Contact speakers when told about them & set time and topic
90 Days prior to series start	Contact venue and arrange events, do this once a year.
60 Days prior to eventt	Contact presenter and remind of the event.
15 Days prior to event	Email members of upcoming event, this includes titles of scheduled events.
30 Days prior to event	Contact presenter; confirm what is needed re technology, etc.
3 Days prior to event	Contact venue with # of attendees if > 25
7 Days after event	Communicate thanks to speaker as appropriate (email, note, gift etc.)

PROCEDURE

- Contact venue and arrange dates for affiliation meetings for the year .
- Solicit speakers and topics, this is an ongoing activity
- Contact presenter and set up event (topic, date, needs) first identified and found then again 2 months prior to scheduled presentation date
- Advertise event.
- Contact presenter; final confirmation.
- Contact venue if > 25 people have RSVPed

EVALUATION AND REPORTING

Prepare a brief summary report detailing Affiliation Gathering operations during the past year (venue, dates, topics & speakers, attendance, and comments regarding each event) and bring it to the Board for its information and review.

Affiliation Gatherings Dec. 2010 – May 2011:

when	title	who	# attended	# reserved
May	Overland Trail Tour	Wayne Sundberg	20	28
Apr	Disaster Preparedness	Jane Higgins	22	17
Mar	The Stories Skeletons Tell	Diane L. France	50	30
Feb	Fort Collins History	Wayne Sunberg	28	28
Jan	1880 backpacking	Archy Archuleta- “Huggy Bare”	30	22
Dec	Sex, Lies and Rattlesnakes	Mary Ann Bonnel	35	35

PUBLIC OUTREACH

(Jerry Hanley: October 2011)

PURPOSE
Educate the public by speaking to local organizations and businesses about PWV and its mission and activities. Also used as a recruiting activity.

CALENDAR OF EVENTS
Speaking engagements are scheduled separately with each organization, depending on their availability. Focus is primarily on Winter engagements, prior to Spring recruitment. FOR RECRUITING, EMPHASIS SOULD BE NOVEMBER – JANUARY TIME PERIOD

PROCEDURE
Contact potential organizations and schedule a date for presentation. A Power Point presentation is available that takes 25 minutes, with Q&A's afterward. We ask the PWV representative to wear PWV shirt at presentation, and to hand out PWV's tri-fold brochures (and current PWV Fact Sheet?).

EVALUATION AND REPORTING
Year-end only.
For the Fall and Winter 2009/2010, these organizations were visited:

- Front Range Community College, Natural & Applied Sciences (2 classes)
- Kiwanis Club, at Café Columbine
- Lion's Club
- New Belgium Brewery
- JAX Outdoor (table set up in front of store for 4 hours)

Articles were written for newsletters for Larimer County and Greyrock Commons
A new committee is being formed in early December 2010

For the 2010/2011 period, the following events were attended:

- Front Range Community College, Natural & Applied Sciences (2 classes)
  - Contact: Barb Patterson, 204-8310
- Banff Adventure Film Festival, CSU
  - Contact: Rodney Ley, Campus Recreation, CSU, 491-0964
- Fitness, Wellness, and Retirement Expo, Senior Center
  - Contact: Jennifer Mayan, 416-2267, Ft Collins Parks & Rec
- Otterbox Care Volunteer Fair, Hilton Hotel
  - Contact: Tricia Lemmer, 372-6223
- Volunteers of America Fair, Embassy Suites
  - Contact: Mario Burton, 472-9630
- Earth Day, Civic Center Park
  - Contact: Kellie Falbo, 213-9107
- WRV fundraiser, Avo's
  - Contact: John Giordanengo, 493-2075
- New West Fest, Old Town
- Sustainability Living Fair, Legacy Park
- REI store
  - James Hetland, Outreach Specialist (or Amy Brannan, Store Manager) 223-0123
- Foothills Unitarian Church
- Aspen Club
- Rigden Farms
- USFS Contact for many of the events: Kristy Wumkes, 295-6721

Potential other organizations for visit considerations

- Newcomers Club

Trail Patrolling Committee

(J Corbin, April 2017)

PURPOSE:
The **GOAL** of the committee:
Oversee patrolling activities and work any issues that come up.

OBJECTIVES of the committee:
- a. Improve the quality of patrol reports.
- b. Assist in educating PWV members in USFS and PWV policies and in writing accurate and informative patrol reports.
- c. Ensure issues on the reports are referred to the correct people.
- d. Encourage members to both patrol the trails that most require patrolling and to patrol them when they most need it.
- e. Update Patrol / Trail Descriptions as needed.
- f. Oversee Trail Patrols, including Trailhead Host patrols during the entire PWV Patrol Season, Mid-January through September.
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CALENDAR:
January
- Divide up trail patrols for review; train new committee members on report reviewing

Throughout the patrolling season
- complete procedures

May-July
- Plan/promote/organize WildXX initiative

October
- compile data on report reviews and patrols, WildXX initiative and submit a report to the Board

November/December —
- Coordinate with Supplemental Training Committee to present a winter safety course

PROCEDURE:
- Review Trail Patrols (hike, stock day, stock overnight, backpack), Trailhead Host patrols, Trail Maintenance and Adopt-a-Trail patrols, (not Kids in Nature, Highway Clean-Up, Weed Management, nor Restoration), contact authors regarding errors in an attempt to educate the membership, and keep data on the reviews.
- Oversee the Trailhead Host program.
- Promote the WildXX initiative and keep data on participation and trails patrolled.

- Encourage patrolling and trailhead hosting during peak times and on high priority trails via mass emails.
- Update PWV patrol descriptions and corresponding public trail descriptions as needed.
- Track changes in scheduling and reporting website and inform members and especially trainers.
- Answer public emails sent in from pwv.org
- Work other patrolling issues as they arise.

See also Trailhead Host Program, below.

EVALUATION:
Data will be kept on all procedures and a report will be presented to the Board after each patrolling season.

TRAILHEAD HOST PROGRAM:

PURPOSE

1. To serve by educating USFS visitors in the field.
2. To maximize the value of PWV members' knowledge and expertise.
3. To provide PWV volunteers with a less physically demanding alternative to hiking/riding as a way of fulfilling their annual 6 patrol commitment.

PROCEDURE

- Any patrol is open for Trailhead Hosting, unless it has a Trail Patrol already scheduled.
- Trailhead Hosting counts toward a member's 6 patrol commitment and is reported as a patrol on the CLRD website.
- Members who have completed Spring Training and 6 patrols, including the 2 mentor patrols, may be Trailhead Hosts.
- The host does not have to have previously patrolled the trail.
- Trailhead hosting is only done during the PWV Patrol Season.
- In all manners except going up the trail, the Trailhead Host should adhere to PWV patrolling policies, e.g. uniform and name tag, professionalism, and procedures, e.g. counting visitors, using Authority of the Resource, etc. The Trail Patrolling Committee will oversee the Trailhead Hosting patrols and publicize them.
- Materials will be in the PWV cabinet for the Trailhead Hosts to check out and use if desired.

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RECRUITING & INTERVIEWS

(K Thielen: October 2011)

PURPOSE

To recruit volunteers for the upcoming season by various methods, including:

- PWVs making personal contacts
- New West Fest
- Sustainable Living Fair
- Earth Day Celebration?
- Other options (e.g., Rist Canyon Mountain Festival, CSU Homecoming Parade, Fort Collins Saint Patrick's Day Parade)
- Advertising
- PWV Newsletters
- Media Publicity
- Online recruiting through visits to the website
- Presentations at select businesses and non-profit organizations
- Various volunteer fairs held throughout the year in Larimer County

CALENDAR OF EVENTS

October: (Oct.-Jan.) Send *Poudre Trails* newsletter to potential recruits
November: Send email to potential recruits thanking them for their interest
December 10: Post PWV Application on website (and email announcement to potential recruits, incl. carryover from previous year). Send email to potential recruits to invite them to attend the January 25 PWV Open House
January 25: New recruit meeting
March 1: Deadline for receipt of applications from potential recruits
Second Saturday in March: First day of interviews & Patrol Scheduling Preferences questionnaire posted on PWV website
Third Saturday in March: Second day of interviews
Last week of March: Make-up interviews
April 8: Patrol Scheduling Preferences questionnaires due
May: Submit applications for New West Fest and Sustainable Living Fair
Year-End Event & Annual Meeting: Stress the importance of recruiting to all members (at meeting and via a broadcast email)
mid July: Send email to members requesting them to staff the New West Fest booth
mid August: Staff PWV booth at New West Fest
Send email to members requesting them to staff the Sustainable Living Fair booth
mid September: Staff PWV booth at Sustainable Living Fair

PROCEDURE

Member Personal Recruiting This process begins with completion of the new season's interviews and annual Spring Training. Getting the message out to new recruits and existing membership that recruiting is everyone's responsibility and is an important component to successful recruiting. Interactions of our members on the trail and our friends' sharing information about PWV are among our most effective recruiting efforts. The one-on-one interactions our members engage in on the trail and with friends reinforce the value of our mission and the quality of our membership. These are compelling recruiting messages. We have the opportunity this next year to do a better job reiterating via email and in newsletters the importance of recruiting.

Community Outreach Events

New West Fest occurs the 3rd weekend in August, on Saturday and Sunday. This event has produced the largest traffic count of the recruiting events. It is sponsored by the Downtown Business Association (DBA). The DBA sends an email in March-April with information on the application process. Request a booth with electrical power and assure a favorable location. The booth costs $400 + $75 for power. There is a $50 discount for early registration. Quantities of promotional materials (the PWV tri-fold brochure) are verified

and reprinted 3-4 weeks in advance. An email listing the shifts and requesting their participation is sent to the membership in mid July. The staffing plan is based on the Saturday and Sunday hours of the event. Two-hour shifts are preferred, with two members (one veteran and one new member) at each shift. Since some elements of the booth are occasionally utilized in other events during the year, a visit to the storage unit and an advance review of booth components is important. Setup requires two hours and begins at 7:45 AM Saturday. The set up area can become quite congested as people unload their vehicles, so an early start is important. A key issue is insuring the booth is well secured for Saturday night to minimize the risk of weather-related damage. Utilizing the side panels and lowering the booth by one to two feet has improved the stability of the booth. Providing the volunteers who staff the booth with a fact sheet and/or having a pre-event meeting would help achieve a more informative and consistent message at the booth. A copy of the staffing roster with cell phone numbers is kept at the booth.

Sustainable Living Fair (see New West Fest notes for operational elements) usually occurs the 3rd weekend in September, on Saturday and Sunday, with registration costing about $120. Standard booth setup is utilized. Staffing email request goes out mid August. Traffic is less than at New West Fest and with the cooler temperatures, 3-hour shifts are utilized.

[A third festival option is the **Rist Canyon Mountain Festival**, which occurs the Sunday of Labor Day weekend, and is much smaller. The standard booth setup is utilized. Staffing is usually 3-hour shifts of one or two people. Two people are required to set up and take down. Staffing request email goes out in early August. Due to low attendance, PWV did not participate in this event in 2010 or 2011.]

Potential Recruit Outreach

The significant time gap between on the trail recruiting, the summer recruiting events, and the actual spring interview and training cycle is an obstacle to effectively retaining potential recruits. It is important to try to bridge this gap.

- A copy of the PWV *Poudre Trails* newsletter is sent in October to each potential recruit.
- An email is sent in November, thanking potential recruits for their interest in PWV, giving them the spring recruiting and training schedule and offering them an opportunity to join one of our members for a winter hike.
- Including potential recruits in emails for training sessions (at the discretion of the Supplemental Training Committee) and Affiliation Gatherings during the fall-winter spring period would help cement connections to the organization.
- An information meeting is scheduled for approximately January 25, inviting all potential recruits to meet PWV members and learn more about the organization. An email invitation is sent the second week of January. The PWV chair, USFS Liaison, two or three senior members and at least one new member are present and speak. The goal of the meetings to give recruits a better sense of PWV's mission and what it's like to be a member. The URL to the on-line application (or paper applications) could be distributed at this meeting.

Other Recruiting Options

- Flyers are developed in early December, and distributed to health clubs, outdoor equipment stores and other organizations.
- "Volunteers Needed" announcements placed in December or January in *Fort Collins Coloradoan*, *Loveland Reporter-Harold*, *Greeley Tribune*, *Fort Collins Now*, *Fort Collins Forum* and *North Forty News*. Work with the *Coloradoan* to do a story on PWV in January, and run an ad in that issue. The *Coloradoan* publishes a "volunteer Resource Guide in May in conjunction with United Way that is written in March every other year. The request for information is usually sent to the PWV Chair.

Application and Interview Process

The following description is based on the 2010 - 2011 process. Both a link to the current year's PWV Application and a PDF file of it are placed at the top of the HomePage on the PWV website in early January (Jan. 9, 2011) and an application announcement with instructions is emailed to potential applicants (based on a list of names carried over from the previous year, rosters of interested individuals developed at recruiting events such as New West Fest, Sustainable Living Fair, etc.) and responses to the PWV tri-fold brochure and other contacts. The Survey/Questionnaire lead prepares the new application document and the webmaster posts it on the website. Note that in 2011, PWV accepted applications up to March 13 (to accommodate potential applications from a PWV information day at REI), but this was really a little too late. Recommend in future years, that the application deadline be no later than March 5. In 2011, PWV held its Open House for potential recruits on January 25, 2011. This approximate date works well if we have done the bulk of our recruiting and advertising by mid January. The 3rd and 4th Saturdays in March (19th and 26th) were selected for

the bulk of interviews (and there typically needs to be an additional alternate date for interview identified as well (this was April 5, 2011). The actual scheduling of interviews is initiated once we have received 30 or more applications and continues until the closing date for applications. The scheduling is based on a broadcast email to the potential recruits with interviews scheduled at half hour intervals. Pairs of recruits are scheduled together to increase the productivity of the interviews and reduce the time and staffing needed for interviews.

At the same time that applicants are being scheduled for their interviews, it is important to identify experienced PWV members willing to participate in the actual interviews and additional PWV members to support the process (serve as greeters, converse with applicants before and after their interviews, show the video and answer questions, and help interviewees select the proper uniform shirt size and specify the name they want to appear on their name badge). The actual interviews are typically conducted by a team of two: a USFS employee and a PWV member. Typically the PWV member of the team interviewing applicants wishing to patrol with stock is an experienced PWV Stock Patrol member (usually a horse rider). In the past, Board members have been asked to staff the interview process but a better idea might be to open this up to any member with adequate experience with, and knowledge of, PWV.

EVALUATION AND REPORTING

New recruits should be tracked based on the stated contact on their application at five steps in the process in order to identify any high-loss periods:

1) "finalized" list of new recruits (prior to scheduling interviews)
2) Interviewed and accepted
3) Attended Spring Training
4) Submitted hours for first year
5) Returned as active PWVs in year 2

SURVEYS & QUESTIONNAIRES

(M Shaklee: October 2011)

PURPOSE

PWV makes use of surveys and questionnaires to:

- Automate the application process
- Facilitate the matching of members for patrols based on similar preferences, abilities, and availability
- Provide a means for members to self-assess their knowledge of PWV.
- Keep communication open and effective between the membership and the Board. (i.e., is the Board addressing and representing the needs of the membership?)
- Automate and standardize aspects of evaluating events within PWV, such as Spring Training, Kick-off Night, Mentoring, and training programs
- Register members for upcoming events (new feature being implemented)
- Provide a means to record orders for equipment (new feature being implemented)

CALENDAR OF EVENTS

2 to 6 Months prior to needed results: Meet with "client/stakeholder" (e.g., Board of Directors, Committee Chairs, Event Coordinators) to determine what we need to learn or accomplish. Create a draft of the questionnaire for review, make changes and finalize it.

One month to one week prior: Launch the on-line survey. Email the target audience that the survey/ questionnaire/application ("survey/app") is available online, with a link to the survey.

PROCEDURE

Some questionnaires may take several months to develop—some only a few days. It depends on the scope and purpose of the questionnaire and how well known and defined the desired input is. Some questionnaires are for *ad hoc* situations and some will be used each year with only minor changes. Enter questions developed with input from the "client/stakeholder" - the primary user of the requested information- into the online survey/app format (SurveyMonkey.com). Advise the client/stakeholder regarding unique requirements of an online format. Create a paper version of the online survey/app for PWV records and for use by respondents without Internet access. Launch the survey and send the link to the target audience. Monitor the responses to the survey/app while the survey is open for input by the target audience. Generate a data report for client/stakeholder use to extract the information needed to evaluate the program or activity.

Alternatively, as relevant, generate a spreadsheet to track information provided by applications to PWV, for scheduling patrols, for event registrations, or equipment orders.

Survey/Questionnaire	**Client/Stakeholder**
Annual Meeting & Year End Event Attendance & Participation	Event Coordinator
Application & Skills Assessment of Potential Members	Board
Training Manual and Pocket Patrol Guide Evaluation	Committee Chair
Kick-Off Night and Spring Training Evaluation	Committee Chairs
KIN Adults' Evaluation & Feedback	Committee Chair
Member Knowledge Self-Assessment Tool modules	Board
Mentor Patrol Evaluation-2011	Committee Chair
Patrol Scheduling Preferences Questionnaire HIKERS	Board
Patrol Scheduling Preferences Questionnaire STOCK	Board

Public Feelings Toward US Forest Service Decision Making	USFS
Returning Member Training Preferences	Committee Chair
Satisfaction and Direction Survey (PWV-MIR)	Committee Chair
Skills Assessment of Membership	Board
Spring Training (and Kick Off Night) Attendance	Committee Chairs
Spring Training (and Kick Off Night) Recruiting	Committee Chairs
Supplemental Training Classes Sign-Up	Committee Chair
Training Course Evaluation	Committee Chair

EVALUATION AND REPORTING

Specific reports are provided for each "client/stakeholder" as soon as possible after the questionnaires are closed. A general report of the status, response rates and outcomes of the various survey/apps from the past year might be helpful to the Board. PDF versions of each survey, evaluation, application or questionnaire could be part of the annual report. Summary results from each questionnaire/survey should be distributed to the relevant parties in a timely manner so that all benefit from the information collected.

YEAR-END EVENT & ANNUAL MEETING

(B Mosehauer: October 2011)

PURPOSE

This event provides an opportunity for members to get better acquainted with other members and socialize, to learn about and celebrate PWV's accomplishments in the past year, and to participate in the Organization's Annual Meeting of members at the end of the patrolling season

CALENDAR OF EVENTS

DESIRABILITY OF SCHEDULING DRAKE CENTRE 6 OR MORE MONTHS IN ADVANCE TO ASSURE AVAILABILTY – BUT REQUIRES AT $500 DEPOSIT (non-refundable within 6 months of event)

April: Investigate possible venues for the event, which is held the 3rd Sunday in October, 3:00 to 6:00 PM, focusing primarily on location and price. Specifically look for a place that will honor our tax-exempt status.

July: Present findings to the Board for selection of the venue. Get your contact at the venue.

September: Select the menu and determine room set-up.

Late September: Send email invitation to all members.

First week/October: Email a reminder to members of the event.

PROCEDURE

1) Venue will need copy of our Certificate of Exemption for Colorado taxes and City of Fort Collins exempt organization license. Treasurer has a copy. 2) Provide venue approximate number of attendees (must include guests), type and quantity of hors d'oeuvres and beverages served in the past; room set-up; and equipment needs. A catering agreement will be sent for review and signature.

180 people attended in 2010 (special 15th anniversary event. Probably should expect a similar or slightly larger attendance in 2011 (given approx. 70 new recruits in 2011).

If the Event is held at the Drake Center, the East Room seats up to 300 people (with 10-person tables) and the West Room seats up to 220 people (with 10-person tables).

Needs: Nineteen 10-Person round tables
Five (5) long tables for displays and awards
Projection screen and microphone
Table for computer and projector
Table at door for sign-in
The venue will supply tablecloths, napkins and center pieces (extra cost).

In late September, send email invitation to all members, providing *(sample)*:

PWV YEAR-END EVENT
WHEN: Sunday, October 19, 20—
TIME: 3:00 to 6:00 p.m.
WHERE: The Drake Centre
802 West Drake Road
Fort Collins CO
MENU: hors d'oeuvres and beverages

Awards and presentations , , , fun and stories!
Casual dress. Please wear your NAME TAG
You may bring a guest

RSVP by October ## to xxx@yyy.com or phone 000-1234

(If you know of members who do not have email, please notify them.)

