VOLUNTEER INFORMATION

KEY SCWIP PERSONNEL

Jon Carter, Kittery Town Manager
- On behalf of the Town of Kittery, is responsible for administration of all grant activities including the disbursement of all grant funds
- Oversees the town's in-kind contribution to the project including staff time and administrative services
- Oversees Town's financial (non-grant) contribution to the project
- Serves as interface between project teams and town staff
- Grant Manager, Sue Cobler, reports directly to the Town Manager

Sue Cobler, Grant Manager
- Responsible for keeping project on schedule, task, and budget; and reporting project progress to the Maine DEP Grant Administrator, Don Kale
- Paid by grant for 20 hours per month through the Town of Kittery
- Works directly with Town of Kittery staff and the SCWIP Steering Committee
- Technical expertise in marine and aquatic ecosystems especially with regard to wastewater impacts
- Volunteer for Spruce Creek Association

Forrest Bell, FB Environmental and York County Soil & Water Conservation District
- Member of SCWIP Steering Team
- Wrote and obtained SCWIP grant (with Phyllis Ford)
- Serves as paid Technical Advisor to all Project Teams; has extensive expertise in stream assessment and restoration; watershed management; best management practices (BMPs) for stormwater management (including Low Impact Development), residential land uses practices, septic systems and stream crossings
- Wrote the *Spruce Creek Watershed-Based Management Plan* with his team at FB Environmental

Phyllis Ford, Spruce Creek Association
- Member of SCWIP Steering Team
- Wrote and obtained SCWIP grant (with Forrest Bell)
- Has lead Spruce Creek improvement effort (with Paula Ledgett and Carolyn Hanson) through Spruce Creek Association for over 5 years
- Is the keeper of, and has institutional memory for, all previous Spruce Creek Projects; has worked directly with all project partners including businesses and government officials; has vast knowledge of local and state regulations that affect Spruce Creek as well as key local and state officials involved with the project
- Created and maintains SCWIP web site: www.savekitterywaters.org, as well as Spruce Creek Association website: www.sprucecreekassociation.org

Paula Ledgett, Spruce Creek Association, SCWIP Resources Team Leader
- Member of SCWIP Steering Team
- Has lead Spruce Creek improvement effort (with Phyllis Ford and Carolyn Hanson) through Spruce Creek Association for over 5 years
- As SCWIP Resources Team Leader, is responsible for recruiting volunteers to assist in the "staffing" of Project Teams' work. Will work to identify and develop relationships with vendors and businesses to serve as resources and incentives of goods and services for use by all the Project Teams.

Carolyn Hanson, Spruce Creek Association, SCWIP Community Outreach Team Leader

- Member of SCWIP Steering Team
- Has lead Spruce Creek improvement effort (with Phyllis Ford and Paula Ledgett) through Spruce Creek Association for over 5 years.
- As SCWIP Team Leader, is responsible for disseminating information about the Project to the community and for fostering understanding of the project's objectives and successes; specific responsibilities include:
    - creating press releases for project activities and maintaining press contacts list;
    - supporting other Project Teams in the development and distribution of print materials;
    - supporting other Project Team activities including, convening of public meetings, socials, and project demonstration site tours
    - serving as the editorial advisory work group for all outreach activities for the project.
    - maintaining consistent branding for all project print materials and presentations;

Don Kale, Maine DEP

- Member of SCWIP Steering Team
- Grant Administrator

SCWIP VOLUNTEER REPORTING REQUIREMENTS

In order to comply with the Maine DEP Grant reporting requirements, the SCWIP Steering Team requests the following from the Project Teams and individual volunteers:

1. PROJECT SCHEDULES FROM TEAM LEADERS

Draft Preliminary Schedules should be submitted to the Grant Manager within one month of the first Team Meeting (July 23rd for most teams). The schedules can be in any format that works best for the team, but must include approximate start and end dates for each task. The Team Leader should notify the Grant Manager of any major changes to the schedule as the project proceeds.

It is understood, that the time frame for many team activities cannot be scheduled at this time. For example, the Resources Team may not know when it will be asked for a vendor for a project team, this type of activity should just be listed as “on-call“ throughout the duration of the project. Also, the project teams may not know exactly when demonstration projects will be constructed, but they can just estimate a season, such as summer of 2009.

2. PROGRESS SUMMARIES FROM TEAM LEADERS

By the first week of each month, the Team Leader should e-mail the Grant Manager a summary of Team Activities for the previous month. The report can be in the form of bulleted items with brief description of activities. For Example:

- *Reviewed relevant data*
- *Conducted site visits at Joe’s Car Wash on August 8, 2008*
- *Met with owner of Joe’s Car wash on August 16, 2008*
- *Submitted information to Community Outreach Team for press release on August 21, 2008*
- *Requested vendor support for septic design from Resources Team on August 28, 2008*

If no activities were conducted in the previous month, the Team Leader shall send an e-mail indicating such.

