

Checklist & Budget - Hemlock Field Insectary

This document lists the equipment, supplies, and budget for a project to plant a hemlock field insectary, assuming 12 volunteers to plant 48 saplings. All materials – general, consumable, and non-consumable – are to be provided by the project leaders/sponsors, except that volunteers may bring their own tools and work gloves if they wish. Volunteers are responsible for their own personal protective equipment, including long pants, long sleeved shirt, sturdy footwear with socks, and jacket or rain gear as needed. Project sponsors/leaders must verify PPE.

General:

Permission from property owner/manager Map, directions, gate code (if any) SGH directional signs & SGH at Work signs Mallet & spike for signs Cell phone, volunteer list & phone #s Emergency phone #s & locations First aid kit & manual Bathroom tissue & folding trowel if no restroom Trash bags Access to water	Folding table for sign-in & supplies Volunteer sign-in/ liability waiver forms on clipboard with pen, special form for minors Name tags & permanent markers Project management instructions for project leader Planting instructions for volunteers Sapling care instructions for insectary manager Rack cards for passers-by Camera (optional)
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Tools & Non-consumable Supplies:

1 cloth tote bag per team: - Hand sanitizer & towel - Hand pruners & scissors - Nail puller to rough up root balls - Roll of Velcro tape - Insect repellent & sun screen - Extra work gloves & masks Colored flags to mark planting sites	Markers & colored duct tape for labeling tools 1 pointed shovel & 1 mattock per team 1 large tub & 1 small shovel per team to mix soil amendments 2 buckets per team to transport soil mix to trees 2 clean jugs per team for dipping water from stream 2 mixing jugs per team for initial watering solution
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Consumable Materials	Unit	Quantity	Unit Cost	Ext Cost	Comment
Saplings – rescued, pretreated	tree	48	\$0.00	\$0.00	Trees 15-25 ft apart
Soil amendments:					A 36-gallon tub of soil amendments mixed as indicated in the project management instructions (1/2 bag each ingredient) is usually enough to plant 12 saplings.
- top soil	bag 2 cu ft	2	\$2.27	\$4.54	
- Nature's Care compost/humus	bag 2 cu ft	2	\$5.97	\$11.94	
- Mr. Natural Woodland Soil Mix	bag 2 cu ft	2	\$12.00	\$24.00	
- Mr. Natural Worm Castings	bag 2 cu ft	2	\$10.00	\$20.00	
Premixed soil additives in baggies:					1 pound = 32 tblsp 1 tblsp of each additive per sapling 1 baggie of additives per sapling
- Ironite granules	bag 15 lb	1	\$19.00	\$19.00	
- Espoma Holly Tone fertilizer	bag 8 lb	1	\$12.00	\$12.00	
- Soil Moist	pkt 8 oz	4	\$5.00	\$20.00	
- Snack baggies	box of 100	1	\$3.50	\$3.50	
Premixed initial watering solution:					Each gallon of initial watering mix prepared as indicated in the project management instructions (2 oz QS + 4 oz Bayer). Give 1 gal per sapling.
- MiracleGro Quick Start	bottle 32 oz	4	\$10.00	\$40.00	
- Bayer Advanced Tree & Shrub	bottle 32 oz	6	\$20.00/gal	\$120.00	
Staking					1 3' stake per tree 4 – 8" inches per tree
- 6' Thin bamboo stakes	pk of 6	4	\$3.10	\$12.40	
- Velcro tape	roll 100'	4	\$4.00	\$16.00	
Mulch – shredded cypress	bag 2 cu ft	24	\$4.00	\$96.00	1/2 bag per sapling
Snacks for volunteers	12		\$4.00	\$48.00	Bottled water, chips, power bars, mandarin oranges, crackers
Total Cost				\$447.38	



