

Project Leader Packet - IMPD Fall 2024

Important Dates

Mulch delivery confirmation deadline: October 16

- If receiving mulch, please confirm your mulch delivery with APF staff by Oct 16th. You can do so by updating your mulch information inside your GivePulse event 'Submission Questions' for any changes to your delivery.

Brush, Trash, Dumpster services confirmation deadline: October 16

- If receiving brush pickup, trash or dumpster services, please confirm this information with APF by October 16th.

Tool Borrowing Selection deadline: October 21

- If you wish to borrow tools, please confirm which tools you would like marked inside your GivePulse event 'Submission Questions' by October 21.

T-Shirts and Tools Pickup: Please sign up for a time to come pick up your IMPD t-shirts and tools for your event. APF Tool Storage: 1621 Nash Hernandez Sr. Rd.

- [Thursday Tool & Supply Pickup](#)
- [Friday Tool & Supply Pickup](#)

Tools & T-shirts Drop Off: Please sign up for a time to return any extra IMPD t-shirts and borrowed tools. APF Tool Storage: 1621 Nash Hernandez Sr. Rd.

- [Saturday Tool & Supply Dropoff](#)
- [Monday Tool & Supply Dropoff](#)

Helpful Tips for the Project Leader

Before the big day

- ✓ Promote your event! See our messaging guidelines and get language to promote your event in the [Social Media Toolkit](#).
- ✓ You can see volunteer's emergency contacts and t-shirt sizes through GivePulse.
- ✓ Watch project leader videos and guides on the [Leader Portal](#).
- ✓ Keep in touch with your volunteers leading up to the event through GivePulse.

Project Leader 101

- ✓ Be sure to arrive at least 30 minutes early to get set up and greet volunteers.
- ✓ It can be helpful to bring along a card table for your sign in, shirts and refreshments.
- ✓ Take time for a safety briefing and introduction to the site.
- ✓ Encourage sun protection and hydration.
- ✓ Be sure to thank volunteers for participating!

Volunteer Check in

- ✓ For liability reasons, all participants MUST have registered online to participate or sign a waiver on-site. Paper copies of this liability waiver are available on the [Leader Portal](#).

Mulching

- ✓ Reference [APF's mulching guide](#) and the Grow Green Mulching [video](#) as a guide and be sure to relay the info to your volunteers.

Invasives Removal

- ✓ If you're doing an invasives project at your site, please use this Grow Zone Restoration [video](#) on proper use of a weed wrench

T-shirts

- ✓ If your volunteers don't get their correct t-shirt size, they can come to [Tool Storage](#) after the event on Saturday or Monday to swap out.

Rain Policy

- ✓ If it rains on Saturday, projects will commence up to one hour late.
- ✓ If heavy rain persists, projects are to start at their original start time on Sunday.
- ✓ If the weekend is rained out, please contact [Robin](#) to reschedule your project for another date.

Key Contacts

Tool Warehouse: 1621 Nash Hernandez Sr. Rd.
Robin Lee, Volunteer Manager: 512-543-4832
APF Office: 512-477-1566

Keys for a Successful Project

See below for a script you can follow for your introduction. It's very important to not let volunteers get started until you have given this introduction! Project Leaders have several responsibilities during the work day, as volunteer groups will need to be monitored for safety, hydration, executing on approved tasks only and having fun throughout the day. Low energy moments or reduced project momentum are opportunities to re-evaluate or re-inspire individuals or the group's direction. As the Project Leader you will need to be aware of the temperament of the group—you can choose the timing to motivate or help the group reenergize (group water breaks and snacks can help).

A few tips for during the project:

- Observe, encourage, compliment, and correct techniques
- Re-demonstrate the safe use of tools and techniques as needed
- Answer questions and provide environmental education and additional references
- Remind volunteers to drink water and eat snacks to replenish energy
- Filter through all work groups for an ongoing assessment of each volunteer

To Begin Your Project

Introduce yourself and APF - See full sample script below

Begin by introducing yourself and any other volunteer leaders helping you on the day. Welcome and thank the volunteers for giving their time, and make sure that any un-registered volunteers either sign the paper liability waiver or register on their phone - a helpful tip is printing out a QR code ahead of time that links directly to your project. It is imperative that all volunteers register through GivePulse or sign the liability waiver before beginning work.

After introducing yourself give a brief overview of Austin Parks Foundation's programs and events. Here is a short introduction you can use and/or adapt when introducing yourself and APF to your volunteers:

- Austin Parks Foundation partners with our community to enhance people's lives by making our public parks, trails and green spaces better through volunteerism, innovative programming, advocacy and financial support.
- Today's event extends beyond this park to nearly 100 parks across the city. Today you're working with thousands of volunteers in our community!
- Beyond park workdays, APF has invested millions of dollars in Austin's parks across the city through our grants program, and we also advocate for parks and trails in every neighborhood.

Describe the project

Once you have introduced yourself and APF, describe the project's what/how/why. Clearly describe the tasks to be performed, all project instructions/procedures, and include the community, ecological and park-health benefits the project will provide. You can mention the [Adopt-A-Park](#) program if volunteers want to get further involved!

