

Trail Maintenance Incentive (TMI)
CHAPTER GUIDELINES

1. As costs occur for the project, chapters will contact BCHMO Treasurer to issue the funds to appropriate vender. Invoice and proof of cost must accompany request for payment. Keep a log of expenditures; when the project is complete, the list of expenditures accompanied by receipt/ copies and explanation of work done must be send to TMI Coordinator. TMI Coordinator must have this paperwork before project can be closed out for the year.
Janet Karrenbrock, Treasurer: office@karrenbrockconst.com.
Carol Hilderbrand, TMI Coordinator: csnellfoxtrot@hotmail.com
2. Log the volunteer hours on the BCHMO Volunteer Service Form. **Keep TMI hours log separate from other chapter work event hours.** Send TMI volunteer hours to Service Chair, Robin Vaughan: vfarms88@gmail.com. Send duplicate to TMI Coordinator. TMI Coordinator must have log hours before project can be closed out for the year.
3. Documenting the progress of the TMI project with pictures and description of progress will be helpful.
4. Agency requirement to acknowledge the project was funded and completed by BCHMO must be documented and sent to TMI Coordinator.