

Parks & Trails New York Tool Kit Check List

This Tool Kit is being returned with the following items:

- One Smart Tool Inclinometer (Yellow and Black)
- One Measure Master Rolatape Wheel (Green and Silver)
- 200 Wire Flags (Pink)
- Two Suunto Compasses (Dark Grey with Black Cords)
- Two Suunto Clinometers (Silver with Red Cord in Individual Small Black Pouch)
- One Medium Sized Black pouch that holds the Compasses and Clinometers
- One 16' Stanley Powerlock Tape Measure (Silver)
- One Mechanical Pencil, 1 Black Sharpie Marker
- One Large Duffle Bag (Black)
- One Clipboard with Laminated UTAP Fast Facts

Paper Forms to Include:

- Five Trail Cover Sheets
- Five Segment Cover Sheets
- Five Segment Data Collection Sheets
- Five PTNY Tool Kit Check Lists

* Please be sure to make copies, as needed, of these forms for your use. Return kit with **5 unused forms of each type** for the next coordinator or indicate below if more forms need to added.

If there are any items that are **missing** (not checked above) from the kit or have been **damaged** in **ANY** way, please describe in detail. Please call (518) 434-1583 and report damage to Parks & Trails New York immediately. _____

_____ (use back of sheet if necessary).

Signatures Required for Transfer or Return to Parks & Trails New York:

I understand that it is my responsibility to provide Fran Gotcsik at Parks and Trails New York, 29 Elk Street, Albany, NY 12207 with a copy of this completed form in order for my security deposit to be returned, in part or in whole, depending on the condition and contents of this kit. I will only transfer this kit to another Coordinator after receiving permission from Fran Gotcsik; otherwise my deposit will continue to be held until the kit is returned to Parks & Trails New York.

(Signature of Coordinator 1 - date of return or transfer to Coordinator 2)

I assume full responsibility for the condition and contents of this kit. I agree that when I took possession of this kit the contents were as indicated above. I understand that at the time of this transfer, I am now responsible and my security deposit will be held until all the items above are returned to Parks & Trails New York without damage and in good working condition.

(Signature of Coordinator 2 - date of acceptance)

I am a staff member of Parks & Trails New York and I have personally gone through this kit with the trained coordinator to be sure kit has been returned with contents as listed above.

(Signature of Staff member and date of kit return)