



NEW STEWARD
ORIENTATION
FALL 2022

1

Thank you for joining us

Your Hosts:

Jeremy Jones and Jacob Gunden, City of Kirkland

Etiquette:

Attendees place on audio mute.

Please use the chat feature for questions.

We will take select questions at the end.

Slides will be sent to attendees via email.

Update your Name & Preferred Pronouns



2

Jeremy Jones

Green Kirkland Partnership Coordinator

City of Kirkland

Parks and Community Services Department

Parks Management Division



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Land Acknowledgement

We acknowledge that the Southern Salish Sea region lies on the unceded and ancestral land of the Coast Salish peoples, the Duwamish, Muckleshoot, Puyallup, Skykomish, Snoqualmie, Snohomish, Suquamish and Tulalip tribes and other tribes of the Puget Sound Salish people, and that present-day City of Kirkland is in the traditional heartland of the Lake People and the River People. We honor with gratitude the land itself, the First People – who have reserved treaty rights and continue to live here since time immemorial – and their ancestral heritage.

We encourage you to visit the City of Kirkland [Land Acknowledgement page](#) for more information.

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Introductions

Name

Favorite thing you've seen in nature lately.

Park or space you are interested in being a Steward.



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New Steward Orientation



Session 1 Tuesday Sept 13, 6-8pm

Overview of the Green Kirkland Partnership

Steward Program & Urban Forestry Stewardship

Session 2 Saturday Sept 17, 10am-12pm

Field Practices – Invasive Control and Mulching

Session 3 Tuesday Sept 20, 6-8pm

Volunteer and event management

6

Key Takeaways

- Green Kirkland Partnership engages the community to restore natural areas in City of Kirkland Parks.
- Steward position is an ongoing volunteer leadership position that supervises other volunteers engaged in urban forest restoration in City parks.
- Urban forests provide many benefits and need your help to remain healthy!

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9

Over 500+ Acres
of Forest &
Natural Areas in
Kirkland's Parks



10

Equivalent to
142 Ballfields



11

Benefits of Urban Trees



<https://www.arboday.org/trees/index-benefits.cfm>

12

Clean Air and Clean Water



13

Wellness and Recreation



14

Wildlife Habitat & Native Biodiversity



Photo: Oregon Department of Forestry



Photo: E. Beers, WSU



Photo: B. Bernson, 2015
Allaboutbirds.org



<https://www.npr.org/restoration-with-birds-in-mind/>

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Benefits of Urban Forests...



<https://www.itreetools.org/>



<https://www.washingtonnature.org/cities/stormwater/green-infrastructure-infographic>



Green Cities: Good Health
<http://depts.washington.edu/hhwb/>



<https://forterra.org/service/evergreen-carbon-capture>



<https://www.arborday.org/trees/index-benefits.cfm>

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Doug is in Danger



17

We have
manipulated our
landscapes for
1,000's of years

Common Camas

Photo credit: Thayne Tuason; CC BY-SA 4.0



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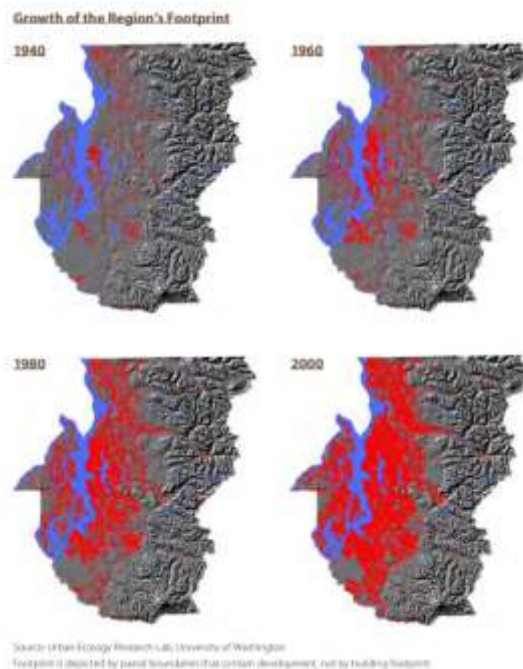
Logging, Resource Extraction, & Farming



Bothell, 1890 - Photo Credit: MOHAI, HistoryLink.org

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Rapid Urbanization



20

Habitat fragmentation & Loss

1936 Aerial Photo
Juanita Creek area

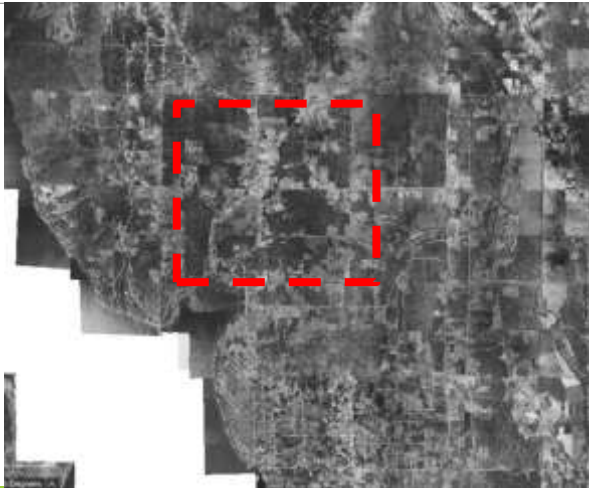


Image Credit: King County iMap
<https://kingcounty.gov/services/gis/Maps/imap.aspx>

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Habitat fragmentation & Loss

2019 Aerial Photo
Juanita Creek area

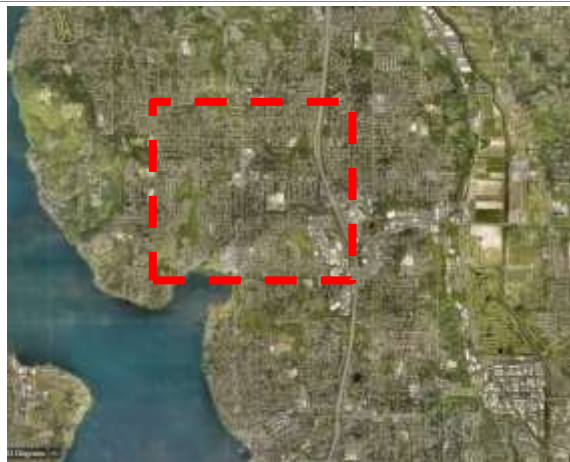


Image Credit: King County iMap
<https://kingcounty.gov/services/gis/Maps/imap.aspx>

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Soil compaction and alteration



Photo credit: SoilforSalmon.org

23

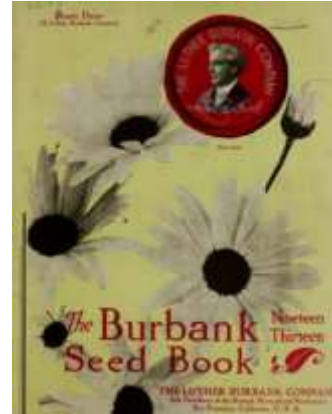
Deciduous canopy now at old age



Bigleaf Maple

24

Import of non-native species



ANN DORNFELD, KUOW August 29, 2016

<https://www.kuow.org/stories/strange-twisted-story-behind-seattles-blackberries>

<https://www.kuow.org/stories/strange-twisted-story-behind-seattles-blackberries>

25

Key Threat: Invasive Plant Species

English & Atlantic ivy



Invasive Blackberry



Yellow Archangel



Scotch broom



Cherry laurel



English holly



26

In 500+ Acres of Forest & Natural Areas in Kirkland's Parks...



27

Ivy present in 50% of acreage



28

Other invasive species present in as much as 80% of acreage

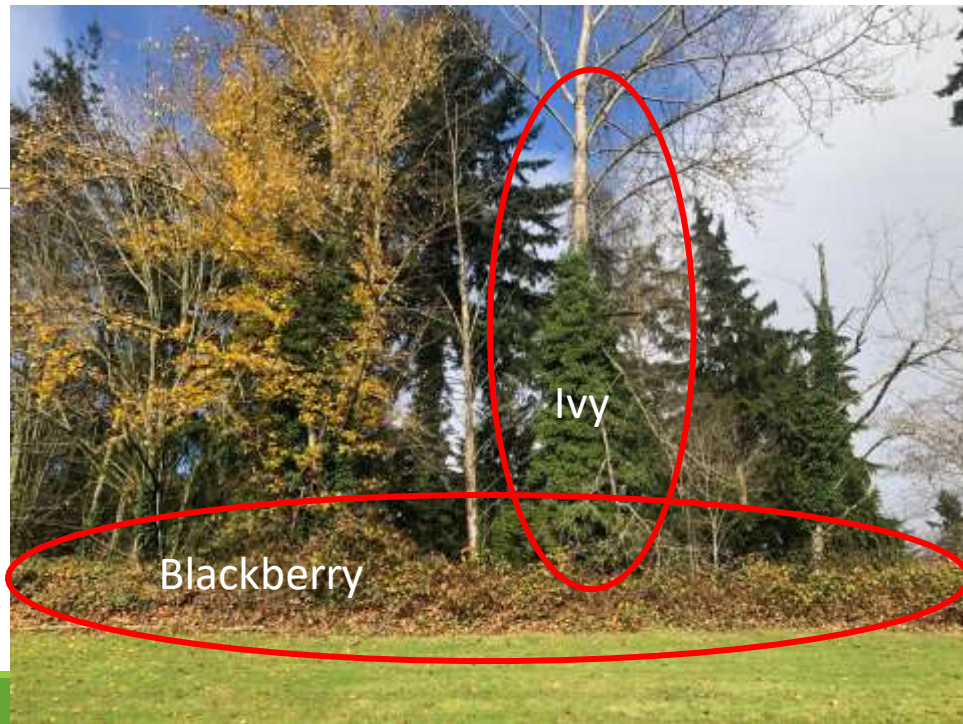


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Spinney Homestead Park,
Kirkland WA

30



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Native Tree Regeneration is limited in understory



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Pests & Pathogens



Emerald Ash Borer

Washington Invasive Species Council <https://invasivespecies.wa.gov/>



Laminated Root Rot in Douglas Fir

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Climate change and drought

"The cumulative impacts of warming, altered hydrology, and increasing natural disturbances are driving range shifts in tree species, forest-associated animals and invasive species, resulting in altered forest community composition."

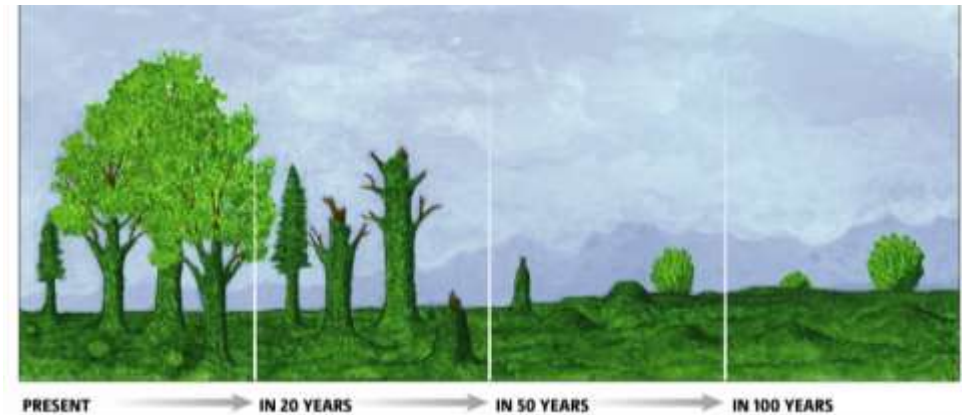
Shirk, A., Morgan, H., Krosby, M., Raymond, C., Mauger, G.S., Helbrecht, L. 2021. Preparing Washington Department of Fish and Wildlife for a changing climate: assessing risks and opportunities for action. A collaboration of the Washington Department of Fish and Wildlife and University of Washington Climate Impacts Group

Photo: Dead Western redcedar at Watershed Park, Kirkland WA



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If we do nothing, the forest benefits may not be here for the future...