The Grant Manager will send out a reminder e-mail to all Team Leaders the last week of each month.

3. VOLUNTEER TIME SHEETS FROM ALL VOLUNTEERS

By the first week of each month, all volunteers shall submit their SCWIP time sheets to their Team Leader. The Team Leader shall review the time sheets and then forward the time sheets to the Grant Manager. Time sheets should include a summary of **donated** labor hours by date with a brief description of the task.

If a volunteer is being reimbursed for their labor (per prior agreement with the Grant Manager), that time should not be accounted for on the volunteer time sheet. Instead, an invoice for services rendered should be submitted to the Grant Manager.

In addition, volunteers should track any donated mileage by date (including mileage to and from meetings). If a volunteer wishes to be reimbursed for mileage, they must fill out an expense reimbursement form (described below). The volunteer should contact the Grant Manager for the current government mileage rate.

Time sheet can be submitted by attaching them to e-mails.

The Grant Manager will send out a reminder e-mail to all Volunteers the last week of each month.

4. EXPENSES INCURRED BY VOLUNTEERS

Expense Reimbursement Requests by volunteers shall be submitted to the Grant Manager within one month of expense incurrence. Expense reimbursement requests shall include an executed Expense Reimbursement Form with the original receipt attached.

If reimbursement for mileage is requested, the volunteer should contact the Grant Manager for the current government mileage rate to include in their reimbursement request.

If a cash advance is needed by a team, the team leader shall contact the Grant Manager.

Spruce Creek Watershed Improvement Project - Phase I

SUPPORT FROM COMMUNITY RELATIONS AND RESOURCES TEAMS

The Community Relations and Resources Team shall support the four Project Teams in accomplishing their tasks, as appropriate. The following is a description of how the teams shall interface.

PROJECT TEAM INTERFACE WITH COMMUNITY OUTREACH TEAM

The Community Relations Team shall develop and/or review and approve drafts from Project Teams and distribute all print materials and press releases for the duration of this project in order to maintain consistent message and branding. In addition, any public event will be developed and managed in collaboration with the Community Outreach Team.

Print Materials and Press Releases

If one of the four Project Teams needs print materials published (for example, a fact sheet, flyer, brochure, poster, etc.), the Project Team shall develop the information to be included in the print materials, and then submit them to the Community Outreach Team to review, finalize, and produce for distribution.

The following steps should be taken when a Project Team requires print materials or a press release (these procedures may be modified as appropriate to accommodate unforeseen circumstances):

1. The Project Team Leader shall e-mail the Community Outreach Team Leader when the Project Team determines that they will require print materials or a press release. Notification should be made at least one week in advance for a press release and from two to four weeks in advance for a printed piece, depending on complexity.
2. The Project Team shall compile and/or draft the information to be included in the print material or press release.
3. The Project Team Leader shall e-mail the compiled information to the Community Outreach Team Leader. If the product is a print material, the Project Team shall also submit a list of entities to which the material should be distributed.
4. The Community Outreach Team will then produce drafts and revisions of the print material or Press Release for review and approval by the Project Team Leader as well as the Steering Team.
5. Once the print material or press release is approved, the Community Outreach Team will produce and distribute the materials to the appropriate entities.
7. The grant manager should be CC'd on all correspondence.

Public Events

If a Project Teams needs to hold a public event, the Project Team Leader shall meet with the Community Outreach Team Leader to determine the best way to plan and manage the event. Once a plan for the event is developed the Community Outreach Team will manage the event in collaboration with and support from the Project Team.

PROJECT TEAM INTERFACE WITH RESOURCES TEAM

The Resources Team will be responsible for recruiting volunteers to assist in the "staffing" of Project Team work and will work to identify and develop relationships with vendors and businesses to serve as resources and incentives of goods and services for use by all the Project Teams.

If one of the four Project Teams needs a resource, such as volunteers, an individual with expertise in a certain discipline, or a vendor for a specific service or material, the following procedures should be followed (these procedures may be modified as appropriate to accommodate unforeseen circumstances):

1. The Project Team Leader shall e-mail the Resources Team Leader with a detailed description (date, type and numbers of volunteers needed, etc.) of the resource needed. Care should be taken to give the Resource Team enough lead time to conduct the appropriate research and/or fulfill the volunteer need.
2. The Resources Team shall identify and contact the appropriate individual or businesses for the resource required.
3. The Resources Team shall receive agreement from the individual or business resource to assist the Project Team.
4. The Resources Team Leader shall then put the Project Team Leader in touch with the contact person for the selected resource
5. Project Teams may find their own volunteers or resources (e.g.,. the Residential Team may find neighbors in a specific neighborhood are willing to help out). In this case, the Project Team Leader should email volunteer names and resources used so the Resource Team can keep track of them.
6. The grant manager should be CC'd on all correspondence.