Other Tasks
Assure those presenting grants etc. are aware of location and time.
Chair and Chair-Elect to prepare agenda and share with event coordinator.
Need to prepare a free-running slide show or video to run during the first 45-60 minutes. Mike Mosehauer did this in 2010, 2009, and 2008.
Need to prepare a PowerPoint slide show to support Annual Meeting agenda (Treasurer's report, Committee summary overviews, Chair-elect's vision & plans for coming year, etc.)
Members who have displays/posters should advise if they need a table in the room.
Assure Kevin Cannon brings raffle tickets and plaques for departing members.
Award coordinator to assure all awards are purchased and received.
Call venue **1 week prior** and advise of final count and extra requirements.
Determine final charges of venue and get check from Treasurer to be delivered at the event; give Treasurer a copy of the receipt of expenses.
Event day: Arrive 1 hour early to help with set-up.
Take along blank name tags, pens, raffle box/can, attendee sheets, camera, event file.
Assure there is table at head of room large enough to hold awards, certificates, 10-year pins.
Assure there are two 6-ft tables outside door for sign-in sheet, blank name tags, raffle tickets with can and drink tickets (if PWV is hosting drinks).
As people arrive, have them sign in, get raffle ticket and drink tickets (1/person; if PWV is hosting drinks) and tell them where the food and drinks are located.
After the event, assure everything is out of the room prior to leaving.
Some time during the following week, venue will phone you to check on how things went and advise if there are any extra charges or if a refund is due.

EVALUATION AND REPORTING

2011 YEE & AM
Principles:
Program – Chair (Jim Shaklee) and Chair-Elect (Karl Riters) – identify topics and speakers/ presenters and develop program (events & time allocations for each event)
YEE&AM Logistics Team (Frank Schwende, team coordinator + approx. 17 volunteers) – responsible for all logistics, from invitations through clean-up:
- Logistics coordinator – 1
- Broadcast email invitations & reminders and develop list of attendees and make lists of 3 members each attendee should contact – 2
- Set up display & committee tables & chairs – 1
- Center Pieces and Papers at each dining table – 1
- Welcome/Sign-In – 4 (2 at each of two tables)
- Develop Free-Running Slide show of photos – 1 (Mike Mosehauer)
- Hors d'oeuvres – 2 (select food choices within identified budget; $6-$8/person)
- PowerPoint Slide Show – 1
- Awards Coordinator – 1
- Cakes – 1
- Take-down Display tables & materials - 2

MEMBER RECOGNITION & AWARDS

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PURPOSE
To provide PWV members with recognition for specific accomplishments (note: this write-up does not include awards given by the Forest Service).

CALENDAR OF EVENTS
Ongoing: Member recognition and awards is an ongoing activity promoted by the Member Recognition Awards Committee and Board of Directors Chair. Recognition including certificates and token awards are made on behalf of PWV Board of Directors at Board meetings and at PWV sponsored special events at the discretion of the Member Recognition & Awards Committee Chair and/or the Chair of Board of Directors. **PWV members are encouraged to recommend recognition and awards to the Committee Chair and PWV Board Chair for deserving PWV members.**

Immediately after Patrol Season: An annual competition is held for select specific awards which are awarded at the Annual Meeting and Year End Event each year. For this event, the Members Recognition and Awards Committee meets with the Forest Service Liaison to determine winners of the various award categories.

PROCEDURE FOR DETERMINING AWARD WINNERS FOR PRESENTATION AT ANNUAL MEETING AND YEAR END EVENT
The Awards Committee and USFS Liaison will determine award winners based on criteria described below and ensure that awards are available at the Annual Meeting and Year End Event awards ceremony.

Patrol Awards Criteria: *For returning members, the criteria for patol awards is based on a point scoring calculation which reflects both the number of patrols and the priority of the trails patrolled (e.g., score = 3x number of high priority trail patrols + 2x number of medium priority trail patrols + 1x number of low priority trail patrols). The criteria for new members is number of patrols; not number of patrol points, because the trails for the first six patrols for new members are selected by PWV; not the new members. New members have no control regarding trail patrolling priority.*

1a) Most hiking patrols by a new member - A $30 gift certificate to a local sporting goods store.
1b) Second most hiking patrols by a new member - A $20 gift certificate to a local sporting goods store.
1c) Third most hiking patrols by a new member - A $10 gift certificate to a local sporting goods store.

2a) Most riding patrols by a new member - A $30 gift certificate to a local sporting goods store.
2b) Second most riding patrols by a new member - A $20 gift certificate to a local sporting goods store.
2c) Third most riding patrols by a new member - A $10 gift certificate to a local sporting goods store.

3a) Most hiking patrol points by a returning member - A $30 gift certificate to a local sporting goods store.
3b) Second most hiking patrol points by a returning member - A $20 gift certificate to a local sporting goods store.
3c) Third most hiking patrol points by a returning member - A $10 gift certificate to a local sporting goods store.

4a) Most riding patrol points by a returning member - A $30 gift certificate to a local sporting goods store.
4b) Second most riding patrol points by a returning member - A $20 gift certificate to a local sporting goods store.
4c) Third most riding patrol points by a returning member - A $10 gift certificate to a local sporting goods store.

5a) Most overnight patrol points (regardless of mode of transportation or new member/veteran status) - A $30 gift certificate to a local sporting goods store.

5b) Second most overnight patrol points (regardless of mode of transportation or new member/veteran status) - A $20 gift certificate to a local sporting goods store.

5c) Third most overnight patrol points (regardless of mode of transportation or new member/veteran status) - A $10 gift certificate to a local sporting goods store.

6) Each new member who meets their volunteer commitment - Item.
Criteria: *All new members who completed their 6 patrol days.*

7) Ten-Year Service as a PWV – Ten-year Service Pin.
Criteria: *In each year which is considered for the 10-year recognition, volunteers must have reported 1) at least one patrol, or 2) at least 6 other volunteer hours (equivalent to one patrol); and*

have averaged a minimum of 6 patrols over the 10 years being considered or have averaged 36 hours/year of other volunteer time, or a combination, which do not need to be consecutive; and

A record of all their patrols/volunteer activities must exist in the USFS data base.

The 10-Year Service Award shall be a lapel pin and/or an enlarged name badge. Design of the lapel pin to be proposed by Member Recognition & Awards' Committee Chair and approved by the Board at the next Board meeting if order lead time is sufficient to have pins for Year-End Event by October 21, 2012. If order lead time requires earlier decision, decision shall be made by Executive Committee.

EVALUATION AND REPORTING

Provide the Board and Forest Service Liaison a list of the winners who will be awarded at the Annual Meeting and Year End Event.

TREASURER

(M Shaklee, October 2011)

QUALIFICATIONS

The Treasurer is elected to a 1-year term, renewable for 3 years (or more if the Board so chooses) by the Board at its October meeting; and ideally would be experienced (or willing to learn) relevant aspects of bookkeeping, spreadsheets, financial reports, collecting money/recording financial transactions; with developing, maintaining and tracking budgets; and using Intuit *QuickBooks*.

ACTIVITIES

Following generally accepted accounting practices, the Treasurer:

- Receives and deposits, in appropriate bank accounts, all moneys of the organization, and disburses such funds as directed by resolution of the Board
- Signs all checks and keeps proper books of account
- Prepares an annual budget and a statement of income/expenses for presentation to the Board at regular meetings, and have such statements open for inspection by the Board members.

The Treasurer leads the annual PWV budget building process by the Budget Committee.

When so directed by the Board, the Treasurer shall cause an audit of the books to be made by a public accountant.

The Treasurer is also involved with, and facilitates, the:

- Inventory process
- Fundraising efforts throughout year
  - Thank you letters as needed
  - Fundraising events

The Treasurer is a member of the Endowment Fund Committee.

CALENDAR OF EVENTS

Regularly: Balances all bank accounts, keeps financial accounting up to date, manages donations, manages the Endowment Fund, and oversees the Finance Committee cluster
Monthly: Prepares the monthly Treasurer's Report for the Board of Directors
End-of-Year: Inventory
May15: File tax return/IRS form 990, Colorado Secretary of State Charity Registration and Annual Corporation Fee
May: Oversee financial aspects of Kick-Off Night and Spring Training
September-December: Prepare Annual PWV Budget.

PROCEDURES

Keep financial books of the Organization

Register w/Secretary State, County and City

- Tax exempt status
- Annual non-profit 501 (c) (3) report
- Charity registration

Bank Accounts:

- Make deposits.
- Write checks and pay bills.
- Reconcile bank accounts monthly.
- Monitor CDs as needed, including open/close accounts and track maturity dates.

Donations:

Provide means of accepting donations.

Track donations received and write "thank you" letters to donors.

Track grants received.

Track contributions received, send out W-9 forms, record EIN numbers.

Treasurer's Report:

Generate in *QuickBooks* and export to *Excel*.

Report at Board meetings for the period ending previous month, showing monthly transactions, monthly summary of income/expenses of major categories, and balance sheet.

Taxes/IRS form 990: Prepare accounts for timely tax filing.

CO Secretary of State: File annual, on-line Charity and Corporation registration forms

Inventory:

Track inventory in QuickBooks by:

a) Asset, permanent items
b) Inventory, items for sale
c) Supplies, consumables
d) Spring Training items

Work with inventory manager and committee chairs on:

a) Number of items on hand
b) Annual inventory

Endowment Fund:

Maintain Endowment Donor list:

a) Add names, contact info and amounts received
b) Send list regularly to Secretary of Endowment Fund Committee

Deposit contributions to bank account and reconcile account monthly

Transfer funds of $5000 from savings to CD and track maturity dates

Budget:

Lead Budget Committee to:

a) Request/review committee and budget proposals
b) Prepare budget for approval

Prepare annual proposed budget to Board for approval

Coordinate budget priorities w/Fundraising efforts:

a) Provide up-to-date financial reports
b) Track prioritized expenses

Finance Cluster:

Facilitate committee processes within Finance Cluster.

Coordinate committee efforts within Finance Cluster and other committee clusters.

Kick-Off Night & Spring Training:

Send out emails to new recruits and returning members re: Spring Training meals and PWV uniform costs.

Process payments upon receipt

Prepare updated version of spreadsheet based on payments mailed in to Treasurer.

Create lists of:

a) Those who still owe money (returning members and new recruits)
b) Those that have paid
c) All PWV members

Requests for help, at least 2 volunteers to collect money, assigned to different time periods during registration.

Track all uniform items sold under specific categories.

Prepare bank deposit; assign tracking number to each deposit, amount for each category.

Photocopy/scan all checks and deposit slips.
Write refund checks as appropriate (offer refund or opportunity to donate to PWV).
Bring checkbook.
Prepare and bring checks to pay for speakers' honoraria, caterers, etc.
Provide for petty cash
Jacks Gulch
Hand out maps to Pingree Park dorm or campsites. --??
Carry backpack throughout ST weekend w/payment lists, cash, checks from proceeds, etc.
Cub Scout Camp
Process under development

EVALUATION AND REPORTING

Provide monthly financial report for all Board meetings
Provide annual financial report to Board at January meeting, to include balance sheet income/expenses, and summary of income/expenses by month
Provide Board with access to copies of current year's tax returns
Provide Board annual Endowment Fund financial report

Note: PWV's current financial practices and the roles and responsibilities of the Treasurer (and the nature of the associated Budget Committee and the Finance Cluster of committees) is currently being reviewed and re-evaluated by the current Treasurer (Margaret Shaklee) and Kathy Burgess. Thus, the above description may be substantially modified (assuming Board approval) in the near future - JBS

PWV ANNUAL BUDGET

(M Shaklee: October 2011)

PURPOSE
Develop PWV's annual budget with eye on potential funding; prioritizing line items in budget; reviewing committee budget proposals; and recommending committee budgets and a spending plan for approval by Board.

Structure Members include: Treasurer (Chair), Fundraising Committee Chair, Board member, Advisory Board member, general member, and advisor [with CPA certification]

CALENDAR OF EVENTS
By September Board meeting: Identify and invite members of Budget Committee
By October Board meeting:
- Identify budget categories
- Prioritize overall budget items
- Finalize committee/activity funding request form
- Request budget proposals from committee chairs

By November Board meeting:
- Committees submit budget proposals to Budget Committee

By December Board meeting:
- Review committee budgets
- Meet and revise proposed committee/activity spending requests consistent with overall organizational priorities and funding and discuss changes with committee chairs.
- Develop a spending plan for coming year based on available funds, potential fundraising efforts, and prioritization of expense categories

At December Board meeting:
- Present budget to Board for approval
- Present the spending plan for coming year

PROCEDURE
Develop, refine, and implement process to review committee budgets; prioritize needs of PWV; review past expenses; consider future PWV plans (both for the following year and for future needs); assess current fundraising atmosphere; review, revise, and send out PWV Committee/Activity Funding Request form to committee chairs; and notify committee chairs of date and procedure for submitting budgets; evaluate committees' budgets, suggest changes, and recommend overall PWV budget to the Board.

EVALUATION AND REPORTING
Budget for upcoming year
Additional funding for anticipated future needs
Spending plan for upcoming year

See following pages for budget forms and example email

Example email (Oct. 2011) requesting proposed budgets from committee chairs and Board members:

Dear Committee Chair, Co-Chair, and Board Member,

Once again it is time for that ***treasured*** annual fall tradition—the PWV Budget!

We depend primarily on your input regarding planned activities and anticipated needs to drive budgeting. The 2012 Budget Committee has been convened by the Board of Directors:

2. To review all line items in the PWV Budget and determine whether they are:

Essential

A mixture of essential and non-essential components

Non-essential

15. To develop and recommend an Annual PWV Budget and a Spending Plan to the BOD for approval.

Our timetable feeds into the Board's meetings and is as follows:

31 October	Committee/Activity Funding Request proposals **DUE** to Treasurer
8 November	Review/prioritization meeting of Budget Committee
17 November	Present Budget and Spending Plan proposal to Board of Directors
15 December	BOD considers and approves proposed Budget and Spending Plan
30 December	Treasurer communicates to committees their approved 2012 budgets

As you can see, this is a fairly compressed window, and we really appreciate your help in making this happen smoothly and quickly.

Attached you will find the form to use in your budget preparation:

The **Committee/Activity Funding Request Form** is required to submit your proposals. It contains:

an explanation of the key elements of the requests
an example to help you when completing the form
a place for any supplemental information you think will be helpful

Please pay particular attention to the priority details called for regarding funding components. These identify the relative importance of each item/activity to PWV operations (essential, high, medium, or low priority). Though there may be some subjectivity, using the definitions should help each committee fit each request into the best category, and so guide budget priority decisions as needed. Definitions and an example of a completed form are included with the request form.

Complete and return your request form to Margaret Shaklee, **xxx@yyys.net** no later than **October 31**.

Your request(s) will assist the Budget Committee in developing a final budget which will be presented to the board for approval.

Also attached is a current **list of suggested budget expense categories and overall priorities** to help you as you consider 2012 events and activities.

Contact Margaret Shaklee, at **xxx@yyys.net** or 970-xxx-yyyy, if you have additional questions.

Thanks, your Budget Committee
Margaret Shaklee, outgoing Treasurer, Committee Co-Chair
Gene Packer, Treasurer-elect, Committee Co-Chair
Fred Allen, Fundraising Chair
Don Creager, BOD Member
Bob Manuel, Advisory Board Member
Martha Shepard, PWV Member
Kathy Burgess, Advisor

BUDGET CATEGORIES and PRIORITIES

CATEGORY	PRIORITY
Advertising: Public Outreach	HIGH
Advertising: Recruiting: Interviews	**ESSENTIAL**
Advertising: Recruiting: New West Fest Booth	**ESSENTIAL**
Advertising: Recruiting: Sustainable Living Booth	**ESSENTIAL**
Bank & Collection Fees, Charges/Credits	**ESSENTIAL**
Dues & Subscriptions	HIGH
Events	HIGH
Grants and Similar Amounts Paid	HIGH
Insurance	**ESSENTIAL**
Licenses & Fees	**ESSENTIAL**
Office Expense,	**ESSENTIAL**
Office Expense: Gifts	low
Office Expense: Postage & Delivery	**ESSENTIAL**
Office Expense: Supplies & Other Expense	**ESSENTIAL**
Printing	**ESSENTIAL**
Printing: Newsletters	HIGH
Printing: Printing Miscellaneous	Medium
Rent – Storage Unit	**ESSENTIAL**
Repair & Maintenance	Medium
Seminars, Conferences, & Workshops	Medium
Software & On-Line Software Subscriptions	HIGH
Supplies & Materials	HIGH
Unassigned Expenses	Medium
Website Expense	**ESSENTIAL**
Member Expense: Awards	HIGH
Member Expense: Members In-Reach: Affiliation Gatherings	HIGH
Member Expense: Backcountry Emergency Aid	Medium
Member Expense: Mounted Patrol & Stock Contingent	HIGH
Member Expense: Member Training Manual	**ESSENTIAL**
Member Expense: Trail Crew	HIGH
Member Expense: Trailhead Hosting	low
Member Expense: Training: KON	**ESSENTIAL**
Member Expense: Training: Mentors	Medium
Member Expense: Training: Spring Training	**ESSENTIAL**
Member Expense: Training: Supplemental Training	HIGH
Member Expense: Uniforms: Armbands / Pack straps	HIGH
Member Expense: Uniforms: Hats	HIGH
Member Expense: Uniforms: Jackets / Coats	HIGH
Member Expense: Uniforms: Name badges	**ESSENTIAL**
Member Expense: Uniforms: Patches	HIGH

Member Expense: Uniforms: Shirts	**ESSENTIAL**
Member Expense: Weed Crew	HIGH
Member Expense: Year-End Event / Annual Meeting	**ESSENTIAL**
Volunteer Projects: Adopt-a-Highway	HIGH
Volunteer Projects: Adopt-a-Trail	HIGH
Volunteer Projects: Kids In Nature (KIN)	HIGH
Volunteer Projects: Trail Use Assessment (Pilot)	low

BUDGET CATEGORIES and PRIORITIES (cont.)

PRIORITY	CATEGORY
ESSENTIAL	Advertising: Recruiting: Interviews
	Advertising: Recruiting: New West Fest Booth
	Advertising: Recruiting: Sustainable Living Booth
	Bank & Collection Fees, Charges/Credits
	Insurance
	Licenses & Fees
	Member Expense: Member Training Manual
	Member Expense: Training: KON
	Member Expense: Training: Spring Training
	Member Expense: Uniforms: Name badges
	Member Expense: Uniforms: Shirts
	Member Expense: Year-End Event / Annual Meeting
	Office Expense: Postage & Delivery
	Office Expense: Supplies & Other Expense
	Office Expense
	Rent – Storage Unit
	Website Expense
HIGH	Advertising: Public Outreach
	Dues & Subscriptions
	Events
	Grants and Similar Amounts Paid
	Printing: Newsletters
	Software & On-Line Software Subscriptions
	Supplies & Materials
	Member Expense: Awards
	Member Expense: Members In-Reach: Affiliation Gatherings
	Member Expense: Mounted Patrol & Stock Contingent
	Member Expense: Trail Crew
	Member Expense: Training: Supplemental Training
	Member Expense: Uniforms: Armbands / Pack straps
	Member Expense: Uniforms: Hats
	Member Expense: Uniforms: Jackets / Coats
	Member Expense: Uniforms: Patches

	Member Expense: Weed Crew
	Volunteer Projects: Adopt-a-Highway
	Volunteer Projects: Adopt-a-Trail
	Volunteer Projects: Kids In Nature (KIN)
Medium	Printing: Printing Miscellaneous
	Repair & Maintenance
	Seminars, Conferences, & Workshops
	Unassigned Expenses
	Member Expense: Backcountry Emergency Aid
	Member Expense: Training: Mentors
low	Office Expense: Gifts
	Member Expense: Trailhead Hosting Volunteer Projects: Trail Use Assessment (Pilot)

Date:		Committee/ Activity:	
Proposal for:			

Previous Budget Allocation: $		Total 2012 Funding Request: $	0.00
Spent To Date: $			
To Be Spent by 12/31: $			

Details:

Component	Priority	Quantity	Unit Cost	Cost	Why Needed	Source(s)
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
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				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		

Submitted by:			
Phone:		Email:	
Explanation:			

Explanation of Proposal Form Elements							Example						

(EXAMPLE) Supplies	Paper plates - 3 sections	Dining Supplies	Storage Unit			100+			Spring Training					
Supplies = Consumables	Item Name	Description of Item	Where Stored	Date Purch	# Purch	Current Count	Unit Cost or Value	Cost to PWV	Committee	Notes	Funding	Source	Submitted by:	Modified

Date:	10/22/11	**Committee/Activity:**	Weed Crew
Proposal for:	2012 requested Weed Crew allotment		

Previous Budget Allocation: $	**325.00**	**Total 2012 Funding Request: $**	**285.00**
Spent To Date: $	**300.00**		
To Be Spent by 12/31: $	**25.00**		

Details:

Component	Priority	Quantity	Unit Cost	Cost	Why Needed	Source(s)
Printing & laminating of maps of weed pull locations	H	20	2.00	$40.00	Necessary documentation for USFS (& Larimer County	JB Shaklee & Staples
Printing of application & final report to granting agency	H	2	12.50	$25.00	Application and final report required by grant source	JB Shaklee
Printing of Weed Crew Manual	H	16	10.00	$160.00	Necessary reference for training new Weed Crew members	JB Shaklee or Office Depot/Staples
PWV volunteer patches for safety vests	H	30	2.00	$60.00	"required" to identify Weed Crew members in field as PWVs	PWV
USFS volunteer patches for safety vests	H	30	0.00	$0.00	"required" to identify Weed Crew members in field as USFS volunteers	USFS

Submitted by:	Jim Shaklee		
Phone:	970-484-8002	**Email:**	jbsgenetics@hughes.net

Explanation:

Weed Crew needs are part of a grant submitted to Larimer County, which will provide support for the needs of the crew in the coming year. The above items are the high priority items that the Weed Crew will need to function regardless of the additional grant funds.

