

Project	Task	Task Title	Task Description	Deliverable/Output	Timeline
RRST	<input checked="" type="checkbox"/>	Annual Report - draft completed.	Submit annual report to co-chairs for review		Dec 16, 2022
Before departure:	<input checked="" type="checkbox"/>	Winter Newsletter	Winter newsletter released in December	1 newsletter	Dec 23, 2022
	<input checked="" type="checkbox"/>	Edit Annual Report	Incorporate their edits before Jan 3rd meeting.	1 annual report	Jan 3, 2023
	<input checked="" type="checkbox"/>	Staff updates + invoice	December staff updates and invoice for January meeting		Dec 2022
	<input checked="" type="checkbox"/>	Submit LPP WQ site nomination	Submit LPP Survey 123 Site nomination for water quality monitoring sites	minimum of 5 monitoring sites	Jan 13
	<input checked="" type="checkbox"/>	RRST RFA	Reapply for the stream team leader coordinator position (Due January)	submit application	Jan 20
	<input checked="" type="checkbox"/>	Staff updates + invoice	January staff updates and invoice for February meeting		Jan 2023
	<input checked="" type="checkbox"/>	Staff updates + invoice	February staff updates and invoice for March meeting		Feb 2023
	<input checked="" type="checkbox"/>	Staff updates + invoice	March staff updates and invoice for April meeting		Mar 2023
	<input checked="" type="checkbox"/>	Staff updates + invoice	April staff updates and invoice for May meeting		Apr 2023
	<input type="checkbox"/>	Websites, FB and Insta updates	Add information about events and volunteer opportunities to the FB, IG and RRST website.	6 / 24 posts	All year
	<input type="checkbox"/>	Increase media coverage	Inform local media prior to major programs & post volunteer opportunities on media calendars/Front Porch Forum	/10 posts or articles submitted	
Project Events in Non-Adopt-a-Drain towns: (Williston, Winooski, Shelburne, South Burlington)	<input checked="" type="checkbox"/>	Shelburne event	Rain Barrel workshop	60 participants total from 'Hands on events' from S Burlington, Williston, Winooski, and Shelburne	February 2023
	<input checked="" type="checkbox"/>	South Burlington event	Earth Day clean up		April 19, 2023
	<input checked="" type="checkbox"/>	Williston event	rain Barrel workshop		May 26, 2023
	<input type="checkbox"/>	Winooski event	(Could be a stream clean up/ rain garden/ other event)		Fall (August - October 2023)
Outreach Events in Adopt-a-Drain towns: (Colchester, Milton, Essex, Essex Junction, Burlington)	<input checked="" type="checkbox"/>	South Burlington (extra - doesn't count)	Master Gardeners workshop at the UVM Horticulture Farm	minimum of 3 outreach events and reach 50 residents	
	<input type="checkbox"/>	(insert town)	(insert outreach event)		
	<input type="checkbox"/>	(insert town)	(insert outreach event)		
	<input type="checkbox"/>	(insert town)	(insert outreach event)		
	<input checked="" type="checkbox"/>	LPP WQ sampling	Prepare sampling bottles ahead of time for substitute RRST WQ coordinator (create weekly	pre-labeled bottles organized for easy distribution	March - April
	<input checked="" type="checkbox"/>	LPP WQ sampling	Host WQ training and train volunteers to use the app	time saving for coordinator if volunteers can do	April 18, 2023
	<input checked="" type="checkbox"/>	Spring Newsletter	Spring newsletter released in May	1 Newsletter	May
	<input checked="" type="checkbox"/>	Event/Project	Inventory all RRST Rain Garden and inform Dave Barron of signs needed and assign volunteers	11/12 signs need replaced	May
	<input checked="" type="checkbox"/>	Event/Project	Coordinate with Adopt-a-Rain Garden stewards on summer care		May - June
Things to do while away	<input type="checkbox"/>		WQ sampling, monthly updates and invoice, social media content added to platforms, attend one outreach event.		June 12th baby is due - Maternity leave
	<input type="checkbox"/>	Staff updates + invoice	June staff updates and invoice for July meeting		Apr 2023
	<input type="checkbox"/>	Staff updates + invoice	July staff updates and invoice for August meeting		Apr 2023
	<input type="checkbox"/>		Social media posts		
Upon return:	<input type="checkbox"/>	Summer Newsletter	Summer Newsletter release in August	1 Newsletter	August
	<input type="checkbox"/>	8 water quality sampling events	8 water quality sampling events (May 1st, May 15th, May 29th, June 12th, June 26th, July 10th)	12 volunteers recruited, we have 16!	May - August 2023
	<input type="checkbox"/>	Outreach/ event	Continuously promote the Adopt a drain program - maybe host an adopt a drain event?	75 volunteers recruited over the course of 2023	All year
	<input type="checkbox"/>	Event / project	Event in Winooski, rain garden+ stream clean up in september	1 stream clean up event	September
	<input type="checkbox"/>	Staff updates + invoice	August staff updates and invoice for September meeting		Apr 2023
	<input type="checkbox"/>	Staff updates + invoice	September staff updates and invoice for October meeting		Apr 2023
	<input type="checkbox"/>	Staff updates + invoice	October staff updates and invoice for November meeting		Apr 2023
	<input type="checkbox"/>	Fall Newsletter	Fall Newsletter November		
	<input type="checkbox"/>	Staff updates + invoice	November staff updates and invoice for December meeting		Apr 2023
	<input type="checkbox"/>	Staff updates + invoice	December staff updates and invoice for January 2024 meeting		Apr 2023
	<input type="checkbox"/>	Winter Newsletter	Winter Newsletter February 2024		
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 2/1/23	# 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 & fliers	# of Promo Items Distributed	40				
Partnership Development	Develop successful partnership with at least 5 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 website.	Total # of posts	24				
Publish Newsletter	Publish 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				