

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

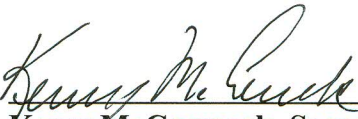
The purpose of tracking time spent by CCLT volunteers is to aid in future project planning and acknowledge all of the hours contributed by volunteers to the Trust. This information also helps demonstrate to donors, foundations and the federal government in-kind support received by the Trust. Because 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:

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