FUND DEVELOPMENT

(Fred Allen: October 2011)

PURPOSE

Secure funding for the continued operations of the Organization, and provide budget guidelines and projections to the Board. Being connected and associated closely with the U.S. Forest Service, fundraising needs to meet their guidelines.

Given that PWV now has two separate fund raising programs, one to generate funds for annual operational needs and one to grow the endowment fund, it is very important that these two efforts be planned and implemented in a manner that avoid duplication in target donors and timing.

COMMITTEE COMPOSITION

In one sense every PWV member could be a fundraiser. PWV has never had a formal committee structure with regards to fundraising. Instead various members have solicited, sometime only from one source, funds to assist in the organization's continued operation. These contacts have been invaluable. Though frustrating to some, this loose system has worked and has provided more than half of the operating income. More importantly most of the funds raised through personal contact have not been restricted. With regards to grant writing, it would seem appropriate to coordinate efforts. Grants often are for specific uses and have reporting procedures. Only recently has PWV endeavored to hold fundraising events and if it is decided to continue this effort it might seem reasonable to form a separate committee to organize such events.

CALENDAR OF EVENTS

Fund raising is a year-round operation. Companies, donors and contributors tend to give at various times. If PWV decides to conduct fundraisers, it would seem best to schedule them in the Spring. In March and April, the public is beginning to start planning their summer outdoor activities.

PROCEDURES

PWV meets the criteria for giving of many businesses and individuals. Since we are not engaged in athletics, politics or lobbying we pass the initial vetting. Our mission statement is easy for most companies to embrace. With that said there is a great deal of competition for dollars. Most companies receive dozens of solicitations every day, so it is generally best to attempt to make a personal contact. . With a group from many diverse backgrounds, having our members make that initial contact, or supply the lead fundraiser/Fundraising Committee with contact information tends to be extremely helpful. Along with reconnecting with past donors, the committee should expect to contact more than 50 companies a year, with the hope of securing a donation from one of them.

Regarding applying for grants, it is important to seek only those grants that target or match our mission. Otherwise, one is just wasting time completing a lengthy application with little chance of receiving anything in return.

PWV has had only limited success soliciting funds from individuals.

EVALUATION AND REPORTING

A letter on PWV letterhead needs to be provided to every donor or contributor. The Treasurer has been handling this task for the past few years.

- The results of fundraising is reflected on the monthly Treasurers Report.
- An annual report to the Board summarizing trends and other accomplishments.

A few donors, especially organizations providing grants will require a report. These reports should be prepared as soon as practical after the funds have been spent.
All larger contributors (perhaps greater than $1000) should be contacted a few months after receipt of funds providing a summary of how their funds were used. The newsletter should also be sent to contributors.

Very large and generous donors should be provided regular communications and token gifts. This task has been handled by the fund raising committee.

Summary of Recent Major Donations and Grants Received and Sources

	Source	**Prior to 2010**	**2010**	**2011**
	Allstate Foundation	yes		
	Clinton Family Fund		$5000	$2500
	JAX Mercantile			$742
	Kroll Factual Data	yes		
	Larimer County Open Lands grant	yes	$1500	$1465
	Micro Motion			$1000
	National Forest Foundation grant	yes		
	New Belgium Brewing Co		$500	
	Odell Brewing Co. Fund		$1815	
	PWV fundraiser dinner dance			$4278
	REI – Fort Collins	yes	$5000	$5000
	Wal-Mart Foundation	yes	$2000	$2000
	Wal-Mart (Fort Collins store)			2 TVs
	Whole Foods		$1022	
	TOTAL		**$16837**	**$16985**

PWV EARTH DAY FUNDRAISER

(J Shaklee: October 2011)

PURPOSE

The primary purpose of this event is to serve as a community-based fundraising event to support PWV's annual operating budget. Other benefits are: 1) to serve as a social event for members and new recruits and 2) to increase PWV's visibility in the community and emphasize PWV's contributions to local public lands stewardship (Earth Day tie-in).

CALENDAR OF EVENTS

November: Consult with Board about whether or not to have event in coming year.

January: Define scope of event

- Establish subcommittees and staff with volunteers
- Arrange for event sponsors (e.g., The Scene, RB+B Architects, etc.)
- Arrange for a PWV booth at Earth Day Celebration ($50 booth fee for non-profits in 2011)
- Arrange for/reserve facility for fundraiser
- Make arrangements for music/entertainment
- Make arrangements for food & beverages
- Begin soliciting donations for silent auction, drawings/raffles

February:

March: Define cost of tickets, ticket process, and prepare tickets

- Send invitations (via email) to members & new recruits
- Launch publicity campaign (emails, posters, public service radio announcements)

April:

May: Final drawings for prizes at Spring Training

June: Accounting for expenses and income finalized and reported to Board

PROCEDURES

Event subcommittee (venue, music, food)

Fundraisers

- donations of framed photos from PWVs
- donations of other items from PWVs
- donations of small items from local vendors
- donations of large items from local vendors (e.g., flat-screen TVs)

2011 Event Summary

- Venue: Crazy Jack's Saloon (donated at no cost to PWV)
- Music: Kathy Connolly Band (donated at no cost to PWV)
- Food & Catering: Consuello's New Mexican Restaurant (@ $17.00/person)
- Tickets: $40/couple; $25 per individual
- Publicity:
  - Ad in the Scene magazine ($400 donated by Burgess Accounting; $400 by Michael Mockler, The Scene)
  - Radio announcements (donated by local stations)
  - 11" x 17" color posters (donated by Kathy Burgess)
  - Printing and distribution of flyers (donated by Kathy Burgess)
  - Printing of tickets (donated by Kathy Burgess)
  - Mailing of tickets (donated by Kathy Burgess)
- Proceeds:
  - -$117 (net from ticket sales for dinner dance)
  - $1,535 Non-photo items (golf, health club, guiding fishing, gift certificates, 1-week condo)
  - $1,100 (13 of 16 framed photos donated by PWVs)
  - $1,750 (drawing for two large screen TVs donated by Wal-Mart; 176 tickets sold @ $10ea)

Net Proceeds = $4,278
Attendance: total = 69 people (36 PWVs; USFS = 2; spouses, friends, [& public] = 31)
Primary organizers: Kathy Burgess, Fred Allen, Margaret Shaklee, Sharon Holbrooks, Jim Shaklee

EVALUATION AND REPORTING
Document and evaluate work invested, expenses, and funds raised. Prepare a brief summary report for the Board.

INVENTORY

(R. Clopper Feb. 2014)

PURPOSES

1) Establish inventory count as of December 31 to support the filing of the tax return
2) Determine what items need to be re-supplied for Spring Training
3) Enable committees/programs that maintain Inventory (for sale items), Assets (equipment, tools, etc.) and/or Supplies (expendables) in the PWV storage unit (or elsewhere) to keep track of their holdings and identify needs for the coming season.

CALENDAR OF EVENTS

December: For tax purposes, conduct a complete count of:

- Inventory items (e.g., uniform items, *Field & Trail Guides*, SAM splints, maps);
- Assets (e.g., SPOT & GPS units, tools, backpacks, coolers,
- computers, peripherals, and software);

Supplies (e.g., work gloves, condiments, tinfoil, etc.)

February-March: Consolidate all Inventory/Assets/Supplies reports in order to determine needs in order to support upcoming field season operations and activities.

May-June: Following Spring Training (ST), the ST Committee should evaluate and record which items (and the amounts) were consumed during ST, and note the remaining supplies, in order to facilitate planning for the following year's ST event.

PROCEDURE

The Inventory Manager (IM) maintains an Excel spreadsheet of all the items reported on the previous year's Committee reports. By early December, the IM will forward a copy of each committee's spreadsheet report (from the Dec 31 report of the previous year) to each responsible Committee Chair, which is then reviewed for revisions/additions/deletions and returned to the IM no later than 15 January. Most committees will be able to prepare their reports without delay, as they will not foresee changes prior to December 31. Those that may expect changes should await those changes in order to provide the most accurate information FOR TAX PURPOSES.

EVALUATION and REPORTING

Upon receipt of all committee Inventory/Assets/Supplies reports, the IM will consolidate these reports into a final document which is then provided to the PWV Treasurer as soon as possible, and make it available to any interested parties.

Sample

Excel Spreadsheet Instruction Tab

INSTRUCTIONS
Review the items in this list
Make modifications and/or additions/subtractions as needed. Indicate any change by placing an "X" in the "Modified" column.
Using the color-coding in the Key below, add new items; include the cost and date purchased.
NOTE The column labeled "Cost to PWV" is a formula; when you enter the "Current Count" and the "Unit Cost or Value", the result will appear.
KEY
Inventory: Items for Sale (These items such as uniforms, maps, or public Field & Trail Guides are sold to members and the public and need to be accounted for in QuickBooks.)
Asset: Electronic/Computers (These items such as SPOT units or laptops are expensive to replace and usage is tracked by PWV.)
Asset: >$100
Asset: <=$100
Supplies: Consumables These items are replaced as needed. Committees are responsible for keeping track and replacing them.)
After completing the accounting of the items for which you are responsible, please save the document and email a copy to: Richard Clopper, rjclopper@comcast.net
If you have any questions, please contact Richard Clopper, PWV Inventory Manager (rjclopper@comcast.net) or Martha Shepard, PWV Treasurer (martha.shepard@gmail.com).

Sample

Excel Spreadsheet Inventory Tab

SAM Splints	*available for members*	*Storage Unit*	*5/26/09*	*100*		*7.99*	*$0.00*	*General PWV*	*Sold @ $8 to members*		*ProStores Inc.*		
Item Name	Description of Item	Where Stored	Date Purch	# Purch	Current Count	Unit Cost or Value	Cost to PWV	Committee	Notes	Funding	Source	Submitted by:	Modified

Sample

Excel Spreadsheet Asset Tab

(EXAMPLE) Asset Electronic / Computer	*Computer peripheral*	*wireless mouse for laptop*	*Jim Shaklee*					*$0.00*	*General PWV*					
(EXAMPLE) Asset >100	*GPS Units*		*USFS*	*2005*	*8*	*8*	*170.00*	*$1,360.00*	*Office Crew*					
(EXAMPLE) Asset <=100	*Combi tool*	*Combi tool*		*5/19/09*	*2*	*2*	*58.10*	*$116.20*	*Adopt-A-Trail*					
Asset Type	Item Name	Description of Item	Where Stored	Date Purch	# Purch	Current Count	Unit Cost or Value	Cost to PWV	Committee	Notes	Funding	Source	Submitted by:	Modified

Sample

Excel Spreadsheet Supplies Tab

(EXAMPLE) Supplies	*Paper plates - 3 sections*	*Dining Supplies*	*Storage Unit*			*100+*			*Spring Training*					
Supplies = Consumables	Item Name	Description of Item	Where Stored	Date Purch	# Purch	Current Count	Unit Cost or Value	Cost to PWV	Committee	Notes	Funding	Source	Submitted by:	Modified

PWV FIELD & TRAIL GUIDE SALES

(J Rieux & F Allen: October 2011)

PURPOSES

To organize and support a network of vendors who stock and sell copies of the *PWV Field & Trail Guide* to the public. To provide copies of the Guide to maintain vendors' supplies and to deal with pricing and invoicing needs.

CALENDAR OF EVENTS

Late September: Check inventory to determine if there are enough copies of the current edition of the *PWV Field & Trail Guide* in stock for the coming season. If more are needed, make plans for producing more copies of the current edition or, if appropriate, for producing a new edition.

April (and as needed): Distribute to sellers and wholesalers. Provide PWV invoices to sellers and wholesalers.

PROCEDURE

The third edition (2011) of the *PWV Field & Trail Guide* retails for $10.95 [and is packed 84 books to the case].

Vendor	Type	Terms	Contact	Phone	Address	Comments
Books West	Wholesale	50%	Susan Bhat	800-378-4188 EXT 224	Books West c/o Howard Logistics 18101 East Colfax Ave Aurora, CO 80011	Needs a packing slip and ISBN number with shipments. A copy of their purchase order is also acceptable as a covering document. Jacques is listed as the vendor because he already had an old established account with them.
Rocky Mountain Nature Association (RMNA)	USFS Region 2 Wholesale	Their cost is ~30% off list price	Megan Matzen	970-586-0121 or 970-310-9362	PO Box 3100, Estes Park, CO 80517	Maintains the inventory at the various USFS Visitor Centers and Book Stores throughout Region 2
Others (e.g., Longs Peak BSC, Fort Collins Hilton, Vern's, Firehouse Books, REI, JAX)	Trade Sellers	Their cost is 40% off list price	Various			Depends on vendor

The market is regional, predominately within 60 miles of Fort Collins. An exception to this would be to consider making editions available at the Moose Center between Cameron Pass and Gould. Our prime customers have been REI*, JAX, and the Denver book wholesaler, Books West. Books West makes the edition available to stores that want only two or three copies since the stores can combine the *PWV Field & Trail Guide* with the rest of their book order from Books West, making the purchase affordable. We have also sold editions to local outlets, Firehouse Books, Vern's and the USFS Visitors' Centers in Fort Collins and at Arrowhead Lodge.

Identify new outlets.
Negotiate pricing.

In 2011, a few books were sold through the Longs Peak Boy Scout Council. PWV may wish to continue to market this guide directly to Scout leaders in our area.

We also sell copies of the current edition to PWV members for $10/book. These sales typically occur at various PWV events (e.g., Spring Training). We also sell copies of the current edition to the public on some occasions (e.g., PWV booth at New West Fest, Public Lands Day event). These are "special retail" sales not "wholesale."

A formal invoicing process for 2012 is currently being developed by the Committee and the PWV Treasurer.

PWV should develop a strategy and a plan for how it will close-out remaining copies of an old edition when a new addition becomes available (e.g., sell copies of old edition at a reduced cost to PWV members or the public? At what cost to whom?)

EVALUATION AND REPORTING

Track sales by location and periodically present a brief summary report to the Board.

** = dealing with REI became more complicated in 2011 when they began requiring that books be purchased from a wholesaler rather than directly from PWV. Generally, REI is complicated to deal with as all decisions are made at their headquarters in Seattle. Fred Allen has dealt with them this year and he can give supplemental information about doing business with them.*

TRAINING

SUPPLEMENTAL TRAINING

(K Riters: October 2011)

PURPOSE

Provide supplemental training opportunities for members to improve and refresh skills and knowledge base for conducting patrols. Listed in priority, topics include:

1) Safety related skills such as: first aid, CPR, map & compass, GPS, wilderness survival
2) Knowledge to further improve competence in performing trail patrol duties
3) Knowledge to increase enjoyment of patrol experience such as ID of trees, plants, birds, insects, geology, and local history.

PWV supplemental training classroom sessions are open to guests of PWV members and other interested public, provided there is space available after all interested PWV members have registered. PWV supplemental training field sessions are only available to PWV members at this time.

CALENDAR OF EVENTS

December: Obtain Board approval of plan and budget in time for annual budget development and approval process, and final approval at December Board meeting.

As Appropriate: Schedule events according to plan and membership sign-up for training events.

PROCEDURE

1. Solicit committee membership. Size of committee dependent on response of membership and desire of committee chair. In 2011, committee consisted of three members.
2. Identify training needs. See "Periodic survey and assessment of training needs" under "Evaluation & Reporting" heading below.
3. Identify potential trainers and assistants from within PWV.
4. When necessary, solicit potential external trainers and assistants for various training events. For some training, such as first aid, certified trainers are mandatory if the goal is to certify participants.
5. Identify and arrange for venues for training events (e.g., USFS conference room, Mulligan's Pub, Council Tree Library meeting room).
6. Get tentative commitments from trainers.
7. Prepare training plan, including funding and resource requirements.
8. Coordinate supplemental training plan and assist/support training, where appropriate, with other committees such as Affiliation Gatherings sponsored by the Members in-Reach Committee, Spring Training, and various other committees (e.g., Mentoring, Trail Crew, Kids in Nature, Weed Crew).
9. Review plan with Board and get approval of plan and budget.
10. Post planned training events on PWV Website Planning Calendar
11. Issue tentative training events schedule and get member tentative sign-up for events.
12. Finalize training plans with trainers.
13. Post scheduled training events on PWV Website Events Calendar and remove from PWV Website Planning Calendar when event is scheduled. Keep calendar postings up to date when changes are required.
14. Issue final announcements to membership and get member final sign-up for specific training events.
15. Cancel specific event if insufficient number of members sign up.
16. Acknowledge registrants of their enrollment and provide appropriate details regarding specific training event or notify them in case of cancellation.
17. Conduct scheduled training events.
18. Have all participants complete Evaluation Forms for each training event

EVALUATION & REPORTING

1. Periodic survey and assessment of training needs. In July 2010, PWV conducted an extensive on-line Training Preference Survey that provided valuable input from 40% of the membership. Survey results are available from PWV

Survey Manager or current Supplemental Training Committee Chair. The survey should be of value for a couple of years and can be used as a guideline for future surveys.

2. Annual supplemental training plan. 2010 plan available from 2010 Supplemental Training Committee chair (Karl Riters). Plan is prepared and reviewed with Board in fall prior to budget preparation.
3. Publish article on PWV Website under News & Information: Training Events – Planned & Scheduled for 20XX. Article includes Table of Planned and Scheduled Training Events for Year 20XX. Maintain article up-to-date as year progresses. Prior year article is available on PWV Website (in unpublished state if all the events have taken place).
4. Annual summary report of supplemental training goals, activities, participation, accomplishments, trainee feedback & evaluation, and issues (incl. a summary of the results of all training evaluations) is submitted to the Board for inclusion in the PWV Annual Report to the Canyon Lakes Ranger District.

KICK-OFF NIGHT

(L Van Arsdale: October 2011)

PURPOSE Make recruits feel welcome and prepare them for Spring Training.

CALENDAR OF EVENTS

January/February: Solicit volunteers to present the scheduled events.
Confirm the date of Kick-Off Night (KON) with USFS Liaison, usually the 1st Wednesday in May.
Advise Chair-elect of the date for the PWV calendar.

March (after interviews): Work with Animal Group Coordinator to recruit AGLs.

April: Send out emails to KON presenters, KON volunteers, and to AGLs with information and "assignments"
Board Meeting: Distribute KON agenda and present plans to the Board.

May: 1st Wednesday: Kick-off-Night.

PROCEDURE

The Kick-off Night Agenda (see: *Sample KON Agenda* below) outlines the topics and schedule for this event.

The KON Coordinator should arrive at the USFS office on Centre Avenue in Fort Collins at 5:15PM. KON volunteers should have been asked to arrive no later than 5:30 PM. All KON volunteers, including the KON Coordinator should wear their PWV shirt (tucked in), with their name tag on shirt pocket. First impression is important; think "U.S. Forest Ranger." PWV volunteers represent the U.S. Forest Service. Volunteers will need the following information:

- Topic specific information guidelines
- An agenda of pertinent information to definitely cover with each group
- A clear understanding of the procedures for KON and what is expected of them

AGLs should be at your assigned "stations" in the large room by 5:30 and have your Animal Group signs displayed so the new recruits know where to find you. Hold your signs up so new recruits may quickly and easily find their animal groups. Having all the groups meeting in the large conference room is difficult, crowded, and noisy. Allow AGLs to set up in the foyer, back hallway, or conference room; with the instruction to bring their recruits to the main conference room for the **Welcome, Introductions, Housekeeping.**

Overview:

- New recruits are greeted at the door by a volunteer, "checked in" on a roster, and taken to their assigned Animal Group, starting at 5:30 pm.
- The AGLs and new recruits get to know each other and the AGLs give each new recruit: directions to Spring Training location, a PWV Training Manual and a Pocket Patrol Guide and discuss the Training Manual and associated "reading assignment", details of the Spring Training weekend, recommended items to bring to Spring Training, and other relevant matters.
- There is a 15-minute, whole-group presentation, including an LNT (Leave No Trace) video.
- The Animal Groups will participate in four training stations with their group leaders for the rest of evening; with a final 30-minute wrap-up with their groups.
- The Treasurer will contact all new recruits who haven't yet paid for meals and uniform items and make arrangements for payment (at KON, by mail, or subsequently at Spring Training).

