



Project Leader's Checklist

Initial contact with agency

- Confirm date(s) with agency
- Coordinate with Projects Committee; have agency prepare/submit Project Proposal

1 - 2 months before project

Discuss with agency:

- Confirm project details
- Alternate projects? (contingency plan)
- Funding agreement
- Camping arrangements
- Who will furnish what tools?
- Water? Toilets? Showers? Shelter? Firewood? Cooking facilities?
- Appointment for site survey

Other tasks:

- Compose/submit write-up for newsletter; include sufficient info for map
- Recruit cook, co-leader, photographer & greeter if needed or desired
- Determine number of crew leaders required
- Determine number of meals to be provided; coordinate with cook
- Finalize work projects

1 – 2 weeks before project

- Advise agency of volunteer count
- Confirm availability of water, toilets, showers, shelter, firewood, tools, cooking facilities, other equipment for project
- Communicate with each volunteer. Special needs: Ride? Diet? Equipment?
- Communicate with project cook: Number of volunteers, meals, special diets, transport.
- Determine types and quantity of tools required.
- Coordinate carpooling
- Coordinate transporting supplies and equipment

Day before project

- Pick up necessary supplies, equipment, tools, road signs and NMVFO banner

Evening before project (at project site)

- Install road signs, put up banner
- Check in with agency
- Establish campground space
- Discuss worksite transportation arrangements
- Select crew leaders
- Greet volunteers as they arrive (especially new ones)
- (Optional) Host evening get-together and introductions
- Announce next day's meeting time and place

Day of project

- Welcome, orientation, work description
- Have volunteers sign NMVFO Release Forms
- Perform safety talk
- Announce lunch and quitting times
- Set up work crews; visit all work crews during the day; keep in touch via radio
- Keep in touch with project cook via radio
- Back at camp, announce dinner plans and ask for volunteers to help with clean up

One week after project

- Prepare Project Summary Sheet and trip report
- Return project summary sheet, waiver forms, and trip report to office
- Communicate thank-you to agency. (Optional)
- Communicate thank-you to new volunteers
- Turn in expense report with receipts to treasurer
- Send photos and project summary to website master; post photos on Facebook.