35

We can Reverse the Trend



Layers of multi-generational native trees, diverse flowering shrubs and groundcovers, snags and woody debris

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Before



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During



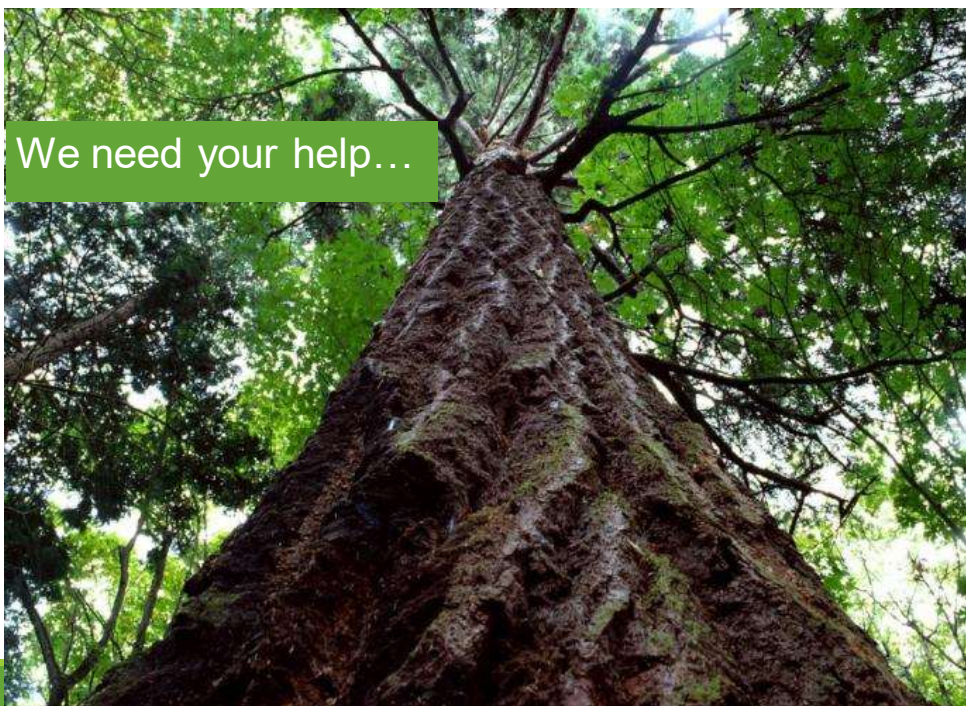
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After



Hi baby Dougie!

39



We need your help...

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The Green Kirkland Partnership engages the local community in the restoration and care of natural areas in City parks.

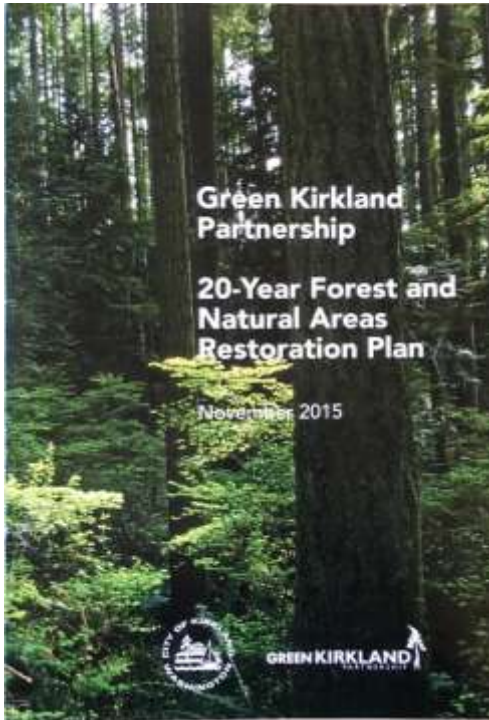
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Green Cities Network

FORTERRA



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20-Year Forest and Natural Areas Restoration Plan

Founded 2005 with strong community support

Goals:

Enroll all 500+ acres of natural area parklands into active restoration by 2035

Restoration program with capacity of long-term stewardship

Robust Steward & Volunteer Engagement Program

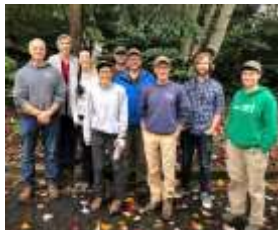
Sustainable funding, operations, and field staff resources

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Who helps accomplish this work?



Community
&
Volunteers



Parks Staff

Green
Kirkland
Partnership

Contract
Partners



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Partners



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Parks and Community Services: Parks Management

Green Kirkland Partnership

Founded in 2005

First 20-year plan in 2008

Revised 20 Year Plan in 2015

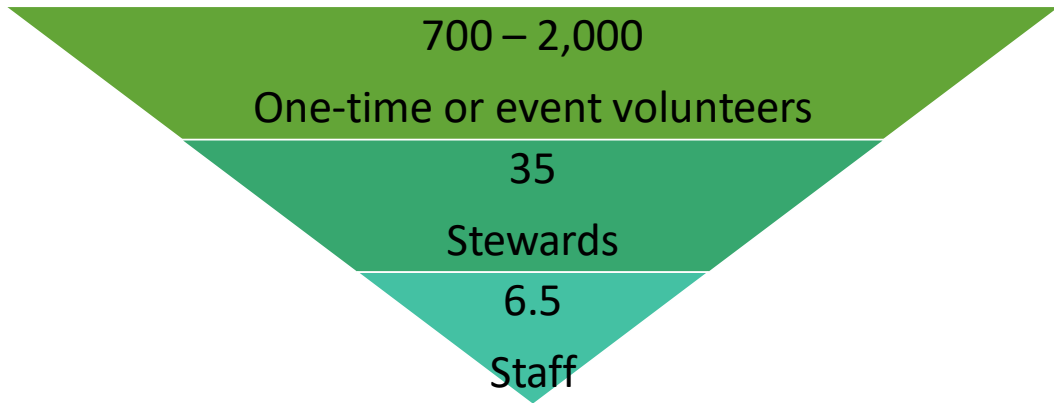
Park Levy for staffing

Grant Funding for volunteer & contract services



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Community Volunteer Engagement



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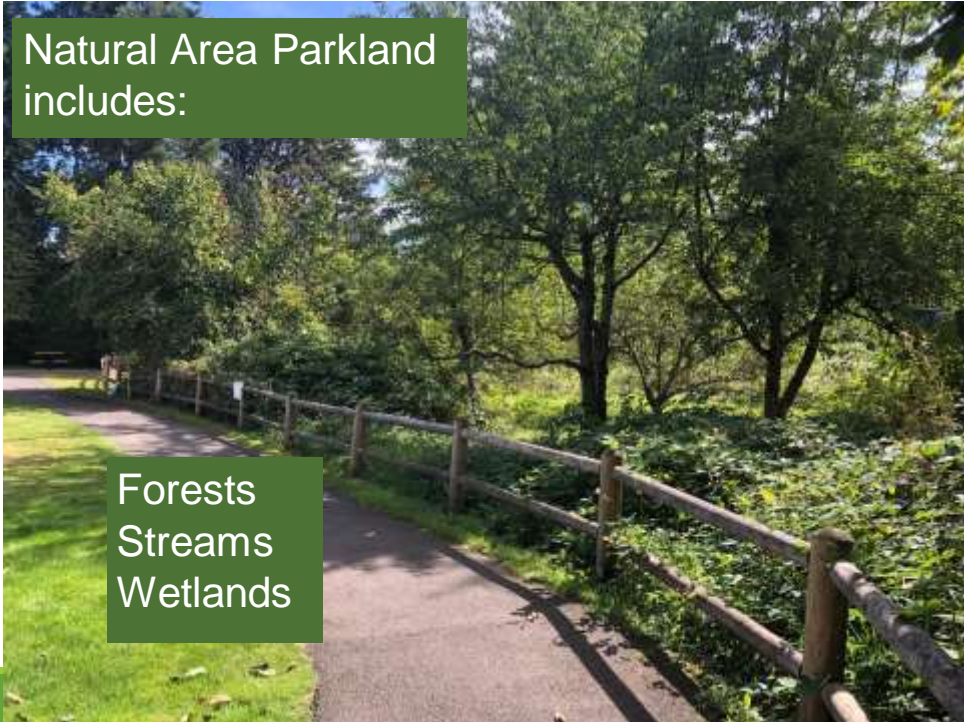
Where do we work?

Mapped Natural Areas
within Kirkland's Parks
(~500 acres)

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Natural Area Parkland
includes:

Forests
Streams
Wetlands



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Does not include:

Parking Lots
Grass fields
Ballfields &
Playgrounds
Private Land



Source: Google Images

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View our progress & Mapped natural areas

View our progress & Learn more:

www.greenkirkland.org

[About Us Page](#)

[Resource Page](#)



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Accomplishments

29,000+ Volunteers

121,000+ Hours

Value of Volunteer Time:
\$2,900,000+

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Accomplishments

300 of 510 acres enrolled
in restoration

Active in 27 of 49 parks
with natural area

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Volunteer Leadership Position with Green Kirkland Partnership and City of Kirkland

See Position Description and Expectations



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Steward Position

~Two Year position commitment

Host events or other volunteers at least 2x year

Annual: ~ 12+ hours commitment

Supervise other volunteers in stewardship

Attend Trainings

Request Support, Plan, & Provide Data

Ongoing volunteer onboarding

Youth: Age under 18 - 14 with adult Steward supervision



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Stewards
receive
training and
ongoing
support after
onboarding



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‘Heart and
Soul’ of the
Partnership



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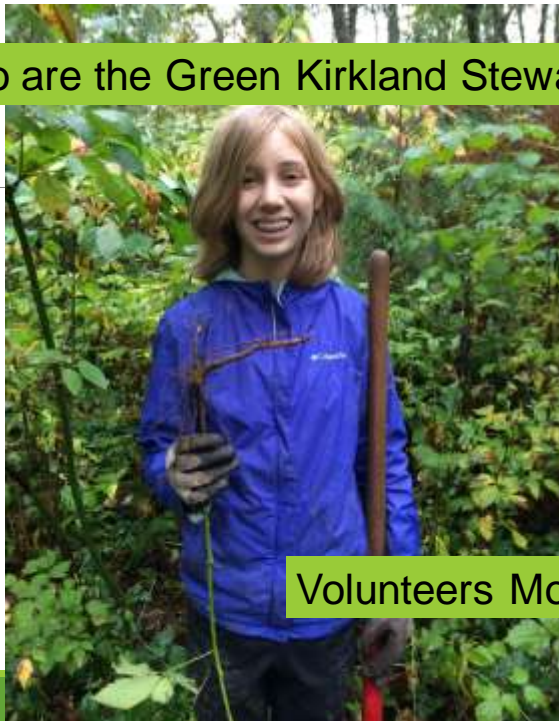
Who are the Green Kirkland Stewards?



Volunteers Weekly

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Who are the Green Kirkland Stewards?



Volunteers Monthly

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Who are the Green Kirkland Stewards?



Volunteers Spring and Fall

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What do Green
Kirkland Stewards Do?



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Stewards lead & plan site restoration



1

Initial Removal



2

Replanting



3

Maintenance



4

Monitoring

63

Stewards lead
volunteer
events and
outreach



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Lead Activities:
removing
invasive plants



65

Lead Activities:
spreading
mulch



66

Lead Activities: Planting Native Plants



67

Steward log activities, plan and request materials



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How does the Partnership support the Green Kirkland Stewards?

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Staff provide materials – Tools, plants, mulch, burlap



71

Staff or Conservation Corps field support



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Volunteer Appreciation Events and Gear City of Kirkland Volunteer Benefits

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Green Kirkland Partnership

An important update from Parks and Community Services - COVID-19

2/2/2021 - For the latest information about how to contact staff and what park amenities are currently open under the Governor's Healthy Washington plan, please visit the [Kirkland Parks Play it Safe Website](#).



The Green Kirkland Partnership works to engage the local community in the restoration and care of natural areas in City parks.

Volunteer with Us!

About Us

What to Expect as a
Volunteer

Resources

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Good Grief!
Is there anything Stewards don't do?

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Stewards avoid steep slopes,
streams, wetlands and other
sensitive areas



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Stewards don't use power tools or do trail construction



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...But Stewards have a lot of fun
and are a great community!