Conference Room Agenda (6:00 to 6:50 pm)

Welcome, Introductions, Housekeeping

- PWV Chair welcomes, covers agenda, introduces USFS Representative (5 min)
- USFS Representative welcomes, housekeeping, introduces PWV founder (5 min)
- PWV founder gives PWV background (5 min)
- Board member covers Training Manual and Newsletter, committees, projects in which PWV is involved (5-10 min)
- Mentors give brief presentation; remind recruits to find mentor before leaving.
- LNT or Soft Paths video or slide show (15 min)
- Break to set up rooms and get groups there (10 min break) -- Set up rooms??

Animal Group Presentations/Rotations

> The presenters/experts rotate through the 4 stations.
Animal Group leaders are welcome to join in instruction.

General Support and Emergency backup

- PWV member/veteran who has helped with KON previously.

- PWV key volunteers to mix with recruits; fill in for last-minute no shows.
- USFS representative(s) to mingle, deal with building issues/logistics prior to event.
- Stations for AGL presentations: 7:00 - 8:30; 4 stations, 20 min each; and 30 min for AGL time, ending by 9:00. Five minutes factored in for each presentation team to move to next Animal Group station.

Authority of the Resource, 20 min. 10 minutes on origin of AR and10 minutes role play scenarios by veteran members that are carefully thought out. Pair a new KON volunteer with a PWV member who has done this station previously (see: *Role Players at KON Training* below**)**.

Patrol Scheduling & Reporting Website intro and USFS policies members, 20 min. Basic overview, plus general idea of how information is used. Web person may do whole presentation if USFS representation unavailable. **Payments.** Concurrently, the Treasurer contacts all new recruits who haven't yet paid for meals and uniform items and makes arrangements for payment.

PWV Patrol Areas, 20 min. At this station, distinguish between National Forest (including Wilderness) lands, National Park, BLM, and USF&WS lands, discuss the areas and trails PWV patrols, and let recruits know about map and compass training and skill-building opportunities.

Backcountry Ethics, 20 min. How we represent the Forest Service and PWV; keeping uniform presentable, using LNT as role model to others. "Our actions define who we are".

Animal Group Time, 30 min. Split into individual Animal Groups and continue to discuss:

- What happens at Spring Training
- What to bring to Spring Training
- Around the campfire; couple brief, appropriate stories of past experiences
- Brief review of Training Manual and what sections recruits should read
- Trade phone numbers, for support at Spring Training and support from PWV members
- Arrange carpooling and/or camping arrangements
- Review preparation checklist
- Did you find your mentor?

One-page Schedule of Evening Events:

5:15-5:30	KON volunteers arrive
5:30–6:00	Recruits check in
6:00-6:50	Whole-group session; welcome, introductions, housekeeping
6:50-7:00	Break time for groups to go to first station
7:00-8:30	Animal groups at stations

STATIONS:
1) Authority of the Resource
2) Patrol Scheduling & Reporting Website (Payments)
3) PWV Patrol Areas
4) Backcountry Ethics

After 4 stations, then Animal Group time.

Detailed explanation of how groups move through the evening's training sessions

Volunteers should plan to stay until 9:15 in case you are needed.

KON Check list:
Directions to Spring Training location and time required to travel there.
Camping gear needed to be comfortable at Spring Training.
Food (Saturday sack lunch) and related needs: plate, cup, & utensils
Prepare for most of Saturday on a 1.6 mile (or a 4 mile) hike away from the camp.
Weekend and hike may be cold and/or wet, so plan accordingly.
Paid for meals at Spring Training, shirt, and name badge.
Have Training Manual; know what pages to study prior to Spring Training.
Met Animal Group members; covered carpooling and general support of each other.
Have names/phone numbers of PWVs to call with questions and concerns.

Directions to Spring Training Location:
--Insert directions to Jacks Gulch or Cub Scout Camp here . . .

EVALUATION AND REPORTING
Ask participants (i.e., KON volunteers, AGLs, and new recruits) to complete the KON and Spring Training on-line evaluation.

Provide a report for the Board regarding the results of the KON Evaluation survey.

Sample KON Agenda

Kick-Off Night 2011

Goal: Help new volunteers feel welcome, part of a terrific group, and comfortably prepared to take maximum benefit from Spring Training Weekend.

In addition to the standard training, we have an extended goal to building relationships within animal groups and letting animal group members establish rapport with their fellow group members.

Agenda:

5:30-6:00 PM

New members arrive, returning members meet and greet and direct to Animal Groups.

- Leaders confirm contact info. and provide an overview of the night.

Animal Group Leaders will need to have:

- Contact List for their group including: name, phone, address, e-mail, and payment
- Name tags with member's names written on them
- Training Manual
- Directions to Cub Scout Camp
- Spring Training Check-list
- An agenda for KON topics
- Discuss **Training Manual Chapt. 7** during break times to prepare for Spring Training (there will be time during the speaker/station rotations)

6:00-6:50

Welcome, introductions and housekeeping- we need to give each speaker a certain amount of time and provide them with a focus.

- PWV Chair- **Jim Shaklee**- Welcome, agenda for the evening and introduce Forest Service liaison. (5 min.)
- USFS Liaison- **Kevin Cannon**- Welcome, housekeeping and US Forest Service Policy and introduce PWV Speaker (10 min.)
- PWV Speaker/Founder- **Chuck Bell-** PWV background (5 min.)
- Showing of Leave No Trace DVD (15 min)
- BREAK TIME

Animal Groups divide in half and spread to their designated areas for information presentations.

There will be two sections:

Section 1: Web Site Introduction (40 min) A basic overview including a general idea of how the information is used. **Bob Hansen, Scott Ackerman, (Matt Fisher)**

- Chapter 8 of the Training Manual

- **Money collecting table will be set-up in this area for Margaret Shaklee to collect money**

Section 2: (40 min)

Each of the remaining animal groups will find an area to meet

- Other half of the conference room
- Former "ethics" room
- Foyer
- Break Room

Volunteers, representing the three former stations: ethics, patrol areas, and Authority of the Resource, will rotate through each animal group.

Ethics: Brett Johnson, Kay Valerio, and Kathy Michaels

- Training Manual 1.1, 2.4, 2.5

- Mission statement of the Poudre Wilderness Volunteers
  - PWV Uniform expectations
- Leave No Trace (Refer to the Training Manual) Principles
- Hand-out LNT cards

Patrol Areas: Garin VanDeMark, Richard Cullor, Karl Riters, and Dennis McKernan

- Training Manual Chapt. 4 and (Chapt. 3)

- Difference between Wilderness, National Forest, National Park, and BLM:
- Our Territory:
  - Rawah Wilderness
  - Comanche Peak Wilderness
  - Neota Wilderness

Cache La Poudre Wilderness

- Our areas of patrolling, a few noteworthy stories that volunteers have encountered while on patrol

Authority of the Resource: Bob Manuel, Betsy and Mike Mosehauer and Cathy Trout

- **Training Manual Chapt. 2, 2.2 & 2.4**
- Creator and History
- Examples of how it has been developed and implemented on patrols
- LNT and Authority of the Resource are powerful tools of education

At 7:40-7:50 break, the two sections switch:

8:30 KON is over; groups can stick around and swap more info. or head out

Role Players at KON Training (Chapter 2, pp 2.2 and 2.3)

CSU's George Wallace developed the Authority of the Resource Technique ("ART"). This way of thinking transforms a contact with someone who is "breaking a regulation" into an opportunity to teach a visitor about the needs of the Wilderness.

According to Webster, "authority" means "the power to influence or command thought, opinion or behavior". Wild nature can be said to have its own authority. Nature has her own needs, operates in certain ways, and has certain "laws". There are consequences when we violate that order. ***Wilderness areas are among the few places on Earth where we have agreed to allow nature, for the most part, to operate on her own terms***. Desirable behavior is more likely to occur if people understand how their actions affect the way nature operates.

Much of the undesirable behavior that managers must deal with in the wilderness is that which disrupts the natural order or the ability of others to experience wild nature. All too often in dealing with visitors who are causing some sort of impact to soil, vegetation, water quality, wildlife, or the experience of others, we tend to focus on the authority of the agency. By this we mean the visitor ends up thinking about the laws, regulations, badges and the ranger's presence, rather than focusing on the natural authority in the requirements of a healthy ecosystem.

The ART approach attempts to compensate for this tendency. It transfers the authority—or that which asks a person to think or behave in a certain way—from the manager, ranger or agency to those things in nature (resources) that have their own requirements. ***The ART asks the ranger/ manager to subtly de-emphasize the regulation and transfer part of the expectation back to the visitor by interpreting Nature's requirements***.

Here's a comparison of the difference of the ART can make: Imagine you meet visitors who are camped 30 feet from a stream in the Rawah Wilderness. Regulations require campers to be at least 200 feet from any water source. You approach the visitors' camp:

The Authority of the AGENCY approach:
Ranger: Good afternoon. My name is Tom Aspen with Poudre Wilderness Volunteers. (Pause for small talk.) I noticed your camp is about 30 feet from the stream. I'm going to have to ask you to move your camp. We have a regulation which is clearly posted at the trailheads that all campsites must be at least 200 feet from any water source.
Visitor: We always camp as close to water as possible. It just makes it a lot easier to wash our dishes and get water for camp.
Ranger: Well, I can understand that, but regulations are for everyone. I will be back this way later this afternoon. Do you have any questions or is there anything I can do to help you?
Visitor: No, I don't believe so.
Ranger: Well, I won't bother you any more. You folks have a nice day.

The Authority of the RESOURCE approach:
Ranger: Good afternoon. My name is Tom Aspen with Poudre Wilderness Volunteers. (Pause for small talk.) I noticed your camp is about 30 feet from the stream. I know it's convenient and pleasant to be right by the water, but it can do some real damage when you camp here, and I know you don't want to be doing any harm to the wilderness. With the fragile habitat near water sources, we ask that all campsites be located at least 200 feet from all water sources. If everyone camps back a good distance, it spreads the wear and tear out, and doesn't leave as much of a trace. Also, a buffer zone puts less pressure on the wildlife that lives here and depends on this habitat for water, which also means you have a better change of seeing wildlife along the water.
Visitor: Well, I guess I never thought about that, but it certainly makes sense to me. I'll be more careful in the future.
Ranger: Thanks for your cooperation. There's a nice campsite just over that ridge. If you like, I'd be glad to help you move your camp.
Visitor: Thank you, I would appreciate that.

Do you "feel" the difference in the two approaches?

You're "educating", rather than "enforcing".

The chances of permanent change are much more likely when you appeal to the needs of the wilderness and the visitors' good intentions than when you read a regulation. ***You educate for permanent change***. Since you are wearing a uniform, the visitor can assume that when you say is also a statement of how the agency feels and what actions are desirable in the agency's eyes.

Role Play Bullet Points:

- Role play the above example; then discuss the "education" vs. "enforcing".
- The ART asks the volunteer to subtly de-emphasize the regulation and transfer part of the expectation back to the visitor by interpreting nature's requirements.
- Wilderness areas are among the few places on Each where we have agreed to allow nature, for the most part, to operate on her own terms.
- Teach the visitor about the needs of the wilderness.
- What is most important here—***critically important***—is not the regulation itself. The key is your ability to educate visitors, using ART and Leave no Trace (LNT) principles (which will be presented in the "Ethics" station) so people can see WHY the regulations are sensible and necessary.

LEAVE NO TRACE TRAINER TRAINING COURSE

(G VanDeMark: October 2011)

PURPOSE

The following has been taken from the Leave No Trace (LNT) Center web site (lnt.org).

> *The Trainer Course is a vital component of the Leave No Trace nationwide program. It is a shortened version of the Master course. Participants receive introductory training in LNT skills and ethics in a condensed two day format. The Trainer Course assists the student participants in learning more about the seven principles of LNT and techniques for disseminating these low impact skills.*

PROCEDURES

The LNT Center requirements for putting on an LNT Train the Trainer course

A PWV Trainer course is put on under the guidelines established by the Leave No Trace not for profit organization.

The course instructors must be trained in the LNT principles. The course leader must be a graduate of a LNT Master Educator course and the assistant must be a graduate of an LNT Trainer course.

The course instructor must be currently certified at a minimum in Standard First Aid and CPR.

The LNT organization recommends that the instructor has adequate liability insurance. Since PWV is putting this course on with the USFS knowledge, the PWV participants are covered by the USFS workman's comp insurance. However, the current LNT Director recommends that the Master Educator who leads the course purchase liability insurance from the LNT Center for Outdoor Ethics (cost $65 to $75 per year) the argument being that as an instructor you can always be sued if anything happens and with insurance your legal costs would be covered.

The Master Educator who leads the course must submit a Leave No Trace Training Agreement to the LNT Center. You only need to submit this document once as it will remain on file with the Center.

The course leader must obtain from the LNT web site the **Disclaimer of Liability/ Course Participant Acknowledgement and Assumption of Risk** document and have every course participant read and sign it.

The course must be put on and run following the Core Components for Trainer Course Curriculum from the LNT organization Training Guidelines. (see course details below)

CALENDAR OF EVENTS

The PWV LNT Train the Trainer course has been put on the weekend of, or the weekend before, the PWV Spring Training weekend. These weekends have been selected so as to avoid taking volunteers away from patrolling during the hiking season.

The course has been advertised to the PWV membership by e-mail in late fall and again in early spring. It has only been offered to returning PWV members.

PROCEDURES

The course site has been selected by the course instructor and assistant. It must be on USFS land under the jurisdiction of the CLRD and with the PWV USFS Liaison's knowledge. Since the purpose of the course is to teach and practice LNT principles and to give those without backpacking experience an opportunity to participate, the hiking distances have been kept short (a mile or two).

An evening planning meeting has been held at the USFS office two or three weeks before the weekend of the training course. This allows for the release agreements to be signed, the handing out of LNT literature, the assignment of LNT principle presentations to the participants, dividing up the participants into two cooking groups, menu selection, a review of the equipment requirements, and assignment of who is going to carry what.

The LNT Center's requirement is that the course involve one night of overnight camping. However, many past PWV members after taking the course expressed the opinion that the course should be extended to two nights. In good weather two nights works well, allowing an opportunity to move camp for the second night.

The course participants have in the past met late on the Friday afternoon of the course at the USFS Administrative Site on North College Avenue leaving cars there and car pooling to the trailhead to begin the weekend. This allows for a two-night course with a short hike in on Friday evening and moving camp on Saturday to a second

campsite and hiking out on Sunday morning for an early afternoon return to Fort Collins.

Attached is copy of the Trainer Course agenda for a recent LNT Train the Trainer Course for reference.

EVALUATION AND REPORTING

At the completion of the course the participants have been presented with a certificate of completion, a LNT Trainer lapel pin, a car window/ bumper LNT sticker, and a mound fire blanket that has been cut from a scrap USFS fire fighter aluminum fire shelter.

Also at this time the course participants have been asked to complete a course evaluation form (available to copy from the LNT web site) which has been used to make revisions to the course from time to time.

After the completion of the course a complete student roster with addresses, phone numbers, and e-mail addresses must be submitted to the LNT organization, along with a statement that "Every course participant has read the Center's Disclaimer of Liability and Course Participant Acknowledgment and Assumption of Risks and has met my expectations as a Trainer".

PWV LEAVE NO TRACE TRAIN THE TRAINER
COURSE AGENDA
POUDRE WILDERNESS VOLUNTEERS - RETURNING VOLUNTEERS
MAY (THE WEEKEND BEFORE SPRING TRAINING), MAY 13, 14, & 15, 2011

TUESDAY EVENING
(May 3, 6:30 PM USFS BUILDING, CENTRE AVENUE, FT COLLINS, CO)

6:30 PM - Welcome and Introductions

6:40 PM - Review of Course Agenda and Objectives & (circulate name and address list – corrections?)

6:50 PM - Overview of Leave No Trace Programs

- Review LNT Disclaimer of Liability & Assumption of Risk handout (handout)
- Review LNT *Rocky Mountains LNT Skills & Ethics* booklets & LNT Cards (handout)
- Have everyone sign a USFS Volunteer form

7:00 PM – Training Leave No Trace

- Leave No Trace DVD (NPS and U.S. Department of the Interior)
- Other good sources of information - *Soft Paths* the book; *A Sand County Almanac*, Aldo Leopold; *Backwoods Ethics*, Laura & Guy Waterman – www.lnt.org
- Review the Leave No Trace Principles and make individual presentation assignments
- Learning Styles and Teaching Techniques handout (see below)

7:45 PM – Short break - divide up into two groups and select and assign presentation topics.

8:00 PM – Plan Ahead and Prepare for overnight backpacking trip (hand out backpacking list)

- Plan a menu (Friday individual dinners, Saturday group breakfasts, Saturday individual lunches, Saturday group dinners, & Sunday group breakfasts) – We will also need to discuss how to handle Sunday lunch (if appropriate (e.g., returning to Jacks Gulch Campground and then Fort Collins).
- Assign responsibility for getting and repackaging supplies
- Equipment needs and who is carrying what?
- Clothing needs and something to sit on
- Plans for meeting at USFS Ad site on Friday afternoon/evening, May 13.

8:50 PM – Final thoughts and questions

9:00 PM – Adjourn

FRIDAY (May 13)
3:30 – 4:00 PM – Meet at the USFS Administration Site (North College Ave)

4:00 PM – Group checkout of equipment and car pool to the Elkhorn trailhead. (Red Feather area approximately 2 miles west of the Boy Scout Camp on County Rd. 68C)

5:30 PM – Arrive at trailhead, load up and backpack to campsite

6:30 PM – Set up camp (select kitchen site)

6:45 PM – Group meeting – LNT (2) presentation, tent site selection discussion and eat dinner

7:30 PM – Set up individual tents, set up group shelter, hang bear bags, etc

8:30 PM – Group meeting at kitchen site – LNT (3) presentation and group discussion

10:00 PM – Hit the sack

SATURDAY (May 14)
7:00 AM - Prepare breakfast

8:00 AM – Break camp – Clean up individual tent sites and make up packs to move to different campsite

9:30 AM – LNT (4) discussion and inspection of individual tent sites – problems and issues of leaving no trace

10:30 AM - Hike to new campsite

11:00 AM – Set up camp (Select kitchen site, set up group shelter, and set up individual tents)

12:00 noon – LNT (7) presentation, hike to water, and eat lunch

2:00 PM – LNT (6) presentation and group discussion

3:00 PM – Break

4:00 PM – LNT (5) presentation – prepare an LNT evening fire for later, conditions permitting

5:00 PM - Prepare and eat dinner, clean up, hang bear bags.

6:30 PM – Take an evening walk to look the area over and play a group ethics game.

8:30 PM – Return to campsite – LNT presentation (1), LNT mound fire (if conditions permit) and evening discussion about the day's activities.

10:00 PM – Hit the sack

SUNDAY (May 15)
7:00 AM – Prepare and eat breakfast.

8:30 AM – Clean up individual tent sites and make up packs for the hike out

9:30 AM – Group inspection of individual tent sites – problems and issues in leaving no trace

10:15 AM – Final check of kitchen site and hike out to trailhead

11:00 AM – Complete course evaluation form – awards, etc.

12:00 AM – Depart trail head for USFS Ad site and home.

LEARNING STYLES

PROACTIVE LEARNERS (LETS GET GOING AND DO IT)

What they want:	*Successful Techniques:*
Examples of what others have done	Lecture
Minimal Instruction and details	**x** Demonstration
Learn through trail and error	Mentor
	x Learning-by-doing
	Hand-outs

REFLECTIVE LEARNERS (CLASSICAL TEACHING AND REASSURANCE)

What they want:	*Successful Techniques:*
Verbal step-by-step directions followed by a	**x** Lecture
demonstration on how to follow the directions	**x** Demonstration
Mentoring during the project	**x** Mentor
Questions answered during the project	Learning-by-doing
	x Hand-outs

ACTIVE LEARNERS (TELL ME THE WHOLE THING, THEN LET ME DO IT)

What they want:	*Successful Techniques:*
Simple directions/overview of what needs	**x** Lecture
to be done	**x** Demonstration
Questions answered BEFORE work begins	Mentor
on the project	Learning-by-doing
Demonstration and mentoring at the beginning	Hand-outs
of a project with less oversight as time passes	

CONCRETE LEARNERS (I WANT TO KNOW THE ONE WAY IT IS TO BE DONE)

What they want:	*Successful Techniques:*
Detailed and systematic directions	**x** Lecture
Demonstration of detailed and systematic directions	**x** Demonstration
Instructional guides or hand-outs	Mentor
	Learning-by-doing
	x Hand-outs

Source: COTI Instructor's Guide to Teaching Crew Leadership for Trails – p.95 – gmv April, 2005

Teaching Concepts

1. **Define Goals or Objectives**
2. **Organize and Practice**
3. **Know your Subject**
4. **Involve the Audience/Students (consider different learning styles)**
5. **Use your surroundings**
6. **Listen and Respond**
7. **Walk the Walk**

This is not mine and I am not sure where I got it but I like it! gmv April, 2006

MENTORING PROGRAM

(D & R Lobree: October 2011)

PURPOSE

Our mentor program is an essential component of training new members. Mentors patrol with new members to help them feel confident with the new skills and knowledge learned from the Training Manual and at Spring Training. Mentors can also play an important role in helping new members feel welcome in the organization; however, developing this camaraderie can be challenging in an organization that has few group meetings.

