<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ongoing Tasks</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarterly reports and Annual Summaries</td>
<td>Prepare reports and summaries for review by committee</td>
<td>● Annual report</td>
<td></td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>5/30 update; 2/1-4/30 invoice; 5/1-6/30 invoice; 8/30 update, 09/30 invoice; 12/20 Invoice and Update</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Quarterly summary of activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steering Committee Meetings</td>
<td>Prepare information and attend regular meetings</td>
<td>● Attend meetings with well-prepared information</td>
<td></td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expense Tracking</td>
<td>Track all expenses by maintaining simple accounting system</td>
<td>● Have accounting information readily available for partners</td>
<td></td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication with CCRPC and Partners</td>
<td>Keep in regular communication with partners on progress</td>
<td>● Provide monthly updates on progress of initiatives via meetings or email</td>
<td></td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase Revenue</td>
<td>Solicit and secure in-kind or cash donations from individuals, businesses, and non-member towns</td>
<td>● Corporate Sponsors</td>
<td></td>
<td>Donation received</td>
<td>0</td>
<td>$200 in plants</td>
<td>+$500 in plants and donation towards sign</td>
<td>+$300 in plants, and RB cleaning supplies ($15)</td>
<td>+$150 in RG plants, $43 in individual donation</td>
<td></td>
<td>+$100 wood chips donated by South Burlington HS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Associate members</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Individual Donations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Coverage</td>
<td>Increase media coverage of Stream Team happenings via local media outlets</td>
<td>● Inform local media prior to any activity within a town</td>
<td></td>
<td>Independent News Pieces (articles, TV stories, published photos etc.)</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>6</td>
<td>3</td>
<td>9 (CID 4.0 - Seven Days calendar posting), Burlington FP WQ sampling call for volunteers, Burlington FP Storm drain art call for artists; The Other Paper post on rain garden work at SB library, Essex Report Stream Clean up Call for Volunteers, Seven days storm drain event posting, Seven Days storm drain event article, BFP storm drain event release, ABC 22 Storm drain event coverage)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Post volunteer ops on media calendars</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotional Item Development</td>
<td>Develop additional maps and flyers to be distributed in focus areas to increase interest of residents</td>
<td>● Develop more robust CCST informational materials</td>
<td></td>
<td>Handouts/Flyers Developed</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>7</td>
<td>n/a</td>
<td>4</td>
<td>n/a</td>
<td>3 (Flyer for CID 4.0 Rain barrel workshop; display created for Storm drain art project; Storm Drain project poster)</td>
</tr>
<tr>
<td>Partnership Development</td>
<td>Foster partnerships with organizations and groups to increase our reach. (Such as send all volunteer opportunities to Master Gardener Listserv with at least a 1-week lead-time Meet with conservation commissions, WVPD, ReSource, LCI, LCC etc.)</td>
<td>Successful partnership on one or more project in the calendar year</td>
<td></td>
<td>Number of organizations partnered with</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>12</td>
<td>5</td>
<td>9</td>
<td>5</td>
<td>14 (Milton Parks and Rec, Milton Conservation Commission, Milton Boy Scouts, Lewis Creek Association, SEGS Lab, LCOG, Summit Street School, Shelburne Community School,Charlotte Middle School; WVPD; Burlington City Arts, South Burlington boys scouts group; Essex HS Tech)</td>
</tr>
</tbody>
</table>

**Outreach**
### Website and FB
- Keep Website and Facebook page populated with information, photos and ways to get involved
  - Biweekly information addition – photo, volunteer opportunity, upcoming events etc.
  - Targeted marketing of online pages at outreach events

#### Website Hits (Google Analytics)
- Website Hits
  - 317
  - 802
  - 801
  - 1,454
  - 800
  - 1,773
  - 1,000

#### Total FB “Likes”
- 55
- 66
- 83
- 104
- 114
- 120
- 125
- 152

### CCST Mailchimp Updates
- Continue to send regular updates of CCST happenings via email mailing list
  - Quarterly mailing updates
  - Increase mailing list

#### Total Mailing List
- 217
- 246
- 261
- 290
- 300
- 459
- 500
- 426

### Outreach Events
- Provide presence at community events to share CCST information to a broad audience. Focus on populations with low participation numbers from previous years. Outreach activities should generally occur in the fall in preparation for spring implementation.
  - Attend or organize a minimum of 3 outreach events within project area

#### Participants Total
- n/a
- 116
- 154
- 237
- 200
- 360
- 300
- 364

#### Colchester Participants
- n/a
- n/a
- n/a
- n/a
- n/a
- n/a
- 25

#### Essex Participants
- n/a
- n/a
- n/a
- n/a
- n/a
- n/a
- 30

#### Essex Junction Participants
- n/a
- n/a
- n/a
- n/a
- n/a
- n/a
- 30

### Event-driven Tasks (Program & Project Implementation)
#### Stormwater Project/Programming
- Complete projects in three towns. Focus on towns that were targeted for outreach in the previous year.
  - A minimum of 3 projects completed such as:
    - Stream Cleanup
    - Catch Basin Stenciling
    - Buffer Planting
    - Rain Garden Installation
    - Rain Barrel/Garden Workshops
    - Adopt-A-Rain Garden
    - WQ Sampling
    - Flow Monitoring

#### Projects
- 4
- 7
- 5
- 11
- 3
- 8
- 5
- 7 (Shelburne AOTS, Essex Jct Stream Cleanup, Milton CTD 4.0, Milton RB workshop, Burlington SD Mural, Indian Brook cleanup, So Burl RG cleanup)

#### Volunteers Total
- 75
- 153
- 159
- 254
- 100
- 188
- 150
- 77

#### Burlington Volunteers
- n/a
- n/a
- n/a
- n/a
- n/a
- n/a
- n/a
- 5

#### Shelburne Volunteers
- n/a
- n/a
- n/a
- n/a
- n/a
- n/a
- n/a
- 5

#### Milton Volunteers
- n/a
- n/a
- n/a
- n/a
- n/a
- n/a
- n/a
- 10

### Adopt a Rain Garden Programming
- Match volunteers with public rain gardens in need of care
  - Signed agreements between CCST and adopters to care for rain gardens

#### Gardens Adopted
- 0
- 8
- 9
- 9
- 10
- 8
- 10
- 6

### Water Quality Sampling
- Continue projects to engage community members in water quality sampling
  - Maintain and/or expand sampling sites on various streams in participating towns

#### Project Sites
- 0
- 13
- 14
- 13
- 14
- 14
- 15

### Volunteer-lead Activity
- Encourage volunteers to take ownership of a task
  - Volunteer leaders taking charge of activities in towns (fewer staff hours)

#### Volunteer coordinated event-tabling or stream clean-up
- 0
- 0
- 0
- 0
- 1
- 0
- 1
- 2 (High school volunteer posted RB workshop flyers around Milton; rainy day sampler)

### Volunteer Appreciation Event
- Recognize outstanding Stream Team volunteers at an award ceremony
  - Host an event with certificates to thank our volunteers

#### Event held with attendance from 10 recognized volunteers
- 0
- 0
- 0
- 1
- 1
- 1
- 1
- Organized pizza party for WQ sampling volunteers on 10/2