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?
☑ 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.