

FORM C: PLAN & PREPARE

ALTERNATE SITE + ALTERNATE COACH

NAME: _____

SITE NAME & COACH: _____

This form is designed to give you an overview of all the various components that go into producing a workday. Discuss the process with an **ALTERNATE COACH** from start (planning) to finish (reporting) at your **ALTERNATE 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 workday(s)
- ___ 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