

# Forest Steward Work Log

Turn in a separate work log for each volunteer event along with sign in sheets at the same time.



Date(s): The period in which the work occurred	_____ - _____ to _____ - _____
Park Name	
Forest Steward/Event Lead	

	# Present	Total # Hours	Name of group or individuals (if necessary)
Paid Staff (Parks/GEP/other contractors)			
Adult Volunteers (not paid by GEP)			
Youth Volunteers (not paid by GEP)			

Site Name:	Site 1 Name	Site 2 Name	Site 3 Name

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

First time removal <i>Estimated total area removed</i>	Square feet	Square feet	Square feet
# of Survival Rings:			

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

Record # of plant type and stock type	Site 1				Site 2				Site 3			
	Potted or B & B	Bare Root	Plug	Stake	Potted or B & B	Bare Root	Plug	Stake	Potted or B & B	Bare Root	Plug	Stake
Trees												
Shrubs												
Groundcovers/ Herb.												
Area Seeded	Square feet				Square feet				Square feet			

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

Phase 2 or 3 Weeding <i>Total area maintained</i>	Square feet	Square feet	Square feet
Laying burlap	Square feet	Square feet	Square feet
Mulch	Square feet	Square feet	Square feet
Phase 3 Water Plants	# of plants watered: multiplied by the # of times watered: ____ = ____	# of plants watered: multiplied by the # of times watered: ____ = ____	# of plants watered: multiplied by the # of times watered: ____ = ____

## Other Restoration Activities

Erosion control fabric	Square feet	Square feet	Square feet
Other Activity <i>Describe and quantify</i>			

## Notes

Please add any other notes or comments that don't fit into the work log format. 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](mailto:jnelson@forterra.org)

**Routing:** Forest Steward \_\_\_\_\_ Project Manager \_\_\_\_\_ Data Entry \_\_\_\_\_  
(Initials) (Date) Forterra (Initials) (Date) Forterra (Initials) (Date)