



# VOLUNTEER PROJECT LEADER PLANNING SHEET 3 (EXAMPLE)

**Project:** Garden & Landscaping Project

**Location:** Twin Owls Mountain Resort      **Date(s):** 4/22/17-4/22/17

Project & Tasks	Tools/Equip/Suppliers Required	Volunteer & Supplies
<p><b>Garden Cleaning and preparation:</b></p> <ul style="list-style-type: none"> <li>• Glean remaining “fruit” into baskets, Corn stocks for animals</li> <li>• Pull up plants (tomatoes, broccoli, egg plant, corn, etc.) &amp; weed garden</li> <li>• Remove and fold up plastic barriers</li> <li>• Spread manure and till into soil</li> <li>• People – unlimited #</li> </ul>	<ul style="list-style-type: none"> <li>• Rakes, shovels, hoes,</li> <li>• Branch trimming shears, ax, tree saw</li> <li>• Rototillers</li> <li>• Tractor with tiller/blades (about ½ acre of dirt to turn)</li> <li>• Leaf bags</li> <li>• Wheel barrows, wagons, etc.</li> <li>• Dump truck for hauling horse manure (needed before Friday)</li> </ul>	<p><b>4/22/17 – Linda Louisiana’s Group</b>  <b>9am– 1pm (11 volunteers)</b>            Linda Larry, Carol Chuck, Darrin Dana, Jon Joann, Dave Denise, Becky Bob, Cal Claire, Greg Georgia, Tanya Tucker, Arne Alise, Paul Phyllis</p> <hr/> <p><b>4/22/17</b>  <b>8am – 12pm (8 volunteers)</b>            Lynne Leonard - rake shears            Melinda Mike – leaf bags            Pat Patricia- rototiller (need xport), rake, hoe, loping shears, ax, tree saw            Mary Mark – Rake/hoe            Anca Albert            Carol Craig-some tools            Amanda Arnold- rakes, shovels, branch trimmer.            Mary Lou Leroy - Wheelbarrow, rake, shovels, shears, leaf bags</p> <hr/> <p><b>4/22/17</b>  <b>1–5pm (5 volunteers)</b>            Hack Harvey - rakes &amp; shears            Karen Karl – rake, shovel, hoe, wheelbarrows            Vandana Victor            Yong Yolanda            Max Myrtle- Wheel barrow, bow saw, branch clippers, hammer, rake, shovel</p>
<p><b>Stretch and staple fence to fence posts:</b></p> <ul style="list-style-type: none"> <li>• Fencing wire to keep rabbits &amp; deer out – 4’ high w/2”x4” squares - approx. 300’</li> <li>• Posts – wooden 8” diameter</li> <li>• 4-8 people</li> </ul>	<ul style="list-style-type: none"> <li>• Fence/wire stretcher</li> <li>• Hammers</li> <li>• Shovels</li> <li>• String</li> <li>• Tape measure</li> <li>• Wire cutters or bolt cutters</li> </ul>	<p><b>4/22/17</b>  <b>8am – 12:30pm (2 volunteers)</b>            Steve Samuel– has all the tools            Clair Charlotte– hammer, tape, wire cutters, pry bar</p>

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