

# 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 (city or other partners)			
Adult Volunteers (not paid)			
Youth Volunteers (not paid)			

<b>Site Name:</b>	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	Potted or B & B				Bare Root				Plug				Stake			
	Potted or B & B	Bare Root	Plug	Stake	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			

## 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>	0	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 Green Snoqualmie Partnership 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:  
Green Cities Stewardship Coordinator, Charlie Vogelheim  
Forterra 901 Fifth Ave., Suite 2200, Seattle WA 98164**

Phone: 425-238-0065 / 206-905-6919 Fax: 206-374-6835 [cvogelheim@forterra.org](mailto:cvogelheim@forterra.org)

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