

## **SPECIAL PROJECT FORMS**

To accommodate the wide variety of projects that stewards participate in, there is now a new form that can be used for submitting information to us. You can use the current inspection report form or the new special projects form. The new special projects form can be used to document the details of additional projects completed on your assigned site(s). Stewards must obtain prior approval for these projects from their field coordinator and permission to waive the inspection report and submit the special projects form.

Examples of projects completed by stewards include:

- ◆ site clean ups and work bees
- ◆ reclamation projects
- ◆ installation and maintenance of signs along the protected area boundary
- ◆ trail development and parking areas
- ◆ public education and promotion
- ◆ biophysical inventories and other research projects
- ◆ fundraising



## SPECIAL PROJECTS REPORT FORM

|                                            |  |
|--------------------------------------------|--|
| <b>Name of Protected Area:</b>             |  |
| <b>Steward Name:</b>                       |  |
| <b>Date:</b>                               |  |
| <b>Project Name and Description:</b>       |  |
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| <b>Progress:</b>                           |  |
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| <b>Who's Involved:</b>                     |  |
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|                                            |  |
| <b>Start Date:</b>                         |  |
| <b>End Date:</b>                           |  |
| <b>Total No. of Volunteer Hours</b>        |  |
| <b>Budget &amp; Total Expended</b>         |  |
| <b>Additional Comments/Recommendations</b> |  |
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