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Ways to Volunteer



Differ in levels of: Commitment, responsibility, training and benefit

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Steward Onboarding Application

Steward Application Form

- City of Kirkland Ongoing Volunteer Form
- Background check
- Interview Form and 2 References (via email)
- Expectation Checklist
- Review City of Kirkland Volunteer Policy

Types of Volunteering	
Volunteer as an Individual or Family	+
Volunteer as a Group	+
Youth Volunteering	+
Green Kirkland Swards	+
Court Ordered Service	+

<https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/Green-Kirkland-Partnership/What-to-Expect-as-a-Volunteer>

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Stewards under age 18

Must serve alongside an adult who completes the Steward onboarding process and is present to supervise events.



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Steward Orientation

Sample Training Plan

GKP Program Overview & Steward Q&A (2 hours)

Restoration Best Management Practices (2 – 4 hours)

- Plant Communities of the Kirkland
- Native and Invasive Plant Identification
- Invasive Plant removal, disposal and composting techniques
- Native Plant Installation
- Tools and Techniques
- Goal Setting and Site Assessment

Volunteer Management Best Practices (2 – 4 hours)

- Prepare for your event – Before, During and After
- Volunteer Policies and volunteering with the City of Kirkland
- Attend volunteer events led by Green Kirkland Stewards



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Park & Site Selection

Based on need, interest, and commitment level

Phase 1 & 2: New removal & Planting

South Norway Hill, Windsor Vista, Kingsgate, Watershed, Edith Moulton...

Phase 3: Maintenance

OO Denny, Juanita Heights, Juanita Bay, Juanita Beach, Carillon Woods, Everest, Crestwoods

South Rose Hill, North Rose Hill, Rose Hill Meadows and more...

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Steward Onboarding: Site Orientation & Plan

Talk about you!

- Confirm your time commitment
- Your interests in the park
- Your skills and training needed

Walk and talk about stewardship goals

Review:

- Select restoration techniques
- Reporting requirements
- Site orientation, boundaries and safety

Start small, dream big



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After Field Training

I'm ready to be a Steward:

- Contact us if you're interested to lead or support volunteers and/or restoration activities on an ongoing basis and adopt a site.
- Steward Application
- Site Visit and Site Orientation

I'm not ready to be a Steward:

- Contact us if you'd like to volunteer on an ongoing basis with a team
- Visit our volunteer calendar if you're looking for a one-time / occasional opportunity

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Materials and Resources

Reference Materials

- [Steward Field Guide](#) – we'll use this during training, hardcopy provided
- Link to: [20 Year Forest and Natural Areas Restoration Plan](#) (hardcopy provide)
- Link to: [Steward Resource Page](#)
- Steward Field Clipboard, other forms and fun materials will be provided!



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Key Takeaways

- Green Kirkland Partnership engages the community to restore natural areas in City of Kirkland Parks.
- Urban forests provide many benefits and need your help to remain healthy!
- Steward position is an ongoing volunteer leadership position that supervises other volunteers engaged in urban forest restoration in City parks.

90



Thank you www.greenkirkland.org

JEREMY JONES * 425-587-3306 * JJONES@KIRKLANDWA.GOV

Urban Forestry and Stewardship

Green Kirkland Partnership

Jeremy Jones & Jacob Gunden

Fall 2022 Version – For Educational Purposes Only

greenkirkland@kirklandwa.gov

1

“Best” Management Practices

Resource Materials

- [Steward Field Guide](#)
- [City of Kirkland 20-Year Forest and Natural Areas Restoration Plan](#)
- Link to: [Steward Resource Page](#)
- King County Noxious Weeds Program
- <https://kingcounty.gov/services/environment/animals-and-plants/noxious-weeds.aspx>



2

Key Take Aways

- *Stewardship is a long-term investment – maintenance is key to meet goals.*
- *Goal is healthy forests though we focus heavily on controlling weed impacts in this presentation.*
- *There are many ways of knowing and doing... methods here have worked in the past and are approved for use in our parks.*

3

Ecological Restoration

Ecological restoration is the process of assisting the recovery of an ecosystem that has been degraded, damaged, or destroyed.

Assisting recovery can be as simple as removing an invasive species or reintroducing a lost species or a lost function (like fire); or as complex as altering landforms, planting vegetation, changing the hydrology, and reintroducing wildlife.

4

Invasive Weeds – a forest stressor

Reproduce and Grow Quickly * Few natural local controls * Cause harm * Highly competitive

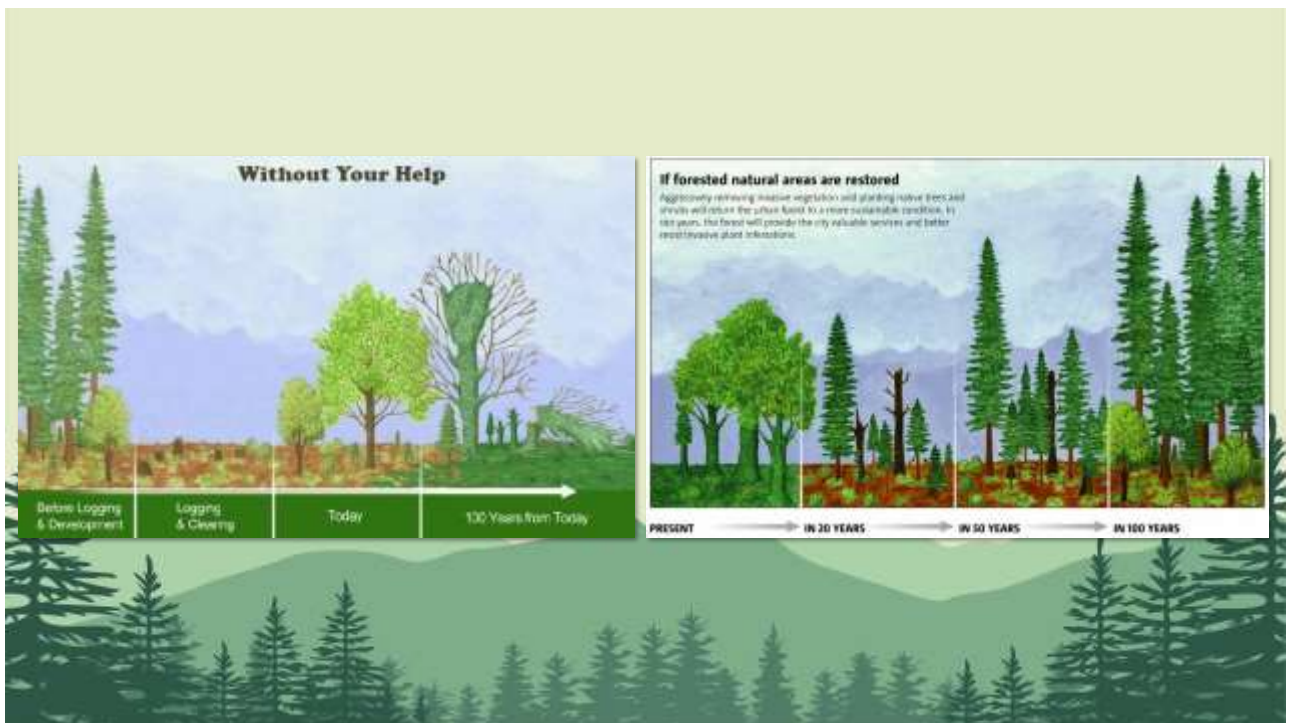


Photo credit: Forterra



Photo credit: Washington Noxious Weeds

5



6

Healthy Forests – a garden of benefits



7

General Goals*



Establish a mixed,
native conifer-
deciduous tree
canopy



Establish diverse,
multi-layered native
understory shrub and
groundcover layer



Low presence of
target invasive plants

*Appropriate for many but not all sites

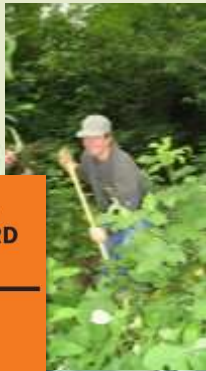
8

Phases of Restoration in Green Cities

1

Initial Removal

pages 35-51



2

Replanting

pages 51-65



3

Maintenance

pages 65-67



4

Monitoring

pages 67-69



**FOREST
STEWARDS
FIELD
GUIDE**
GREEN CITY
PARTNERSHIPS

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Phase 1: Invasive Plant Species Control

English & Atlantic ivy



Himalayan blackberry



Yellow Archangel



Scotch broom



Cherry laurel



English holly



10

Native Plant Look-a-likes

Ivy



Salal



Invasive Blackberry



Salmonberry



Cherry Laurel



Pacific Rhododendron



English holly



Oregon Grape



11

Removal Methods – Tools of the Trade



Shovel



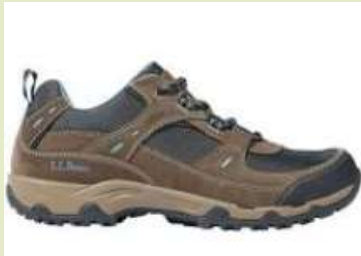
Lopper



Hand Tiller

22

Safety Gear



REQUIRED

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Control Methods – Invasive Blackberry



Growth:

Spreads by seed, rooting at stem tips, and sprouts from root buds

Control Options:

- Repeated cut/graze/mow
- Digging/grubbing
- Chemical

Maintenance is key!

Photo credit: Leslie J. Merhoff

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Impacts: Why control these species?

Invasive Blackberry

- Forms dense thickets reducing plant diversity by excluding most other species including trees and flowering plants
- Impedes wildlife and people
- Hides erosion
- Berries are tasty

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Control Methods – Invasive Blackberry



Photo credit: Kevin Le

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Control Methods – Invasive Blackberry



Photo credit: Southwest Neighborhoods



Photo credit: Washington Noxious Weeds



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Control Methods - Ivy



Growth

Spreads by bird deposited seed and significant vegetative growth on ground and trees.

Control options

Manual cutting and grubbing of vines

Cutting survival rings on trees

Chemical control is limited

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Impacts: Why control these species?

Invasive Ivy

- Forms dense groundcover reducing plant diversity
- Climbs trees adding weight and retains moisture against trunk promoting rot
- Competes for light on ground and branches
- Lightly rooted – promotes and hides significant erosion
- Plant is somewhat toxic



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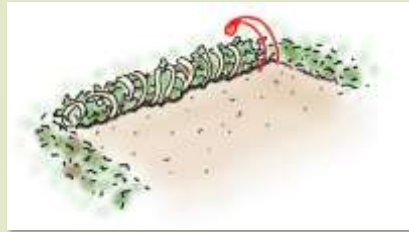
Control Methods – English Ivy



Photo credit: Washington Noxious Weeds

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Control Methods – English Ivy



31

Control Methods – English Ivy



Photo credit: Forterra

33

Removal Methods – English Ivy



Photo credit: Fernbank Museum



Photo credit: Washington Noxious Weeds

35

Survival Ring



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Onsite Disposal: Compost Pile Construction

Tips:

- Make compost piles first
- Not against trees, avoid native plants
- Thorough weed removal at base
- Use logs, cardboard, or burlap for air gap to keep vegetation off ground

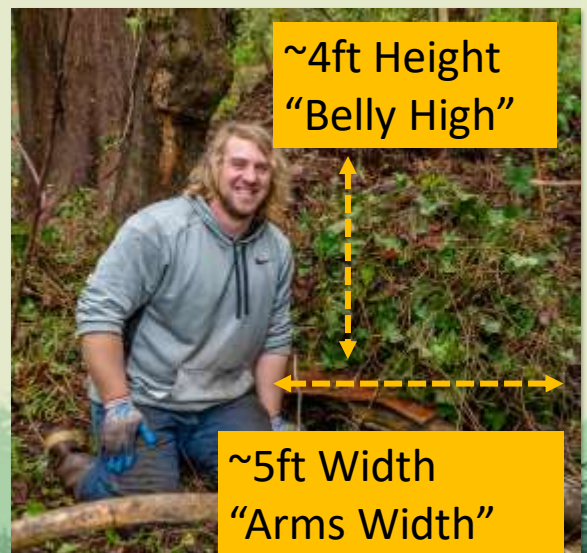


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Onsite Disposal: Compost raft



