GKP Steward Instructions - Volunteer Activity Log

The Green Kirkland Partnership tracks program accomplishments and service hours for reporting, grants, liability, and appreciation events. The volunteer activity log collects this data from Stewards.

Fill out the Volunteer Activity Log online each month

Data is due the first week of the month for the previous month. Form is in 'Resources' on GKP website: *https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/Green-Kirkland-Partnership/Resource-Page/Work-Log-Form-GKP-Stewards/Volunteer-Activity-Log*

Data Requested

Volunteer info:

- **For events:** Rosters/waivers must be submitted for every 'one-time' event.
  - Ensure the Park, Steward, Date, and Duration section is complete and cross-off any non-attendees if using a pre-filled roster.
  - Upload scans/photos online or drop originals at a Parks office. Photo/Scan must include each entire sheet (don't layer sheets).
- **For ongoing activities:** Names of ongoing volunteers and hours served. An ongoing waiver must be on-file for each volunteer prior to service.

Activity info:

- **Restoration Management Unit(s) (RMU**): Use the GKP Restoration map to find your location.
- **Type of activity**: Invasive plant removal/weeding, mulching, nursery, planting, and/or watering.
- **Photos**: upload pictures of event activities and/or groups.

Restoration Phase change info (if applicable):

- Type of change, location, square footage, map of new planted area or new removal area.

Restoration phases are updated on our maps ~2x per year. If your work (e.g., planting new area or new removal) may have changed the phase of an area by more than ~2,000 square feet we ask for more info to map efficiently. *Note: most areas are already enrolled in restoration phase 1.*

Description of Mapped Restoration Phases (See Steward Field Guide pages 35-70)

Phase 0: Future Restoration

Not enrolled in restoration. Yellow on GKP restoration map.

Phase 1: Invasive removal

New enrollment with first time invasive plant control. Most Steward areas are already enrolled in this phase via invasive tree control by the parks crew. Light purple on GKP restoration map.

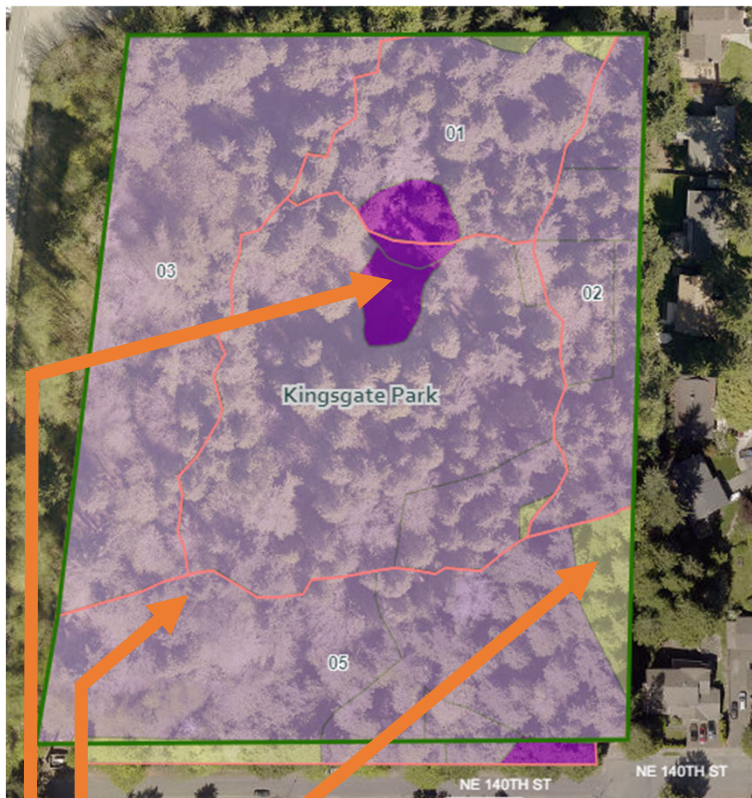### Phase 2-3: Planting and maintenance

Enroll in this phase when phase 1 area is first planted. Dark purple on GKP restoration map.

Phase 4: Long-term maintenance and monitoring

Staff enroll areas based on assessment. Bright green on GKP restoration map.

Examples of Restoration Phases on GKP Restoration Map

Parks

Green Kirkland Management Units

Green Kirkland Restoration Sites

Future Restoration

Invasive Removal Phase

Planting Phase

Phase 0: Future restoration
Not enrolled in restoration.

Phase 1: Invasive removal

New enrollment with first time invasive plant control. Most Steward areas are already enrolled in this phase via invasive tree control by the parks crew.

Phase 2-3: Planting and maintenance

Enroll in phase 2-3 by planting new phase 1 area.
Most common phase change for Stewards.

Phase 4: Long-term maintenance and monitoring

Staff enroll areas based on assessment. Not pictured.