Individual Work Log and Hours Report

The following release information is required for volunteer insurance and recognition purposes. Please print legibly. For and in consideration of my participation in the Green Everett Partnership (City of Everett and Forterra) volunteer program, a voluntary, public/private cooperative program, I release, acquit, and forever discharge the City of Everett, a municipal corporation, its officers, agents, employees, and volunteers (“the released parties”), and Forterra, a non-profit organization, its officers, agents, employees, and volunteers (“the released parties”), from any and all claims, demands, damages, costs, action, or liability, on account of, or in any way growing out of, any and all known and unknown, foreseen and unforeseen bodily injuries or death, or damage to property resulting from or by reason of my participation in, or transportation to or from, any activity, work, or work site in any way related to the program. I understand that the City of Everett provides volunteer insurance for bodily injury to self and personal and property damage while I volunteer. The undersigned give their permission to be photographed and/or filmed and have their image used by the Green Everett Partnership.

PLEASE SIGN: __________________________________________________________

<table>
<thead>
<tr>
<th>Date(s): The period in which the work occurred</th>
<th>Date(s): The period in which the work occurred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Name</td>
<td></td>
</tr>
<tr>
<td>Forest Steward/Event Lead</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates worked</th>
<th>Hours</th>
<th>Dates worked</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Record Work accomplishments on next page.
## Individual Worklog Report

### Site Name:

<table>
<thead>
<tr>
<th>Site Name:</th>
<th>Site 1 Name</th>
<th>Site 2 Name</th>
<th>Site 3 Name</th>
</tr>
</thead>
</table>

### Phase 1: Invasive Removal (this is for first time removal that has not been reported before)

<table>
<thead>
<tr>
<th>First time removal</th>
<th>Square feet</th>
<th>Square feet</th>
<th>Square feet</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Survival Rings:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Phase 2: Planting (you do not need to include species list but keep for your own records if needed)

<table>
<thead>
<tr>
<th>Record # of plant type and stock type</th>
<th>Potted or B &amp; B</th>
<th>Bare Root</th>
<th>Plug</th>
<th>Stake</th>
<th>Potted or B &amp; B</th>
<th>Bare Root</th>
<th>Plug</th>
<th>Stake</th>
<th>Potted or B &amp; B</th>
<th>Bare Root</th>
<th>Plug</th>
<th>Stake</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shrubs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groundcovers/ Herb.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Seeded</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Phase 2 and 3: Maintenance (this is for maintenance on areas that were already cleared and reported)

<table>
<thead>
<tr>
<th>Phase 2 or 3 Weeding</th>
<th>Square feet</th>
<th>Square feet</th>
<th>Square feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total area maintained</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laying burlap</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mulch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phase 3 Water Plants</td>
<td># of plants watered: multiplied by the # of times watered: _____ = _____</td>
<td># of plants watered: multiplied by the # of times watered: _____ = _____</td>
<td># of plants watered: multiplied by the # of times watered: _____ = _____</td>
</tr>
</tbody>
</table>

### Other Restoration Activities

<table>
<thead>
<tr>
<th>Erosion control fabric</th>
<th>Square feet</th>
<th>Square feet</th>
<th>Square feet</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other Activity</th>
<th>Describe and quantify</th>
</tr>
</thead>
</table>

### Notes

Please add any other notes or comments that don’t fit into the work log format including a brief summary of any hours spent towards GEP outside the park such as writing grants, outreach, event promotion, reporting, etc. Please note this is not a good place for any questions or concerns that require immediate attention.
Site Map (Optional)
If you are not certain of your site name OR the area you are working does not have a standardized site name it is helpful if you provide a map of where you worked. Consult with the GEP Project Manager if you need help figuring out the name of your site.

Essential elements to include with your map:
- North arrow
- Reference to site access
- Adjacent roads or major access trail if applicable
- Proximity to major reference points (restrooms, playground, beach, parking, etc.

Insert copy of digital map / Draw Map Here:

Send/email/Fax along with corresponding sign in sheets to:
GEP Project Manager, Joanna Nelson de Flores
Forterra 901 Fifth Ave., Suite 2200, Seattle WA 98164
Phone: 425-238-0065 / 206-905-6913 Fax: 206-374-6835 jnelson@forterra.org

Routing: Forest Steward ______ ______ Project Manager ______ ______ Data Entry ______ ______
(Initials) (Date) Forterra (Initials) (Date) Forterra (Initials) (Date)