

STEWARD ANNUAL PLAN WORKBOOK

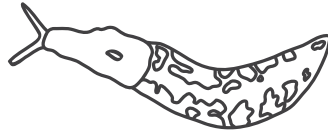
Park Name: _____

Steward: _____

Dates: _____



GETTING STARTED



The annual restoration plan is a “road map” for stewardship activities at the park and a communication tool between the city, non-profit partners, and YOU - the volunteer stewards who lead restoration activities at the park. Thank you for taking the time to participate in this valuable and critical stage in successful restoration.

Follow this guide to set goals, write down questions, and make notes on the restoration activities you plan to do in your park. To begin, reflect on past restoration activities, lessons learned, and accomplishments at the park. Then, think through your approach to restoration and what support and resources you need to be successful. Summarize your plans in the Annual Plan At-A-Glance chart included at the end of this guide.

1

Volunteer Coordination and Event Management

Before you set new restoration goals, assess your availability and resources.

When are you planning to do ongoing restoration activities and/or volunteer events at your park? (e.g. weekly, monthly)

If there are multiple stewards at your park, what special roles or duties are available for them to take on? (e.g. Submitting paperwork, small group lead, or coffee donation solicitor)

2

Identify Restoration Sites

Make notes below on the following questions, and then summarize in the “Annual Plan At-a-Glance” chart. Be sure to review the park site map and previous restoration activities by walking through your site or consulting with your Green Kirkland Partnership staff.

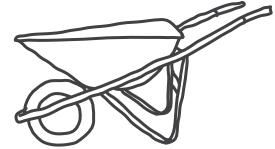
List the restoration management units and sub-units in which you plan to work.

Describe the location of the unit or sub-unit. (e.g. northeast corner of management unit 03 near ball field)

MAP IT! If helpful to you, circle the restoration sites on your site map or draw a sketch of your park and restoration sites in the Additional Notes/Sketches section of this guide.

TAKE STOCK

part 1/4



Tips for maximizing community resources

Host a community wide volunteer event such as Martin Luther King Jr. Day of Service in January or United Way Day of Caring in September. This is a great opportunity to have a pre-organized volunteer group at your park. Your staff coordinator will let you know when these opportunities arise.

Keep your volunteers motivated with a piping hot cup of coffee or tea before tackling a thicket of blackberry! Local cafes are often happy to donate coffee and treats for volunteer events.



Tip for site selection

Maintenance is #1! Include restoration sites already enrolled in restoration. Consider expanding out from existing restoration sites instead of having lots of small disconnected sites.

3

Planning Your Restoration Activities

Make notes below to keep in mind and then summarize results in the At-A-Glance Chart. Check out the Restoration Phase descriptions and considerations below to help you answer the following questions:

What primary restoration activities will you conduct on your sites? List the restoration phase for each site location.

--	--

What season and/or month will you conduct each restoration activity? Autumn, Winter, Spring, or Summer?

List any special needs, ideas, or questions that you have about accomplishing your work. Answer the questions on the next page that apply to the restoration activity planned for each unit.

--	--

TAKE STOCK

part 2/4



Tips for Volunteer Safety

Consider possible safety concerns at your restoration sites. Are there ground nesting yellow jackets? Social and community issues such as homeless encampments? Hazardous waste? Or Natural resource considerations such as steep slopes?

Do you have any additional tips for volunteer safety? Write them below!

--	--

4.1

PHASES OF RESTORATION

Phase 1: First Time Invasive Plant Removal

What are the primary invasives found in the management units where you will be working?

Will you need staff assistance? (e.g. herbicide application, knotweed stem injections, or invasive tree removal?)

How will you dispose of weed debris? Compost on site or haul off site?

Are there special disposal protocols for the invasives that you are removing?



Track your success! Set photo monitoring points for each restoration site.

4.2

Phase 2: Planting and Installation

What target habitat type will you be aiming for at your site? (Not sure? Refer to page 44 of Steward Field Guide and ask your staff coordinator)

If needed, how will plants be watered? By volunteers or park staff?

TAKE STOCK

part 3/4



Tips for Restoration Phase 1.

Consult page 8 of your Steward Field Guide for Best Management Practices (BMPs) on year-round invasive plant removal.



Tips for Restoration Phase 2.

Consult page 18 of your Steward Field Guide for information on planting. The best planting time in the Pacific Northwest is fall and winter!

4.3

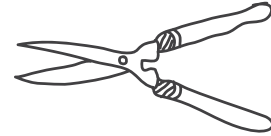
Phase 3: Maintenance Invasive Removal & Plant Establishment

During the maintenance phase of restoration, you will be focused on removing re-sprouting invasive plants, watering new plantings, and mulching if necessary. Are there certain species that require focused maintenance?



TAKE STOCK

part 4/4



Tips for Restoration Phase 3.

Consult page 29 of the Steward Field Guide for more information on plant establishment.

4.4

Phase 4: On-going Maintenance and Monitoring

On-going maintenance is top priority. Otherwise the weeds will win! Tracking the success of your restoration progress is also an important part of your volunteer efforts. You began that step by establishing photo points in Phase 1 of your restoration activities. Science-based or quantitative monitoring is not a requirement, however, if you are interested in doing more in depth monitoring at your site, contact your staff coordinator for more information.