Logs or
Cardboard
Air Gap



~4ft Height
"Belly High"

~5ft Width
"Arms Width"

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Compost Pile Benefits

- Benefits:
- Cost Effective
- Retains organic material onsite
- Wildlife habitat
- Break down in 1-2 years or leave onsite



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Invasive Trees: Cherry Laurel, Holly



Photo credit: King County Noxious Weeds

41

Invasive Tree Impacts (Laurel, Holly)

- Highly competitive for light and space within forest understory
- Main regenerating sapling in many urban forests concern for displacement native canopy/understory
- Forms dense patches, evergreen and fast growing
- Spreads via fruits and layering/suckering
- Berries toxic (holly)



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Invasive Trees: Manual

Full root
removal



43

Invasive Trees: Do Not Stump



- In Parks: Do not cut trunks if roots are not removed
- 1 cut trunk = up to 8 new stems

44

Invasive Trees: Herbicide by staff



- Herbicide used by Parks Staff under supervision of licensed applicators
- Crews will sweep management units for invasive trees too large to hand pull

Photo credit: <https://www.arborsystems.com/ez-ject/>

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Mulch and Soil Health

Benefits:

- Reduce Erosion
- Retain soil moisture
- Reduce Weed regrowth
- Add organic matter to soil



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Mulch and Soil Health

- Add 4-6 inches of arborist chips aka 'mulch'
- Cover large bare areas, slopes, and areas with no canopy immediately.
- Cover flat areas with native cover under canopy as is possible.
- Add mulch rings to new plantings



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Phase 2: Planting

October – March



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Plant Selection & Target Ecosystems

Forested Ecosystems

Forested
Swamp

Wet to moist
conifer-
deciduous
forest

Moist to dry
conifer-
deciduous
forest

Dry forest
and
woodland

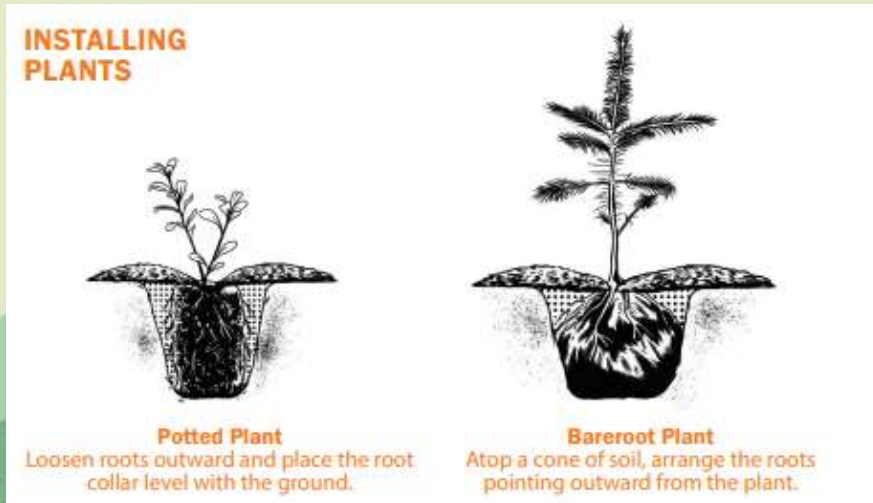
Wet



Dry

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Planting



50

Plant Protection



<https://wdfw.wa.gov/species-habitats/living/species-facts#mammals>

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Phase 3: Site Maintenance



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Phase 3: Site Maintenance

Mulching

Weeding

Watering

Protection

Monitoring

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Maintenance Weeding

- Reaching goals depends on maintenance!
- Plan Spring and Late Summer weeding parties
- Weed and mulch rings 1-2 foot diameter around each planting
- It will look worse before it looks better



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Mulch

Why important:

- Preserves moisture, reduces weeds, adds organic amendment

How much:

- 2 – 4 buckets, ~1-2' foot diameter
- Keep hand width away from stem

55

Watering

- Ideal: ~2 gallons every 2 weeks in dry season
- Staff will truck water at accessible sites 2x month. 1-2 gallons per plant
- Volunteers have access to water cisterns for volunteer led watering



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Phase 4: Monitoring

Recommend Stewards informally monitor:

- tree health
- plant establishment
- invasive weed cover each year

Staff monitor established plots on a ~five-year basis



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Phase 4: Monitoring

Are we reaching our goals?

- Target Ecosystems
- Community Engagement
- Sustainable effort



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Annual Trainings for Stewards

- Volunteer Management (Part of New Steward Orientation)
- Field Skills (Part of New Steward Orientation)
- Planting Plan Development and Plant Selection (Spring)
- Plant Identification (Early Summer)
- Plant Installation, Protection and Volunteers (Fall)
- Other trainings such as wildlife habitat, selecting native plants, etc offered on a rolling basis

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Field Training

- **Saturday Sept 17 am – 12 pm**
- **Kingsgate Park**
- **Trainers:** Parks Staff Collins
- **What to Bring/Wear**
 - Sturdy closed toed shoes
 - Full water bottle
 - Snacks
 - Rain gear
 - Warm layers that can get dirty
 - Garden Gloves (we have some also)



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Questions

- www.greenkirkland.org
- greenkirkland@kirklandwa.gov

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SITE PLANNING MODULE
NEW STEWARD ORIENTATION
FALL 2022

1

Thank you for joining us!

Your Hosts:

Jeremy Jones, City of Kirkland

Etiquette:

Please remain on audio mute unless speaking

Please use the chat feature or raise hand for questions.

Slides will be sent to attendees via email.

Recording this presentation



2

Jeremy Jones

Green Kirkland Partnership Coordinator

City of Kirkland Parks and Community Services



3

New Steward Orientation

Session 1

Green Kirkland Partnership Overview & Steward Program
Urban Forestry and Stewardship

Session 2

Field Practices – Invasive Control and Mulching

Session 3

Site Planning
Volunteer Management

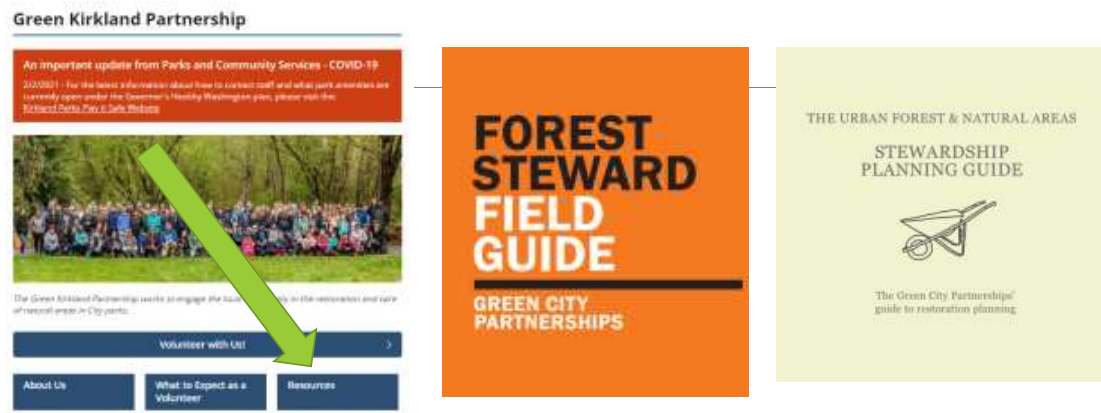


4

Key Points

- Site planning helps set goals and direction for stewardship
- Stewardship is a long-term investment and maintenance of sites is key.

5



RESOURCES

6

Site Planning for new Stewards

- How Green Kirkland maps restoration in parks
- Site Assessment
- Annual Planning and Goal Setting
- Where to Start?
- Where to Work?
- When to work on what?

8

Green Kirkland Restoration Mapping

Green Kirkland Resource Page

An important update from Parks and Community Services - COVID-19

3/5/22 - For the latest information about how Kirkland Parks and Community Services is responding to the COVID-19 pandemic, please visit the [Kirkland Parks & Community Services website](#).

The resources here are for Green Kirkland Stewards, volunteers and contractors.

Use the buttons below to complete common actions for before, during or after stewardship activities. Explore below the buttons for resources related to stewardship.

Request Materials, Tools or Event Date

Enter Work Log Data

Make a Map



9

Over 500+ Acres
of Forest &
Natural Areas in
Kirkland's Parks



10

Park



Park = Green Boundary contains:

- Lawn
- Gardens
- Parking Lots
- Natural Areas
- Trails
- Roads
- Buildings

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Park → Natural Area



Red Boundary = Natural Area



12

Park → Natural Area → Restoration Management unit



Your site may be one, some, or many management units.



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What's the Goal?



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General Goals*



Establish a mixed,
native conifer-
deciduous tree
canopy



Establish diverse,
multi-layered native
understory shrub and
groundcover layer

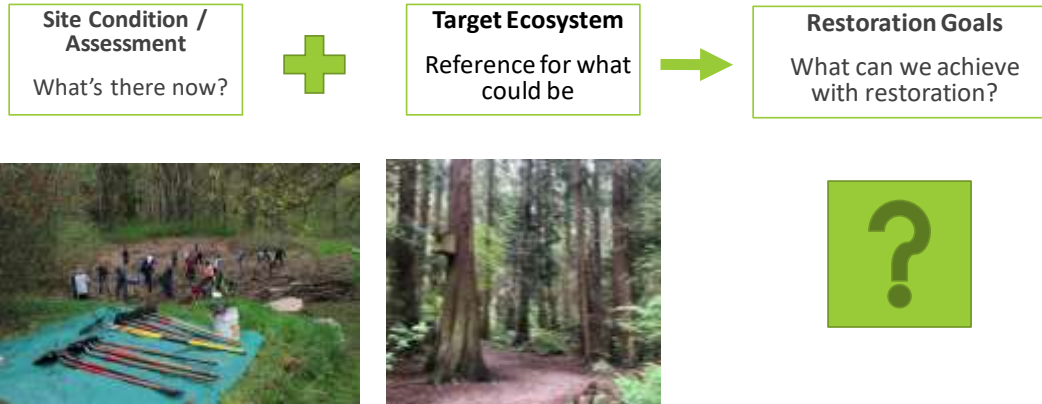


Low presence of
target invasive plants

*Appropriate for many but not all sites

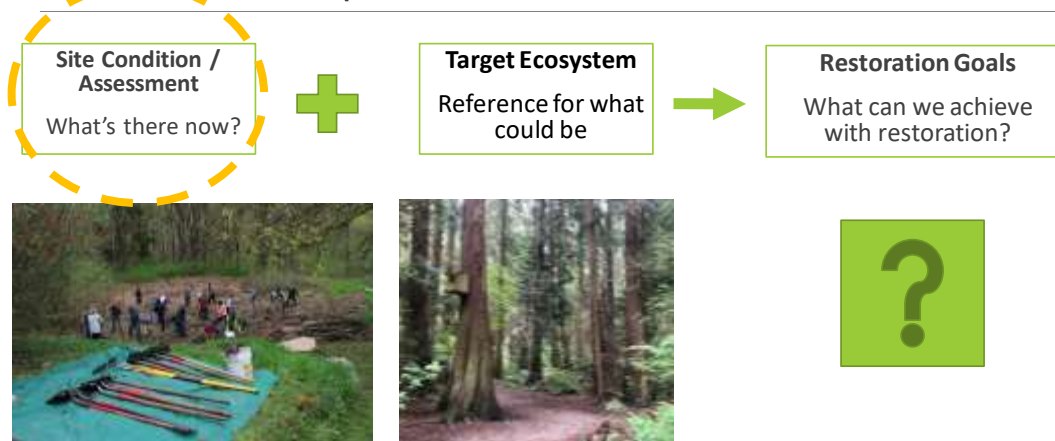
15

Goal Development



16

Goal Development



17

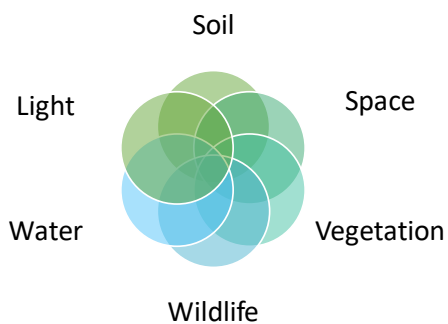
Annual Plans and Goal Setting



18

Site Assessment

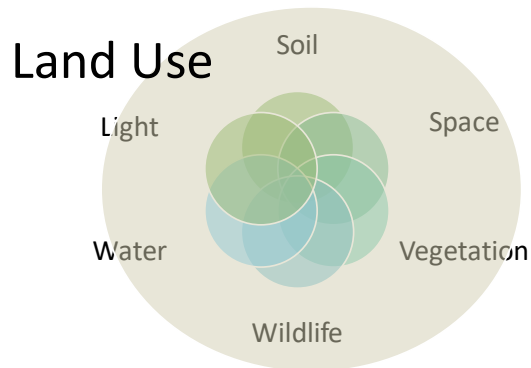
What are current conditions?