CALENDAR OF EVENTS

February/March

- Recruit mentors for the upcoming season
  see email example in this document
- Identify all needed mentors by mid-March
- Advise the Chair-Elect of the mentor training session dates (for the PWV calendar)

April

- As necessary, revise the Mentoring Patrol Guidelines and Check List prior to the mentor training sessions
- Send the Mentoring Patrol Guidelines and Check List to mentors prior to the training sessions
- Mentor training by mid-April
  - Schedule two training sessions to provide flexibility for mentors' attendance
    see email example in this document
- The approved mentors send their schedule to the patrol scheduler by mid-April.
  - ?Use online survey for this purpose?
- The patrol scheduler completes the mentor patrol schedule before Kick-off Night
  - At Kick-off Night provide a list of scheduled mentor patrols to each new member.
  - On or before Kick-off Night send a list of scheduled mentor patrols to each mentor and to the mentor coordinator(s)
- As necessary, revise the online Mentor Patrol Evaluation survey for new members to submit after each mentor patrol
- After the Mentor training sessions, send email to all mentors with:
  - A roster of mentors for the current season
  - The finalized Mentoring Patrol Guidelines and Check List
  - A link to an online Training Course Evaluation survey
    see email example in this document

May – Spring Training

- Encourage mentors to attend Spring Training
- Mentors attending Spring Training meet their mentees

June

- Send a follow-up email to all mentors to check how mentoring is going in mid-June
  see email example in this document

During the season

- Mentor coordinator(s)
  - Handle any mentor related concerns/problems
  - Track mentor patrol progress
- Mentors:
  - If a mentor patrol needs rescheduling for whatever reason, it is the mentor's responsibility to do their best to reschedule the patrol with the mentee or find a substitute mentor
  - Follow the Mentoring Patrol Guidelines and Check List

After the season

- Compile the survey, share results with the Board of Directors and plan improvements for next year

- Recognize mentors at the Year-End Event/Annual Meeting

PROCEDURES
The Mentor Coordinator(s) are responsible for implementing the above calendar of events.

The critical element of the calendar of events above is to have mentors recruited & trained and mentor patrols scheduled by Kick-off Night. This allows for the possibility of new volunteers to meet their mentors at Kick-off Night and/or Spring Training.

The calendar of events above and the descriptions of tasks are just guidelines; the mentor program will evolve as improvements become evident over time.

The mentor coordinator(s) is encouraged to improve the mentor program with the guidance of the Board of Directors.

Recruiting and Approval Recruiting by an email is usually sufficient and the only specific requirements for being a mentor are: having at least two years of prior experience as a PWV and having attended at least one Mentor Training. The mentor coordinator(s) approves the annual list of mentors with guidance from the Board of Directors.

Training Mentor Training utilizes the Mentoring Patrol Guidelines and Check List at a training session. The training is mandatory for new mentors. Veteran mentors are encouraged to attend to share their experience and to be updated on changing Forest Service and PWV requirements.

Scheduling The goal of scheduling is to have two mentor patrols for each new member. Ideally, all mentor patrols should be completed by the end of June.

Monitoring The Mentor Coordinator(s) is responsible to assure that the program is being implemented during the season and to request assistance of the PWV Chair, as necessary and to make use of and review the data from mentor patrol surveys to monitor and improve the mentor program both during the season and make changes for subsequent seasons.

EVALUATION AND REPORTING
Prepare and present a brief summary Mentor Program report regarding activities, successes, and challenges to the Board.

EXAMPLE OF RECRUITING EMAIL

Subject: Call for PWV Mentors for 20XX

The PWV mentoring program is an essential component of training for all new members and we hope you will consider being a mentor for the **20XX** patrol season. Mentors patrol with new members to help them feel confident with the new skills and knowledge learned at spring training. Mentors can also play an important role in helping new members feel welcome in the organization.

There are many benefits to being a PWV mentor. You will refine your PWV skills and meet enthusiastic, interesting and new members. Also, with our usually highly qualified and diverse group of new volunteers, you will be sure to learn something you did not know as a result of the experience. You may even identify some new patrol partners.

The main requirements for being a mentor are 2 years prior PWV experience, participation in at least on Mentor Training, enthusiasm, caring, flexibility in scheduling your patrols, a willingness to listen and learn, as well as sharing your PWV experience and skills, especially Authority of the Resource – ART.

If you are interested in being a mentor for 20XX, please:

- Reply to this email

And

- Complete the on-line Mentor Patrol Preferences Questionnaire **www.surveymonkey.com/s/20XX_PWV_Patrol_Scheduling_Preferences**
- by March 7.

Mentor Training
There are 2 evening training sessions for you to choose from. You are strongly encouraged to attend one of these sessions – new mentors must attend one session – so you will be fully informed for the current patrol season. (Provide details for training sessions: dates, location, etc.)

EXAMPLE OF MENTOR TRAINING EMAIL

Subject: Mentor training, Xxxday, 6:30 PM, US Forest Service Bldg

Hello 20XX PWV mentors,

Thank you for volunteering to be a mentor for PWV this year.

This is a reminder that our Mentor Training meeting will be:

Xxxday, April XX
6:30 PM until no later then 8:30 PM

Location:
US Forest Service Bldg
Conference Room
2150 Centre Avenue, Building E
Fort Collins, CO 80526

Please print and bring a copy of the **Mentoring Patrol Guidelines and Check List** – attached – and your suggestions for updates or modifications to the list.

We look forward to seeing you at our mentor training meeting.

Please contact us if you have any questions.

EXAMPLE OF FOLLOW-UP EMAIL AFTER MENTOR TRAINING

Subject: PWV Mentoring Patrol Guidelines and Check List, Mentor Roster & training survey

PWV mentors,

Thanks to all of you who attended the Mentor training last Xxxday.

- Please find attached the finalized 20XX Mentoring Patrol Guidelines and Check List. Be sure to print this and use it for your mentor patrols.

As you use it throughout the season, please provide any comments or feedback on it to the Mentor Coordinator(s).

- You will also find attached the 20XX roster of PWV mentors.

- In order to improve the overall quality of the mentor training program, would you please take a few minutes to complete the 20XX PWV Training Course Evaluation for the Mentor Training session?

  You will find the evaluation form at:
  www.surveymonkey.com/s/Mentor_Training_20XX

EXAMPLE OF MID-JUNE FOLLOW-UP EMAIL

Subject: How's PWV mentoring going?

PWV Mentors,

Thanks for your support of the PWV mentoring program.

Mentoring Patrols
Now that we are 4 weeks past Spring Training, we hope that the mentoring patrols are going well and most new PWVs have had one or two mentor patrols by now.

However, we know the process isn't perfect, so we need to hear from you.

- Do you have any issues that need to be addressed?
- Are there mentor patrols that you had scheduled that did not take place and need to be rescheduled?
- Can we help with anything?

Can you do more mentor patrols?
Also, if you are available to do more mentor patrols please let us know. If you could be available on a short notice we would like to know that, as well.

We have attached the Mentoring Patrol Checklist for your use.

Mentor Patrol evaluation
Please remember to request your mentees to complete the Mentor Patrol Evaluation survey after each mentor patrol:
www.surveymonkey.com/s/20XX_Mentor_Patrol_Evaluation

Mentoring Patrol Guidelines and Check List

Background Considerations for Mentoring and the Mentoring Patrol

This document provides a list of the most basic competencies new volunteers (mentees) need to practice in order to become confident and effective representatives of PWV.

See Chapter 5, page 5.2, in the PWV Training Manual for the purpose of the PWV Mentoring Program.

Mentors and mentoring patrols help new volunteers learn to apply basic knowledge and skills – introduced in the Training Manual and during spring training – to real-life situations on the trail.

What you do is more important than what you say. Mentors will "facilitate" and "model" rather than "teach."

Adjust your mentoring to fit the personality, skills, knowledge, and needs of your mentee(s).

Let your mentee(s) know that although all members of PWV patrol for the same purpose, there are different styles for being a PWV and you provide just one example.

Let mentees know that they can request additional mentoring patrols.

Discourage mentees from bringing guests on mentoring patrols. These are PWV training activities.

If you cannot do a scheduled mentoring patrol, communicate with the mentee(s) and schedule another time. You, as the mentor, take the responsibility of rescheduling the mentor patrol on the **PWV Scheduling and Reporting website** (**clrdvol.org/pwv_login.php**).

If you are unable to reschedule the mentor patrol in a timely manner, contact the mentor coordinator(s) – John Doe at **xxx@xxx.xxx** – so another mentor can be arranged.

NOTE: The goal is for new PWV members to complete 2 mentor patrols preferably before the end of June and before they begin non-mentored patrols.

Before the Mentoring Patrol

- ❑ Begin support to your PWV mentee(s) by contacting them via email and/or phone, preferably before Spring Training, and again at least one week before the patrol.
- ❑ Arrange a time and place to meet and carpool, to be environmentally friendly and provide more time to talk about the patrol.
- ❑ Suggest that the mentee(s) read two or three recent patrol reports for the trail that you will be patrolling to get an idea of what to expect on this trail.
- ❑ Take a USFS radio or SPOT on your patrol. Ask your mentee to reserve and pick up the radio or SPOT unit.

- ❑ Ask your mentee(s) to bring the PWV Training Manual , a current Pocket Patrol Guide, a small notebook for taking notes for the report and a copy of the report form along on the patrol.
- ❑ Discuss the extras that you carry on a patrol (for example: gloves, trash bags, extra water bottle to share with hikers or riders in need, etc.) and why you carry them, and be sure to mention they do not need to buy any special equipment for the patrol.
- ❑ If a mentee is an inexperienced hiker, stock rider or backpacker, review the basic equipment and tell them about first aid kits, maps, GPS units, SPOT satellite communicators and other equipment available for checkout through PWV. If a mentee is experienced, ask what they carry.
- ❑ If they haven't already done so, remind your mentee(s) to review in the PWV Training Manual:
  - Chapter 7– Getting Ready for Your Patrol.
    Emphasize the importance of The Ten Essentials
  - Chapter 8 – Scheduling and Reporting Your Patrol
  - Chapter 12 – The Patrolling Essentials section at the beginning
    Review the trail description and any special regulations for the trail to be patrolled.
  - Appendix 1 (including the Volunteer Wilderness Ranger Job Hazard Analysis)
  - Appendix 2 – Authority of the Resource Primer
- ❑ Ask your mentee(s) if they have any questions or concerns about the patrol.

At the Trailhead

- ❑ PWV personal appearance
  - Always wear the PWV shirt when on patrol – Clean, neat and tucked in – and your name badge
  - You are representing the US Forest Service!
- ❑ Read all signs at the trailhead together. Emphasize that the mentee(s) should do this at the beginning of every patrol. This sets a good example for anyone who might be watching.
- ❑ The trailhead signs may be the only information that trail users have read. Does it agree with the trail description in the PWV Training Manual? If it doesn't agree, follow the trailhead sign information and make a note of any discrepancies in the patrol report.
- ❑ Discuss who will approach the first contact. Depending on your mentees' "comfort level," you may want to do the first contact.
- ❑ Reassure your mentee(s) that you will step in to support them if needed on any contact and that experienced volunteers "partner" on contacts. If you do join in on a visitor contact, choose your words to fit respectfully with what your mentee(s) has/have said.

- ❑ Review the Authority of the Resource Technique. Do the mentees want to review the Authority of the Resource for a particular situation? For example: dogs off leash, illegal campsites or fire rings.
- ❑ Review taking notes for the report and make it clear that a mentee will fill out the report, but you are willing to help. Discuss the difference between "contacts" and "seen." See the Training Manual, page 8.7 for more details on this.
  - The number seen is the total number of people or animals you saw (it includes the number of people contacted).
  - The number contacted is a subset (i.e., part) of the number seen. It is only the number of people that you had a conversation with that included a meaningful exchange of information.

    NOTE: Do not enter "contacted" for an animal (dogs, llamas, stock, etc.). Only enter "contacted" for the people with the animals, even though there is a box to enter this on the online Patrol Report form.
- ❑ Post a sign indicating the trail is being patrolled by PWV.

During the Mentoring Patrol – General guidelines

Remind your mentee(s) that a major goal of the mentoring patrol is to meet people on the trail. Walking slowly or not completing the entire trail may lead to more contacts, not fewer.

Before all contacts, decide who will take the lead and, if you have time, review the Authority of the Resource for the situation, if appropriate.

Talk about the importance of removing sunglasses during a contact.

Critique all contacts, make suggestions for improvements and reinforce good performance. Ask your mentee(s) to critique your behavior during the contacts.

Discuss how to handle special situations such as multiple problems. Should you focus on just one or two problems? How do you decide which ones to address? What about contacts with children? It is important not to embarrass an adult in front of a child or leaders in front of a group.

Let the mentee(s) know that safety comes first. It is okay to avoid or leave potentially dangerous contacts (i.e., drunks, guns) or situations that may become uncomfortable or confrontational.

Observe and listen to the mentee throughout the patrol. Is the patrol meeting their needs? Are they getting tired or do they have any concerns or problems with the patrol or your mentoring?

If you are patrolling a trail deemed hazardous by the Forest Service, it is a requirement to do a radio check-in or send a Check-in/OK message with a SPOT satellite communicator at your turnaround point in the patrol. If you don't check out a radio or SPOT when patrolling any of the designated Hazardous Trails, and report back as required to the USFS, the patrol **WILL NOT COUNT**. See Chapter 12, page 12.2 in the PWV Training Manual for a list of Hazardous Trails.

As you patrol, look off the trail periodically for evidence of campsites/fire rings. Is the campsite/fire ring legal or appropriate for the area?

Topics to Address During the Mentoring Patrol

- ❑ The Purpose of PWV – Educate, Protect, Report
- ❑ The Ten Essentials – see Chapter 7 in the PWV Training Manual
- ❑ Map and Compass – Indicate location and progress during the patrol
- ❑ Authority of the Resource – Interpreting Nature's requirements
  - In general – understand how human action affects how Nature operates
  - Dogs off leash – ways to talk to people, stress needs of Nature & the dog's well-being

    Reminder: On many trails dogs off leash is NOT a violation.
  - Illegal campsites/fire rings vs. inappropriate campsites/fire rings
- ❑ Different types of regulations – National Forest, Wilderness, Travel Zone & special trails
- ❑ Leave No Trace Principles – Guidelines to teach an "Outdoor Ethic"
- ❑ Radios & SPOT units – Reserving, picking up, using & returning.
- ❑ Review radio or SPOT operation and protocol. Perform a radio check-in at the trailhead or some other appropriate place during the patrol. See the Pocket Patrol Guide for radio/SPOT instructions.

  NOTE: There are special instructions for radio and SPOT usage if you are hiking a trail deemed hazardous by the USFS. See discussion in the During the Mentoring Patrol – General guidelines above.
- ❑ Contacts – Being mindful that "educating the public" is an important part of PWV's mission
  - Assessing the situation
  - Approaching and introducing yourself and PWV
  - "Small talk" – questions that promote productive contacts
  - Working with a partner
- ❑ Fire Rings – Identifying illegal or inappropriate fire rings; removing and rehabilitating fire rings
- ❑ Group Size
- ❑ Encountering Stock and Stock Riders

- ❑ Noxious Weeds – Observing, identifying, treating, and reporting
- ❑ Recording information for your patrol report
  - Contacts vs. Seen – Was any information exchanged?
  - Trail maintenance needs

Safety first and have fun

Back at the Trailhead

- ❑ Review the patrol report form and notes taken during the mentoring patrol.
- ❑ Get feedback on your mentoring. Did it help? What could you have done better?
- ❑ Ask the mentee(s) if they have any questions or concerns?
- ❑ Tell the mentee(s) you will send them an email with a link to the online PWV Mentor Patrol Evaluation and request that they give feedback on the mentor patrol.

Follow-up

- ❑ Send an email with the link to the online PWV Mentor Patrol Evaluation at
- ❑ **www.surveymonkey.com/s/20XX_Mentor_Patrol_Evaluation**
- ❑ Go over the patrol report with your mentee(s) before submission.
- ❑ In a few days, check online to see if the report has been submitted. If it hasn't, follow up with the mentee.

If you have any concerns about a PWV mentee(s), please contact the mentor coordinator(s) – John Doe at **xxx@xxx.xxx.** Additional training or mentoring patrols can be arranged.

SPRING TRAINING

SPRING TRAINING – JACKS GULCH CAMPGROUND

(B Mosehauer: October 2011)

Third Weekend in May, Friday pm to mid-day Sunday

PURPOSE
Train new recruits and welcome back returnees who want to participate in the new recruit training and/or supplemental training opportunities.

CALENDAR OF EVENTS
January - February Decide on venue; Jacks Gulch or Cub Scout Camp?
February - March Begin planning the schedule and nature of the training trail, ideas for meals, entertainment (music, speakers, etc.), and begin developing a Spring Training program. Consult with the Supplemental Training Chair regarding plans for training topics and sessions for returning members for Saturday and Sunday morning
Early April. If Jacks Gulch: Check with Barbara Lorenz (Pingree Park) re dormitory accommodations.
Find volunteers to help at Spring training (via on-line KON & Spring Training Participation Questionnaire).
Check with Wal-Mart and others to secure door prizes.
April 22, AGL and role player training meeting
Early May Kick-off Night
Mentor Training meeting
Week before Spring Trail, walk the training trail
Thursday before Spring Training, shop for food
Friday before Spring Training, transport needed supplies from storage

PROCEDURES
Spring Training Co-Chairs:
Subcommittees:

Training Trail:	Bob Manuel
Role Players:	
AGLs:	
Food:	--4 names
Registration:	--
Front Gate Monitor:	--
Sat Night Entertainment:	--
Events Coordinator:	--

Spring Training Events in 2010 **Coordinator: --**

Saturday for Returnees

Pre-Breakfast Bird Walk	Chuck Bell
Wildflower Hike	Gayle Vancil and Betsy Mosehauer
Weed Training	Jim Shaklee and Weed Crew members
Map/Compass/GPS	Mike Fleming*
Lightening Awareness	Tim Gaines*
Animal Tracks & Scat	Kristi Wumkes* (USFS)
Door Prizes	Jacques Rieux
Jeopardy	Kevin Cannon & Bob Hansen

Sunday

Pre-Breakfast Bird Walk	Chuck Bell
First Aid	Mark Rosoff *
USFS VIS use of PWV trail patrol reports	Mary Bollinger, FS*

Weed Training Jim Shaklee and Weed Crew volunteers
Trail Safety Bob Manuel & Jim Shaklee & volunteers
Door Prizes Jacques Rieux
Trash Recycling Mike Mosehauer
* = Non-PWV

Spring Training Betsy Mosehauer, Chair (or Coordinator)
Kick off Night (May --) Laura Van Arsdale

1. Assure that everyone knows to bring water bottle, cup, plate, bowl, utensils, wine/beer
2. Campsites available. Book was created to sign up for campsites, if wanted
3. Kevin provides Campground map showing electrical outlets
4. Arrange with AGLs to have Animal Groups camp together, if possible
5. Only horses used by role players allowed at Spring Training

Shirts, Name tags, Jackets, **Hats**: Kathy James
Spring Training Cost. $20 for food, $20 for shirts, and $10 for name badges for new volunteers
Mentoring Chair: Frank Gillespie
Mentor Training meeting is May
Bob Hansen schedules mentors with mentees
Horse Camp: Nancy Flippin
Training Trail: Bob Manuel

1. Bob and Mike Mosehauer will prepare training trail map and laminate final copies for AGLs.
2. Copy of preliminary training trail map and times given to AGLs and Role Players at training session in late April

Role Player Training in 2010: Kathy James & Kristi Williams
(*Patty Hagan will fill in if needed)*

- Horse camp – Kathy Michaels, Tony Schock
- Horse riders on Trail – Erica Marjoram, Cynthia Rizzo
- Cyclist – Ron Sherwood
- Dog off leash – Nancy Bell, John Gascoyne
- Wilderness camp Rick Black, Elgie Friezen
- Group in trouble – Joe Fleming, David Hawkins, Vicki Stroud, Sherry Bowlin
- Day hikers = Jolene Rohde, Ed Wall
- Dog on leash = Amanda Henderson, Linda Sunday
- Triangle bandage - Karen Friesen
- Llama encounter - Kay Valerio
- Weed ID's - --Near Top Of Hill

Animal Group Leader Training in 2010: Kathy James & Kristi Williams

- Antelope Chuck Bell, Mike Shaddy
- Badger - Ras Erdal, Vern Desbien
- Coyote - Robert Blakely, Mike Shaddy
- Deer - Karl Riters, Frank Geddes
- Elk - Roger Bartlett, Meg Parmer
- Fox - Kristine Williams, Jim Shaklee
- Grizzly - Mark Snyder, Kathy James

Kristine Williams and Kathy James are condensing the Leader's Handbook and will make the recommended changes.
Before KON, need meeting w/AGLs and Role Players Kristine/Kathy gave info packets to all.
Margaret Shaklee assigned new recruits to Animal Groups
(separate partners, balance gender, balance hikers and stock patrollers, balance ages)
Prior to Spring Training

- AGLs and role players do a walk-thru of the training trail.
  - Meet at 8:00 am at Forest Service and car pool.
  - Reschedule if too much snow on trail.
- Bob Manuel, Mike Mosehauer decide which fire rings stay or which to remove.
- Creagers and Kathy James transport items from storage unit to camp on Friday am.
- Graduation should be by animal groups, with AGLs present, along with present and future Chair handing out shirts, pins, certificates. Arrange for someone (Liz Mock-Murphy) to take pictures of each group following presentations.

