Checklist & Budget - Hemlock Sapling Digging Project

This document lists the equipment and supplies needed for hemlock sapling digging projects.

Volunteers are responsible for their own personal protective equipment (PPE), including face coverings, long pants, long sleeved shirt, sturdy footwear with socks, and jacket or rain gear as needed. Project sponsors/leaders are responsible for verifying PPE.

Volunteers under the age of 18 must bring a permission form signed by a parent or guardian. If the project will extend over lunch time, all volunteers should bring their own sack lunches and drinks.

General:	Other equipment & supplies:
• Permission from property owner/manager where rescue will take place	• SGH directional signs & SGH-at-Work signs
• Maps, directions, gate code / key (if any) for meeting place & work site	• Mallet & spike for signs
• Cell phone, volunteer list & phone #s	• Insect repellant, sun screen & flying insect spray
• Signed permission forms for minors	• Hand sanitizer & hand towels
• Adult sign-in/liability waiver forms on clipboard with pen	• Shovels (rounded or pointed, not flat) to dig saplings
• Name tags & permanent markers	• Plastic grocery bags for small saplings, trash bags for large ones
• Bathroom tissue & folding trowel if no restroom	• Large tub (36 gallons) or heavy duty yard bags for native soil to be brought from the digging site
• Snacks & bottled water for volunteers	• Project management instructions for project leader
• First aid kit & manual	• Sapling digging instructions for volunteers
• Emergency phone #s & locations	• SGH rack cards for volunteers & passers by
• Extra garden gloves & face masks	• Access to water
• Trash bag	• Camera (optional)
• Tarp or landscape cloth with bungees or tie-downs	• First-aid kit

The **budget** for a sapling digging project is generally $20 or less for consumable items such as snacks & bottled water, insect repellant, sun screen, hand sanitizer, and trash bags. SGH typically covers all expenses except refreshments for charitable projects.