19

Site Assessment

What are current conditions?



20

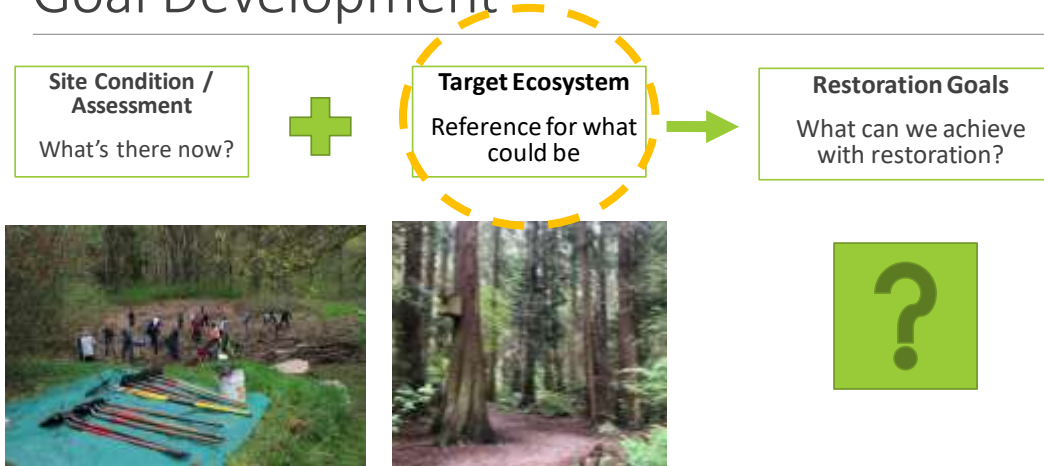
Site Assessment & Characteristics

- Canopy cover & Light
- Soil texture & Moisture
- Existing Plants
- Tree regeneration
- Other Features
 - Slope
 - Aspect
 - Trails and Utilities
 - Past & Present Land Use



21

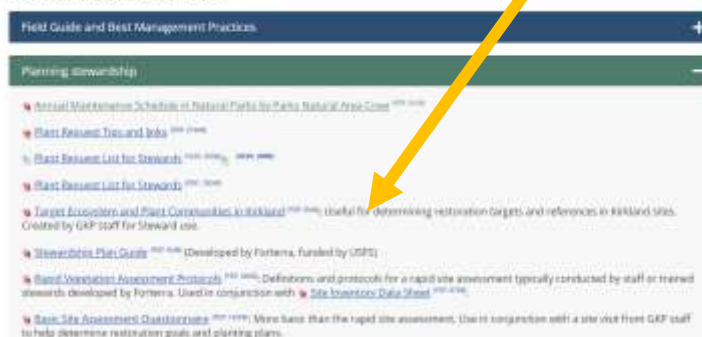
Goal Development



30

Target Plant Ecosystems

Restoration Resources



31

Phases of Restoration



1

Initial Removal



2

Replanting



3

Maintenance



4

Monitoring

34



Where to start?

- Protect the highest quality habitat
- Save the trees
- Utilize existing canopy & shade
- Work from edge of invasive pocket (least to worst)
- Be honest about your time & resources

35

Where to host volunteer activities

- **Accessible** to volunteers and for materials/support
- **Appropriate** for restoration activities performed by volunteers
- **Safe** not too steep or located along busy streets
- **Sturdy** sometimes wetlands or other sensitive areas are not the best choice for volunteers

36

Annual Planning

Maintenance time is key!

Avoid over clearing new areas!

Proceed in stages leaving time for maintenance and reduce habitat loss.

New clearing will need several rounds of weeding/mulching and then subsequent YEARS of maintenance.

When to be most active (at least):

Spring – April, May, June

Fall – Sept, Oct, Nov



37

Fall

Install Native Plants

Planting Season October 15 – March 1

Install native plant protection and mulch rings

Remove invasive plants

Mulch or cover bare soil



38



Why Plant in Fall/Winter

Native plant potted stock planting season:

~ October 15 – March 1

Goal = less transplant shock and lower stress/mortality

Plants are dormant portion of lifecycle

Rain returns and higher humidity

Cooler temperatures

Photo: Stressed tree transplant - Joseph OBrien, USDA Forest Service, Bugwood.org

39

Winter

Planting Season October 15 – March 1

Remove Invasive Plants

Mulch or cover bare soil

Avoid wettest areas to reduce compaction

Watch for early nesting birds

Cut down selected large brushy work areas before spring

Staff: Control large invasive trees



40

Spring

Maintenance weeding

Mulch rings around native plants before summer

High bird nesting season - **avoid clearing large amounts of brush April – July 31**

Selective invasive plant control/grubbing

Mulch any bare areas

Wetland planting season

Staff: Noxious weed control



41

Spring Maintenance

Every Year for 3-5 Years – ‘the basics’

Weed

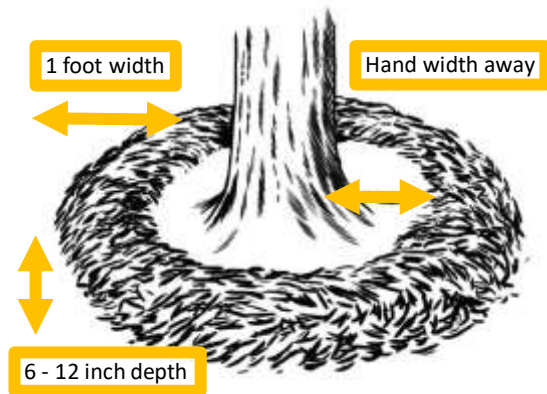
- 2 ft diameter around plantings or target weeds

Mulch

- 2-4 buckets/plant, 1 foot diameter ‘donut’
- 4-6” depth any bare areas
- Pull away from stem

Water

- 2 gallons/plant per two weeks in dry season for new plantings where possible (3 years)



42

Birds and Pollinators

Avoid clearing large amounts of brush in high bird nesting season: **April 15 – July 31.**

Look for activity and high value nesting sites

Work small areas and plan the full cycle of restoration to reduce bare area.

Leave it messy and consider pollinator habitat needs.



43

Summer

Remove invasive plants*

Breakdown compost piles

Water native plants

Mulch any new areas

**Bird nesting season tapers around July 31*

**Soil at some sites becomes too hard for removal*

Staff: Truck Water Accessible Sites, Select herbicide work



44

Steward Onboarding: Site Orientation & Plan

Talk about you!

- Confirm your time commitment
- Your interests in the park
- Your skills and training needed

Walk and talk about stewardship goals

Review:

- Site orientation, boundaries and safety
- Select restoration techniques
- Reporting requirements
- Volunteer engagement plan

Start small, dream big



45

Reminder

Be a good neighbor...

A Site Orientation and Plan are needed prior to beginning activities on a City of Kirkland Parks Property.

If not Parks Property, you must work with the land manager/owner.



46



We are
here to
help!

47



VOLUNTEER MANAGEMENT BASICS FOR HOSTING FIELD EXPERIENCES

Fall 2022 Version – For Education Purposes only
greenkirkland@kirkland.wa.gov

1

Thank you for joining us!

Your Hosts:

Jeremy Jones , City of Kirkland

Etiquette:

- Attendees are audio/video mute.
- Update your preferred name and pronouns
- Please use the chat feature or raise hand for questions.
- Slides will be sent to attendees via email.
- Recording this presentation



2

Jeremy Jones

Green Kirkland Partnership Coordinator

City of Kirkland Parks and Community Services



3



EVENT GUIDELINES



RESOURCES

4

Key Points

- Event goals: Safe, fun, and effective
- Stewards are responsible for **event safety and planning**
- Required elements at every event:
 - All volunteers sign-in on the roster
 - Green Kirkland Introduction
 - Safety and Site Orientation

5



6

Motivations and Goals

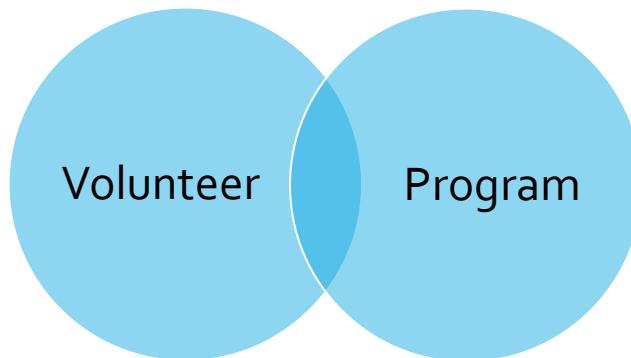
Consider a recent volunteer activity in which you participated.

Why did you volunteer?

7

Motivations and Goals

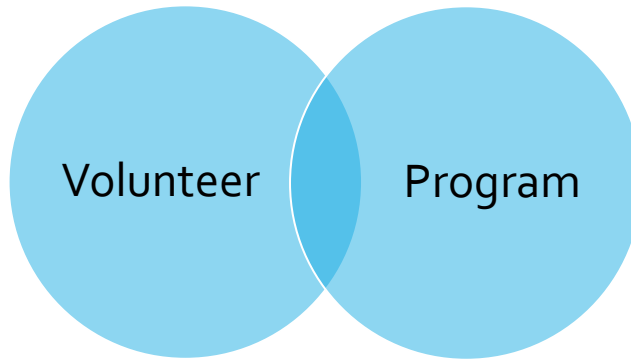
Personal Values
Sense of Community
Hang out with Friends
Meet Neighbors
Feel Productive
Get Service Hours
Build Skills/Resume
Give Back
Concern for:
a place or a people



8

Motivations and Goals

Personal Values
Sense of Community
Hang out with Friends
Meet Neighbors
Feel Productive
Get Service Hours
Build Skills/Resume
Give Back
Concern for:
a place or a people

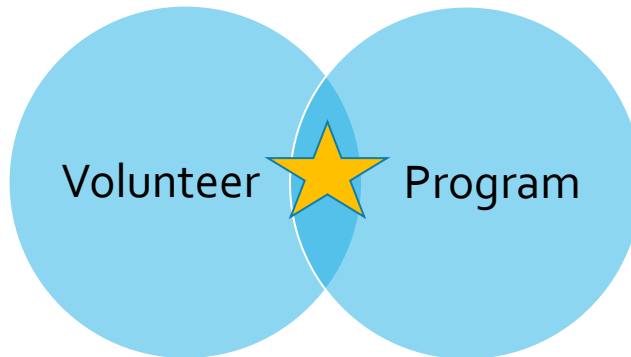


Engage Community
Get Stuff Done
Leverage Resources
Build Support
Connect to projects
Add skills/talent

9

Motivations and Goals

Personal Values
Sense of Community
Hang out with Friends
Meet Neighbors
Feel Productive
Get Service Hours
Build Skills/Resume
Give Back
Concern for:
a place or a people



Engage Community
Get Stuff Done
Leverage Resources
Build Support
Connect to projects
Add skills/talent

