

Connecticut Trail Census

Statewide multi-use trail user study



TSC Guide: Am I on Track?

TSC Responsibilities:

- Complete the 2018 Season “Training”/Materials Swap
- Recruit 2-5 Trail Site Volunteers (TSVs)
- Train your TSVs in survey collection, manual counting and data utilization
- Monitor your site’s infrared (IR) counter
 - Make sure that the metal housing has not been tampered with or vandalized
 - Unlock the IR counter housing, open the waterproof storage unit, **check that the lights are flashing correctly** (see Infrared (IR) Pedestrian Counter Monitoring Instructions)
 - Use Q-tip, small stick, etc. to **clear the sensor of any debris** (insects, nests, etc.). It’s a good idea to do this even if there doesn’t appear to be any blockage (sometimes it’s hard to tell)
 - Report any issues or unusual findings to cttrailcensus@gmail.com
- Coordinate and execute volunteer surveying sessions
 - Coordinate enough trips to reach survey goal of **100-300 total surveys**
 - Take pictures and send to cttrailcensus@gmail.com
 - Reach survey goal and submit completed surveys **by October 2018**
 - Send surveys when you have enough to fill 1 pre-paid envelope (about 100)
 - Send any completed manual count hard copies at this time (after you have scanned and emailed them to cttrailcensus@gmail.com)
- Coordinate volunteers to complete at least 10 hours of manual counts
 - Coordinate manual count sessions
 - Scan and email manual counts to cttrailcensus@gmail.com
 - Send hard copies or manual counts with surveys.
 - Reminders:
 - Begin counting at the top of the hour and count until that hour is done (example: count pedestrians from 1:00 to 1:59pm versus 1:15 to 2:14pm)
 - You may count for multiple hours as long as you follow above rule (example: counting pedestrians from 1:00 to 3:59pm will give you 3 usable hours of manual counts)
- Track, verify & record volunteer hours
 - <https://www.trackitforward.com/site/connecticut-trail-census>
- Maintain communication with CTTC staff throughout the year

◦ Have fun!