

YEAR-END RANGER REPORT SUMMARY OUTLINE

Breakdown of Time:

- # days in the field,
- # in the office,
- # days assisting w/ volunteer groups,
- # Days spent prepping for and presenting education programs

Contacts: Using your hitch reports, tally up the total No. of contacts with different types of users. Include # of groups, number of people in each group & if they signed a visitor travel log or not..... put in the following table format:

Clearwater Rangers 200X SBW encounters			
	Total # of		# Groups that filled out travel log cards
	Groups	People	
Day hikers			
Backpackers			
Equestrian			
Outfitters			
Contractors			
Admin			
Pilots/other			
Total			

Law Enforcement: Identify the total number of citations and total number of incident reports written and a general description of what they were issued for.

Wildlife Encounters/observations: Usually lumped by animal, provide general locations, trail numbers and times of year observed.

Outfitters:

- provide by outfitter a summary of camp inspection contacts.
- provide comment on any specific issues we need to bring up with them. Mention specific campsite issues and anything that was common across their camps

Trail Needs :

- List trail/tread needs by each trail, in numeric order. Explain location using obvious location markers N/S/E/W of creek/trail jct etc. Put in approx miles from these markers and if you have it, a GPS location of the spot.
- Think about the trail problems you saw and try to prioritize the top 5 areas that need work to minimize resource damage or protect visitors. Use estimated trail use by visitors/ Opportunity Class requirements and severity of resource damage to help prioritize. We can go over this info with Jim Beale

Trail Signage: What signs were missing/unreadable etc. Have good photos for these, or a hand drawing of what the signs we need should look like (which direction arrows should point w/ exact wording) so we can order replacements.

Visitor problems: Any specific concerns voiced by visitors to you...

Campsites/Problem areas:

- Identify the number of campsites you inventoried this year.
- Identify locations of high use/ campsite problems that do not meet standards as identified in the General Management direction (social and resource impacts) and suggestions about what needs to be done to meet standard to help prioritize future restoration efforts.

Equipment/Tool needs:

Identify any needs you noticed re: tools or for admin sites, stock, camping gear etc so we can allocate our wilderness supply budget for the following season

Training:

- Identify the training sessions you participated in this season
- Identify training opportunities you need or would like to participate in for the following, year that would enhance your career potential.

Admin Sites:

Any comments about site needs or incidents at these places. We need to provide a reasonable estimate of days spent at these locations, so keep estimate the number of nights you and volunteers that were w/ you, spent at:

- Horse Camp
- Fish Lake
- Elk Summit
- Lochsa Historic station
- Gold Meadows.

Volunteer Projects:

- Track achievements of current year volunteer projects including:
 - number of volunteers,
 - number of volunteer hours contributed
 - results of volunteer work (# miles trail cleared, maintained, stations staffed etc).
- Identify areas that could benefit from volunteer work and suggestions for sources of volunteers for such projects. Provide estimates on the number of people and number of days and tools necessary for each project suggested.

Education Programs: Recount the “formal” education programs you were responsible for in the following table format. Also include any thoughts you have on future program ideas or possible messages or audiences we need to focus on for next year.

Audience	# in Audience	Message	Date	Speaker
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Weeds: Identify by weed species, the location and species composition and rough size of noticed weed patches. Identify if you did any hand-pulling in these spots.

Species	Lat/Long	Brief verbal location descript & tr #	Approx acreage or miles of trail	Action taken? Hand pulling?
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Stock: If you used stock for any field work, record the:

- # of days each animal was used
- estimated # of pounds packed
- Indicate any veterinary care, health or behavioral issues for each animal.