



State of New Hampshire
DEPARTMENT OF NATURAL & CULTURAL RESOURCES
DIVISION OF PARKS & RECREATION
BUREAU OF TRAILS



172 Pembroke Road Concord, New Hampshire 03301
Phone: 603-271-3254 Fax: 603-271-3553
TDD Access: Relay NH 1-800-735-2964
nhtrails.org

Dear Club Organizer,

Thank you for inquiring about organizing a snowmobile or OHRV club. Organized clubs are a way for enthusiasts to obtain and maintain trails for legal riding opportunities, gain increased respect from communities and other trail groups and provide a better, safer and more responsible experience for all.

Please keep in mind when thinking about being an incorporated club vs an unincorporated club. Unincorporated clubs and for profit are *not* eligible for state or federal financial assistance. Non-Profit Corporation is the type of incorporation most favored by clubs.

Tasks to establish a non-profit club:

- Choose/select all club officers. Generally, but not limited to President, Vice President, Secretary, Treasurer, Trail Administrator and Trail Master.
- Complete and establish/vote on club bylaws- include annual meetings (meeting minutes should be kept on file)
- Complete and submit Articles of Organization with the Secretary of State Office
- Establish a Federal Tax ID with the IRS
- Complete Alternate W9 Form
- Obtain landowner permission to build and or maintain trails
- Create club trail system map
- Authorize the Trail Administrator to enter contracts with the NH Bureau of Trails (BOT)

The Bureau of Trails Grant in Aid (GIA) Program:

After all your club information is complete, up to date and submitted, you club may be welcomed into the GIA program and will be eligible for other trail grants as well. GIA provides assistance to organized, non-profit snowmobile and OHRV clubs and political subdivisions through funds acquired from registration fees and unrefunded gas taxes. These funds are available for materials, equipment rental, and equipment purchase or refurbishment for trail maintenance and construction.

It will be the role of the club's Trail Administration (TA) to coordinate and submit project requests for GIA funding and sign orders. Once approved the TA will then enter a grant contract on behalf of the club, proceed to track project expenses and submit requests to the BOT for reimbursements.

The following information is required for your club to qualify for GIA:

- A completed W-9 and vendor application form for the DNCR business office and Federal Government <https://www.das.nh.gov/purchasing/docs/info/Vendor-Application-and-W9.pdf>
- A copy of the club's bylaws and articles of incorporation(submitted to the SOS), include a copy of the Certificate of Good Standing [New Hampshire Quickstart | Home](#)
- A current list of the club's officers and contact information
- A completed Trail Administrator authorization form [NH State Parks - Grant-In-Aid](#)
- A detailed colored topographic map of your club's trail system
- A complete list of all landowners that the club's trails traverse including written or verbal permission. Written permissions are highly recommended as verbal will not hold up in a legal matter. Please note

projects for GIA reimbursement must be approved by landowner and submitted with summer applications.
[NH State Parks - Grant-In-Aid](#)

One important detail to keep in mind is that to be able to provide liability insurance for landowners, receive grant funding, trail signs and support from the Bureau of Trails your club's trail system must be OPEN TO THE PUBLIC (anyone with a current registration for designated trail use). There must also be a designated and permitted parking area for the trail system if your system is not within another club's system. Trail systems that are open for members or landowners only or for any type of entrance fee will not be recognized by the BOT.

Trail Construction and Maintenance:

Trail construction and maintenance will be a vital part of your club's duties. Properly constructed and maintained trails will reflect on the continued success and image of your club. You will find the Best Management Practices for Erosion Control during Trail Maintenance and Construction here: [Trail Handbook Outline](#).

Any trail work in or over surface water or wetlands may require completion of proper permits and authorization from the Department of Environmental Services, Wetlands Bureau. [Wetlands | NH Department of Environmental Services](#).

Your club will also be responsible for posting trail signs. Consistent trail signage throughout your trail system is very important for safety, land protection and recreational experience. Annual sign orders will be submitted in April and a trail signage workshop is generally scheduled then as well to learn about proper posting.

BOT highly suggests a club group email and to save all club related documents to one shared method this way if new officers take over all previous information is accessible.

Hopefully, the above information and attached documents will help you in your quest to become organized. If you need any further information or assistance, please contact me at (603) 271-3337 or taya.m.ferris@dncr.nh.gov.

Sincerely,



Taya Ferris
Bureau of Trails
GIA Program Coordinator