

GREEN
TUKWILA
PARTNERSHIP



**Forest Steward & Partner
Resource Guide**

Hello, Steward or Partner Organization,

This packet aims to explore Green Tukwila programming, how-to, and safety in Tukwila's Park System. It includes links, tips, protocols, and printable graphics for use when working with volunteers or crews in the parks.

Your efforts in ecological restoration and litter cleanup are not just crucial, but also have a significant impact on maintaining a healthy urban forest system and a clean Green-Duwamish Watershed. Your work is making a difference.

Thank you,
Green Tukwila Staff

Emergencies & Safety

Protocols & Policies



Emergency: CALL 911

Non-emergency police: (206)-241-2121

Program Contacts & Support:

- Olena Perry, Stewardship Coordinator: 206.799-6474 Field Phone:206.806.1596
- Matthew Austin, Parks Supervisor: 206.445.2245
- Roth Leary, Lead Parks Specialist: 206.556.1952
- Tukwila Community Center: 206.768.2822
 - Restrooms, ice, extensive first aid kit onsite

Strong Winds: Volunteers, City Staff, and Stewards cannot work around trees in strong winds or wind gusts. If winds pick up during a work party, the lead must shut down the event. More info: <https://forecast.weather.gov>

Lighting/Thunder: Volunteers, City Staff, and Stewards are prohibited from working in the parks during lightning or thunderstorms. More info: <https://forecast.weather.gov>

Air Quality: Volunteers, City Staff, and Stewards can not work in poor air quality; the air quality index must be under 101. For info: <https://pscleanair.gov>

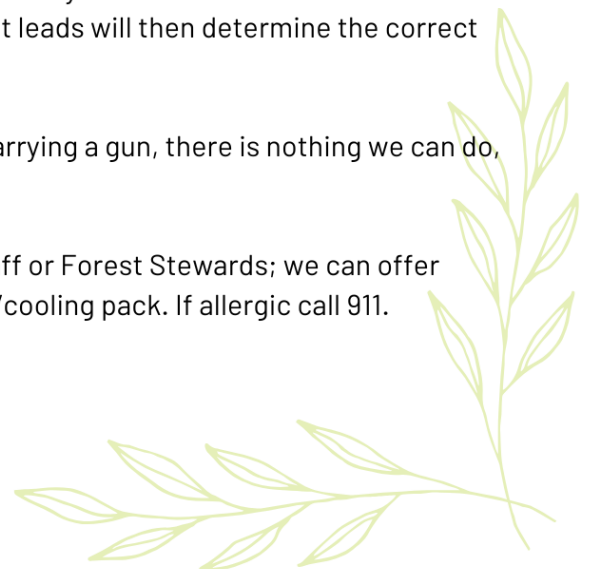
Missing Child/ Missing Parent: keep the child/parent at the info booth with two people; call 911 after 10 min of volunteers or staff searching the event.

Lost or Stolen Items: Have the person fill out an incident report at the info booth with a description of the item. All found items will be stored at the Tukwila Community Center.

Problem Behavior: If you see any unusual behavior, contact city staff or the Forest Steward and provide a clear description of who, what, and where. Event leads will then determine the correct action and direct staff appropriately.

Open Carry Law (guns): If someone reports a person is carrying a gun, there is nothing we can do, it is legal to "open carry" in Washington.

Bee Stings: Do not give medicine to volunteers as city staff or Forest Stewards; we can offer Band-Aids, run water over sting location, and offer an ice/cooling pack. If allergic call 911.



Registration Kits

Forms & How To



All events, 20+ people will have an info booth with a registration kit, first aid kit, sharps container, refreshments, and any relevant marketing. Smaller restoration events (under 20) may use the JOBOX or a registration kit as the info booth in a field setting.

Registration Kit, Forms

Volunteer Liability Sign-In No volunteer can work until they have signed this form. Volunteers should be greeted and then handed the form upon arrival. No matter their age, everyone should sign this form on their own line (including small children; do not sign as a family).

Youth Waiver Form: Youths 14 and under must be accompanied by a guardian; youths 15-17 need a filled-out waiver if no guardian is onsite to participate.

Incident/Accident Report: Any incident or accident larger than a minor scrape should be recorded onsite with an incident/accident report. The forest steward can fill out this form; witnesses can add info and sign. The report must be given to staff asap.

Blood-Born Pathogens Form: The event lead must complete a blood-born pathogens form for any field injuries involving exposure to blood.

Need more forms?