Food Betsy Mosehauer (8-10 volunteers)
Thursday before Spring Training, Betsy and Mike, Jan and Raz Erdal shop at SAM's Club.

- Breakfast Oatmeal, scrambled eggs, sausage, cereals, yogurt, sweet rolls, bagels, fruit
  - Fred, Betsy, Jan will bring toasters for bread and English muffins.
- Friday night food PWV supplies salad and breadsticks.
  - Returning members bring casserole, salad, chicken, tuna, etc.
  - Board members supply desserts.
  - Backcountry Provisions supplied tomato bisque & chicken noodle soups for 60 people, at $3 person. Jan will pick up.
- Saturday night food G Bar 3 BBQ of Loveland
  - Fred Allen orders cakes.
  - Need vege burgers. Food supplier will grill.
  - Make 2 serving lines.
  - Might get keg of beer donated by O'Dells
- Dishwashing Table (set up 2 rows, only one garbage can)
  - Garbage can in front of row for scraping food (include paper towels)
  - Pan of hot water
  - Pan of soapy water
  - Pan of rinse water
  - Pan of bleach water
  - Drying towels
- Volunteer Support – Betsy Mosehauer
- Get volunteers to help using Margaret Shaklee's on-line questionnaire.
- Create spreadsheet; email volunteers, explaining various jobs.
- Laminate 2 copies to post at check-in and pavilion.

Registration – Betsy Mosehauer (6 volunteers, plus Treasurer and ST Coordinator)

- Kevin enlarges agenda to post at check-in desk and pavilion.
- All registration is held at pavilion tent.
- Friday night: leave a large sign asking late arrivals to check in by pavilion.
- Have 4 tables at tent (3 inside, 1 outside) with appropriate signs.
- Create campground location book for attendees to write name next to campsite #.
- Create a checklist of new recruits and checklist of returning members.
- Have separate list of AGLs/role players to sign in, and get laminated copy of training trail with the trail schedule on the back.
- Sell Trails Illustrated maps/$6 each and SAM splints/$8 each.

Make laminated signs for each table.

Handouts

New Members:

Name Tags (Kathy James)
Gloves
Dog leashes (Jacques Rieux)
Plastic Whistle/Compass/Map Cases (Fred Allen)
Trowels
Gift bags (Jan Creager)
Trash bags
Packets (assembled at FS Monday before Spring Training)

Returnees:

Update Appendix to Training Manual (Jim Shaklee)
Program
Campground maps
LNT, PWV business and dog cards
Yellow patrol cards
PWV stickers, large and small

Patches (Kathy James)
Armbands (Pam Allen)
Hats (Kathy James)

Front Gate Monitors (Betsy Mosehauer and 8 volunteers)

Provide walkie-talkies (1/gate, 1 ST Chair, 1 PWV Chair, 1 Chair-Elect)
Hang PWV banner on the front gate (Kevin Cannon)

Friday Night Campfires (Several people will provide firewood)

Photographer Liz Mock-Murphy takes pictures of Animal Groups before they leave the

trailhead on Saturday and pictures of each scenario

Jeopardy (Saturday) Kevin Cannon and 2 volunteers

Activities For Returnees (**Saturday**)

Pre-breakfast Bird Walk (Chuck Bell)
Group hike on Little Beaver Creek Trail. Two hours, 2 volunteers.
Invasive Weed demo table (Jim Shaklee) Ten volunteers needed, ½ hr slots, for both Saturday and Sunday.
~~Search & Rescue (John Lee)~~ [cancelled in 2010] Betsy contacts Waterford Press for donation of Wilderness survival cards; but could not accommodate 2010.
Animal Tracks & Scat (Kristy Wumkes)
Map, Compass, GPS (Mike Fleming)
~~Wilderness Cooking (Scott Harper, if available)~~ [cancelled in 2010]
Lightening Awareness (Tim Gaines)

Saturday Night Entertainment (Jan Creager)

Dave McGraw (Amy Williams' friend who normally plays for free; sells CDs)
Kevin brings raffle tickers, hands out prior to drawing on Saturday night
Door Prizes (Jacques Rieux, 2-3 volunteers). Dan Speed gave donations from Wal-Mart. Someone needs to pick them up—usually Jacques does this.
Other donations. Austins, Gulley's Kilwinn, the Cupboard, Ranchway, Bean Cycle, Starry Night. (These may not be needed.)

Sunday

Pre-Breakfast Bird Walk (Chuck Bell) Meet at 5:50 am at coffee bar.
Meet the Mentors. Mike and Betsy make name cards for mentors and include names of mentees, if possible. These are posted on pillars around the pavilion.
First Aid (Mark Rosoff)
Trash Recycling (Mike Mosehauer and 2 volunteers) Mike and Fred make signs for cans.

Pingree Park Accommodations (Contact Deborah Cohen @881-2150; Barbara Lorenz 491-4747)

Created book of PWVs staying in dorms w/area to mark off when paid
Cost is $30/night or $50/2 nights. PWV pays for "dorm mother's" room
Mike made map showing route to dorm, which is handed out at registration. Need to Clarify parking area and PWV dorm (designate in red).
Email participants to bring sleeping bags, sheets, blankets, pillow, towels, soap
Phone Deborah Cohen few days prior to Spring Training to verify everything.

Checks For Contracted Services (Give list to Margaret Shaklee)

Mike Fleming	$100 for map, compass, GPS
Mark Rosoff	$100 for First Aid training.
G Bar 3BBQ	$1,773 for Saturday night meal (estimate)
Tim Gaines	$100 donation - declined
Dave McGraw	$100 for musical entertainment

Signs Needed

Coffee (regular and decaf) and hot water
Please check in at pavilion
Check in – new volunteers
Check in – returnees
For Sale
Free handouts
Volunteer assignments
Check-in Tent
Cashier
Dishwashing table + Wash – Rinse – Sanitize
Vegetarian dish
Shirts New - $20
Additional - $35
Old (limited sizes) $0
Jackets - $75
Hats - $10
PWV Patches - $2
Armbands - $5/pair

Pack bands - $5/pair
Maps - $6
SAM splints - $8
Field & Trail Guide - $5

General List (items needed for Spring Training)

__ 1. Travel Zone signs (entering and exiting) - 2 USFS
__ 2. Travel Zone campsite markers - 3 USFS
__ 3. Wilderness Regulation signs – 1 USFS
__ 4. Wilderness Boundary signs – 1 USFS
__ 5. PWV Training Trailhead sign – USFS
__ 6. Wire Survey Flags – 3/each trainee (250) – USFS
__ 7. USFS radios (12) & SPOTS (12?) – radios all charged; 1 per group, 2 base station, 2 spares
__ 8. GPS units - USFS
__ 9. Assorted tools & duct tape to install signs, misc. repairs (PWV or USFS)
__ 10. Easel for Jeopardy and feedback sessions, paper, marker pens
__ 11. Jeopardy – score sheets and awards (USFS)
__ 12. Speaker system and microphones (USFS)
__ 13. Tables (6) 5 food service and 1 registration (USFS)
__ 14. Recycling containers (PWV)
__ 15. LNT & PWV banners (PWV)
__ 16. PWV lapel pins for new members (USFS)
__ 17. PWV retail items (PWV or USFS)
__ 18. List of Spring Training attendees and all members (USFS)
__ 19. PWV Certificates (USFS)

Registration

__ 1. Whistles (PWV)
__ 2. Trowels (PWV)
__ 3. Gloves (PWV)
__ 4. Leashes (PWV)
__ 5. LNT cards (USFS)
__ 6, Road direction signs (USFS)
__ 7. Training Manuals and update appendixes (PWV)
__ 8. Newsletter (PWV)
__ 9. Raffle tickets (USFS)
__ 10. Trash bags (PWV)
__ 11. PWV stickers, 2 sizes (USFS)
__ 12. Program for Spring Training (PWV)

Spring Training Packet List

__ 1. User schedule, new and returning members (PWV or USFS)
__ 2. LNT cards (USFS)
__ 3. West Nile Virus flyer (can we still get them?)
__ 4. Pen (USFS)
__ 5, Trip report form (USFS)
__ 6. Program for Spring Training (PWV)
__ 7. Campground map (USFS)
__ 8. Dog card (USFS)
__ 9. PWV business card (USFS)
__ 10. Weed-free feed and forage cards (USFS)

Miscellaneous

__ 1. Gate opening/closing schedule
__ 2. Water gets tested weekly at Campground
__ 3. Recycling location
__ 4. Spring Training feedback forms
__ 5. Lost and Found items
__ 6. Quiet time is 10:30 pm

2010 Volunteer Support

FOOD				Registration
Friday pm	Saturday am	Saturday pm	Sunday am	Friday
Gene Meyer	Gayle Vancil	Jerry Hanley	Gayle Vancil	Archy Archuleta
Cathy Trout	Lyn Vasquez	Anne Stewart	Lyn Vasquez	Gene Meyer
Gary York	Gary York	Chris Andre	Reiter L	
Joy YorkJoy York		Podell, D		

Group Hike	Door Prizes	Jeopardy	Trash Pick-up
Saturday	Saturday	Saturday	Saturday/Sunday
Laura Davis	Edward Wall	Bob Hansen	Tony Schock
Tom Peterson		Linda Archuleta	Dennis McKernan

(Registration Table Setup)

Cashier, Sign-in books & Sale items

$20 Meal Fee Pingree Park Book Campground Book Sale Items

New Volunteer Registration
- Sign-in sheet
- Box w/packets
- Name tags
- Gift bags
- JAX discount card

Returnee Registration
- Sign-in sheet
- Agenda/CG maps
- JAX discount cards

Gloves Trowels Leashes Whistles Trash Bags Mugs

Separate Table – Outside tent (contents)
- Newsletters
- Cards: PWV business cards, LNT, weed-free forage, leash your dog,
- PWV stickers

Other information

Spring Training Registration
(Friday 3:00 to 6:00 PM)

Spring Training Co-Chairs:
1) PICK UP tent and supplies, Fort Collins storage unit
2) ARRIVE @ noon, set up check-in and gate areas
3) [TENT FOR TABLES needs 4 people to set up – not needed at Cub Scout Camp]
4) USFS PROVIDES 1-2 TABLES @central check-in/parking area and 1 table @gate
   (Gate check-in is for returning volunteers)

(Central check-in is for new volunteers) **– eliminate as everything is done at the central check-in/ parking area.**

5) BOXES with volunteer packets
6) Check-off list of ST members, 1 @gate and 1@ central check-in - **eliminate**
7) Name badges for new volunteers. Put in alpha order on table.
8) Boxes for gloves, trowels, whistles, dog leashes
9) Raffle tickets and can for drawing
10) Signs to be posted at gate, along road to central check-in (Fred Allen will provide)
11) Sale items – armbands*, pack straps*, tumblers (on table w/prices – *Kathy James provides)
12) Training Manuals and update appendixes for members who need one

Post 2 people at Gate on Friday, 2 hr shifts, from 2:00 to 8:00 PM (bring comfortable chair)

1) Check names off attendee list
2) Give returning members their packets – **eliminate 1 & 2**
3) Give directions to central check-in area to new volunteers - **eliminate**

Central Check-In Volunteers

1) Greet new volunteers and check their names off list
2) Give new volunteers packet, raffle ticket, trowel, gloves, whistle, dog leash
3) Explain campsite locations and where pavilion is located
4) Suggest: set up campsites, have diner, return to pavilion by 6:30, dressed warmly, and bring a camp chair if you like
5) Give returning volunteers raffle ticket if they have none
6) After Friday's event, take all boxes and lists to pavilion
   Anyone arriving Saturday can pick up their staff at pavilion

Spring Training Food Coordinator
(PWV provides Breakfast on Saturday & Sunday and Dinner on Saturday. Charge $20/person)

Before Spring Training
TAX-FREE PURCHASES (NEED PWV's TAX-EXEMPT CERTIFICATE)

1) **One Week Prior**, order bagel assortment from Panera
   Pick up Friday morning; see inventory list for amount due
2) **Wednesday Prior**, small group shop 2 hrs at SAM's for breakfast supplies
   See inventory list for items; pay w/PWV credit card or PWV check (Kristine Williams)
3) **On Friday**, Coordinator does final shopping (1.5 hr):
   Dry ice from Safeway
   Bagels from Panera
   Milk, fruit, cake from SAM's Club (Sales slips to Treasurer for reimbursement)

Coordinator Designates person to pick up/transport items from Fort Collins storage to Spring Training, which need to be there at 1:00 pm on Friday. Items are noted on the inventory list. **– combine sentences**

All Food Must Be Stored in cars on Friday and Saturday nights to prevent bear tampering. Milk products are stored in coolers.

4) **Power Cords** (two 100-foot to run from pavilion to parking lot poles.)
   One cord attached to power strip where we plug in 2 coffee urns; other cord used for 1 urn. Ask Jacques Rieux to bring 2 heavy-duty shorter extension cords to plug into pavilion outlets. Remaining 2 urns are plugged into these.

Friday Night Welcome Event

1) Prepare coffee urns around 5:30 pm - 1 hot water, 1 decaf, 1 reg
2) Set out cups, spoons, tea bags, hot chocolate, sugar, creamer
3) Hang up trash bags and note which are for recycles bottles, etc. **– *replace with* Locate trash cans**

Saturday Breakfast *(Review on Friday night in preparation)*

1) Start all urns at 5:30 am. FILL URNS w/water Friday night, place on tables.
2) Water jugs refilled at the faucet outside the Pingree Park office.
3) Label urns as: hot water, decaf and regular coffee
4) Put 3 level cups of coffee in the basket and plug in pots (no filter needed)
5) Prepare 3 pots of regular, 1 decaf, 1 hot water. REFILL as needed
6) Set out cups, spoons, tea bags, hot chocolate, sugar, creamer
7) On outside picnic tables, set out half of the breakfast supplies at 6:30 am.
   Other half is for Sunday.
8) Table 1: Juices, water bottles, yogurt *(Half of table used for wash station)*
   Table 2: Cereals, sugar, milk, spoons, bowls
   Table 3: Fruits
   Table 4: Bagels, donuts, other sweets, cream cheese, plates, knives
9) Make oatmeal (or eggs can be boiled) using turkey cooker.
10) Boil water for wash station, using 2nd large pot.
11) Wash station: Large metal water pans 1 w/soap, 1 w/bleach, 1 w/rinse
12) After Breakfast food stored in cars.
    Exact repeat of above for Sunday breakfast.
13) About 8:30 am, set out packs of crackers, trail mix, etc. for day use.

Saturday Evening Dinner (in past Bob Hansen arranged thru local restaurant; GBAR3 catered a barbeque dinner in 2009 and 2010):

1) Coordinator arranges for servers to set up delivered food on outside picnic tables and serve.
2) Volunteers asked to bring their table service/utensils; but have stored items if needed.
3) PWV provides coffee, tea, hot chocolate, water.
4) Urns started one hour before dinner—hot water, decaf, regular.
5) Dessert furnished -1 full-size and 1 half-sheet cake from SAM's Club.
6) Wash station - Boil water and set pans out, as per 10 and 11 above.
7) Store left-over food in coolers.

Sunday Cleanup

Coordinator takes survey after breakfast, determines what used, what remains.
Inventory is later prepared to be used for next year's purchasing.

After Graduation

1) Hand out left-over perishable food to members.
2) Urns to be cleaned and washed.
3) Pack items to put in PWV storage unit in north Fort Collins and those to be stored in someone's house, i.e., juices, water, anything that would freeze. ASSURE the location is entered on inventory list.
4) Take down all signs and police area for trash.
5) Trash placed in campground dumpsters.
6) Someone usually takes the recyclables.

REPORTING AND EVALUATION

- Inventory of food and supplies taken on Sunday morning at Spring Training. On-line survey sent to attendees by Survey & Questionnaire Manager. Send thank you notes to all volunteers, speakers, donors.
- Spring Training Feedback Questionnaire

Breakfast Supplies Inventory
2007 for 130 people. Purchases for 2008:

item	purchased	remaining	comments
Plates		1.5 pkgs	Arrowhead
Bowls		200	“
Cups	160 12-oz	Entire pkg	“
Cold cups		100	“
Spoons/forks/knives	600	400 spn, 200 rest	“
Napkins		400	“
Paper towels		6	“
Trash bags		70 30-gal	“
Large pans	15	12	“
Small pans		15	“
Hand cleaner		1 lg, 2 sm	“
Bleach		Worked well	Kristine brought
Dish detergent		Worked well	Kristine brought
Coffee, Starbucks	10# reg, 4# decaf	Used half of each	Kristine brought
Hot cocoa-choco/van	1 lg can chocolate	Used ¾ can	Need new
Creamer	188 single serve	Used ¾	Need
Tea bags			Kristine has
Sugar	2000 packets	Lots left	Kristine has
Salt & pepper		6 shakers each	Arrowhead
Milk	4 gal 2%	Used 2.5 gal	Need
Juice – Apple	72 10-oz bottles	Used ¾ (54)	Have 25
Orange	48 10-oz bottles	Used all Sat, need 72	
V8	96 small cans	Used 48	Have 48
Lemonade		1 container left	*Not needed*
Water	9 cases, 32 count	3 cases	Kristine 3
Ice	5 bags	Perfect	Purchase
Dry ice	5 lbs	Buy 3# on Friday	Purchase
Coffee pot		Have 5, will have 6*	Storage unit
Cereals – Quaker Granola	1 lg SAM’s box	Used all	Purchase
Cereals – HoneyNutCheerios	1 lg SAM’s box	Almost all left	“
Life	1 lg SAMS box	Almost all left	“
Kashi	2 lg SAM’s box	Used 1 1/2 box	“
Grapenuts	1 lg SAM’s box	Used ¼ box	“
Oatmeal		Used all 55 pkgs	“
Yogurt assorted	72 count	Used all, need 90	“
Muffins	1 box, 15 count	Used all Saturday	“
Danish mini	2 boxes, 24 count	Perfect	“
Aussie Bites	3 pkgs	Used all	“
Cinnamon rolls sm.	4 pkgs, 32 count	Perfect	“
Bagels, Panera	8 dozen mixed	Used all, sug 9 doz	“
Cream cheese	2 containers	Used all, sug 3 lg	“
Butter		*Not needed*	
Fruit – Bananas	15 3# bags	Used 2/3	“
Oranges	1 10# bag	Buy Clementines	Try to get
Apples/Gala	2 5# bags	Buy smaller apples	Try to get
Grapes	4 3# boxes	Perfect	Purchase

Cookies, Chips Ahoy	1 48-oz box		*Did not go over*	*Not needed*
Chex Mix	1 box		*Half left, went stale*	Purchase
Trail mix	3 bags		1 left	"
Boulder Chips	2 bags		*Did not go over*	*Not needed*
Crackers w/PB	1 carton, 45 count		Half gone, distributed	Purchase
Crackers w/cheese	1 carton, 45 count		*Most left, distributed*	*Not needed*
Cashews	2 cans		Perfect	Purchase
M&M's	1 52-oz bag w/peanuts	Gone Sat, need more	Purchase	
M&M's	2 52-oz bag plain	1 bag left	Kristine has	
Health bars			All leftover gone	
Dessert, Saturday	1 full, 1 half sheet cakes	Excellent	Purchase	
Fire starter				Kristine brought
Recycling cans			Worked well	Jacques brought
Wash cloths for dishes			All left	Arrowhead
Sharp knives				"
Large spoon/spatula				"
Tongs for dish washing				"
Ziploc bags, gallon	208 bags		Most left	"
Saucepan for dipping			Need to purchase	Purchase
Electric cords	Bought 2 100-ft, heavy			Storage unit
Turkey cooker	Bought			Storage unit
Styrofoam coolers	6			Storage unit

2007 Storage: Arrowhead – all paper products
Kristi Williams – 1 coffee pot/lemonade cooler/turkey cooker

Needs for 2008:

1) Sponges on a stick
2) Boiled eggs for breakfast (cook in turkey cooker)
3) Oatmeal made in turkey cooker (add cinnamon, have raisins available)
4) Consider purchasing dipping saucepan
5) Large pot for water (?)
6) 1 cup measurer
7) Coolers – 2
8) Artificial sugar packets

Someone needs to provide:

1) Propane tank to be used w/turkey cooker
2) Power cords, 2 shorter, heavy duty
3) Power strip

Kristi Williams provides:

1) Bleach
2) Dish detergent
3) Large pot for water

Note: Consider using 1 color ticket for all raffles
Food shopping, 2 hr Wednesday, Sam's Club ***and*** 1 ½ hr Friday, Panera and Sam's Club

EVALUATION AND REPORTING

For the past tree years this event has been evaluated using an on-line questionnaire/survey sent to all participants.

