



VAST Trails Program Checklist

This checklist outlines a month-by-month guide to the VAST Trails program. It covers everything you need to know about paperwork, deadlines, and grant-in-aid information.

May

The snowmobile season is finally winding down:

- Trail signs should be removed from the trail system
- Grooming equipment should be stored under cover (or tracks should be covered)
- Begin gathering grooming financial analysis information for the next year
- Groomer maintenance during the summer months/fall should be scheduled
- Decision on whom will be representing club at Spring Construction Seminar
- Attend VAST Spring Construction Seminar
- Possible attendance at May Trails Committee Meeting to request new/change in upcoming season's grooming contract
- Start reviewing and prioritizing trail construction/maintenance/debrushing projects
- Discuss potential project work with landowner
- Work with County Trails Coordinator in reviewing trail construction/maintenance/debrushing project

June

Trails Program Application Time (All forms are available at www.vtvast.org)

- Signing Reimbursement application due on June 1st: installation and removal of trail signs during past season. Obtain County Trail Coordinator approval before submitting application. Application must be received by June 1st.
- Equipment Grant-in-Aid application due on June 1st: review application and make sure all fields are completed including the equipment financial analysis (clubs/contractors are notified the status of grant application a week after the deadline). Application must be received by June 1st.
- Continue working on trail construction/maintenance projects and meet with County Trails Coordinator for final field inspection
- Submit trail construction/maintenance/debrushing application by June 30th

July & August

Trail Construction/Maintenance/Debrushing Project Work

- Receive notification on project status (mid-July)
- Once approved and Project director receives a complete set of paperwork, club shall proceed with project work

September

Trail Construction/Maintenance/Debrushing Project Work

- Follow-up phone calls with landowners on approved project and trail work
- Continue work on approved project and trail work
- VAST Annual Meeting

October

Trail Construction/Maintenance/Debrushing Project Work

- Continue work on approved project and trail work
- Put together sign order for upcoming season

- Schedule final site inspection with County Trails Coordinator
- Receive VAST Grooming Contract, Log Sheets and Financial Analysis
- Obtain price information for off-road diesel fuel

November

Wrapping up Trail Construction/Maintenance/Debrushing Project Work, Pre-season groomer maintenance, and installation of trail signs

- Finish trail work
- Meet with County Trail Coordinator for final site inspection
- Submit final paperwork to VAST Office for reimbursement
- Return Signed Grooming Contract to VAST Office
- Grooming Start-Up Payment is issued (upon receipt of signed grooming contract)
- Install trails signs before ground freezes

December

Snowmobile season begins this month

- Submit final project paperwork (deadline December 15th)
- VAST Reimbursement for project work
- Snow permitting, groomers may roll on specified date before season begins (December 16th)
- Open gates
- Last minute signing
- Time to Groom!
- Return log sheets to Trails Administrator on weekly basis – mail/email by every Tuesday

January

Grooming and Riding!

- Return grooming log sheets to Trails Administrator
- Track financials for grooming
- Grooming Payment #1 is issued for weeks 1-5

February

More Grooming and Riding

- Return grooming log sheets to Trails Administrator
- Track financials for grooming
- Begin assessment on current grooming equipment and seeking new/used equipment

March

More Grooming (we hope) and Riding

- Return grooming log sheets to Trails Administrator
- Grooming payment #2 is issued for weeks 6-10
- Track financials for grooming

April

Snowmobile season is coming to an end and planning for the upcoming season begins

- Return final grooming log sheets to Trails Administrator
- Complete and submit groomer financial analysis to Trails Administrator
- Final Grooming Payment is issued for weeks 11-16 (pending receipt of financial analysis)
- County Approval for grooming contract change and or new contract, submit request to Trails Administrator for May Trails Committee approval.