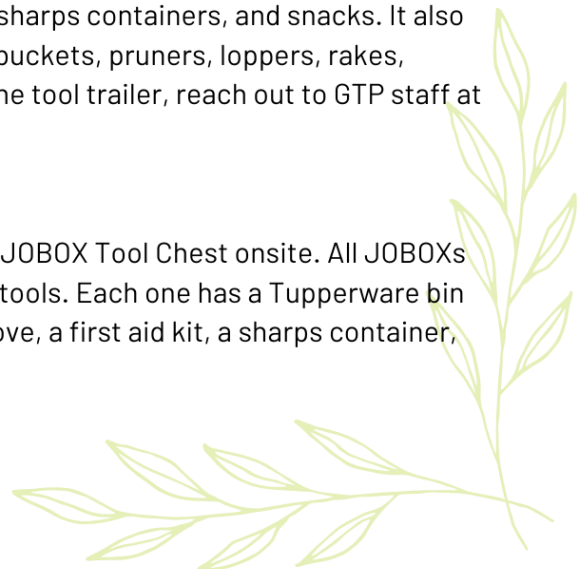
Green Tukwila Staff builds registration kits; download more forms from the Green Tukwila Website, www.Tukwilawa.gov/greentukwila, or contact GTP staff for refills.

Tool Trailer

The tool trailer can be requested for work parties of 20 or more people at an event. The trailer has a complete registration kit with extra forms, first aid kits, sharps containers, and snacks. It also has tools for 30 people, including shovels, wheelbarrows, buckets, pruners, loppers, rakes, pitchforks, tarps, and other small hand tools. To request the tool trailer, reach out to GTP staff at least two weeks before the event.

JOBOX, Tool Chest

Recurring restoration sites with small work parties have a JOBOX Tool Chest onsite. All JOBOXs contain shovels, pruners, loppers, gloves, and other small tools. Each one has a Tupperware bin that contains a registration kit with all the forms listed above, a first aid kit, a sharps container, and some snacks.

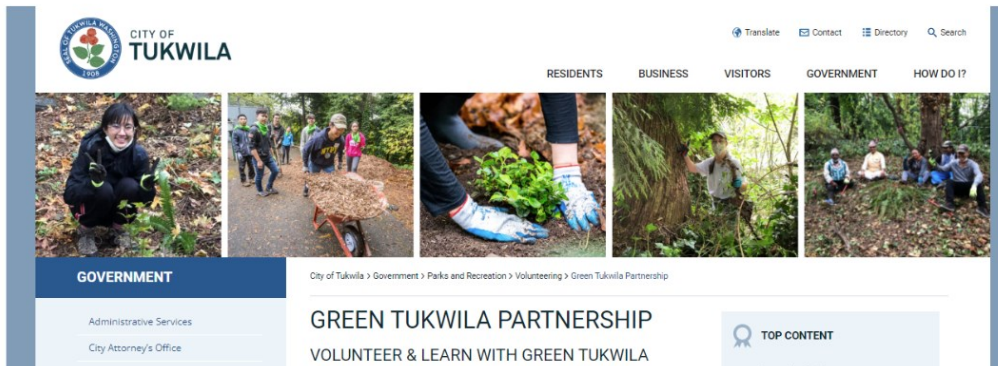


Green Tukwila Website

www.TukwilaWA.gov/greentukwila



This website highlights environmental programming and ecological Restoration and hosts many resources for Forest Stewards, Partner Organizations, and land owners in South King County. It is updated monthly and will always have highlighted programs and a link for current work parties. The bottom of the webpage is a growing library of resources, please take some time to familiarize yourself with the items. The goal is to have all public events and work parties, partner and city led posted on this page. This page links directly to CEDAR.



Community Resources:

- [How to remove Himalayan Blackberry- Green Cities](#)
- [How to Remove Herb Robert- Green Tukwila](#)
- [Tree Survival Rings, removing English Ivy - Green Tukwila](#)
- [2021-Green-Duwamish-Journey-Guide-Book-Spring \(Onsite activity\)](#)
- [Green Tukwila Partnership, 20 Year Stewardship Plan](#)

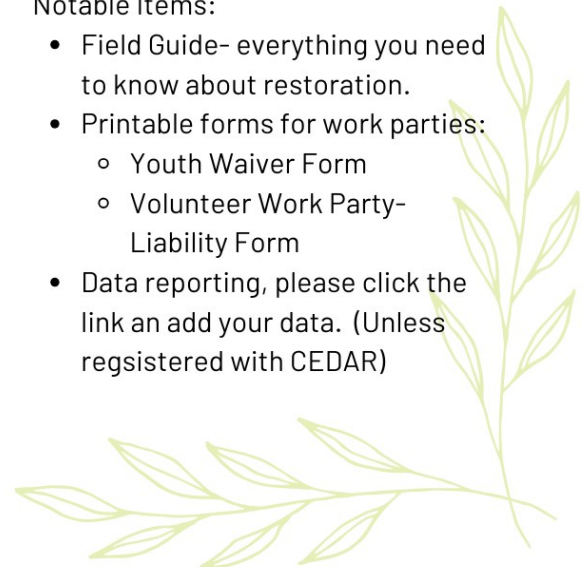
Forest Steward Partner Tool Kit:

