

Stream Team Work Plan 2023 (calendar year)			
TASKS	DELIVERABLE	UNITS	2023 PROPOSAL
Administrative			
Monthly Status Updates, Invoices & Annual Report	- Submit monthly status reports and invoices - Develop one Annual Report due by 3/1/23	# of documents submitted	1 Annual Report 12 Updates 12 Invoices
Attend Steering Committee (MS4) Meetings	Attend meetings as needed to collaborate with MS4 partners	# of meetings	4
Increase Media Coverage	Inform local media prior to major programs & post volunteer opportunities on media calendars/Front Porch Forum	# of postings or articles submitted	10
Promotional Item Giveaway	Hand out designated amount of RRST promotional items like brochures & merchandise	# of Promo Items Distributed	40
Partnership Development	Develop successful partnership with at least five non - municipal organizations or groups.	# non - municipal organizations	5
Outreach			
Website, Facebook, & Instagram Updates	Add information about events and volunteer opportunities to the FB, IG and RRST web page.	Total # of posts	24
Publish Newsletter	Send quarterly newsletters to mailing list highlighting upcoming events & sharing relevant information	# of newsletters published	4
		# of subscribers	850
Outreach Events	Attend or organize a minimum of 3 outreach events to reach the target # of residents	# of residents reached	50
Event - driven Tasks (Program & Project Implementation)			
Adopt - A - Drain Launch	Collaborate with MS4 reps from towns that have opted in to "Adopt a Drain" to promote the program launch (Burlington, Colchester, Essex Town, Essex Village, Milton)	# of volunteers recruited (total)	75
Adopt a Rain Garden Programming	Agreements between RRST and adopters to care for rain gardens	# of Gardens Adopted	8
Water Quality Sampling	Coordinate with LaRosa program regarding water quality sampling support, recruit volunteers, coordinate sampling logistics	# of WQ volunteers	12
Additional Town - Specific Projects	Collaborate with MS4 reps from S. Burlington, Shelburne, Williston & Winooski to run one hands-on program per town.	Number of participants (total)	60
Volunteer Appreciation Event	Host an event to thank volunteers or purchase small thank you gifts	# of events held	1