TRAIL BOSS CHECK LIST

I. ALWAYS BE ENTHUSIASTIC ABOUT THE PROJECT!

II. BEFORE THE PROJECT:

1. Contact the agency which will be involved with this project (i.e.: USFS, BLM, Fish & Game) to establish the where; what; and why of the project.

2. Communicate with the agency regarding materials, tools needed, number of workers etc. Make certain everyone understands what is to be accomplished.

3. Enlist other members interested in the project to assist you. These people can help cover specific responsibilities of the project - this can range from trail work to camp helpers. Coordinate the project with these people.

4. Provide the Newsletter Editor with all pertinent information on the project. Include: Dates - Times - Project Description - Meal Plans - Water Availability -Contact Person and Phone # for Questions and/or RSVP - Directions with Map

5. Preride and/or visit the project site if needed.

6. Prepare what is needed for the project and make arrangements to get them to project:
   - A. Map and Compass
   - B. Phones or Radios
   - C. First Aid Kits for Humans and Equines
   - D. Phone Numbers for Emergencies
   - F. Tools - Be sure tools are in good repair
   - E. Camp Necessities like: Food, Water, Firewood, B-B-Q Grill etc.

7. Plan for as many possible things that could happen.

III. PROJECT DAY

1. Place directional signs to camp location.

2. Sign up all workers on Volunteer Agreement provided by agency. This is extremely important for insurance purposes.

IV. AFTER PROJECT

1. Check if equipment is cleaned and ready to go, then return to storage shed.

2. Do the paperwork: Fill out trail report & follow up with agency regarding compensation (if any).

3. Provide Newsletter Editor with project report, include photo if available.

4. Give a wrap-up report at next General Meeting.

Remember to acknowledge those that helped you!