- [Green Tukwila Field Guide 2017](#)
- [Green Tukwila Partnership Data Reporting](#)
- [Green Tukwila Work Party & Trailer Request](#)
- [Work Party Intro & Safety Talk](#)
- [Youth Volunteer/Service-Learning Waiver](#)
- [Best Practices: How to Run a Restoration Work Party](#)
- [Volunteer Work Party – Liability Waiver](#)
- [Numbered Trails, Tukwila Parks Department](#)

This is a growing library with some great resources on “How To” remove common weeds, activities and a link to the 20 year Stewardship Plan that identifies all 138 acres of Restoration.

Notable Items:

- Field Guide- everything you need to know about restoration.
- Printable forms for work parties:
 - Youth Waiver Form
 - Volunteer Work Party- Liability Form
- Data reporting, please click the link and add your data. (Unless registered with CEDAR)



Leading a Work Party

Best Practices & “How To” Guide

Leading a volunteer work party can feel overwhelming, but remember, everyone who signed up is onsite to help. There are a few key elements to a successful event. GTP has laid out all the elements to an event on the Green Tukwila Website under Forest Steward Resources, Click on Work Party Intro and Check list, and Best Practices on How to Run a Restoration event. Below is a short cheat sheet.

Prep:

- Write out speech, identify work
- Print Sign-in Sheets
- Print Youth Waiver forms

Onsite:

- Layout tools & gloves
- Volunteers Sign in right away
- Welcome
- Demo Work
- Tool Safety
- Start Work and take photos

Clean up:

- Have volunteers help clean up tool and supplies
- Gather at the end to talk and celebrate accomplishment.

Wrap Up:

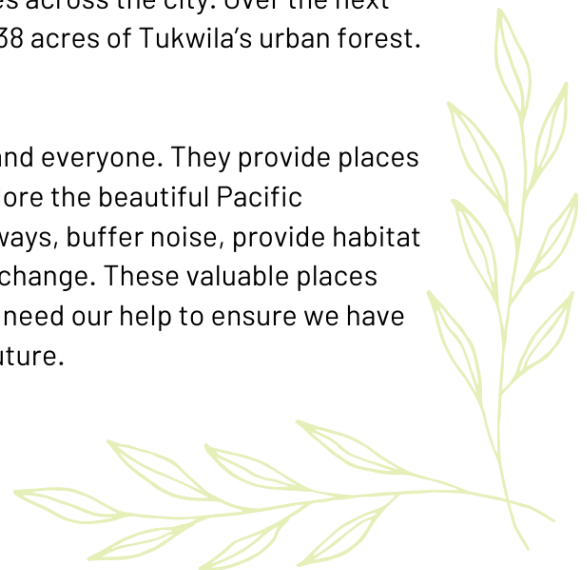
- Report Data
- Send GTP staff photos

Intro Speech about the work and the Green Tukwila Partnership.

The City of Tukwila joined the Green Cities Partnership, a collaboration of Puget Sound cities working to steward natural open spaces in 2017. Tukwila’s program is called the Green Tukwila Partnership. Together with partner organizations and the Tukwila community, Green Tukwila Partnership will care for public parks and natural open spaces across the city. Over the next 20 years, the partnership will work to restore and maintain 138 acres of Tukwila’s urban forest.

Why is this work important?

Healthy parks and natural open spaces are a gift to our city and everyone. They provide places where people can connect with nature, see wildlife, and explore the beautiful Pacific Northwest. Native Trees and plants clean the air and waterways, buffer noise, provide habitat for local wildlife, and absorb carbon to fight against climate change. These valuable places can’t take care of themselves in an urban environment; they need our help to ensure we have a healthy and green Tukwila today, tomorrow, and into the future.



Data Reporting

All work parties must report data



All public, private work parties and crew work for ecological restoration are recorded in a database called "CEDAR." The GTP website routes volunteers to a list of partner organizations, Forest Stewards, and city-led events where they can sign up to volunteer for restoration events. CEDAR is used to schedule and sign up for private events; those opportunities will not be listed on the public calendar.

Forest Stewards and Partners that host more than four work parties a year will be trained in CEDAR and have a login.

