Field Checking for Walkable Westchester – 2ⁿᵈ Edition

Beginning the review process:
- After I have either talked with you (new) or e-mailed you, I will assign a park or two parks for you to visit. If the parks have less than 2 miles of trails, I will assign you two parks.
- Try to visit the park within 2-3 weeks, letting me know if you are unable to visit it in that time frame.

Prior to field visit
- For some parks, there is additional material to what is in the current edition. I will send those notes to you when I send you your assignment.
- Fill in the check list for checkers; It is a pdf and save it with the name of the park. It is also attached to the email.
- Make two copies of the pages from WW of the park you have chosen to review. Take one copy into the field to mark up. The other you will use to transcribe your notes as field copies can get really messy. We have pdfs of the final draft and can e-mail you a copy if you wish. However, that might delay you being able to check a park on short notice.
- Take time to read the text carefully before going to the park.
  - Does the map correspond to the trail description?
  - Check the URLs relevant to "your" park both in the text and on http://nynjtc.org/content/park-contact-information-walkable-westchester which might have been changed from the one listed in the hard copy appendix. Note any changes.
- All of the time spent prior to a park visit is recorded on the check list. The Trail Conference tracks volunteer hours to recognize hours of service and to help us obtain grants.
- Take with you two pens or pencils. Optional: Bring camera, cell phone, smart phone to take pictures.

Items you will need to check in the field:
- Trailhead information – what is there and take a photo of any text.
- If there is more history on the website or on a kiosk than is included in the book, make a note so I can check it

Maps*: It is important that the map reflect what is currently on the ground. Make note directly on the map of any errors or changes
- Are all trails on the map?
- Do blaze colors match what is on the ground?
- Check trail junctions and the basic layout of the trails to make sure that they correspond with what you see at the park. Is the trail junction a Y junction or a T junction? Cross check with the written text.
- Is parking shown correctly or are there additional places to park?
- Are the names and positions of boundary roads, lakes, buildings, and other features within the park shown correctly?
- Is everything spelled correctly?

Text: If you feel that anything has been overlooked or is not correct, note either note it on the check sheet or directly on the hard copy.

- Verify that the icons are correct and note changes
- Does the text describe what the trail does?
    - Is the color of the blaze correct?
    - Is there too much or not enough detail?
    - Mark text with any changes – some examples
        - Turn ~~right~~ left
        - New trail blazed orange; current orange trail is now yellow
        - Park now allows dogs
        - Buckhorn Street not Buckthorn Street on map
        - Web address for more information about Rockwood Hall is www.rockarch.org/faqs/
        - Remove the P at the turn of Cyrus Field Road as it does not provide access to trails
- Confirm that the back matter is complete and accurate.
    - Use the directions to get to the park
    - Check the public transportation information; for buses, check the sign post and note if the schedule is a commuter schedule or not available on Sundays.
    - Is contact information correct (check appendix and the web address)

Returning your work

- Complete filling out the check list. See sample Please put your name and date(s) of visit on <u>all</u> sheets of the text you are returning.
- After you have completed your review and are satisfied that all of your corrections and comments are written clearly, either please mail it to me at the address below or scan it in and email it to me jdhikes@gmail.com. If you scan it, please make all the sheets one file and use the park name as the file name.
- If you have taken any photos, please make sure that they are high resolution, otherwise I cannot use them.
- Keep a photocopy of your suggested corrections just in case it is lost in the mail.
- Please do <u>not</u> send me an e-mail with a running commentary of changes. But I do appreciate you giving more details in a separate file if you wish. If you have illegible handwriting, e-mail me and I will send you instructions.
- If there are no changes, notify me by e-mail: jdhikes@gmail.com

Thank you again for volunteering. For the first edition, trail checkers enjoyed learning about new places to hike and being in different parts of the county.

Jane

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