

CHEBEAGUE & CUMBERLAND LAND TRUST
Volunteer Tracking Policy – Standard 7A

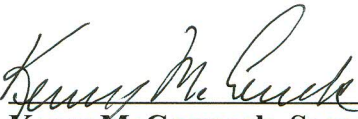
The purpose of tracking time spent by CCLT volunteers is to aid in future project planning and acknowledge all of the hours contributed by volunteers to the Trust. This information also helps demonstrate to donors, foundations and the federal government in-kind support received by the Trust. Because CCLT is mostly volunteer-based, CCLT recognizes the critical importance of volunteer time contributed by the Board of Directors and individual Property Stewards.

During the year, Directors should note and record the amount of time they spend on Trust activities. At the end of each calendar year, the Board of Directors will be asked to report the approximate hours they have spent on Trust activities in the following categories:

- Acquisition (landowner contact, research site visits, easement drafting)
- Stewardship (maintenance, monitoring, enforcement, reporting)
- Membership (database management, letters, mailings, newsletters)
- Special Events (annual meetings, walks, workshops, educational events, fundraisers)
- Financial (treasurer reporting)
- Governance (agendas, executive committee)
- Training (workshops, conferences)
- Board Meetings (attendance, document review, minute preparation)
- Other

Property Stewards will also be asked to submit with their annual monitoring report an estimate of time spent conducting monitoring, maintenance, and enforcement if applicable.

Certified by:


Kerry McCormack, Secretary


Date

Stage 4: Approved by Full Board

CHEBEAGUE & CUMBERLAND LAND TRUST
 Volunteer Time Tracking Form

This form will be completed annually.

YEAR:

Program Title	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Acquisition Landowner contact, research, site visit												
Special Event Annual meeting, fundraiser, walk												
Membership Newsletters, letters, mailings												
Stewardship maintenance, monitoring, reporting												
Board Meeting Attendance, minutes, preparation												
Governance Nominating, executive committee, agenda												
Financial Treasurer reporting												
Training Conferences, workshops												
Other												
TOTAL												