10

Event Goals

SAFE

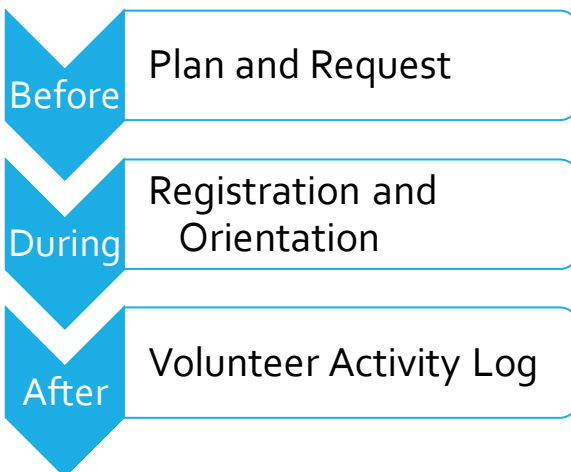
FUN

EFFECTIVE

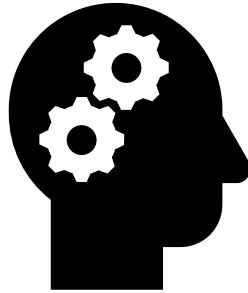


11

Event Structure



12



BEFORE THE EVENT

MAKE A PLAN – SUBMIT EVENT REQUEST

13

Pre-Site Visit and Planning

- Make an Activity Plan (walk your site!)
- Tools , Materials, and Logistics
- Pre-Work
- Site Safety
- COVID-19 Safety Guidelines
- Community Outreach
- See *Volunteer Event Planning Checklist*



Field Guide Pages 35-67

14

Where to host volunteer activities

- **Accessible** to volunteers and for materials/support
- **Appropriate** for restoration activities performed by volunteers
- **Safe** not too steep or located along busy streets
- **Sturdy** sometimes wetlands or other sensitive areas are not the best choice for volunteers

15

Planning Activities – Site Scale

Logistics

Parking/Signage
Bathrooms
Registration
Orientation
Tools/Materials
In and Out
Activity Locations
Boundaries



16

Planning Activities – Site Scale

Logistics
 Parking/Signage
 Bathrooms
 Registration
 Orientation
 Tools/Materials
 In and Out
 Activity Locations
 Boundaries



17

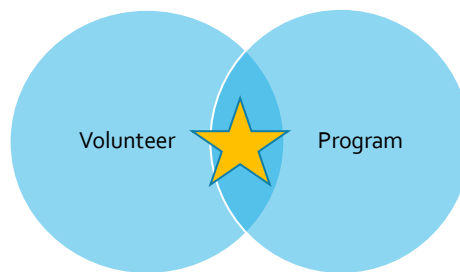
Planning Activities

Activities driven by Site

- Restoration needs – Yearly Goals
- Time of year
- Site access/conditions
- Weather

Activities driven by Volunteers

- Number of volunteers
- Type of group and goals
- Skill and Experience
- Fun and Success



SAFE * FUN * EFFECTIVE

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Planning Activities

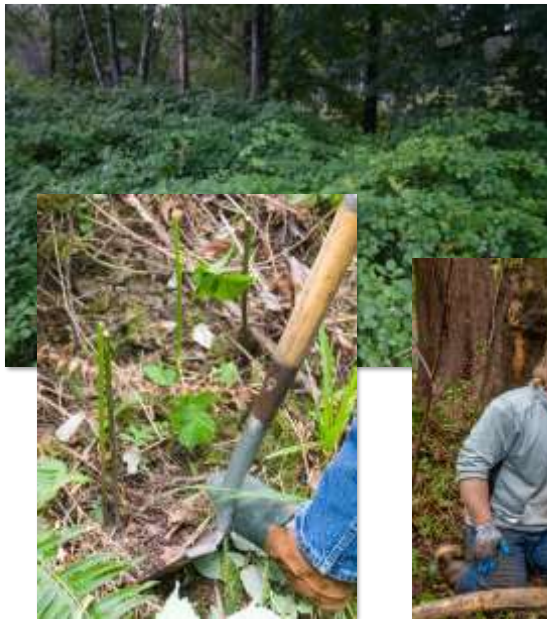
- Activity
- Tools and Materials Needed
- Labor Needed
- Sequencing /Timing
- Back-up plans



Field Guide Pages 35-67



19



20

Planning Activities: New Removal

Activities & Sequence:

Cut Plants



Move & Compost



Grub roots



Mulch



Tools:

- Loppers
- Rakes
- Tarps
- Cardboard or logs/sticks
- Shovels or
- Hand tillers
- Pitch Fork or Shovels
- Bucket or Wheelbarrow
- 4-8 yards mulch

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Tools and Materials

- Based on activities plan and back-up plan
- 1 tool per person or less – remember 'Hands' are great tools
- Keep it simple: Basic set of tools can accomplish many things.
- Shovels, Loppers, Buckets or Tarps
- First aid kit and trash bags
- Steward notebook with emergency info
- Tool Drop, Toolbox, or Tool Trailer



22

Sample Tool List

New Removal – Blackberry/Ivy Mix for 15 volunteers

- 10 Shovels or Hand tillers
- 5 Loppers
- 2 Pitch Fork
- 2 Rakes
- 1 Tarp
- 10 Buckets or 2 Wheelbarrow
- 4-8 yards mulch
- 20 gloves – various sizes



23

Mulch

Order in 4 cubic yard increments

4 cubic yards takes about 1-2 hours with 5 people depending on distance.

4 cubic yards is ~40-50 wheelbarrow loads

Include in request:

- Map Point
- Field Marker
- Text description

Truck must be access site



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Logistics

- Parking
- Bathroom
- Registration Area
- Orientation and Demonstration Areas
- Tool cache and materials locations
- Hospitality: Water/Snacks/Trash



25

Pre-event Work

- Flag hazards, work areas and 'no go' areas (Steward)
- Compost pile demo area (Steward)
- Invasive removal demo area (ivy rings) (Stewards)
- Potted plant layout for planting (Stewards)
- Access trails (Steward)
- Brushcutting new removal areas (Crew)
- Woody debris knock down (Crew)



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Planning Activities: General Suggestions

- Groups may be public or closed typically 15-25 volunteers
 - Divide event into different tasks and areas
 - Team or pair-based activities and work areas
 - Ensure enough safe working space
 - Switch tasks at the hour mark if applicable
 - Backup Areas and Tasks
 - Balancing:
 - Quality vs. Quantity
 - Educational and productive
- Ratio of Supervisor to Volunteer
- 1: <15 is best; 1: 25 is common
 - Adult to Youth 1:5



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Planning Activities: Large Groups

Large Group Tips:

- 1 Steward per 25 volunteers
- Mulch 'fire line brigades'
- Planting in pairs
- New removal in teams
- Competition where appropriate
 - Biggest rootball
 - Most mulch moved
- Cooperation and problem solving – present the need and let them solve
- 'Show and Tell' at end of event
- Simpler tasks and sites



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Planning Activities: Youth Groups

Youth Group Tips

- Adult to Youth 1:5 ratio
- Mulch 'fire line brigades'
- Pairs Planting
- Friendly Competition
- 'Show and Tell' at end of event
- Nature Walk or Scavenger Hunt
- Sub-divide event into shorter intervals based on age.
- Simpler tasks and sites
- Pages 15 – 16 in Field Guide



30

Types of Volunteer Activities

Volunteer Events

Public or Closed to a group

Waiver is Roster onsite

Pre-registration via website

Set event date and time

Orientation onsite at start of event

Report per event

Ongoing Activities

Small team or Individual

Ongoing Waiver on-file prior

No pre-registration

Meet on your schedule

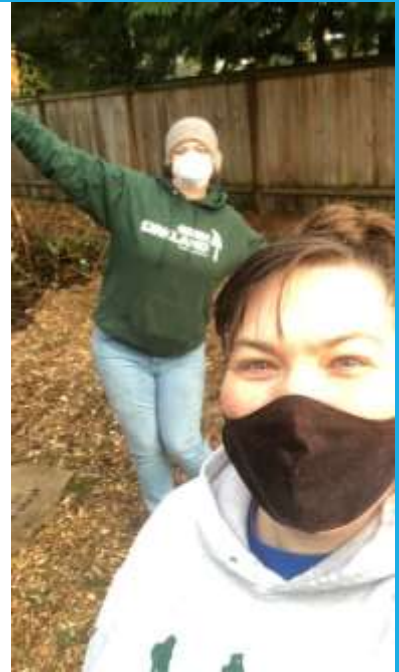
Orientation onsite with each member

Report monthly

31

Planning Activities: Ongoing Teams

- Steward responsible for activities, plan & schedule
- Steward orients new ongoing volunteers as needed
- All volunteers have ongoing waiver on-file – not intended as a drop-in event but is open to public
- Email group a few days before session
- Recommend at least 2 volunteers onsite for safety
- Typically, group of 3-8 regular volunteers
- Difficult to start without a few public events



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Requesting Tools, Materials and Support

Timeline for request fulfillment prior to event:

- 4-6 Weeks Open Public Event
- 2-3 Weeks Mulch/Portable Toilet
- 1 Week Tools Only
- www.greenkirkland.org/resources



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Resources Page

Green Kirkland Resource Page

An important update from Parks and Community Services - COVID-19

DISCLOSURE - For the latest information about how to contact staff and what park amenities are currently open under the Governor's Safe Start plan, please visit the [Green Kirkland Parks Safety Protocol](#).

The resources here are for Green Kirkland Stewards, volunteers and corporations.

Use the buttons below to complete common actions for before, during or after your stewardship activities. Explore below the buttons for resources related to stewardship.

[Request Materials, Tools or Event Date](#)

[Enter Work Log Data](#)

[Make a Map](#)

[Sign-up for a Steward Workshop or Event](#)

Stewardship Event and Activities Forms

[Before](#)

+

[During](#)

+

[After](#)

+

34

GKP Event, Tools, and Materials Request



My progress: 0%

About Your Request

This form is for Green Kirkland Stewards to request an Event Date, Tools, Materials and/or Field Support.

Event dates should be requested four weeks prior to the event and other requests may take up to two weeks to fulfill.

You can save this form at any time and have the option to attach supplementary documents before submitting.

Steward or Requestor (Full Name) (Required)

Email Address for Steward or Requestor (Required)

What are you requesting? Check all that apply (Required)

- ☒ Request Event Date
- ☒ Tools and/or Field Support
- ☐ Materials (tools, equipment, inventory)
- ☐ Other support (transportation, food, parking, etc.)

Park

Restoration Management Unit for Activities (if any applicable) (Required)

[Cancel](#)

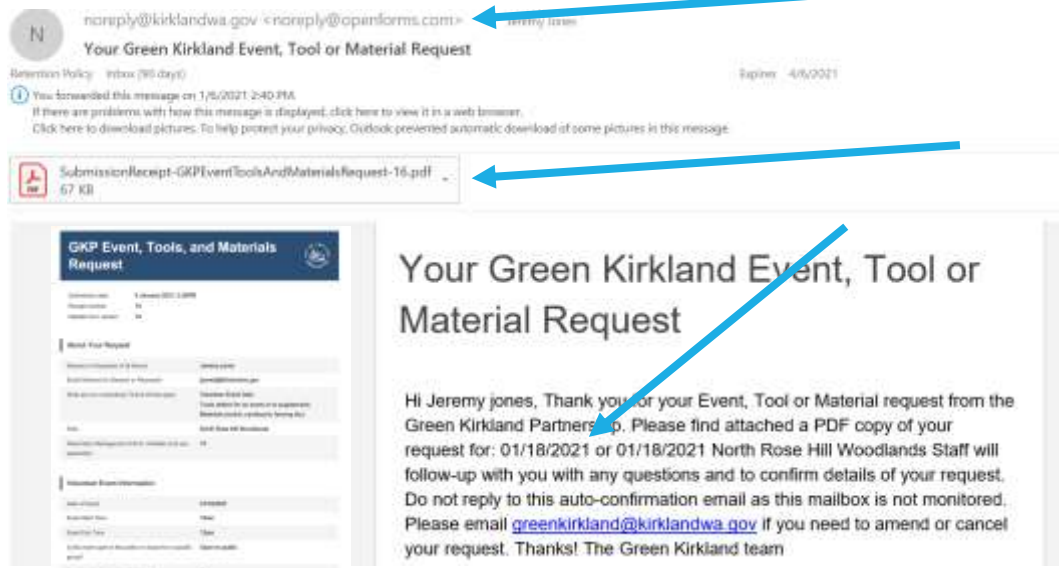
[Save](#)

[Continue](#)

Powered by [Qualtrics](#)

Share [Facebook](#) [Twitter](#) [LinkedIn](#) [Email](#)

35



36

Safety Considerations

- Walk your site prior to event
- Look up, down and around
- Environmental and urban hazards
- Reduce risk by:
 - Identifying and communicating hazards
 - Control hazards directly or minimize volunteer exposure



37

Flagging Tape is your friend



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Hazards: Trees & Branches



Photo: Jerry Friedman
Creative Commons Attribution-Share Alike 4.0 International license.

