



MINNESOTA SNOWMOBILE TRAILS ASSISTANCE PROGRAM MAINTENANCE AND GROOMING GRANTS

DOCUMENTATION CHECKLIST

The following is a required list of documents that the snowmobile clubs or sponsors need to maintain in accordance with program requirements. Only those documents marked with (*) are required to be turned in to the DNR, but the rest must be kept on file.

_____ **Landowner Permission Documentation**

All snowmobile trails must have permission to be located on public or private property. It is the responsibility of the snowmobile club or sponsor to keep these records.

_____ **Proof of Snowmobile Club Non-Profit Status***

It is required that all snowmobile clubs that receive GIA funds must be registered with the Minnesota Secretary of State as a nonprofit corporation.

_____ **Invoices of Repair Expenditures Associated with Each Benchmark**

Make sure to keep all invoices and proof of payment for expenses related to maintaining the GIA trail. These serve as expense documentation of meeting benchmark requirements.

_____ **Volunteer Work Logs**

It is required that volunteer trail work hours be documented (this does not include grooming). The log should include date, number of people working on the trail, number of hours, equipment used, type of work done, and section of trail worked on. A work log form can be found on the Snowmobile GIA web page.

_____ **Grooming Logs***

It is required that all grooming trips on GIA trails be documented. These logs should include date, miles groomed, total grooming hours, trail name, and segment. A grooming log form can be found on the Snowmobile GIA web page. Previous years' grooming logs are turned into the DNR with spring applications.

_____ **Backup Grooming Plan***

The snowmobile club or sponsor must have a backup plan for grooming the trails if a groomer breaks down for more than one day. Backup grooming plans are turned into the DNR with spring applications.

_____ **Update of Current Trail Alignments***

Clubs and sponsors are required to provide updates of trail alignments to the DNR with spring applications. For example, if a trail route changes or is rerouted, the club and sponsor **MUST** inform the DNR to update the GPS information in order to update funding for the next fiscal year as well as the quad map published by the DNR.

_____ **Permits and Environmental Approval Documents**

Clubs and sponsors must obtain and keep on file all required permits and environmental approval documents.

_____ **Trail Contact Form***

The information provided from this form will be used for the snowmobile trail quad maps and on the official DNR Web site.

_____ **Application with Attachments and Benchmark Forms***

Sponsors and associated clubs should maintain a copy of the annual program application with attachments and benchmark reimbursement forms for reference and annual documentation.

_____ **Sponsor Resolution***

A resolution from the unit of government sponsor is required with the application and must be turned in by May 15.

Not Required but Strongly Encouraged

_____ **Liability Insurance**

It is strongly encouraged that clubs partially shield their volunteers from the consequences of injury by securing appropriate insurance coverage. The DNR does not require this, but a sponsor may.

_____ **Contract between the Sponsor and Club**

It is strongly encouraged that the sponsors enter into contracts with their snowmobile clubs. These contracts help define roles and provide additional safeguards.

ADDITIONAL RESOURCES

Snowmobile GIA Web Page www.dnr.state.mn.us/grants/recreation/gia_snowmobile.html

The Snowmobile GIA web page has all program forms as well as additional program information.

Minnesota Secretary of State www.sos.state.mn.us or 1-877-551-6767

Click on “Business Center” to find information on how to register as a non-profit corporation. All GIA clubs are required to be registered as a non-profit with the State of Minnesota. The Minnesota Secretary of State’s (SOS) office administers non-profit corporation registration and questions about this process should be directed to the SOS.

International Association of Snowmobile Administrators (IASA) www.snowiasa.org

IASA has created several valuable guidelines and resources for snowmobile trail administration, including a signing guide, grooming guide, as well as other important resources of managing a snowmobile trail. Click on “Guidelines and Resources” to find this information.

Minnesota United Snowmobilers Association (MnUSA) www.mnsnowmobiler.org

MnUSA is a source for snowmobiling information and club support in Minnesota.

Trail Guidelines Books www.minnesotasbookstore.com or 1-800-657-3757

This technical manual covers all you need to know about designing and building trails. This manual is published by the MN DNR and can be purchased for \$19.95 through the Minnesota Bookstore.