



## APPALACHIAN NATIONAL SCENIC TRAIL VOLUNTEER RECOGNITION PROGRAM – *HOURS OF SERVICE*

### INTRODUCTION

The *Comprehensive Plan for the Appalachian National Scenic Trail* includes a definition of the Appalachian Trail that states: “The body of the Trail is provided by the land it traverses, and its soul is in the living stewardship of the volunteers and workers of the Appalachian Trail Community.” ATC and the federal agencies are very proud of the volunteer commitment to protect and manage the Trail. This recognition program is offered by ATC and the NPS-Appalachian Trail Park Office (ATPO) as a means of thanking A.T. volunteers for their contributions.

It is worth noting that some very dedicated volunteers reject the thought of formal recognition for their efforts. This program is not intended to force anyone to participate. It is an option to assist clubs that do not have the means to develop a recognition program of their own, as well as to provide an optional Trail-wide structure to complement existing programs.

### THE PROGRAM

The Hours of Service recognition program is based on the cumulative hourly contributions of volunteers to the Appalachian Trail, and is administered by ATC through the local Trail clubs. There are four levels of awards and a range of hours appropriate for each award level. Each Trail club decides whether or not to participate in this program and how to structure its participation within the guidelines provided. This structure recognizes the wide spectrum of current club and agency volunteer recognition programs while attempting to complement these programs and provide a system for clubs without a program.

For example, a cap is available in recognition of volunteer efforts within the range of 500 to 1000 hours. Each club determines exactly how many hours qualify a club volunteer for a cap within that range. One club may settle on 500 hours, another club on 750 hours. A club that already has its own program that awards a volunteer for 500 hours of service may choose to also award that volunteer with a cap for that same number of hours, or set another number of hours.

Award items are available to clubs on an as-needed basis. Vests are size-specific and may need to be ordered due to limited stock stored in our office. Allow plenty of time when placing orders for items that need to be awarded on a specific date. Individual volunteers are responsible for tracking and reporting their hours of service to their club according to the club’s requirements. With the exception of pins, each club is responsible for providing hours of service information to ATC when requesting award items. Recipients of pins will not be tracked by ATC and are available to clubs upon request for work trips and events. They can be used to recognize not only club members, but anyone whom the club would like to recognize for a day or more of service.

Hours of Service	Items
8-99	Pin (multicolor, 1", "Appalachian Trail Volunteer")
100-499	Patch (multicolor, 2.5"x 4", with embroidered logo)
500-999	Cap (khaki, with embroidered logo)
1000-1999	Vest (Black fleece vest – Unisex sizing*)
4000	Take Pride in America, Presidential Award (certificate/plaque, lapel pin, letter from the President)

## NOMINATION PROCESS

- One officer of the club should be responsible for submitting nominations.
- Awards recognizing cumulative hours of service are available at any time to clubs. However, we request that nominations be consolidated as much as possible to avoid frequent individual mailing of items.
- Items will be mailed to the requesting club officer to be presented at a club event.
- A nomination form is attached for pins, patches, caps and vests. For plaques, send volunteer name, address, and hours of service completed.
- Information stating how the club has chosen to award the items, including the exact hours of service for each item, should accompany the initial submittal.
- All items will be sent to the requesting club officer unless otherwise noted.

\*ATC has switched to unisex sizes for vests. The size listed on the vest's label is the men's size; the women's size is one size larger than that listed on the label.

### Size Chart:

If the label says:	Men's size is:	Women's size is:
XS	X Small	Small
S	Small	Medium
M	Medium	Large
L	Large	X Large
XL	X Large	XX Large
XXL	XX Large	XXX Large

Appalachian National Scenic Trail  
 Volunteer Recognition Form  
 For Cumulative Hours of Service

Club name: \_\_\_\_\_

Items are to be mailed to this address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_

Phone and/or e-mail: \_\_\_\_\_

8-99 Hours - <b>Pin</b>		100-499 Hours - <b>Patch</b>	
Names and hours are not necessary for pin requests.	# of pins needed:	Name(s):	Hours of Service:

500-1000 Hours – <b>Baseball Cap</b>		1000+ Hours – <b>Fleece Vest</b>	
Name(s):	Hours of Service:	Name(s):	Hours of Service:
		Number of each size needed (see unisex size chart above)	
		XS__ S__ M__ L__	
		XL__ XXL__	

Note: Names are not required for pin awards.

**E-mail, Mail or Fax the completed form to**

Mail form to: Volunteer Recognition  
 Appalachian Trail Conservancy  
 799 Washington Street  
 P.O. Box 807  
 Harpers Ferry, WV 25425-0807

Fax: 304-535-2667

E-mail: [volunteer@appalachiantrail.org](mailto:volunteer@appalachiantrail.org)

Inquiries or Questions: E-mail [volunteer@appalachiantrail.org](mailto:volunteer@appalachiantrail.org)