Hazard: Dead or failing branches or trees

Risk: Injury from falling debris

Look up and at base of tree

Branch hangers in tree?

Large amounts of debris on ground?

Safe to work under/around?

Susceptible canopies include:

- Cottonwood
- Bigleaf maple
- Willow
- Heavy ivy infestations

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Hazards: Holes and trip hazards



Gary M. Fellers, USGS



Photo: Gary Fellers USGS.



40

Hazards: Bees, Wasps, Yellowjackets



Hazard: Stinging insects

Risk: Stings and Allergic Reactions

- More aggressive: Late Summer & Fall, warmer times of day
- Ground nests (mud/sandy or loose soils) and paper nests in vegetation (trees but also under sword fern fronds)
- Walk work areas esp. in late summer; Plan backup work areas; Flag known nest locations
- Washington State Extension:
<https://s3.wp.wsu.edu/uploads/sites/1384/2016/07/Yellowjackets-and-Paper-Wasps.pdf>



41

Hazards: Plants to avoid



Stinging Nettle (Native)
Photo: Ben Legler



Poison Hemlock (Noxious Weed)
Photo: King County Noxious Weeds



Pacific Poison-oak (Native)
Photo: Ben Legler

42

Hazards: Steep Slopes

How steep is too steep?

Parks staff will help ID with Stewards

- Slopes >40%
- Mapped High Landslide Hazard Areas
- Dangerous to volunteers = fall
- Environmental impact from hand removal of plants and subsequent erosion
- Not volunteer appropriate: Other techniques and materials require technical work by crews



43

Hazards: Urban



Trails, Traffic, and Dogs

44

Hazards: Urban

Report to Parks Staff for clean-up:

Needles, sharps, or drug paraphernalia

Broken Glass (large amounts)

Human waste

Encampments

Off-leash dogs or off-trail use

Large 'immovable objects' = leave in ground



45

General Weather Guidelines

Safety of volunteers, staff, and contractors is top priority and a joint responsibility of all those engaged in volunteer service.

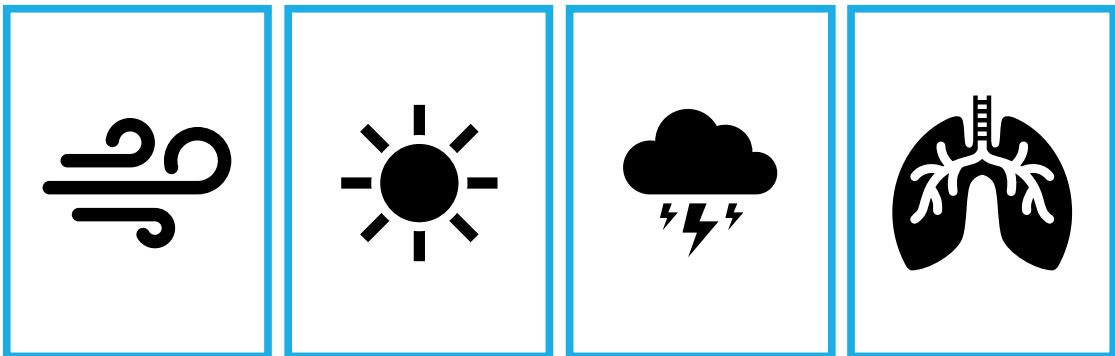
Check forecast, assess local conditions, communicate with staff

Volunteer leaders have the responsibility and decision authority to cancel or relocate volunteer activities at any time if safety is a concern.

Review in your Steward Clipboard: Emergency and Safety Guidelines



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High Wind

Heat

Lightning

Air Quality

**WEATHER GUIDELINES
REVIEW IN STEWARD CLIPBOARD**

47

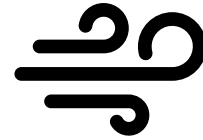
Weather: High Wind

Mandatory Cancel: High Wind Warning, Severe Thunderstorm Warning or Tornado Watch/Warning

Consider relocate or cancel event:

Wind speeds (sustained) are more than 15 mph or gusts are more than 25-30 mph the hour prior to or during the activities.

Objects are falling, trees are swaying, **old deciduous canopy**, site is near water.



Resources:
National Weather Service
www.weather.gov

48

Community outreach

- Help get the word out – who do you want to engage?
- Hyperlocal recruitment from neighbors is effective!
- Share on social media – Facebook Groups, Nextdoor, Meetup
- Share at local meetings for interested groups
 - Neighborhood Associations, HOA's, School and Service Organizations, Fairs, Markets, Festivals etc..
- A rhythm of events and time are needed to establish a base
- Speak from your voice as a super volunteer



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Outreach Materials

- Trifolds
- Template Flyers
- Post Card Mailers
- H-Frame 'Yard Signs'
- A-Frame Park Signs
- E-Newsletter
- Website – Calendar
- Facebook page
- City outlets



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Volunteer Engagement Plan

- **Key is early scheduling and fit to who you want to recruit**
- Public Events - help establish a base, routine is helpful to start
- Closed Events - with specific groups can help get work done
- Ongoing Activities - are terrific but require building base
- Schedule 4-6 weeks or further out
- Examples:
 - Seasonal: Spring (April – June) and Fall (Sept-Nov)
 - 1/month: Every 3rd Saturday
 - 1/week: 10am every Monday, 4-6pm summer weeknights


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Event Pre-Registration

Home / Government / Departments / Parks and Community Services / Green Kirkland Partnership

Green Kirkland Partnership

An important update from Parks and Community Services - COVID-19
 9/22/2020: For the latest information about how to contact staff and what park amenities are currently open under the Governor's Safe Start plan, please visit the [Kirkland Parks Stay Safe Website](#).



The Green Kirkland Partnership works to engage the local community in the restoration and care of natural areas in City parks.

Contact Us
 Jeremy Jones
 Green Kirkland Partnership Coordinator
 425-307-2306
jjones@kirklandwa.gov

[Sign up for our monthly newsletter](#)

[Support your local natural areas](#)
[Donate](#)

[Volunteer with Us!](#)

[About Us](#) [What to Expect as a Volunteer](#) [Resources](#)

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Volunteer Calendar

Green Kirkland Event Calendar

An important update from Parks and Community Services - COVID-19
 9/22/2020: For the latest information about how to contact staff and what park amenities are currently open under the Governor's Safe Start plan, please visit the [Kirkland Parks Stay Safe Website](#).

Join Green Kirkland as an upcoming event where you will be able to help restore local natural areas and enjoy time in parks and natural spaces throughout Kirkland. No experience necessary. Tools and education will be provided at the event.

Register for Green Kirkland events. Sign up for a green Kirkland event (age 12+ recommended) online, and bring us a group or have questions about volunteering and sign up for a future event.

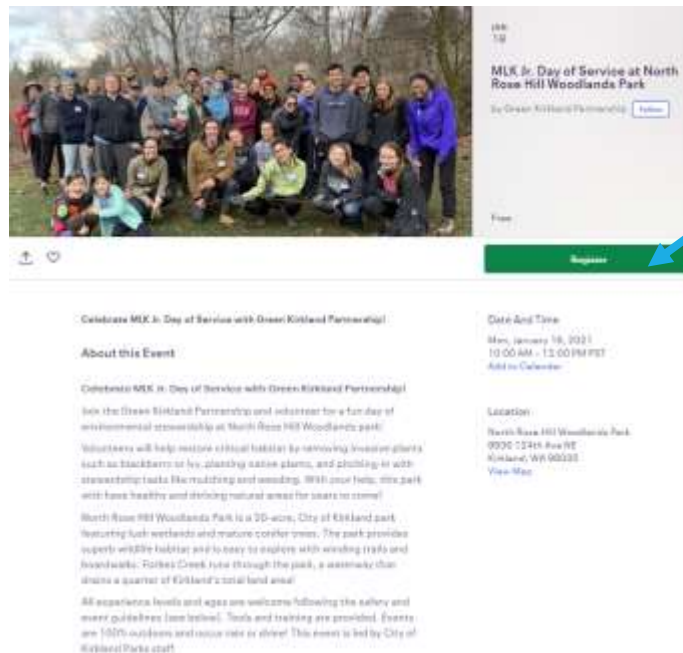
To register to volunteer, select an event date below and follow the instructions to register on the specific event page. In 2021, all registrations are required for all public events.

1/2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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Confirmation and Reminder Emails



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DURING THE EVENT

EVERYONE SIGNS-IN & ORIENTATION

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During Event Components

- Registration: Sign – In (Required)
- Green Kirkland Introduction (Required)
- Safety and Site Orientation (Required)
- Getting to Work and Supervision
- Event Wrap-up
- See: *GKP Event Guidelines Laminated Handout*



Field Guide Pages 17-20



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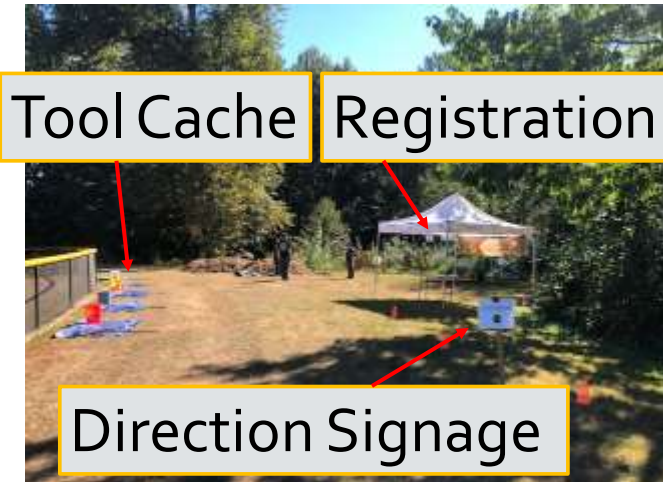
Site Setup

Arrive early, walk your site & setup:

Directional Signage

Registration

Tool cache / Orientation Area



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Registration

City of Kansas City Parks, Recreation and Special Events Department

Registration Form

Event Information:

Name of Event: _____ Date: _____ Location: _____

Registration Details:

Name: _____ Age: _____ Gender: _____

Registration Fee: _____

Registration Status: _____

Registration Date: _____

Registration Time: _____

Registration Location: _____

Registration Contact: _____

Registration Notes: _____



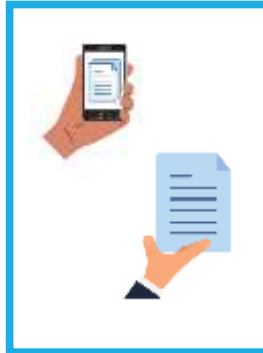
64

**Age 18 and over**

Sign Roster
All Group Members Sign

**Under Age 18 – 14**

Youth Service Agreement = Paper or Electronic
or parent sign-in at event

**Under Age 14**

Adult signs-in
and attends event

EVERYONE SIGNS ROSTER

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Sample Roster



City of Kirkland **VOLUNTEER ROSTER AND SERVICE AGREEMENT**



Agreement, Liability, Medical Coverage and Photo release language

Park: Your Park Here Event Leader(s): Su Steward Date of Event: mm/dd/yyyy Event Duration: 4 hrs

Volunteer Name (Please print clearly)	Please Initial	Under 18 ✓	If under 18 years, Parent/Adult Signature (or Individual Waiver)	City, Zip Code	Email Address (Please print clearly)	Group Name (if applicable) Service Club, School, Environmental, Neighborhood, Business, Faith	# of Hours Vol'd
Jack Ivyseed	JH				ivyseed@google.com		4
Kid Ivyseed	KI	✓	Jack Ivyseed				4
Cherry Laurel	HL	✓	e-waiver			High School Club	4
Su Steward	SS				on file		5

[Steward Instructions: Volunteer Event Roster and Registration\(PDF, 237KB\)](#)

[Steward Instructions: Youth Service Agreements \(aka Youth Waivers\)\(PDF, 76KB\)](#)

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Youth Guidelines

- **Youth ages under 18 to age 14** must **either** be accompanied by an adult, bring a signed youth waiver form, or have a parent/guardian to sign-in on the event roster at start of event.
- **Minors under the age of 14 years** must be accompanied by an adult who signs them in on the roster and attends the event.



