

In-Kind Contributions Reporting Form

Instructions: you may fill out this form on paper or electronically(preferred). Keep a copy for your own records and send the form by mail or e-mail(preferred) to:
 Tara Athan, PO Box 415, Redwood Valley, CA 95470, coord@mcwma.org
 If you have questions, call 707-485-1198.

Organization: _____
 Name of Contributor(s): _____
 Total Number of Hours Worked: _____
 Time Period of Work: From ____/____/200_ To ____/____/200_
 Value of Work (per Hour): \$ _____
 Value of Other Contributions (e.g. loan of equipment, room rental): \$ _____
 (base rates: “unskilled labor”=\$15/hr, “skilled labor”=\$20/hr, or actual, or equivalent market, value, whichever is greater)
 Summary of Contribution: (needed to verify that contributions were directed towards Weed Management in the Mendocino Coast Cooperataive Weed Management Area)

Timesheet:(you may use this timesheet form or attach a timesheet in another format)

<i>Date</i>	<i>Time In</i>	<i>Time Out</i>	<i>Hours</i>	<i>Activity</i>

For Entry into Weed Information Management System
 Weed Management Sessions: Session Date (1 day only) _____
 Name of Area Treated: _____
 Weed Species Treated: _____ Phenology: _____
 Session Start Time: _____ End Time: _____
 Treatment Type(s):
 Biochemical (details) _____
 Chemical (details) _____
 Grazing (details) _____
 Mechanical (details) _____
 Fire (details) _____
 Revegetation (details) _____
 Other (details) _____
 Area of Treatment: Length _____ Width _____ [ft m] Accuracy _____

In-Kind Contributions Reporting Form

Percent Treated (as range): _____
Coordinates: Lat _____ Lon _____
Location by Other Method (e.g. USPLS) _____
Location Accuracy _____
Amount of Debris: _____ Disposal Method: _____
Equipment/Materials Used: _____
Educational Component: _____
Survey/Monitoring Component: _____
Data Recorder: _____

Instructions: This electronic form may be used to report a variety of financial and technical data need by the MCWMA for project management.

Financial Data

The value of in-kind contributions are needed to support our claims of matching contributions to the project. In addition to the value and nature of the contributions, certain details such as the contributor, the date and times of contributed work and the value per hour of contributed work must be tracked. Please note that our sponsor requires a separate record of the hours contributed by each volunteer worker

Technical Data

In order to meet project deliverables, records must be kept of the treatments performed. These data may also be used to support adaptive management by revealing the treatments and circumstances that are effective in meeting weed management objectives. The data recorder should enter all the information that may be required later to assess the effectiveness of a treatment strategy. It is not always possible to determine in advance what information will be required, so it is best to err on the side of verbosity (i.e. tell us everything about the treatment!) The form fields are given to suggest certain kinds of data that may be useful.

Definitions

Session: a work period, up to 1 day, by a crew within an area.

Crew: a group of workers, paid or volunteer, working as a team during a session.

Area: a geographical area that is static in time, usually defined by administrative boundaries. The MCWMA has a number of predefined areas, that may be nested. If you don't know what these are, describe the location of the work accurately enough so that the person entering the data can select the appropriate area.

Treatment: an instance of the application of one or more weed management methods within an area. A treatment should be associated with one session, one crew and one area, but may affect more than one weed occurrence. If more than one weed management method is used, they should be described in a single treatment if the

In-Kind Contributions Reporting Form

methods are integrated (e.g. cut stump). If the methods are not integrated (e.g one patch is mowed, another is treated chemically), they should be described as separate treatments. Area of Treatment: this is not the same as the “Area” above. Instead, this is the measurement (in square feet or square meters) of the treatment extent. Ideally, this is actually measured using a tape measure or GPS. Otherwise, it should be estimated. If the treatment is applied in a scattered fashion due to less than complete coverage by the targetted species, or is implemented in several sessions, estimate the percent treated to record the portion treated in a particular session. Please provide as range (e.g 10-20 %) to indicate accuracy of the estimate.

Weed Occurrence: a weed infestation or “patch”. Defined by a species and locator point. Every weed occurrence has a starting time, given by the date of the first observation of the species at the location. If more than one weed species occur together, separate occurrences should be defined. The boundaries of a weed occurrence will most likely change over time, and weed occurrence may split or merge. Thus, weed occurrences may have an ending time. The removal of a species at a location is not necessarily the ending time of an occurrence, as monitoring and follow-up treatment should be continued after removal until extirpation is ensured.

Phenology: suggested terms to use are: bolting (B), bud (BD), dead/skeleton (D), flowering (F), mature (M), rosette (R), seed set (SS), seedling (S)