

## FORM A: PLAN & PREPARE

## MAIN SITE + YOUR COACH

NAME: \_\_\_\_\_

SITE NAME & COACH: \_\_\_\_\_

This form is intended to give you an overview of all the various components that go into producing a workday. Discuss the process with your coach from start (planning) to finish (reporting) at your **MAIN SITE**. Complete the checklist below by marking off completed items with an "X" or "N/A" for not applicable.

### ADVANCED PLANNING

# 1

*Advanced planning can take place weeks or even months in advance*

- \_\_\_ Schedule your public and non-public workdays
- \_\_\_ Post workday on FPCC website and also on group's website and internal group communication (when applicable)
- \_\_\_ Understand preliminary Tuesday report and final Thursday report as well as weekly workday process
- \_\_\_ Finalize contact info and meeting spot
- \_\_\_ Assess leadership needs and volunteer capabilities to determine challenges, limitations and opportunities of workday
- \_\_\_ Assess tool and supply needs – local supply inventory access and tool loaner program; task specific assistance (herbicide, chainsaw, chipping)
- \_\_\_ Use management schedule, seasonality and knowledge of goals to determine task priorities that are safe, doable and practical

### DAY-BEFORE PLANNING

# 2

*These details can be taken care of via phone or e-mail*

- \_\_\_ Confirm that other Workday Leaders are coming and able to fill their assigned role(s)
- \_\_\_ Adjust workday plans, tasks, and goals based on weather conditions, and/or volunteer participation.
- \_\_\_ Determine proper tools to bring
- \_\_\_ Pack administrative/hospitality items such as: waivers, emergency contact list, snacks and beverages, first aid kit

### POST WORKDAY

# 4

- \_\_\_ Mop Up! Extinguish fire, herbicide, collect signage, make post-burn calls, call RM for chipper, etc.
- \_\_\_ Report hours on OVS and recap on group's internal records or maps

### DAY-OF

# 3

*Shadow and observe your coach*

- \_\_\_ Review the workday plan one last time and make any necessary adjustments
- \_\_\_ Work with other leaders on placing signage, morning phone calls, brush pile siting, timing of chainsaw, herbicide, etc.
- \_\_\_ Student critiques/discusses Coach's welcome, safety and technique speech – What did they miss?
- \_\_\_ Continually observe safety, volunteer engagement, etc. throughout workday
- \_\_\_ Use of break time, interpretive moments, thank yous

### FIELD NOTES

*Here's some space to jot down your ideas and observations*