Tips for Restoration Phase 4.

Consult page 31 of your Steward Field Guide for more information.



Tips for Restoration Success

Mulch is the Word! Mulch is the rock star of restoration tools and should be used at every phase of restoration. Just removed a thicket of blackberry? Just planted beautiful conifers and understory shrubs? Need to do ongoing weed suppression and soil building? Find more details on mulching in Appendix B of your Steward Field Guide or ask your staff coordinator.

STEWARD ANNUAL PLAN
A T - A - G L A N C E

Summarize your annual plan in the following chart. The first row has been filled in as an example.

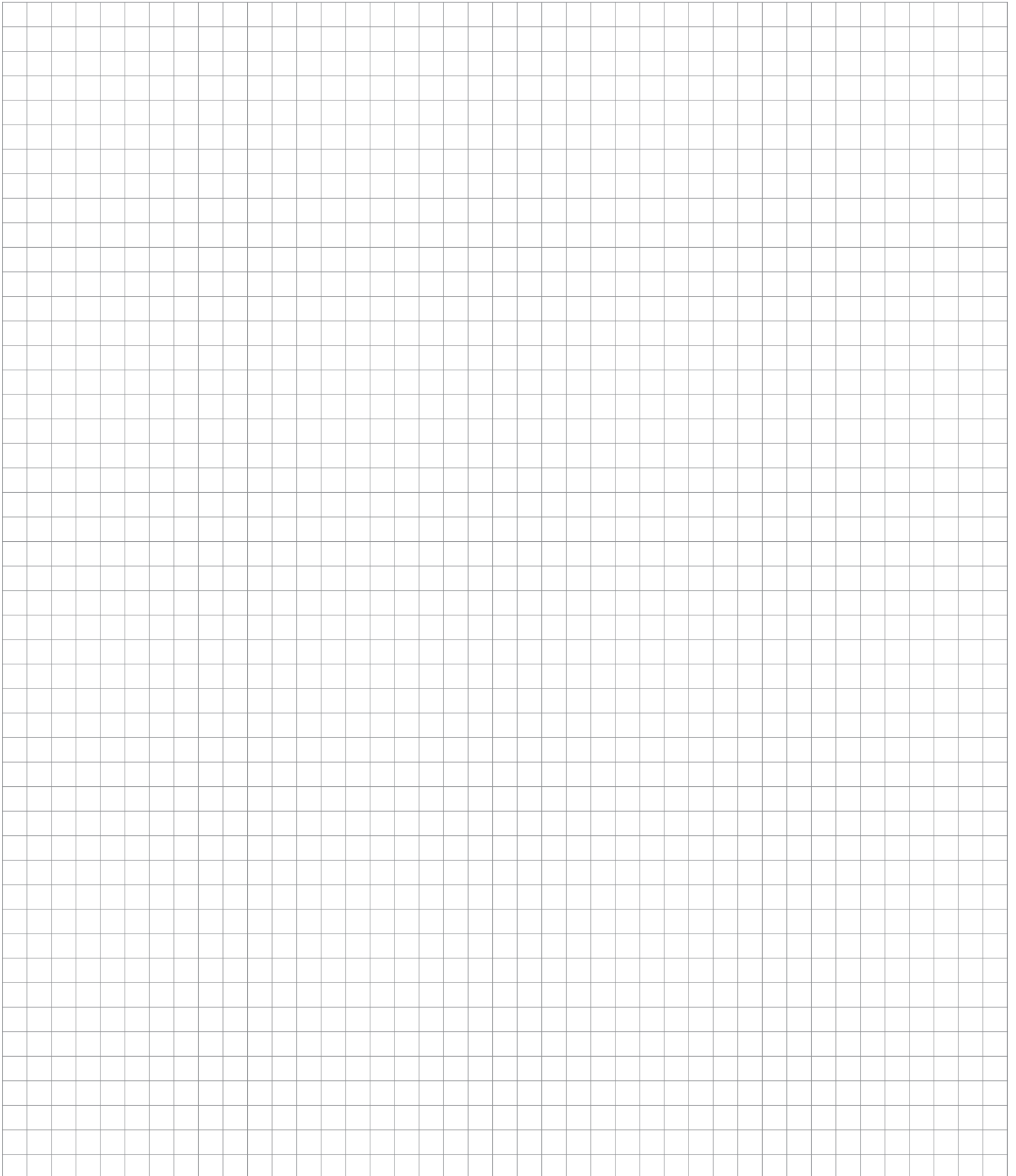
Unit or Sub-unit	Location Within Unit	Restoration Phase and Activities	Season and/or Event Date	Consideration and Notes
5a	Near south entrance	On-going maintenance: blackberry and ivy removal as well as continued invasive tree removal	Fall	Will need weed wrench for small hollies. Staff assistance needed for the large holly by kiosk.

STEWARD ANNUAL PLAN
A T - A - G L A N C E

If you need more room to summarize your annual plan, use the extra chart space below.

Unit or Sub-unit	Location Within Unit	Restoration Phase and Activities	Season and/or Event Date	Consideration and Notes

ADDITIONAL NOTES / SKETCHES



This project was made possible through a grant from the USDA Forest Service, Urban and Community Forestry Program.

In accordance with Federal law and USDA policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. USDA is an equal opportunity provider and employer.



FORTERRA

