

Sample Instrument

PARKS, PUBLIC LANDS IMPROVED

Environmental Stewardship Focus Area

Output: Number of acres of national parks, state parks, city parks, county parks, or other public lands and tribal communities that are improved (EN4).

Sample Instrument

Project Log for Parks, Other Public Lands, and Tribal Communities

The “Project Log for Parks, Other Public Lands, and Tribal Communities” can be used to track acres of park land, public land, or tribal community land, that are improved. It collects output data on the types of activities completed at each work site, along with the dates when work is started and completed. Make sure you document the amount and unit of effort (acres). You should use a new log sheet (or set of log sheets) for each project location. You are encouraged to develop an Excel spreadsheet which allows greater flexibility for row expansion and accuracy.

Project Log for Parks, Other Public Lands, and Tribal Communities

Instructions

What is the purpose?	To determine how many acres of parks, public lands, or tribal communities are improved.
Who should complete this instrument?	Site supervisors or other staff who directly oversee the activities of participant can complete the instrument.
When should we complete this instrument?	At the start and completion of each service activity at each work site.
What should we do to prepare?	Identify project locations and specific work sites where service activities will be conducted. Measure the size of each work site in acres and identify the types of improvement activities that will be conducted. Determine a system to uniquely identify each work site. Add rows to the form as needed, or clip additional log sheets together. Consider using an Excel spreadsheet.
What should we do afterwards?	<p>Verify that a particular work site was improved by the end date by noting the initials of the on-site supervisor. Use the description/notes field to indicate whether or not work was completed, or if you will need to return later in the same program year to continue/finish work. Do not count the same acres twice when aggregating the data.</p> <p>Keep all the logs together in a safe place; these are your data. Each unit (acre) where service activities are completed will need to be reported to the Corporation. You will aggregate this data later to determine if you met your output and outcome targets.</p>
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated acres of land worked on by participants. In any case, remember to save the "raw" data as proof that a systematic process was used to document the outputs.

Project Log for Parks, Other Public Lands, and Tribal Communities

CNCS Program/Project: _____ Program Year: _____

Project Location: _____ Completed by: _____

Location Type (check one): National Park State Park County Park City Park Other Public Land Tribal Community

Instructions: Track acres of land improved in parks, on other public lands, or in tribal communities. Use a log sheet for each project location (e.g., public park). Enter information about each work site (e.g., a picnic area within the park) in a row of the log. Identify each work site using a unique name, ID code or GPS coordinates. Adapt the suggested list of project activities below and code activities in the “type of activity” column. The project supervisor should initial each row of the log when work is completed at each work site.

Work Site Name/ID	Type of Activity*	Start Date	End Date	Acres Completed	Description/Notes	Supervisor Initials
1.						
2.						
3.						
4.						

Total Acres Completed:

***Suggested list of project activities**

Code Type of Activity

- A. Clear unnatural (human-made) debris (e.g. hazardous fuel and waste).
- B. Clear natural debris, such as fallen trees/limbs.
- C. Make an area safer by reducing or controlling hazards (e.g., cut down dead/dying trees, safety pruning, fire hazard reduction)
- D. Conduct reforestation activities in wilderness areas (plant trees, etc.), build riparian buffers (river vegetation)
- E. Plant trees in non-wilderness areas (e.g., in urban parks and along city streets), etc.
- F. Plant bushes, shrubs, groundcover, flowerbeds, etc.
- G. Remove non-native plant species and/or weeds and re-vegetate with native plant species.
- H. Control erosion and flooding (e.g., by maintaining or improving drainage systems).
- I. Rehabilitate or maintain historic sites and structures.
- J. Maintain, repair, replace, or install equipment and facilities in public parks (for picnics, sports, recreation, etc.).
- K. Rehabilitate, repair, or enhance existing paths/trails.
- L. Other activities designed to improve the usability and/or appearance of park area or trail, or intended to restore a natural location to a healthy state (explain under “Description/Notes”).