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Youth Guidelines

Minimum Number of Participants for events with minors under age 18:

Green Kirkland Stewards are asked to observe the **'rule of three'** when hosting events with minors. This means the minimum number of participants at each event or activity should be **either** 2 adults and 1 minor **or** 1 adult and 2 minors. This can be any combination of Stewards and volunteers.

RULE OF THREE



2 adults and 1 minor

or



1 adult and 2 minors

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Mandated Service Hours

Service hours for School, Faith, Service Club etc.

Work or Company initiatives

Court Mandated Service is limited: Stewards can only supervise 'Teen Traffic Court' and no other mandated service due to City policy. Teen traffic court participants must contact Staff prior to service.

Steward can fill-out service paperwork (non-court), provide GKP service form, or direct to GKP email.



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Introduction (Required)

- Who you are, Who are your volunteers?
- Green Kirkland Partnership
- Introduction to site and why activity is important
- Event timing
- Bathroom, Breaks and Refreshments
- Thank your volunteers



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Safety Orientation (required)

Goals: Safe – Fun – Effective

Safety Gear: Gloves and Closed Toe Shoe Required

First Aid Kit and Incident Notification

Review Hazards

Tools: Carry, Use, Safety, Storage

Safe Working Distance



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COVID-19 Safety Guidelines (March 2022)

- **Face coverings** are optional at outdoor Green Kirkland stewardship events. We welcome and encourage volunteers to bring and wear a face covering, especially at times when physical distancing cannot be maintained.
- **Pre-registration is requested from participants.** *Event leaders may elect to allow non-registered participants (e.g. drop-in) to sign the roster and participate at the event on a site by site basis.*
- **Health self-screening has been simplified:** Please stay home if you do not feel well or have any Covid or flu-like symptoms. [Link to Center for Disease Control Covid Symptoms Page.](#)
- **Physical distancing of six feet or greater is recommended and typically achievable at events.**

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Safety Gear



REQUIRED



Recommended

78

Steward Gear

- Wear Identifiable Program Gear or City Issued ID Tag
 - Steward Shirt or Sweatshirt
 - Reflective Vest

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Tool Safety (required)

- **Demonstrate:** Carry, Use, Safety, Storage,
- **Carry:** sharp ends down, handle parallel to ground and below shoulders.
- **Use:** right tool for right task, limits of each tool.
- **Safety:** Enough **working space for tool use** – 10 feet or 2x length of tool between users.
- **Storage:** Flat on ground, visible and clear.



Lopper

Hand Tiller



Shovel

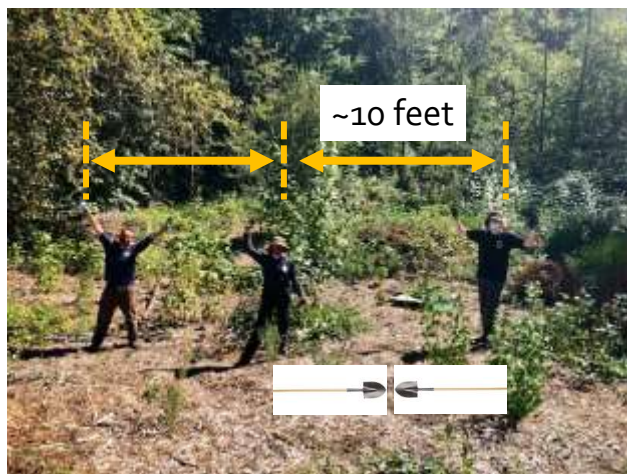
80

Tool Safety

Safe Working Space

Enough **working space for tool use**

10 feet or 2x length of tool between users



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Site Orientation (required)

What: Tangible Goals for Day

When: Timing of Day or Activities

Where: Project boundaries and priorities

Why: What is the benefit of these tasks?

How:

- Demonstrate Tasks & level of quality
- Show: Compare Target Plants & 'Look-a-likes'
- Setup before event and use flagging or stations



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Supervision Tips

- Your Primary role is Supervision
- Working Space is Key for Safety
- Assign or elect work tasks/areas
- Walk, Talk, and Demonstrate
- Time-outs, Re-directs & Re-train
- Think Ahead: Breaks and next tasks
- Consider evolving hazards
- Vocalize: Breaks, Progress, Motivation/Education



83

End of the Event

- Give Wrap-up Warning - Finish Tasks
- Store, Count, Clean Tools
- **Regroup as a team**
- Celebrate & Reflect on Accomplishments
- **Group Photo**
- Next Steps at Site
- Invite out again!



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Incidents & Accidents

- **911** for any emergency or unsure situation
- **Report to Supervisor/Program staff**
- City of Kirkland Incident and Accident Form
- Guidelines for assisting with first aid and incidents
- Volunteers over age 14 are covered under City of Kirkland's insurance policy



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Dealing with the Difficult

- Fair Practices
- Harassment
- Hostile customers
- Alcohol and Drug free Workplace
- Elevate issues and concerns to Parks Staff for support



86

Cancellations

Prior to event:

Notify Program staff via email/phone

If early enough notice staff will contact registered volunteers

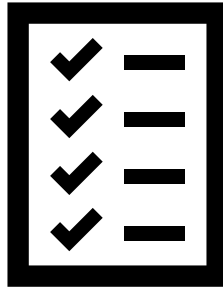
Day-of:

Post sign at Park – “Event Cancelled Date/Time” if possible

Call/text groundskeeper on shift (Steward Clipboard) if possible



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AFTER THE EVENT

VOLUNTEER ACTIVITY LOG

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Post Event

- Ensure all volunteers off-site
- Site Clean-up
 - Pull Flagging, Store tools/Materials
 - Close trails
 - Check Work as needed
- Data for Volunteer Activity Log
 - Measure before leaving
 - Photos
 - Note any Next Steps
- Submit Rosters to Supervisor
- Notify for trash pick-up or other immediate issues
- Share Stories, Data, and Thanks



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Volunteer Activity Log

Your data supports program activities!

Tells the story

Service Agreements/Waivers/Rosters must be on-file



90

How to Measure Field Area



**Measuring restoration
areas**

Green Seattle Partnership – 5-minute video
https://youtu.be/k-l_Iry796o

91

Volunteer Activity Log a.k.a. Work log

- Where?
- When?
- Who?
- What?
- How?
- Why?

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Volunteer Activity Log: Who

Event(s)

Submit roster via upload scan/photo or
hardcopy via mail

Ongoing Activities

Directly enter hours & names here

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Volunteer Activity Log: What

Management Unit Details

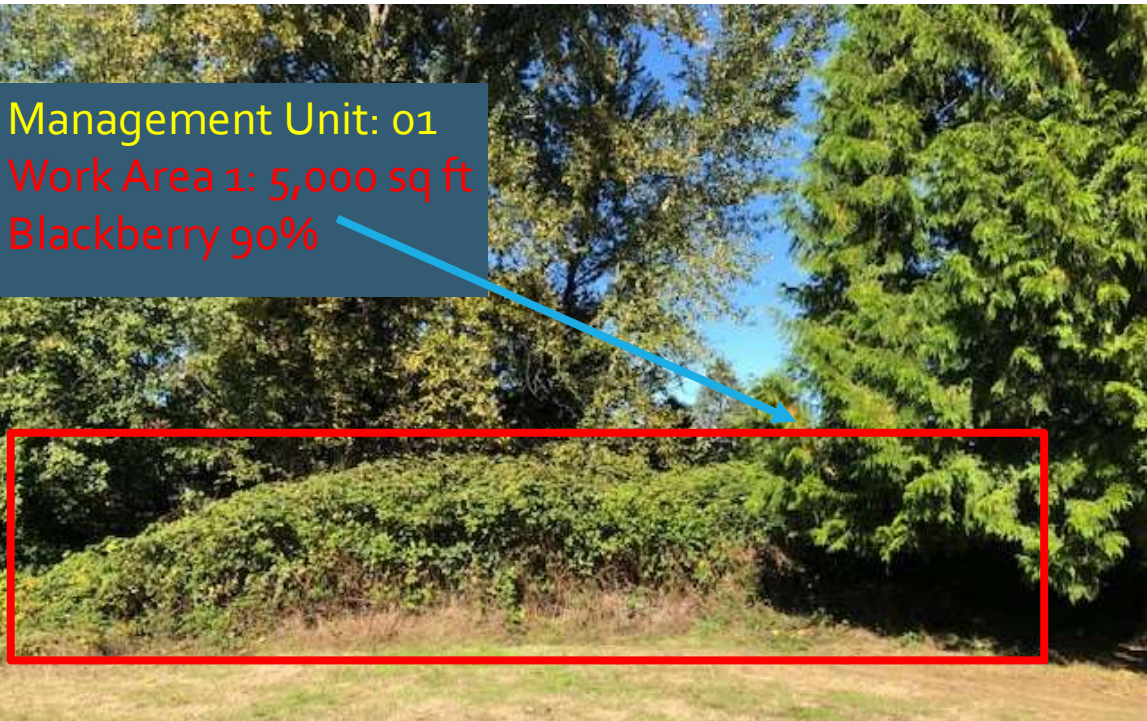
Enter the Restoration Management Unit number you worked in Required

Type of work Required

- ☐ Invasive Plant Removal
- ☐ Planting or Browse Protection
- ☐ Mulching
- ☐ Watering

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Management Unit: 01
 Work Area 1: 5,000 sq ft
 Blackberry 90%



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Volunteer Activity Log: What

Unit 1 Invasive Removal Details

Work Area (square feet) Required

5,000 sq ft

Do you believe this counts as first time invasive removal? Required

- ☒ Yes
☐ No
☐ I don't know

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Volunteer Activity Log: What

Invasive shrubs & ground covers

Species A

Blackberry

% Coverage A

90%

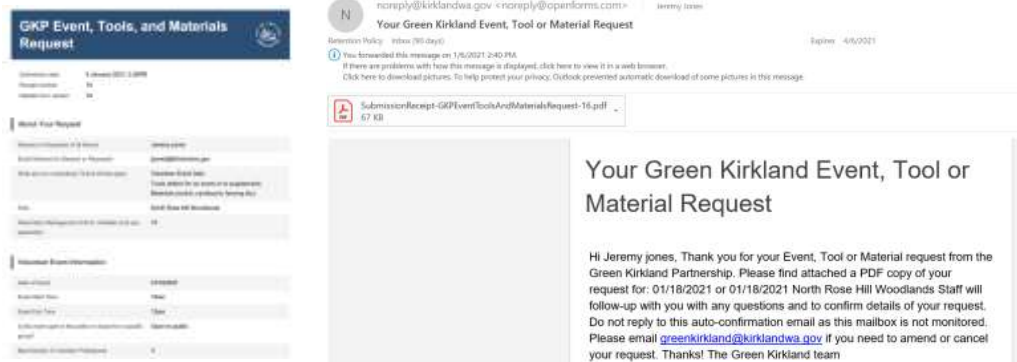
Woody Invasive Plants

Woody Species A

Stems Removed A

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Confirmation and Copy of Log in PDF



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Rosters & Service Agreement Retention

Submit via:

- Electronic versions via Volunteer Activity Log or
- Drop Hardcopies to Parks Maintenance Office Drop-box or City Hall or
- Postal Mail to Parks Maintenance Office

Destroy originals after submittal after 90 days or give to Staff.

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Next Steps

We are here to help!

Attend an event

Co-host an event with a Steward



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After Field Training

- **I'm ready to be a Steward:**
 - Contact us if you're interested to [lead or support volunteers and/or restoration activities on an ongoing basis and adopt a site.](#)
 - Steward Application
 - Site Visit and Site Orientation
- **I'm not ready to be a Steward:**
 - Contact us if you'd like to volunteer on an [ongoing basis](#) with a team
 - Visit our volunteer calendar if you're looking for a [one-time / occasional](#) opportunity

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THANK YOU!

Resources & Questions