



Chapter 9- Post Program

PROJECTS TO BE COMPLETED ON-SITE

Tools

Clean and sharpen all work tools. Return these tools to your coordinator; actually have your coordinator meet you at the tool storage area and count items and check them off. By having an actual check-in -process, you and SCA are no longer responsible for these tools.

Campsite

Make sure your campsite is left as you found it (or with improvements when possible through Leave No Trace). All tents, tarps, and other temporary structures must be removed. All trash and food scraps should also be picked up. Be especially thoughtful about easy-to-forget things, ie. p-cord in trees, sump holes or rocks/logs that have been moved.

Work Log

Complete your work log if you have not already done so. This work log is critical to SCA and your agency's ability to quantify the work each season's volunteers contribute. The information is invaluable for agencies to track completed work and secure funding for future programs.

Debrief with Agency Coordinator

Your coordinator can provide immediate feedback on your project. Find out if they are pleased with the work you did and why or why not. Ask if there were aspects of the program that they wished had run smoother, and how these could be addressed better next year. Ask for personal growth feedback too and if they have any serious concerns about the program that you can relay to SCA. Although it might not be pleasant to hear, it is important to know any negative impressions that the agency might have.

Be honest and tactfully direct in explaining what you felt went well and what disappointed you. Let the agency know if you had expectations of support or guidance that were not met. If you see future SCA crew project potential, please discuss that with them as well.

Make notes of your conversations so you can summarize them in your report.

Clean, Inventory, and Store Equipment

SCA has a system to inventory all of its gear that is either left with agencies for next year's crew or that is sent back to the cache in New Hampshire. **Please read Appendix E!** Closely follow the directions in Appendix E for how to clean, stow and/or ship your gear. Most of the calls that SCA staff field at the end of programs is from crew leaders asking about what to do with their equipment. That information appears in this book! If you call SCA staff with general questions on what to do with your gear when your crew is finished, it is a good tip-off to us that you have not read the Crew Leader Handbook.

Check that all equipment is clean, dry, and in good working order. The Equipment Manager will let you know whether the cache is to remain on site, returned to the NH Warehouse or sent to another site. If there is equipment that is in need of repair, send it back to the NH Warehouse, noting its condition and specific repair needs with the brown tags provided. Do not send back items beyond repair, such as broken lantern globes, grossly destroyed rain-flys, etc. . . ., if you have doubts, please ask the Equipment Manager. Regardless of whether the cache is staying or going, at the end of the season all first aid kits, water filters (except Omni systems), sleeping bags, backpacks and stoves must be sent back to the NH Warehouse. *Note: do not pack liquids, fuels or stoves containing fuel for shipment! Stoves must be burned empty and air-dried.*

Inventory the SCA equipment (using the inventory sheet provided with your cache), make sure it is permanently marked as SCA property and store it properly. Equipment should be stored in a secured location. If you do not have the option of your own locked area, talk with your agency contact about setting-aside an out of the way area where the gear can be safely stored. Pack the gear in ready to ship boxes -- should we not return to the area next year, we can have the gear shipped to another area. The more compact and contained the SCA cache is the better chance that it will be found untouched next year. If you have any doubts about the safety of storing your SCA equipment at

your area, return it to SCA. **Directions for shipping gear back to SCA can be found on the backside of the Inventory Sheet.**

Send the completed inventory sheet to the NH Warehouse along with your cache items (and not in a bin full of wet tents!). If you passed your inventory on to another program, send the original inventory sheet with the cache. If any of your equipment is being stored on-site (with an agency), note this information on the form as well. Failure to turn in this form will result in SCA not knowing the quantity, quality, or location of field gear and could lead to equipment mishaps for future crews. If you happen to lose the form, copies can be found on the CL website or just hand-print your inventory on a piece of paper. If equipment will be stored at the site, also give a copy of the inventory to the agency coordinator. **Please read the entire Appendix E!**

Dispose of Excess Food

You may have food left over from your program. It is very important that you do not store it in your gear cache at your site. Stored there it will attract critters or, if canned, possibly freeze and explode or get misshapen enough that next year's crew leader will assume that they are botulism bombs, and throw them away.

Take the responsibility to distribute this food appropriately. You may be able to offer it to SCA volunteers serving in the area, or to seasonal members of the agency work force. You may be able to donate to a local homeless shelter or soup kitchen. If participants live locally, there may be some food they wish to take. Or you can take the extra food home yourself. Do your best to make sure that there is as little waste as possible.

PROJECTS TO BE COMPLETED AT HOME

Evaluations / Reports

It is a common myth that once your program is out of the field, and you have left your program site that the program is over. The reality is that some important wrapping up steps that are interlinked with the future of the program next year still remain.

The following are required to complete your program and are all due in SCA's NH office by September 15.

Send what you can electronically, and mail the rest to NH (keep copies for yourself).

