**CHC VHP Quarterly Log**

**Check Quarter**: 1st [ ] Jan, Feb, Mar 2nd [ ] Apr, May, Jun 3rd [ ] Jul, Aug, Sep 4th [ ] Oct, Nov, Dec

**Name:**  **Park/Forest:** **Area**:

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| Date | Time | Patrol Hours | **PARK VISITOR SIGHTINGS** | | | | | | | | | **ASSISTANCE GIVEN** | | | |
| Walkers | Cyclers | Equus | **\*People** | Dogs OFF | Dogs ON | Hunters | Motor Cycle | ATV | Gen Info | Direct | **\***First Aid | **\***  CPR |
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| **Total** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**\* For "People" sightings comment below on their activity, along with ANY other comments including location/ start of patrols within the area, First Aid or CPR incidents”**

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| **Date** | **Time** | **Comments** |
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| **Signature: Date: Coordinator:** | | |

**Tips for filling out the logs – CHC Volunteer Horse Patrol**

**• Remember to use a separate log sheet for each Park or Forest.**

**If your patrol outing connects different parks, forests or other LMA areas**

***(ex. Natchaug SF → Airline → Goodwin SF),* note that under** “Comments”

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* **List the location / start of your patrol if possible under** "Comments"
* **Send in your log sheets at the end of each quarter to *both* the VHP Supervisors:**

**Diane Ciano:** [**Spirit76@snet.net**](mailto:Spirit76@snet.net)  **OR hard copy to 660 Greystone Rd., Plymouth, CT 06782**

**Meg Sautter:** [**MegSautter@att.net**](mailto:MegSautter@att.net)

* ***Save a copy in your files.***
* **Report by phone to the DEEP Area Supervisor, or DEEP Hotline (860) 424-3333**

***(24 Hr. Radio Dispatch)* and/or police, if you feel an issue needs attention immediately.**

***For emergencies always dial 911 first***

* **Always count you & your horse under "Equus", even when you are riding out alone, as one unit.**
* **When on patrol with other VHP Members: Be sure to designate one of the members to collect and record "Visitor Sightings and Assistance Given." Every volunteer should fill out their *own*** **log for their Patrol Hours and write under "**Comments**" who was on patrol and who recorded stats. Please note the names of the VHP members on the patrol under "Comments".**
* **Explain "People"** = **engaged in other activities, under "**Comments**". Describe any activity such as: photography, wedding, campers, swimmers, picnickers, bird watchers, fishing, snow shoes, skiers, etc.**

**\* List hikers (that are actually hiking/back packing in the woods) under** “People" **- (*not as Walkers)***

**Note them as such under “**Comments**”.**

**\* Fishermen are counted under “**People**” (*not under hunters*).**

**Note them as such under** “Comments”.

* **We are counting dogs *ON* or dogs*****OFF* their leashes under separate columns.**

**List dog walkers under "Walkers"**

* **List time and location of any violation seen with description of vehicle (license plate, etc.) - persons/clothing/ height/weight/ etc. Do not approach.**
* **List any trail condition that needs attention and the location.**
* **If you hear OR see tracks of an ATV or Motorized vehicle, but do not see the vehicle, please note under “**Comments**” that you saw or heard evidence of ATV activity and list location, time & description.**

**Remember we are patrolling and maintaining trails for Public Relations as the “eyes & ears” of the land management areas while promoting equestrians on trails and are *NOT* a policing unit, so please avoid confrontation.**

**Always remember to pick up after yourself and others that may not have done so, especially on well used trails and always at trail heads.**