

# **SQUAD LEADER PROJECT CHECKLIST**

## **ADVANCE PROJECT PLANNING (January & February):**

- Identify/determine Agency contact.
- Develop/verify project plans, dates, finances, tools needed, etc.
- Site visit/recon with agency, if needed.
- Outreach recruitment for crew members.
- 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.

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

- Maintain contact with crew members 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 – on Form OF-301b.
- Give crew members the name & phone number of the Agency emergency contact.

## **AGENCY & CREW MEETING -- FIRST DAY OF PROEJCT:**

- Complete and Sign Volunteer Service Agreement – Natural & Cultural Resources Forms, OF-301a, and 301b.
- Conduct Tailgate Safety Meeting.
- Review Job Hazard Analysis' if provided, 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 on crew is going to author Project Report and submit photos.
- Serve as Squad Leader/supervisor for duration of the project with work assignments.
- Conduct on-going Safety Meetings.
- 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.
- Assured Project Report is submitted to TRAMPS Coordinator within 45 days.
- **Finances:**
  - Send receipts to TRAMPS Treasurer for reimbursement/close out of advance of funds.
  - Provide Agency Rep. Request for Reimbursement, Form FS-6500-229, with a copy to the TRAMPS Treasurer.
  - Provide Agency Rep. Vendor Code Info. Worksheet, Form FS-6500-231
    - TRAMPS DUNS+4 number is 005339598 & Taxpayer ID is 810479209.
- Provide Appreciation & Recognition as appropriate.