

Stewardship Workday Checklist

Workday _____

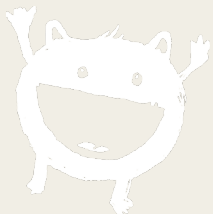
Location _____

Date _____

Emergency contact #

Equipment

- # _____ Reserve weed wrenches*, pick up by _____ (time) on _____ (date)
- # _____ Shovels
- # _____ Rakes
- # _____ Planting bars
- # _____ Mattock
- # _____ Loppers
- # _____ Pruners
- # _____ Safety cones
- Contractor weight black garbage bags (for garlic mustard)
- Two 5-gallon pails for carrying small tools/gear
- Contractor weight black garbage bags (for garlic mustard)
- Work gloves
- Flagging tape
- Sharpies
- Stakes
- Sledge hammer
- Tarp
- Folding table
- Garbage Bags for trash pickup & cups
- Camera (take pictures of event for follow-up story)
- Cell phone (for emergencies)





Volunteer Supplies

- Sign-In Sheet
- Water jug
- Cups
- Signs/sandwich board (“Volunteer Workday” “Parking” etc.)
- Snacks
- Pens and Sharpies (for signing in)
- Nametags
- Masking tape (to label tools or use as nametags)
- Bug spray
- Sunscreen
- Tech-nu soap (for poison ivy exposure)
- Water and towels for hand wash
- First Aid kit
- Handouts, your organization's materials, etc.

*Borrow weed wrenches in the New Hampshire Seacoast through UNH Extension's Nature Groupie: naturegroupie.org

Other

- Contact town police if parking issues may arise (or big crowds)
- Contact volunteers via email in advance of workday to clarify plans for the day
- Decide on inclement weather plan (cancel, no cancellation, or rain date)
- Contact volunteers after workday to say “thanks”
- See *Tips for Working with Stewardship Volunteers* handout for other tips