1. Final Internal Report (also called the Insider's Guide)

This document's audience is future Crew Leaders- it will not be sent to agency partners. So whatever you wish you had known before leading this crew – put it in there for next year's leaders. Please see the template for this on the Crew Leader website www.scacrewleaders.org. This is a living document that will compile leader comments from each crew at your site over the years.

This will cover the following topics:

- Pre-Program (Food Planning/purchasing, Food style, Other Supplies, Internet, Cache, Where to Stay, Crew Vehicles)
- Camping (Gear/Supplies, Base Camp, Dangers/Annoyances, Bear/Moose/other - safety Resources)
- Connections (Agency Contacts, Other Resources)
- Rest Days (Swimming, Adventuring, Eating/last dinner place, Other)
- REC Trip (Options, Big events)
- Wish you would have knowns...

2. Final Report and Work Log Combined

This document's audience is your agency coordinator, their staff, supervisors and their financial supporters. See the template on the Crew Leader website for assistance in completing this form. Here you can show off your crew's achievements to the wider world.

The Final Report and Work Log will cover the following topics:

- Brief overview of your crew and leaders. Where they came from, if they are alumni, etc.
- Describe your work project(s). Comment on the location, type of work performed, amount of work accomplished, and the suitability of the project. Add the work accomplished and numbers. Document all work completed as this is your work log. Describe the measures you took to minimize the group's impact.

- Youth Development - Describe your youth development and environmental education program: your goals, topics covered, and teaching methods used. Discuss the educational value of the program to the members. Also note particular resources, presenters or educational opportunities.
- Describe any crew highlights that may be interest to our agency partners.
- Provide feedback for your agency coordinator. Specifically comment on coordinator assistance, direction and availability, as well as logistics and tools.
- Photos. Include at least four pictures (group photo, photo of crew working, work structure/project and group activity).

3. Crew Member Performance Evaluation

This form is a tool to evaluate your members' performance and give recommendations for their future participation/leadership possibilities within SCA. **This form will be filled out before your members leave, preferably in the last day or two of the program**, and will be shared with them on site. This will give you the opportunity to speak with the member about any issues during the crew, or their future plans with SCA. If you and your co leader hesitate to recommend a member for future participation on an SCA Crew, please speak with the member about ways to improve. Please be thorough and honest with this form, as it is a valuable evaluation tool. Once you have returned the form to SCA, the Placement team will attach this form to the member's application and will send it to the family with a Letter of Service Hours. The Evaluation Form will also be accessible to future leaders the member may have.

4. Also mail directly to SCA NH:

1. Budget details (Card, final receipts please mail to SCA NH as soon as available).
2. Budget Surplus Check. Reserve enough money to copy and mail the Crew Journal, indicate amount in your Budget.
3. Budget Reimbursement Request- contact Debi Monroe for additional funds on Chase card.
4. Participant Evaluation originals plus any written contracts, etc.
5. Equipment Inventory List
6. All Medical documents (Medical Log, documents, Near-Miss Log, incident reports).
7. Copy of Crew Journal.
8. Lightly on the Land, Outdoor Leadership, First Aid Kit, all phone cards (used and un-used).
9. Copy of Agency Letter

Final Debrief Conversation and Other information for your SCA Program Manager to know

It is our goal to provide each crew leader with annual, constructive feedback from program staff. Therefore, your SCA Cohort Manger/Program Manager will be contacting you to have a final debrief conversation at the end of the season. This is the time for feedback from both sides on how to make SCA Conservation Crews and your experience better for the future. If there is anything about which you want to check in with your Program Manager, this is a great time to bring the subject up. During this debrief SCA will be asking you about your experience, your agency coordinator's preparedness/support and also giving you feedback gathered from the evaluation process. Thank you again for all your hard work this season!



Post Program Checklist

	COMPLETE	DATE
On-site:		
• Clean, sharpen and return tools	_____	_____
• Complete work log	_____	_____
• Debrief with coordinator and discuss next year's program	_____	_____
• Clean, inventory and store SCA equipment.	_____	_____
• Return damaged (repairable) equipment to the SCA warehouse	_____	_____
• Return all First Aid kits, water filters, sleeping bags and backpacks to the SCA warehouse	_____	_____
• Dispose of extra food	_____	_____
Final Paperwork packet to send to SCA		
• Final Internal Report (Insider's Guide)	_____	_____
• Final Report and Work Log	_____	_____
• Member Performance Evaluations	_____	_____
• Budget book and receipts	_____	_____
• A check for budget surplus	_____	_____
• Reimbursement request (as needed)	_____	_____
• Equipment Inventory List	_____	_____
• Medical Documents	_____	_____
• Medical Log	_____	_____
• Incident Report Forms	_____	_____
• Copy of Journal	_____	_____
• Lightly on the Land , Outdoor Leadership, CL Handbook, First aid kit, unused phone cards	_____	_____
• Copy of Your Agency Thank You Letter	_____	_____