Hold a brief safety discussion

- Include the importance of staying hydrated, identification of Poison Ivy and demonstrate use of tools. Safety is the #1 most important volunteer issue to pay attention to!
- Instruct volunteers on the tasks of the project and how to use each of the tools safely, including correct lifting and carrying techniques.
- Identify volunteers with allergies – especially bee stings (these Volunteers need to provide their own Epi Pen) prior to commencing work.
- Monitor volunteers during the work event for correct tool use and lifting techniques.
- Request tools be carried at a person's side, pointed side down, not over the shoulder – if someone falls, the tool can be tossed away; if someone stops quickly, sharp ends may harm those behind the tool carrier.

It's My Park Day Project Leader Example Script

Good morning and welcome to It's My Park Day at ____ Park! Thank you so much for volunteering with us today! My name is ____ and I'm your Project Leader this morning. I'd like to also introduce _____, who is helping me out today. If anyone has not yet registered, please be sure to check in with him/her prior to beginning work. First I'd like to tell you a little bit about today's event, then a project and safety overview, and then a mulching demonstration.

This annual event is hosted by Austin Parks Foundation. Austin Parks Foundation is a local nonprofit that partners with our community to enhance people's lives by making our public parks, trails and green spaces better through volunteerism, innovative programming, advocacy and financial support. Beyond park workdays, APF has invested millions of dollars in Austin's parks across the city through our grants program, and we also advocate for parks and trails in every neighborhood. Today's event extends beyond this park to 100 parks across the city. Today you're working with thousands of volunteers in our community, and giving back hundreds of thousands of dollars to our parks system!

We all know how important parks are to building community and bringing people together. Today is as much about that as it is about completing any one task. Our parks system depends on community members advocating and civically engaging with them, caring for and stewarding them and most importantly using them! Thank you for coming today and demonstrating your support for this amazing asset for our community!

First, a quick orientation to the park. The bathrooms are located _____. Snacks and water are located _____. Today's project will be mulching the trees, which is extremely important to do this time of year to protect and nourish the trees in our long hot summer months. The trees we will be mulching today are located _____. Volunteers can choose to distribute mulch or to spread mulch, and feel free to trade off. It's of utmost importance that we work safely today. First and foremost, please be sure to drink lots of water and stay hydrated. Please be sure to apply sunscreen if you haven't already. You should also be aware of poison ivy located _____. Here is what it looks like (point it out if possible). Please be sure to carry all tools to your side, pointed side down, not over the

shoulder. Be mindful not to set tools on the ground in a place where someone will step or trip on them. (Include any site specific hazards or safety tips - uneven surfaces, slippery rocks, water cautions at creeksides, snakes.) Does everyone have gloves? Be sure to wear them to prevent getting blisters on your hands. Finally, if there are any accidents, notify me immediately. If there is anyone here with an allergy, for example to bees, please come see me after the mulching demo.

Let's do a quick mulching demo. There is a right way to mulch! First let's talk about our tools. The tools we are using today are: mulch sleds, wheelbarrows, rakes, and pitchforks. (Explain what each is for, and demonstrate proper usage). If you've never used a certain tool before, please don't be afraid to ask how to use it properly. I'm here to help! Next, here's the proper way to mulch a tree. (Give mulching demo)

OK, does anyone have any questions? Let's get started! We are available to assist you throughout the day. We'll be located _____ . Thanks again everyone!

Example Wrap Up Script

Everyone, please gather round! It's time for us to wrap up today's project.

Thank you so much for all of your hard work today! We accomplished _____. As I mentioned before, today over 3000 volunteers have been working together at 100 parks across the city. You've been a part of an enormous city-wide workday contributing hundreds of thousands of dollars back to our parks. Our friends at Austin Parks Foundation worked hard to put this event together and provided tools, mulch, snacks, these awesome t-shirts and so much more. APF appreciates your donations to help them maintain parks throughout the year - you can donate by visiting their website at www.austinparks.org.

Before leaving, we need your help to get all of the tools back to the truck. Please make sure tools are as clean as possible and be very careful putting them away. (Give additional cleanup/breakdown details here).

Thanks again and we hope you'll volunteer with us again at It's My Park Day (Spring/Fall), the first Saturday in (March/November)! (Be sure to include your next workday too!)

Wrapping up the project

- Keep an eye on the time - Build in time for a 5-minute, post-workday wrap-up, and give volunteers a heads up when there are 20 minutes left of work time.
- Load tools - Have volunteers scan the work site to make sure all tools are returned
- Clean up - Ask volunteers to clean, and count before you load tools back into your vehicle, and be sure to pick up any trash
- Thank volunteers - Let volunteers know how grateful we are for their energy and effort, and ask for feedback from the group—what did they like, what went well, what did not work, and what could be improved.
- Invite volunteers to stay involved - Remind them there are regular projects throughout the year, that they can get involved with Adopt-A-Park, and they can give at austinparks.org
- Take a group photo! - Email photos to photos@austinparks.org. Tag us at [@austinparksfdn](https://twitter.com/austinparksfdn) on twitter or instagram

After the Event

1. Return tools - Please be sure to count your tools and gloves BEFORE and after the event, and return tools, gloves, and ALL unused and reusable supplies, including t-shirts and trash bags. Broken tools are considered “wear and tear”; lost tools must be replaced by a check made out to APF.
2. Return Mini-Grant cards, receipts, signs and paper waivers.
3. [Please let us know](#) if you have any leftover mulch as we can help you set up another workday to finish the pile.
4. Email photos to photos@austinparks.org. Tag us at [@austinparksfdn](https://twitter.com/austinparksfdn) on twitter or instagram.
5. Complete a Leader Survey - one will be sent after the project, so keep an eye out!