

## Crew Leading/Volunteer workflow

- Decide to do work
    - Confirm trail is in COTA's Volunteer Agreement (VSA) or approved by land manager
    - They have a project
      - Who do they tell when going out? (With a crew or solo)
    - They need to identify a project
      - Who do they contact to find one?
        - Maintenance log, chapter rep, other crew leaders, Trails PM
  - Project Identification
    - Visit work site
      - Flag and mark area (Ask for help if needed)
    - Make plan of work (How to fix problem)
    - Identify the help you need, if any (Co-leader, sawyer?)
      - Size of crew
        - New Crew Leaders: 1 CL to 4 volunteers
          - Work with a Co-leader if you would like a larger group
        - Experience Crew Leaders: 1 CL to 8 volunteers
      - Tools needed
      - Length of time to complete project
- Posting
  - Bend Crew leaders email list
    - How do we make sure people aren't planning to do the same work
    - Some trails need small work parties and shouldn't be posted on MeetUp
  - Meet up group
    - Review steps on how to do this: [Video here](#)
    - Details to add: what to expect, what to bring, where to meet, any other details
- Pre-Logistics
  - Check out tools and helmets from chapter trailer or Bunker
- Meet Group
  - Sign in
  - **Start on time**
  - Safety talk and Helmets/PPE
- Work
  - Travel to work site
  - Discuss/demonstrate work and desired outcomes/goals
    - Don't take on more than your group/time allows
    - We want to leave high quality, completed work
  - Split into groups and work
  - Check between groups (You are here to coordinate and tend not to get much work in)
  - Finish up work, make sure you have everyone and all tools
- Post Work
  - Thank all volunteers
  - Remind volunteers to log their hours (mention chapter, zone and trail)
  - Return tools
  - Log work party hours
  - Update maintenance log for Bend or notify chapter rep when work is completed