

Procedures for Approvals*

Situation <i>As defined in the Trails Policy</i>	Process: <i>See Trail Management Guide for the correct forms to fill out</i>
New partner - TC does not maintain any trails with them	
<i>Ask new partner</i>	
How do you want the trails maintained?	
TC supplies maintainers	Develop and sign an MOU. Maintainers must be Trail Conference members
You supply your own maintainers	Join as a club with annual dues of \$50 Help is supplied on as needed basis
What trails exist?	
None	Trails Council approves the concept and sends to the Board for approval of the new partner. Once the trails are built, approve them
Trails exist	Forms describing existing trails are submitted to Trails Council for approval; Board approves new partner;
New park with existing partner	
No trails exist	Trails Council approves the concept
Trails exist	Forms describing existing trails are submitted to Trails Council for approval
New trail with existing partner	
	Obtain permission from partner, Submit forms to Trails Council to approve concept Trail is built When completed notify Trails Council, <i>Trail Walker</i> editor, Publication Committee
Change in an existing trail	
Major**	Obtain permission from partner Arrange to have environmental assessment done Submit forms to Trails Council who approves concept Complete work and notify Publication Committee and Trail Walker editor
Minor**	Supervisor approves; work is done
Minimal**	Maintainer checks with supervisor and does the work
Personnel	
Trails chair	After discussion with current trails chair and program staff member, Trails Council chair makes recommendation to Board who approves
Supervisor	Discuss with trail chair and program staff member,
Maintainer	Trails chair or supervisors appoint with trails chair approval

* See Trails Policy and Trail Management Guide for details

** For Appalachian Trail, need approval from ATC Regional office and National Park Service