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.

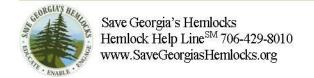
General:

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

Tools & Non-consumable Supplies:

Tools & Non-consumable Supplies.	
1 cloth tote bag per team:	Markers & colored duct tape for labeling tools
- Hand sanitizer & towel	1 pointed shovel & 1 mattock per team
- Hand pruners & scissors	1 large tub & 1 small shovel per team to mix soil
- Nail puller to rough up root balls	amendments
- Roll of Velcro tape	2 buckets per team to transport soil mix to trees
- Insect repellant & sun screen	2 clean jugs per team for dipping water from stream
- Extra work gloves & masks	2 mixing jugs per team for initial watering solution
Colored flags to mark planting sites	

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 26 celler tub of seil amondments
- top soil	bag 2 cu ft	2	\$2.27	\$4.54	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.
- 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:					
- Ironite granules	bag 15 lb	1	\$19.00	\$19.00	
- Espoma Holly Tone fertilizer	bag 8 lb	1	\$12.00	\$12.00	1 pound = 32 tblsp
- Soil Moist	pkt 8 oz	4	\$5.00	\$20.00	1 tblsp of each additive per sapling
- Snack baggies	box of 100	1	\$3.50	\$3.50	1 baggie of additives per sapling
Premixed initial watering					Earl called of initial contains ani-
solution:					Each gallon of initial watering mix prepared as indicated in the project
- MiracleGro Quick Start	bottle 32 oz	4	\$10.00	\$40.00	management instructions (2 oz QS +
- Bayer Advanced Tree & Shrub	bottle 32 oz	6	\$20.00/gal	\$120.00	4 oz Bayer). Give 1 gal per sapling.
Staking					
- 6' Thin bamboo stakes	pk of 6	4	\$3.10	\$12.40	1 3' stake per tree
- Velcro tape	roll 100'	4	\$4.00	\$16.00	4 – 8" inches per tree
Mulch – shredded cypress	bag 2 cu ft	24	\$4.00	\$96.00	1/2 bag per sapling
					Bottled water, chips, power bars,
Snacks for volunteers	12		\$4.00	\$48.00	mandarin oranges, crackers
Total Cost				\$447.38	



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