SPRING TRAINING (Cub Scout Camp)

(Don Creager: October 2011)

PURPOSE

Train new recruits and welcome back returning members who want to participate in the new recruit training and/or supplemental training opportunities. (third weekend in May, Friday afternoon to mid-day Sunday)

CALENDAR OF EVENTS

January - February Decide on venue; Jacks Gulch Campground or Cub Scout Camp?

February - March Begin planning the schedule and nature of the training trail, ideas for meals, entertainment (music, speakers, etc.), and begin developing a Spring Training program.
Recruit volunteers to serve as Animal Group Leaders (AGLs) and role players on the training trail.
Consult with the Supplemental Training Chair regarding plans for training topics and sessions for returning members for Saturday (all day) and Sunday morning.

Early April If Jacks Gulch: Check with Barbara Lorenz (CSU Pingree Park) re dormitory accommodations
Find volunteers to help at Spring Training (via on-line KON & Spring Training Participation Questionnaire and from list of previous year's volunteers)

Late April AGL and role player training meeting (organized and run by Kathy James)

Early May Kick-off Night (organized and run by Kick-Off Night Committee)
Mentor Training meeting (organized and run by Mentoring Committee)
Week before Spring Training: AGLs and role players walk the training trail
Thursday before Spring Training: shop for food, transport needed supplies from storage
Friday before Spring Training: pick up cake & ice cream

PROCEDURES

Consult with the Board of Directors to determine the site to be used for Spring Training.
Contact site representative(s) to arrange for PWV use of facilities at chosen location.
Develop and submit a budget request for Spring Training (incl. speaker fees and other anticipated expenses)
Recruit and Establish a Spring Training team of volunteers:

Spring Training Committee **ST Co-Chairs, Supplemental Training Chair, Board Chair**
AGL coordinator
Training Trail: Bob Manuel
Role Players number dictated by the # of stations on the training trail
Animal Group Leaders (AGLs) number dictated by the number of new recruits anticipated
Returning Member Instructors (arranged by the Supplemental Training Committee)
Food Volunteers
Meal Friday Night --5 volunteers
Meal Saturday Morning --4 volunteers
Meal Saturday Night --5 volunteers
Meal Sunday Morning --4 volunteers
Kitchen Cleanup/Trash Pickup --5 volunteers
Registration --4 volunteers
Photographer(s) --1 (or more) volunteers *(arrange for a laptop computer & USB cable or memory card reader to be at Spring Training to download all photos at end of event – so that PWV is in possession of all photos and the list of names and photo numbers at the close of Spring Training)*
Supplies for Sale (& Used Equipment for Sale) --4 volunteers (incl. Treasurer's input)
Front Gate Monitor: (Jacks Gulch) --3 volunteers

Parking Attendants: (Cub Scout Camp)--2 volunteers
Arrange for: entertainment, speaker, and/or activities for Friday & Saturday nights
Develop Spring Training program/schedule with Supplemental Training committee responsible for training sessions
Update and distribute Spring Training info packs to AGLs and role players
Update, produce, and distribute map of Training Trail to appropriate parties
EVALUATION & REPORTING
Make an inventory of left-over food and supplies soon after Spring Training
Prepare next year's shopping list once inventory is completed
On-line survey sent to attendees by Survey & Questionnaire Manager
Send thank you notes to all volunteers, speakers, donors

ASSOCIATED ACTIVITIES & COMMITTEES
Kick-off Night (first Wednesday in May) KON Coordinator

1. Assure that everyone knows to bring day pack (with clothing/supplies for training trail hike), water bottle, cup, plate, bowl, and utensils\
2. Only stock used on training trail by role players allowed at Spring Training

Shirts, Name badges, Patches, Arm/Packstrap bands, Jackets, **Hats**: Uniform Chair

Spring Training Costs: $20 for food, $20 for shirts, and $10 for name badges for new volunteers

Mentoring Chair(s): David & Rosellen Lobree

Horse Camp: Nancy Flippin

Training Trail: Bob Manuel

1. Bob will work on revising trail map and laminating final.
2. Copy of preliminary training trail map and times given to AGLs and Role Players at training session in late April

Before KON: Meeting w/AGLs and Role Players AGL Coordinator provides info packets to all.

Assign new recruits to Animal Groups (done by Surveys & Questionnaires staff)
(separate spouses/partners, balance gender, balance hikers and stock patrollers, balance ages)

Prior to Spring Training

- AGLs and role players do a walk-thru of the training trail.
  - Meet at 8:00 am at Forest Service and car pool
  - Reschedule if too much snow on trail
- ST Committee members transport items from storage unit to camp on Thursday

LNT TRAINER TRAINING
Scheduled by LNT trainer for early-mid May – (cancel or reschedule if too much snow)

2011 SPRING TRAINING FOOD Food Coordinator

Thursday before Spring Training, ST Food Coordinator shops at SAM's Club.

- See Spring Training Food Spreadsheet

- Friday night food:
  - Returning members bring main dishes, salad, vegetables, fruit, snacks, etc.
  - Board members supply desserts
- Saturday night food: select supplier (catered or PWV?)
  - Make 2 serving lines
  - Kegs of beer donated by Odells, New Belgium & Ft. Collins Brewery
  - Non alcoholic beverages (sodas, lemonade, tea, hot chocolate)
- Dishwashing Table (set up 2 rows, only one garbage can)
  - Garbage can in front of row for scraping food (include paper towels)
  - Pan of hot water
  - Pan of soapy water
  - Pan of rinse water
  - Pan of bleach water
  - Drying towels

REGISTRATION

Forest Service Liaison makes large copy of program to post at check-in desk and pavilion.

- Create a checklist of new recruits and checklist of returning members
- Have separate list of AGLs/role players to sign in
- Produce laminated copies of training trail map with the trail schedule on the back and distribute to AGLs

SUPPLIES TO HAND OUT

New recruits:

Name Tags
Gloves
Trowels
Gift bags
Trash bags
New Recruit Packets (assembled at FS Monday before Spring Training)

New Recruit packet list

1. Program for Spring Training (PWV)
2. 1ea laminated "Rangers on Patrol" sign for posting at trailhead
3. 3ea Patrol report forms (USFS)
4. 6ea PWV business cards (USFS)
5. 6ea plastic LNT cards (USFS)
6. 6ea Dog cards (USFS)
7. 6ea Weed-free feed and forage cards (USFS)
8. Pen (USFS)
9. [Jacks Gulch Campground map (USFS)]
10. PWV stickers, large and small

Returning members:

Update Appendix to Training Manual
ST program
Campground maps
Cards: LNT, PWV business, weed-free forage, and leash your dog

SIGNS NEEDED:

"Coffee (regular and decaf)" and "Hot Water"
"Check in – new recruits"
"Check in – returning members"
"For Sale"
"Free Handouts"
"Volunteer assignments"
"Dishwashing table" + "Wash" – "Rinse" – "Sanitize"
"Used Equipment For Sale"

GENERAL LIST (items needed for Spring Training)

1. Travel Zone signs (entering and exiting) - 2 USFS
2. Travel Zone campsite markers - 1 USFS
3. [Wilderness Regulation signs (should be same area as boundary signs) – 1 USFS?]
4. Wilderness Boundary signs (should be same area as regulations signs) – 1 USFS
5. PWV Training Trail Kiosk sign – USFS
6. Wire Survey Flags – 3/each trainee (250) – USFS
7. USFS radios (12) – radios all charged; 1 per group, 2 base station, 2 spares
8. SPOT units (1 per Animal Group + those for training classes) (PWV & USFS)
9. GPS units (need all 8, both for Animal Groups and for training classes) – (PWV)
10. Assorted tools to install signs and for misc. repairs (PWV or USFS)
11. Easel for PWV Jeopardy and feedback sessions, paper, marker pens
12. PWV Jeopardy score sheets and prizes (USFS)
13. Speaker system and microphones (USFS)
14. Sheet to use as projector screen (PWV)
15. Recycling containers (PWV)
16. LNT & PWV banners (PWV storage unit)
17. PWV lapel pins for new members (USFS)
18. PWV retail items (PWV or USFS)
19. List of Spring Training attendees and all members (USFS)
20. PWV Member Certificates (USFS)

Spring Training To-Do List for January

1. Recruit AGLs (incl. back-ups) & Role Players (incl. back-ups) – emphasize commitment!
2. Check with Pingree Park (Debra Cohen 881-2150) if using Jacks Gulch.
3. Supplemental Training Committee chair contacts Tim Gaines (gaineses@frii.com, 493-0252) if doing lightning presentation (can also do first aid) and Mark Rosoff (frisfirstaid@earthlink.net, 416-9650) if doing first aid. In 2011 Tim and Sherri Gaines provided their services for free and Mark Rosoff requested payment. Mark agreed to a discounted fee of $150 for his professional services.
4. Saturday night speaker or entertainment – discuss at January BOD (speaker? music? socializing?)
5. Saturday night dinner – select provider (catered or PWV?).
6. Friday night dinner – ask BOD if pot luck and BOD-supplied dessert is OK.
7. Supplemental Training Committee is the lead for identifying and organizing training sessions for returning members and for sessions that include new recruits as well as returning members. That committee should review the training comments from previous year's Spring Training evaluation/ survey.
8. Sunday AM activities should finish by mid-day.
9. Send e-mail to previous year's Role Players to see if they would like to do it again in current year.
10. Ask Fred Allen if he wants to do ST breakfasts again this year.
11. Discuss ST costs for new volunteers (shirts, name badges, meal donation (2 dinners, 2 breakfasts & snacks)

2011 SPRING TRAINING PROGRAM

POUDRE WILDERNESS VOLUNTEERS

FRIDAY MAY 20

3:00 – 6:00 PM Check In (pick up materials, set up tents, etc.)
5:30 Social Get-together - Dining Hall
6:00 Group Potluck Dinner (dessert provided by the Board) Dining Hall
7:00 USFS Welcome and Introductions
7:30 Animal Group meetings
9:00 Adjourn to group campfire and/or campsites

SATURDAY MAY 21

6:00 AM Before Breakfast Bird walk (meet at 5:50 AM at the Dining Hall)
7:00 Group Breakfast
8:00 Announcements

NEW RECRUITS	***RETURNING VOLUNTEERS***
Mandatory Training Trail	Voluntary Training Sessions
8:30 a.m. Kiosk; Trailhead departure Groups A, B, C	8:30-12:00 Introduction to Wilderness Survival
8:20 a.m. Kiosk - Photos; depart Trailhead at 8:50 a.m. Groups D, E, F	8:30-12:00 Map & Compass, SPOT, and Radio Field Training
	10:00-11:00 Tracks & Scats
8:40 a.m. Kiosk - photos; depart Trailhead at 9:10 a.m. Groups G, H, M	1:00-3:00 GPS Field Training
1:10 p.m. at Kiosk – photos; Groups A, B, C	
2:00 – 3:30 PWV Jeopardy for ALL Groups (A, B, C, D, E, F, G, H, & M)	***2:00 – 3:00 AGL/ROLE PLAYER De-Brief MEETING***
3:30 – 4:30 Trail Safety	
4:30 – 5:30 Lightning Awareness on the Trail	
5:30 Appetizers/Social time 6:00 Group Dinner	
7:00 p.m. Musical Entertainment	

SUNDAY MAY 22

6:00 AM Before Breakfast Bird Walk (meet at 5:50 AM at the Dining Hall)
7:00 Group Breakfast

NEW RECRUITS AND VOLUNTEERS

8:30 – 10:00 Noxious Weed Training	8:30 – 11:30 Introduction to Trail Maintenance Field Instruction
10:00-11:30 First Aid Training	
11:30 – 1:00 Graduation	

Emergency Phone Number at Cub Scout Camp: **970-881-2144**

2011 Animal Group Leaders

1. **Antelope**

   Chuck Bell
   Laura Davis

2. **Badger**

   Mindy Cooper
   Jerry Hanley

3. **Coyote**

   Bill Bolinger
   Jacque Bolinger

4. **Deer**

   Meg Parmer
   Tom Peterson

5. **Elk**

   Bill Dold
   Gery Race

5. **Fox**

   Kristine Williams
   Ken Williams

6. **Grizzly**

   Jim Shaklee
   Janet Cook

7. **Hawk**

   Mike Shaddy
   Scott Ackerman

8. **Moose**

   David Lobree
   Rosellen Lobree

Volunteers for Spring Training 2011 (Cub Scout Camp)

VOLUNTEERS FOR SPRING TRAINING 2011	
Name	**Phone**
Camp/Meal Helpers:	
Meal Friday night	
Gayle Vancil	
Lynette Vasquez	
Berny Henriksen	
Jim Henriksen	
Cathy Trout	
Meal Saturday morning	
Berny Henriksen	
Jim Henriksen	
Richard Cullor	
Kathy Michaels	
Meal Saturday night	
Pam Allen (Provider)	
Fred Allen	
Gayle Vancil	
Larry Shilhanek	
Geryl Race	
Alice Gibson	
Meal Sunday morning	
Fred Allen	
Claudia Meyer	
Jan Lewis	
Parking Attendants	
Archy Archuleta	
Larry Caswell	
Registration	
Margaret Shaklee	
Gail Blinde	
Sharon Greene	
Elaine Boni	
Margie Caswell	
Darcy Wagner	
Judy Pasek	
Linda Archuleta	
Equipment Sales	
Margaret Shaklee	
Judy Pasek	
Elaine Boni	

Trash Pickup	
Dennis McKernan	
Don Creager	
Fred Allen	
Chet Baffa	
Jerry Vasquez	
Photographer	
Colleen Martin	
Training Trail Stations (role players & trainers):	
Illegal Fire Ring	
Richard Clopper	
Fleming Joe J.	
Horse Camp	
Nancy Flippin	
Kathy Davey	
Horse Riders	
Gail Blinde	
Bette Blinde	
Cyclist/Wheeled Conveyance in Wilderness	
Roger Bartlett	
Dog Off Leash in Wilderness	
Jan Creager	
Improper Campsite	
John Gascoyne	
Chet Baffa	
Group In Trouble	
Sherry Bowlin Wall	
Edward Wall	
Cheryl Courtney	
Russ Pickering	
Day Hikers	
Kathy Michaels	
Dog On Leash	
Linda Sunday	
Llama Info	
Kay Valerio	
Map & Compass	
Ras Erdal	
SPOT training	
Don Creager	
Noxious Weeds	
Judy Pasek	

TRAINING arranged & presented by the Supplemental Training Committee:	
Introduction to Wilderness Survival	
Archy Archuleta	
Bob Babbs	
Frank Lilley	
Map & Compass, SPOT, and Radio Field Training	
Fred Allen	
Karl Riters	
Dick Cullor	
GPS Field Training	
Bob Babbs	
Dick Cullor	
Karl Riters	
Lightening Awareness	
Tim Gaines (non-PWV)	
First Aid	
Mark Rosoff (non-PWV)	
Trail Safety	
Frank Lilley	
Archy Archuleta	
Noxious Weeds	
Judy Pasek	
Brett Johnson	
Margaret Shaklee	
Meg Parmer	
Dennis McKernan	
Jim Shaklee	
Introduction to Trail Maintenance	
Bob Manuel	
Garin VanDeMark	
Mark Snyder	
Other volunteers? (not used)	
Anne Stewart	
Barb Benjamin	
Klopfenstein Ken F. (xxx@yyy.com)	
Joy York	
Gary York	

Front Gate

Jim Shaklee		
Archy Archuleta		
Nancy Flippin		
Dennis McKernan		
Jerry Vasquez		
Lynette Vasquez		
Laura Davis and Tom Peterson		
Tony Schock		

Food – Overall

Meg K. Parmer		
Jerry Hanley		
Lynette Vasquez		
Gayle Vancil		

Meal – Friday Night

Cathy Trout		
Gene Meyer		
Lynette Vasquez		
Gayle Vancil		
Joy York		
Gary York		

Meal – Saturday Night

Anne Stewart		
Jerry Hanley		
Gayle Vancil		

Group Hike

Meg K. Parmer		
Sandy Erskine		
Anne Stewart		
Jerry Hanley		
Gene Meyer		
Laura Davis and Tom Peterson		
Brett Johnson		

Did not indicate, but wants to volunteer…

Edward Wall		

Recycle / Trash Tents

Jerry Hanley		
Dennis McKernan		
Tony Schock		

2011 PWV TRAINING TRAIL ORDER & TIME (Cub Scout Camp)

A LOOP (Blue)	Time	Staffed
Trailhead Kiosk	10	

Entering Wilderness & Travel Zone	5	
Wheeled Cart (or Bicyclist)	10	X
Deadfall across trail	5	
Dog Off Leash in Wilderness	15	X
Group in Trouble	20	X
Entering Travel Zone	5	
TZ Designated Campsite	5	

B LOOP (Red)	Time	Staffed
Trailhead Kiosk	10	
Weed Identification	5	
Map & Compass	20	X
Exit Wilderness & Travel Zone	5	
Horse Camp	20	X
Supporting Hikers	10	X
Llama Encounter	10	X
Radio & SPOT Check	10	X

C LOOP (Green)	Time	Staffed
Trailhead Kiosk	10	
Improper Campsite	20	X

Human Waste	20	
Horse & Rider Encounter	10	X
Dog on Leash	5	X
Improper Fire Ring	20	(X)

Add 25 min. to each loop for travel time.

Registration Table Setup - 2010 (Jacks Gulch)
Cashier, Tickets & “For Sale” Items

$20 Meal Fee TV Raffle Tickets Sale Items across road

New Volunteers Registration

Sign in Sheet

Box with triangle bandages

Nametags

Gift Bags

Agenda

Returnee Registration

Sign in Sheet

Training Manual Inserts

Agenda

Gloves Trowels Trash Bags Newsletters

- Newsletters
- PWV business cards, plastic LNT cards, weed-free cards, leash your dog cards, PWV stickers
- “Rangers on Patrol” trailhead signs
- Info (e.g., KIN, Shoshone, etc.)
- Give-away items

2010 Spring Training – Registration

Registration at Spring Training Weekend is done on Friday 3:00-6:00 PM
Coordinator
Picks up needed supplies (e.g. EZE-UP pavilion) from our Fort Collins storage unit
Arrives around noon to set up the central check-in area and the gate check in
EZE-UP pavilion for the tables will need 4 people to set up.
Kevin Cannon will provide
1-2 tables at central check-in (parking area near the pavilion) and 1 table at the gate
Gate check-in is for returning members
Central check-in is for new recruits
Boxes containing volunteer packets
Check-off lists of ST attendees; 1 for gate and 1 for central check-in
Name badges for new recruits (set out, in alphabetical order, on table)
Boxes containing gloves, trowels, whistles, dog leashes
Raffle tickets & can for drawing
Signs to be posted at gate, along road to central check-in
Fred Allen will provide: armbands, pack straps and tumblers for sale (these are displayed, along with a price list, on one of the tables)
Training Manual Editor will provide: Copies of Training Manual for selected officers & committee chairs and copies of "update appendix" for returning members
Two people should be posted at the gate on Friday in 2-hour shifts from 2:00-8:00 PM to:
- Check names off the attendee list
- Give returning members their packets
- Give directions to new volunteers to central check-in
- (Gate monitors should bring a comfortable chair to sit in)

Central check-in volunteers:
- Greet new recruits and check their names off the list
- Give them their packet, a raffle ticket, trowel, gloves, whistle, and dog leash
- Explain campsite locations, camping details, and where the pavilion is located
- Suggest new recruits set up their campsite, have dinner and return to the pavilion by 6:30 PM, dressed warmly. They should bring a camp chair if they'd like.
- Give returning members a raffle ticket if they don't already have one.

Around 7:00 PM, take the raffle ticket can to Kevin at the Pavilion for drawings.
After Friday's event, take all the boxes and lists to the pavilion. Anyone arriving on Saturday can pick up their stuff at the pavilion.

2010 Spring Training (Jacks Gulch) – Food Service

PWV provides breakfast on Saturday and Sunday, as well as dinner on Saturday. Charge is $20/person.

