



Collection Site Organizer Checklist

- Check your equipment list and supplies to ensure that you have the following:
 1. *Growing Native* banner
 2. Gloves, if applicable (helpful if collecting walnut or other fruiting trees)
 3. Rope to tie up banner
 4. Collection bags
 5. Collection tags
 6. Seed identification charts
 7. Site tracking form
 8. Sign-up sheet
 9. Permission letter (if collecting from a state park)
 10. A tool to weigh or estimate the weight of seeds
 11. Marking tape (if you plan on marking trees from which to collect)
 12. Testimonial sheet (to share with volunteers for their own submission)
 13. Survey
- Visit your site prior to your collection date to ensure that there are trees from which to collect and to get a good sense of which trees or tree stands your volunteers should collect from.
- On the collection day, arrive at your site at least 30 minutes before your volunteers are scheduled to arrive. Use this time to set up a sign-in area (be sure this is clearly identifiable and easily accessible) and to mark trees from which volunteers should collect.
- Designate a “nut tracker” to confirm the species of seeds in each bag, to ensure that extra debris is removed from the bags, and to track their weights.
- Ensure that collection equipment (bags, tags, tree identification sheets) is organized for easy dissemination.
- Ensure that volunteers are given protocol sheets (“How to Get Nuts for Clean Water!”). Emphasize that they must collect only one species per collection bag. Tell volunteers that if they are unable to identify a seed, they should not collect it. Encourage volunteers to put one—and *only one*—leaf and twig in each bag so that the nurserymen can easily confirm the tree species.
- Fill out the tracking form, survey, and testimonial. Information on the total pounds of seed and number of volunteers and bags is very important, so thank you for filling out your forms. Submit these along with the bags of nuts to a nearby drop-off location. Encourage volunteers to submit their own testimonials.
- Have fun!