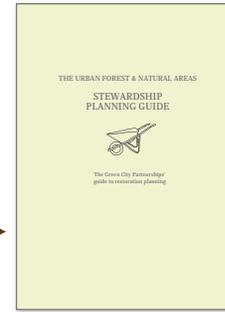


FOREST STEWARD WORK PARTY - STEPS TO GET STARTED!



1 Schedule a Site Visit with your Green Seattle Partnership Plant Ecologist

- Identify and get familiar with your restoration site
 - Complete the Steward Annual Planning Booklet
 - Identify Plants
 - Plan Restoration Activities for the Year
 - Sketch Restoration Area
- Use the GSP Map to zoom into your park to view your areas, forest types, and restoration phase



Search on www.greenseattle.org

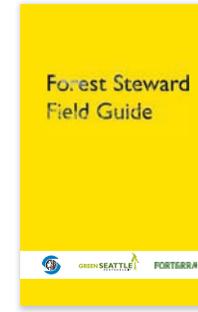
Reference printed materials

GSP Reference Map

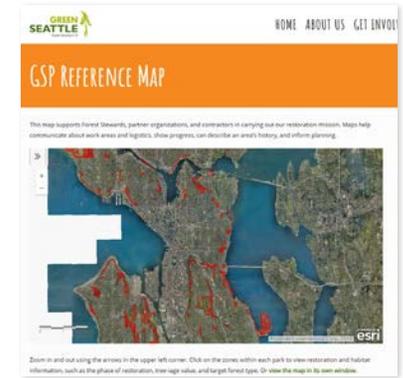


2 Plan your First Work Party

- Log on to CEDAR and create work party *pg. 5*
- Identify and request tools, materials (such as burlap and mulch), and # of volunteers
- Submit work party request and await approval
- Once approved, check out your event at <http://seattle.cedar.greencitypartnerships.org/>



pg. 45



3 Recruit Volunteers

- Request GSP outreach materials *Printed Outreach Materials*
 - Ex. Use kiosk posters at local restaurants and coffee shops
- Reach out to community groups via email
 - Ex. Neighborhood Associations, Community Centers, Community Blogs, and School Organizations
- Connect with friends, family, and coworkers to join your work party





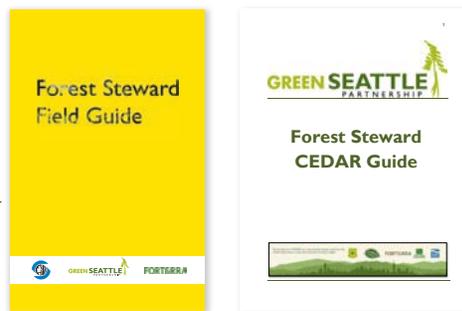
Prepare for Work Party

- Request local businesses to donate food/coffee for event (optional)
- Check CEDAR to confirm that your material and tool request have been assigned
- Print volunteer sign-in sheet from CEDAR
- Print incident and accident report sheets  *Reporting Incidents*



Host Work Party

- Pick up donated food and coffee
- Arrive 30 minutes early to site for event setup
- Make sure volunteers sign in
- Gather volunteers for introductions  *pg. 43*
- DO WORK! (take field notes!)
- Debrief and clean up



Follow-up

- Submit work logs and finalize sign-in sheets  *pg. 8*
- Maintain email list with preferred tracking method (ex. Microsoft Excel)



Repeat

- Repeat steps 1-6 for future work parties and recruit volunteers using updated email list
- Attend at least 3 trainings per year to  *Upcoming Trainings* continue learning about restoration practices to improve your site



FOR MORE INFORMATION

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NOTES

