

Example Prior to the Program Checklist

WHAT

What are your goals for the program? _____

What resources do you have available? Where are they coming from?

Resource	Amount	Provided by
Weed Wrenches		
loppers		
gloves		
leaders		
facilities		

WHO

Given your resources, how many volunteers can you accommodate?

How many subgroups will that be if there are 10-12 youth volunteers per group?

Do you have the subgroup leaders (Invasive Experts and Chaperones) to support this many groups? **__ Y OR N __**

Who are you working with? (list group & group leader(s) name/contact information)

What is your timeframe? (calculate end time by when they need to be back)

__ : __ - __ : __

Plan flow for the day (break day into 15-30 min. sections on a different sheet of paper)

WHERE

Where are you working?

Land manager name, contact information, date and method of communication

What is the disposal plan?

Example Day of the Program Checklist

PREP SITE

- Check in with property manager
- Mark worksites
- Mark hazards

PREP OUTDOOR CLASSROOM

- Set up an outdoor classroom
- Unload tools
 - Divide into subgroups as needed
- Are there bathroom, trash cans and recycling available? Where are they?

PREP PEOPLE

- Check in with group & subgroup leaders
 - Dispense materials/tools as needed, share timeline for day, answer questions
- Greet participants and leaders
- Run program

END OF DAY

- Clean up
- Debrief with leaders

Example Program Materials & Tools Checklist

Useful materials for a youth volunteer workday or program:

Basic:

- Paper copy of schedule for all adults
- Extra copies of release/photo forms (all participants should sign)
- Activity print offs and materials for any planned activities
- Teaching aids
- Office supplies (extra pens, tape, markers, etc.)
- Name tags and markers
- Tool inventory sheet for each subgroup and main tool list for the person from your organization who is leading the day
- Tools & trash bags or buckets

Optional:

- Certificates for participants (personalized or generic)
- Informational half sheets for legal guardians to learn about what happened that day, attached to certificates
- Scorecards, clipboards, & pens (if including competition)
- Prizes (candy, stickers, temporary tattoos, pencils, free park passes, etc.)

Additional materials for large groups (50+ participants):

- A way to mark tables for participants to find their subgroups when they arrive
- Main participant list for person leading the day
- Clasp envelopes to organize materials for invasive plant “experts” with:
 - Cover sheet taped to front of envelopes, with important information like:
 - Leaders’ names, subgroup number, tool inventory, and emergency contact information
 - Inside envelopes:
 - How to teach ID sheet
 - Participant list for each subgroup
 - Map of worksite for each subgroup
 - Schedule, lesson plans, and activity materials

Useful tools* for a youth volunteer workday or program:

- Weed wrenches (3-4 per 10 participants)
- Loppers (2 pairs per 10 participants)
- Shovels (ONLY if planting)
 - If providing shovels, be very clear they are not to be used for prying roots. Shovels break easily under leverage, so do not work well for removal; however they are useful for restoration plantings.
- Contractor bags if pulling herbaceous plants
 - It works well for participants (singly or in pairs) to collect herbaceous species in small plastic bags (think empty bread bags, reusable grocery bags, etc.), then empty those bags into contractor bags.
- Gloves (a variety of sizes, with the average size of a participant in mind; at least one pair per participant)
- Bug spray
- A container (like a grocery bag or crate) for each group leader to bring gloves and bug spray to worksite
- Technu Cleanser
- 1st Aid Kit

*Remember that you can borrow tools if you don’t have enough! Check with your partner organizations, your town’s conservation commission, or our lending library!
Contact: ANR.FPRInvasivePlants@vermont.gov

