

FAQs About the New GSP Work Log:

- **How do I figure out my official site names?** If you don't know your projects "site name" check out the recently updated Habitat Map on EarthCorps website. You may need to play around with it for awhile. <http://www.earthcorps.org/interactive-map.php>
 1. Scroll down to your park name.
 2. Hit the green arrow next to "Restoration and Monitoring" and check "GSP Sites".
 3. Some green dots will show up on your map. Click on the green dot and you should see some outlined areas (purple or yellow).
 4. Click on those shaded areas and get the name of that site.

Note that the map is still under construction. Eventually it will be able to zoom in closer and have a print function. Some Parks or sites in parks still haven't been mapped or given site names yet. Please do NOT use the old Seattle Urban Nature Map anymore

- **What if I have a new "site" that is not on the Habitat Map?** Please include a map with a clear location of the site and a preferred "site name" along with your work log. Make sure it is clear on the work log notes that this is a new site.
- **Do I need to print in color?** **No.** It is just a visual aid to help you see the difference between the site columns.
- **How often do I need to fill out the work log?** Please fill out one work log for every group volunteer event. You can use a separate work log to summarize all your individual work outside of work parties each month.
- **Do work logs and sign in sheet need to be turned in together?** **Yes!** It would be wonderful, fabulous, and make me oh-so-happy to see a work log come in with each sign in sheet together at the same time (for both group and individual sign in sheets). It is better to hold on to the sign in sheets until you can fill out the work log and turn them in together rather than sending in the sign in sheets right away and waiting another few weeks to send the work log. This gets really confusing to our process because the two documents eventually go to different departments.
- **Do I need to break down volunteer hours by site?** **No.** We are tracking hours by event, but not by task or site.
- **What is "Phase I" Invasive removal?** The Phase I invasive removal is for recording newly cleared areas (first time removal) only. An area is only recorded as "new removal" once. If you return to weed the same area that gets recorded under maintenance. This way we don't double count that area. You can count the same area under the maintenance category as many times as you want and it won't really mess up the statistics.
- **How do I record every little patch of ivy I am weeding?** If you sweep through 10,000 sq.ft. of an area that has been already been enrolled (already had initial Phase I removal) and you find and remove a few small patches of invasive throughout that 10,000 sq.ft., then you can mark the whole 10,000 sq.ft. as maintenance.
- **Who fills out the work log?** The Forest Steward should fill out the work log if they are hosting an event. If Natural Area Crew or another contractor such as EarthCorps is hosting an event with you than they should be filling out the work log. If NAC or a contractor is doing work outside of a work party (herbicide, steep slope, erosion control...etc) they will fill out a work log. If a "Friends of group" is the one hiring the contractor than we recommend that you make filling out the work log a required deliverable in their scope of work. That way you don't have to do and you have documentation of what they accomplished. It is always good to double check if you are working with another group to make sure someone is in charge of filling out the work log. Some people actually think it is fun!
- **How do I submit the work log:** You can send it an email, fax, or mail it to Joanna Nelson. If you are sending via email please put work log and park name somewhere in the title. You can scan and attach sign in sheets too if you want.
- **What if there is a task that is not listed on the work log:** You can use the "other" category near the end of page. If you are ever not sure you can always describe more in the notes box.
- **I got a great idea to improve the work log. Who do I send it to?** joannan@cascadland.org