

SQUAD LEADER PROJECT CHECKLIST

ADVANCE PROJECT PLANNING (January & February):

- Identify/determine Agency contact person
- Develop/verify project plans, dates, financial arrangements, tools needed, etc.
- Site visit/recon with agency if needed and/or practical
- Approve draft of TRAMPS Recruitment/Registration Form
- Outreach recruitment for crew members as needed
- If needed, arrange or verify Agency or Back Country Horseman Packer support
- Recruit/verify cook for the project
- If project requires chain and/or crosscut sawing, verify certification of sawyers
- Federal Agencies use the Voluntary Service Agreement – Natural & Cultural Resources, Form OF-301a & b to document Agency Reimbursement/Payment of Per Diem for volunteer services

CREW COORDINATION & PLANNING (April, May, & June):

- Maintain crew contact regarding status of the project
- Rendezvous' date, time, and place identified & communicated to crew members
- Coordinate with the cook in planning/purchase of food
- Obtain tools, kitchen, & camp supplies
- Obtain advance of funds, if needed for food
- Give list of crew members to Agency Contact
- Give crew members name & phone number of Agency emergency contact in case family member needs to make emergency contact with a crew member

AGENCY & CREW MEETING -- FIRST DAY OF PROEJCT:

- Sign Volunteer Service Agreement – Natural & Cultural Resources Form; OF-301a, and 301b
- Conduct a Tailgate Safety Meeting
- Review Job Hazard Analysis forms with Agency & Crewmembers & sign if directed
- Notify crew members of Crew “Doc” and Safety Officer and assign Medical Kit
- Identify and discuss Emergency Evacuation Plan & closest medical facilities

CREW OPERATIONS:

- Determine who is going to write Project Report and submit photos
- Serve as Squad Leader/supervisor for duration of the project with work assignments
- Conduct on-going Safety Meetings as needed
- Assure sanitary conditions for cooking, cleaning, & toiletry

POST PROJECT ACTIONS:

- Return tools, kitchen kit, & other borrowed supplies in clean condition
- Return Medical Kit for replenishment & updating of items for use next year
- Assure Project Report **is submitted within 45 days to Author of Annual Report**
- **Finances:**
 - Send receipts to TRAMPS Treasurer for reimbursement/close out of advance of funds
 - Provide Agency Rep. information for the payment of funds for the project
 - TRAMPS DUNS+4 number is 005339598 & Taxpayer ID is 810479209
- Provide Appreciation & Recognition as appropriate

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