Before Spring Training

One week before ST, order an assortment of bagels from Panera (see Inventory List for amount – to be picked up on Friday morning)

On the Wednesday before ST, a small group of volunteers spend 2 hours at the Fort Collins SAM'S purchasing supplies for breakfasts (see Inventory List for items)

PWV is a tax-exempt organization and ALL purchases should be tax-free; be sure to bring and use a copy of the tax-exempt license (obtained from Treasurer) when purchasing items for PWV. The Treasurer has a PWV credit card and with a PWV check from the Treasurer, a Spring Training Committee member can pay for purchases).

On Friday, the Food Coordinator will do the final shopping (takes 1 ½ hours):

Dry Ice from Safeway
Bagels from Panera
Milk, fruit, cake from SAM'S

Save ALL receipts for the Treasurer who will reimburse you.

The Food Coordinator will designate someone to pick up and transport items from our Fort Collins storage unit to Spring Training (needed by 1:00 PM on Friday). These items are noted on the Inventory List.

Note: All food must be stored in the cars on Friday and Saturday nights to prevent bear tampering. Milk, yogurt and cream cheese are stored in coolers.

Power Cords: We have 2 100-ft power cords that need to be run to the pavilion from the parking lot power poles. One cord is attached to a power strip where we plug in 2 coffee urns. The other cord is used for 1 urn.

We ask someone (like Jacques Rieux) to bring 2 heavy duty shorter extension cords which we plug into the pavilion outlets. The remaining 2 urns are plugged into these.

Friday Night Welcome Event

Prepare coffee urns (1 hot water, 1 decaf & 1 regular) around 5:30 PM.
Set out cups, spoons, teabags, hot chocolate, sugar & creamer
Hang up trash bags and note which ones are for recycled bottles, etc.

Saturday Breakfast

All 5 coffee urns should be started at 5:30 AM.
The urns should be filled with water on Friday night and placed on tables just outside of the pavilion.
Water jugs can be refilled at the faucet outside the office at Pingree Park.
Put the name tags by them to designate hot water, decaf and regular.
In the morning, put 3 level cups of coffee in the basket (no filter is needed) and plug in the pots.
Make 3 pots of regular, 1 decaf and 1 hot water. Refill as needed.
Put out a few cups, teabags, hot chocolate, sugar, creamer and spoons.
Using the outside picnic tables, set out the breakfast supplies around 6:30 AM, saving half of the supplies for Sunday breakfast.
Table 1 – juices, water bottles, yogurt
Table 2 – cereals, sugar, milk, spoons, bowls
Table 3 – fruits
Table 4 – bagels, donuts, other sweets, cream cheese, plates, knives
Using the turkey cooker, make oatmeal (or if preferred, eggs can be boiled)
Using the second large pot, boil water for the wash station
Washing station is set up on half of Table 1. Use 3 large aluminum pans, one with detergent, one with bleach and one for rinsing).
At the end of breakfast, food is stored back into the cars for Sunday's breakfast. This will be an exact repeat of Saturday.
Around 8:30 AM, put out packages of crackers, trail mix, etc. to be used during the day.
Bob Hansen arranges, through a local restaurant, the Saturday night dinner.
The food coordinator arranges for servers who:

Set up the delivered food on the outside picnic tables
Serve the food

All volunteers are asked to bring their own table service, however we have stored plates and utensils for those who forget to bring their own.
We provide drinks (coffee, tea, hot chocolate & water)
Coffee urns need to be started 1 hour before dinner
1 for hot water, 1 decaf and 1 regular
We also purchase dessert – 1 full-size and 1 half sheet cake from SAM'S
Set up the wash station on one of the picnic tables
3 aluminum pans (one with detergent, one with bleach & one for rinsing)
Boil water in turkey cooker to use in pans
Any leftover food should be stored in the coolers.

<u>Sunday Cleanup</u>

The food coordinator takes a survey after breakfast to determine what was used and what is remaining.
The inventory is later typed to be used for next year's purchasing.

At the end of graduation:
Hand out any leftover perishable food to members
Clean out the coffee urns
Pack up the items that will be put in the Fort Collins storage unit and those that will have to be stored at someone's home (e.g. juices, water – anything that would freeze)
Make sure the location is entered on the inventory list
Take down all signs and police the area for trash
Trash can be placed in the campground dumpsters

Someone usually takes the recyclables to town

PWV Breakfast Supplies Inventory – 2007 for 130 people **To Be Purchased in 2008**

Item	Purchased	Remaining	Location
Plates		1 1/2 packages	Arrowhead – need 1 package
Bowls		200	Arrowhead
Cups	160 12 oz	Entire package	Arrowhead – need 1 package
Cold Cups		~100	Arrowhead
Spoons/forks/knives	Bought 600 spoons	400 spoons/200 rest	Arrowhead – need 1 box mixed
Napkins		~ 400 left	Arrowhead
Paper towels		6 left	Arrowhead
Trash bags		~70 30 gal.	Arrowhead
Large pans	Bought 15	12 left	Arrowhead
Small pans		15 left	Arrowhead
Hand cleaner		1 large/2 small	Arrowhead
Bleach	Kristi brought	Worked very well	Kristine brought
Dish Detergent	Kristi brought	Worked very well	Kristine brought
Coffee – Starbucks	10# regular, 4# decaf	Used half of each	Kristine has stored 6#Reg, 1#Decaf
Hot cocoa-choco./van.	1 large can of chocolate	Used ¾ can	Need new can
Creamer	188 single servings	Used 3/4	Need
Teabags			Kristine has stored
Sugar	Bought 2000 packets	Lots left	Kristine has stored
Salt & Pepper		6 shakers each	Arrowhead
Milk	4 gallons 2%	Used 2 ½ gallons	Need
Juices – Apple	72 10 oz bottles	Used ¾ (54 bottles)	Have 25 outdated bottles - Need
Juices – Orange	48 10 oz bottles	Used all on Sat.-need 72	Have 70 outdated bottles – Need
Juices – V8	96 small cans	Used 48 cans	Have 48 cans left
Lemonade		1 container left	Not needed
Water	9 cases – 32 count each	3 cases left	Kristine - 3 cases stored -need 3 more
Ice	5 bags	Perfect	Purchase 5 bags
Dry Ice	5 pounds	Buy 3 # on Friday	Purchase 3# on Friday (Safeway)
Coffee Pot		Have 5 – will have 6*	Storage Unit & Kristine (1)
Cereals – Quaker Granola	1 large SAMS box	Used all	Purchase
Cereals – HoneyNut Cheerios	1 large SAMS box	Almost all left	Purchase a different kind
Cereals – Life	1 large SAMS box	Almost all left	Purchase a different kind
Cereals – Kashi	2 large SAMS boxes	Used 1 ½ box	Purchase
Cereals – Grapenuts	1 large SAMS box	Used ¼ box	Purchase a different kind
Oatmeal		Used all 55 packages	Purchase
Yogurt – assorted	72 count	Used all-need ~90	Purchase 90 small cartons
Muffins	1 box – 15 count	Used all on Sat.	Purchase 2 boxes

Mini Danish	2 boxes – 24/box	Perfect	Purchase 2 boxes
Aussie Bites	3 packages	Used all	Purchase 2-3 packages
Cinnamon rolls-small	4 packages – 32 count	Perfect	Purchase 4 packages
Bagels – Panera	8 dozen mixed	Used all-suggest 9 doz	Purchase 9 dozen
Cream cheese	2 containers	Used all on Sat.-need 3 LARGE containers	Purchase 3 LARGE containers
Butter		Not needed	
Fruit – bananas	15 – 3# bags	Used 2/3	Purchase 10 – 3# bags
Fruit – oranges	1 – 10# bag	Buy Clementines	Try to get Clementines
Fruit – apples (Gala)	2 – 5# bags	Buy smaller apples	Try to get smaller apples
Grapes	4 3# boxes	Perfect	Purchase 4 – 3# boxes
Cookies – Chips Ahoy	1 – 48 oz box	Did not go over	Not needed
Chex Mix	1 box	Half left (went stale)	Purchase
Trail Mix	3 bags	1 left	Purchase 1 bag-Kristine has 1 stored
Boulder Chips	2 bags	Did not go over	Not needed
Crackers w/PB	1 carton – 45 count	Half gone-distributed	Purchase 1 carton
Crackers w/cheese	1 carton – 45 count	Most left-distributed	Not needed
Cashews	2 cans	Perfect	Purchase 2 cans
M&M's	1–52 oz bag w/ peanuts	Gone by Sat-need more	Purchase 2 bags
M&M's	2-52 oz. bag plain	1 bag left	Kristine has stored
Health bars		All leftover gone	
Dessert for Saturday	1 full-size/1 half sheet	Excellent	Purchase from SAMS
Fire starter			Kristine brought
Recycling cans		Worked well	Jacques brought
Wash cloths for dishes		All left	Arrowhead
Sharp knives			Arrowhead
Large spoon/spatula			Arrowhead
Tongs for dish washing			Arrowhead
Gallon Ziploc bags	Bought 208 bags	Most left	Arrowhead
Saucepan for dipping		Need to purchase	Purchase
Electric Cords	Bought 2 100 ft. heavy		Storage Unit
Turkey Cooker	Bought		Kristine-storage
Styrofoam Coolers-6			Storage Unit

Storing for 2007: Arrowhead – all paper products

Kristine Williams – 1 coffee pot/lemonade cooler/turkey cooker

Needs for 2008

- **Sponges on a stick**
- Boiled **eggs** for breakfast (can cook in turkey cooker)
- **Oatmeal** made in turkey cooker (can add cinnamon & have raisins available)
- Might consider purchasing dipping **saucepan**
- Large pot for water (?)
- **1 cup measurer**
- **Coolers – 2**
- **Artificial sugar packets**

Someone needs to provide

- Propane tank (to be used with the turkey cooker)
- 2 shorter heavy duty power cords
- Power strip

Kristine provides

- Bleach
- Dish detergent
- Large pot for water

1. We might consider using 1 color ticket for all the raffles next year.
2. Food shopping takes 2 hours on Wednesday at Sam's and 1 ½ hours on Friday at Panera and Sam's.

ENDOWMENT FUND

ENDOWMENT FUND
(Jerry Hanley: October 2011)

PURPOSE
The purpose of the Endowment Fund is to provide a stable, predictable, and ongoing funding basis to support: a) new PWV programs and initiatives and b) a portion of PWV's annual operating costs via earnings (not principal) of the fund.

CALENDAR OF EVENTS
September/October: Prepare and present a brief status overview of the Fund at the Year-End Event and Annual Meeting
Early December: Send out an appeal for donations to all PWV members

PROCEDURE
Generally, the principal of the gifts and contributions made to the Endowment Fund remain in the Fund, and distributions of income are made to support PWV, primarily by enhancing or improving the activities already performed by PWV. Individuals have the opportunity to make special, permanent gifts that create a lasting legacy for support of the organization's needs.

No distribution shall be made from these funds until its account balance reaches $50,000. Each year thereafter, up to 66% of the net earnings of these funds, valued as of December 31, may be distributed by the Committee, except that at no time shall these funds be reduced to a level below $50,000, except for a declared financial exigency (see details in document cited below). The Committee may solicit suggestions or requests for funding and shall implement procedures for soliciting, processing and disbursing grant requests. Grants will be issued only after recommendation of the Committee to the Board, and approved by of the Board.

Targeted donors include any PWV member or other community member interested in growing the endowment fund for the purposes established.

Contributions can be made at any time even in small amounts of a few dollars. Common means of gifting include donations of money or securities. Estate gifts can also be considered by naming Poudre Wilderness Volunteers as a beneficiary under a will, trust, life insurance or retirement plan. Contributions to the Poudre Wilderness Volunteers and the Endowment Fund qualify as a tax-deductible charitable donation, depending on the tax status of the donor. 100% of contributions go to the PWV organization. PWV accomplishes its mission with no paid staff.

The committee meets at least four times per year to review financial status of the fund, and discuss investment choices. The Committee is made up of three BOD-elected members (staggered 3-year terms), the most-recent Past Chair of the Board, and the sitting PWV Treasurer.

Further details can be obtained by referencing the "Poudre Wilderness Volunteers Endowment Fund Committee Description, Policies, and Procedures", Revised August 25, 2010.

EVALUATION AND REPORTING
Prepare and present brief written semiannual reports to the Board regarding the status of, and any significant changes to or issues with, the Endowment Fund and describing any recent, ongoing, or planned donation drives.

POLICIES

(Mike Corbin; 2-25-12)

The PWV policies included in this section have been approved by the PWV Board of Directors at various times since PWV was founded. They are collected here so that all PWV members can easily review the PWV policies and ensure that they have a good understanding as to how the organization functions. Our intent is to maintain this table of PWV policies and update them as they are changed by the Board. These policies have different statuses: the ones denoted as "Requirements" are items that all PWV members are expected to follow when performing PWV activities, items listed as "Fact's" are meant to simply be statements of fact, items listed as "Recommendations" are actions which PWV recommends its members do when performing PWV activities but does not require them.

	Policy Statement	Status of Policy	Date of BOD
1	PWV members must display a commitment to PWV's mission, goals and objectives, and procedures and be at least 18 yrs old. (Applicants under 18 will be considered on a case-by-case basis).	Requirement	11/17/2011
2	PWV members must obey all applicable laws and regulations.	Requirement	11/17/2011
3	PWV members must follow Canyon Lakes Ranger District volunteer policies and procedures during trail patrols and other field operations.	Requirement	11/17/2011
	a. PWV members must not patrol with dogs or other pets.	Requirement	11/17/2011
	b. PWV members must not patrol with firearms or other weapons.	Requirement	11/17/2011
	c. PWV applicants must fill out an application, successfully complete an interview, and sign a U.S. Government Volunteer Agreement.	Requirement	11/17/2011
	d. The PWV patrol season will not include the "regular" Rifle Seasons for deer and elk (defined by the Department of Parks and Wildlife as the first, second, third, and fourth seasons).	Fact	11/17/2011

4	PWV members must patrol trails and/or provide other appropriate service.		
	a. PWV members must commit to 6 days (3 or more hours each) of patrolling or service . All members are encouraged to do more than the minimum 6 patrols each year.	Requirement	11/17/2011
	b. PWV members must report their trail patrols and their non-trail volunteer hours.	Requirement	11/17/2011
	c. Potential new recruits must submit an application and must pass an interview conducted by a USFS and/or a PWV representative. Normally these face-to-face interviews with each recruit are conducted on one of two scheduled dates prior to the new recruit Kick-Off night. An effort will be made to have an alternate interview date for those who cannot attend the scheduled dates. In exceptional situations where it is not possible to schedule a face-to-face interview, a phone interview including a USFS and/or a PWV representative may be conducted if the situation is deemed appropriate by the USFS Liaison and the Chair of PWV Board or by the USFS Liaison and the Chair of the Recruiting & Public Outreach Committee.	Requirement Requirement	3/15/2012 3/15/2012
	d. Attendance at the full spring Training weekend by prospective new members who will patrol is mandatory. The mandatory attendance starts with the Friday evening session, includes all day Saturday, and ends Sunday with the mid-day graduation. While a nonpatrolling member is not required to attend the training as mandated for patrolling members, he/she is nonetheless strongly encouraged to do so.	Requirement	3/15/2012
	e. While the primary role of most Poudre Wilderness Volunteers is to patrol trails in the Canyon Lakes Ranger district, membership is also open to individuals who wish to serve PWV in other ways. These members will embrace PWV's mission, values and goals; and will bring to the organization skills required to support PWV, such as office and administrative support, fund raising, member training, affiliation activities, website development and maintenance, computer programming and database management, various communication and publication roles, public outreach and recruiting. These members are required to be sponsored by a Committee Chair or member of the Board of Directors, hereinafter "sponsor". Nonpatrolling members are expected to meet all requirements and duties as specified by their sponsors, and will wear the PWV uniform when/if dealing with the public in their official duties. They shall endeavor to fulfill all duties as agreed to with their sponsor in their areas of support. Nonpatrolling members are expected but not required to commit to at least 36 hours of PWV volunteer service per year. These members will be selected by personal interview, by their sponsor, who will then submit their nomination to the Executive Committee for approval. They must also sign the U.S. Forest Service volunteer agreement before providing any	Requirement	3/15/2012

4	e. PWV members who patrol are asked to patrol at least 4 "high" or "medium" priority trails as part of their 6-patrol commitment. f. PWV requires that new members complete two mentor patrols and four traditional trail patrols before they can get patrol credit for any specialized patrol programs (e.g., Trail Crew, Adopt-a-Highway, Adopt-a-Trail, Kids in Nature, Restoration, Trailhead Hosting, Weed Crew). This requirement may be waived by the appropriate program leader/committee chairperson if justified by special circumstances.	Recommendation Requirement	3/15/12 2/21/2013
5	When on duty as volunteers, PWV members must be readily identifiable as USFS volunteers by displaying the appropriate PWV and/or USFS volunteer patches or logos. Generally this is accomplished by wearing the official PWV uniform – shirt and name badge – in a professional manner (e.g., shirttails tucked in). When conducting specialized activities (e.g., Trail Crew, Adopt-a-Trail, and Weed Crew), members can wear work clothing but should always be identifiable with the appropriate patches or logos on their sleeves, backpacks, hats, stock tack, tee-shirts, or safety vests.	Requirement	11/17/2011
6	PWV strongly recommends that volunteers patrol in pairs, however solo patrols are allowed. If solo patrolling, PWV recommends/urges: a. Backcountry experience b. Prior knowledge of the trail c. Carrying The Ten Essentials d. Carrying an emergency communication device (e.g., SPOT unit or USFS radio)	Recommendation	11/17/2011
7	PWV-owned equipment, tools, and supplies must only be used for PWV activities or for other events in which PWV is an active participant. Exceptions to this policy require prior Board approval.	Requirement	11/17/2011
8	PWV will not participate as an organization in any non-PWV community fundraising events.	Fact	11/17/2011

9	PWV mentors, ideally, must be at least 3rd-year members and have attended a current year, mentor training session. If a mentor is unable to attend a current year, mentor training session, the member may be deemed qualified by the Mentor Program Coordinators to be a mentor if the following conditions are met: The PWV member in the prior year a) attended a mentor training session, and b) participated in at least 2 mentor patrols.	Requirement	Jul 19, 2012
10	PWV is a tax-exempt 501(c)(3) organization and will not pay sales tax.	Fact	11/17/2011
	a. All PWV purchases should be made using the PWV tax-exempt certificate.	Recommendation	11/17/2011
	b. PWV members who make purchases on behalf of PWV that include charges for sales tax will NOT be reimbursed for the sales tax.	Fact	11/17/2011
11	PWV will provide basic training in first aid, CPR, map & compass, and GPS and will strongly encourages all members to become proficient with these skills.	Fact	11/17/2011
12	The U.S.Forest Service website for PWV Scheduling and Reporting of Patrols' broadcast Email functions to all PWV members should be used exclusively for communicating issues and soliciting feedback/responses on PWV sponsored activities. Any exception requires approval from the appropriate committee chair or the Chair of PWV Board of Directors.	Requirement	05/17/2012
13	PWV should separate couples into different Animal Groups for Spring Training.	Recommendation	11/17/2011

14	PWV will strive to schedule mentor patrols early in the summer season. **a.** PWV will strive to schedule all six patrols for new members with veteran PWV patrol partners. Additional patrols by new members can be with other new members. **b.** New PWVs should successfully complete 2 mentor patrols before the end of June when possible.	Fact Fact Recommendation	11/17/2011 11/17/2011 11/17/2011
15	When preparing the yearly budget, in years when there are some unrestricted funds in excess of budget needs, plus some cushion for unexpected expenditures, the Budget Committee should consider the transfer of a certain amount of unrestricted funds to the Endowment Fund. This will be done as part of the budgeting process."	Recommendation	3/15/2012
16	Photos and videos of PWV related activities submitted to PWV or the USFS may be utilized for non-commercial purposes, as deemed appropriate by PWV or the USFS, without request or documentation of additional permissions. Uses of photos/videos include, but are not limited to, postings such as on Internet, publications, posters, brochures, calendars, training/promotional videos. The photographer and whoever provides the photos or videos must have verbal acknowledgment from any person pictured that it is permissible to use the material as described above. It is incumbent on a member who does not want his image taken to notify the photographer and/or remove themselves prior to the image being taken. Some PWV members have specifically requested on their volunteer agreements that their image not be used. If the image is inadvertently used, the member is to advise PWV to remove his image displayed on the Internet, in social media, or in publications. The request will be honored as soon as possible to the extent possible. The only exception to the above is that pictures of children participating in Kids In Nature programs will be used only if documented permission from the parent or guardian is on record.	Requirement	Jun 19, 201
17	Each year as part of the budget process the PWV Board of Directors will establish the budget reserve for the next year. The reserve will be approximately 1.5 times the normal operations budget.	Requirement	Jan 15, 201