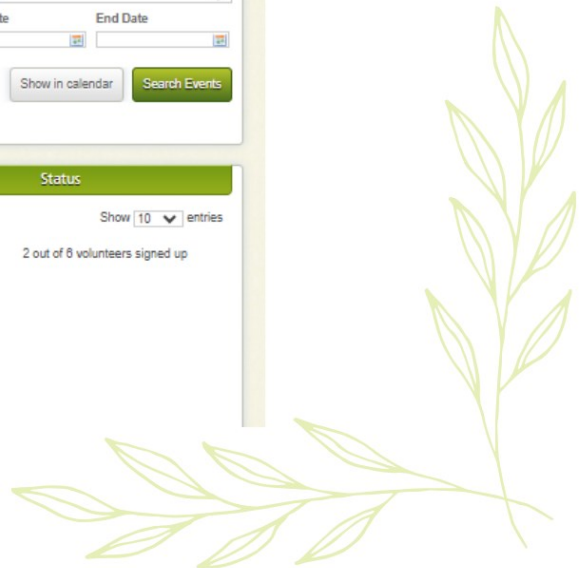
Stewards with four or fewer work parties will use the Green Tukwila Data Reporting Form link at the bottom of the Green Tukwila Website. GTP staff will transcribe the data to CEDAR.

When working, please do not use square footage for the removal of biomass and mulching. Keep a list of plantings and types of plants for data reporting.

CEDAR Database: <https://tukwila.greencitypartnerships.org/event>

The screenshot displays the 'Map of Events' page on the Green Tukwila website. At the top, there is a navigation bar with the logo, 'Map of Events', 'Calendar of Events', and a 'Not Logged In Login' button. Below the navigation bar is a welcome message with a question mark icon and contact information: 'Questions? Contact us at olena.cerry@tukwila.gov'. The main content area is divided into two sections. On the left is a map of Tukwila with several event markers. On the right is a 'Filter events' sidebar with a search bar, dropdown menus for 'Filter by Partnership' (set to 'Tukwila') and 'Filter by Park' (set to 'All Parks'), and date pickers for 'Start Date' and 'End Date'. Below the filters are 'Show in calendar' and 'Search Events' buttons. At the bottom of the page is a table titled 'Events Shown on the Map' with columns for 'Date', 'Park', and 'Status'. The table lists four events for July 2024.

Events Shown on the Map	Date	Park	Status
Restoration at Riverton_watering	07/09/2024	Riverton Park	2 out of 8 volunteers signed up
Restore the Urban Forest with EarthCorps!	07/13/2024	Tukwila Park	
Duwamish Kayak Clean-Up - Baker Commodities	07/20/2024	Foster Golf Links	
Duwamish Kayak Clean-Up - Baker Commodities	07/21/2024	Foster Golf Links	



Marketing Events

Sharing the story



This is a clip from the GTP Partner Communication Guide. The document for the entire guide is at the bottom of the GTP website. www.Tukwilawa.gov/greentukwila

Marketing Campaigns Fall/Spring

GTP puts out two large campaigns annually, in Spring and Fall. These campaigns include mailers to households, content in the TPR quarterly brochure, park banners, yard signs, newsletters, flyers, and social media platforms. All information that is available on the GTP website will be in campaigns. The GTP Coordinator will reach out before each campaign to collect content. This effort raises awareness of all partner work and stewardship while supporting volunteer recruitment.

Monthly/Quarterly Marketing

Digital marketing:

- GTP sends all public events in CEDAR to multiple newsletters.
- Monthly Tukwila Parks and Recreation Newsletter 4,000+ people
- Bimonthly Senior Scoop, digital and print
- Monthly City Newsletter 1500+
- "The Dirt" Tukwila's Eco Newsletter, quarterly to all past volunteers
-

Print Marketing:

- Quarterly Flyers- all public events listed, available at TCC & events
- Tukwila Parks and Recreation brochure is mailed to all households three times a year.
- Hazelnut, the city newsletter is printed and mailed to all households quarterly.

Social Media Platforms & Digital Marketing

Celebrating all the great work happening in parks, green spaces, and the watershed is essential. The environmental conversation must be shared and updated among residents, the community, the City Council, and city staff. It is crucial to show the work and educate on the why and share the faces of those making an impact. Field stories, quotes, and photos build the digital narrative that continues to grow this positive work. All work should be shared on social media platforms to keep environmental conservation relevant and to ensure residents are educated on issues and solutions in the region.

Content & Events on Digital Platforms

- Like and follow @tukwilaparks on FB/IG, and @greentukwilapartnership on FB/IG
- Partners share FB events, reels, stories, and posts on their pages and tag @greentukwilapartnership.
- At the end of the work party, email or text the GTP Coordinator with 2-4 photos and a couple of sentences about the work. GTP will post on pages and tag your organization.
- Facebook events, @Greentukwilapartnership as co-hosts.
- #greentukwila #volunteer #trees, #nativeplants #parklife #duwamish #salmon



Tool Safety

A safe tool is the best tool.

Shovels & Pitchforks

- Always carry with the tip down
- Do not swing or lift above the head
- Do not jump on or stand on shovel
- When not using put, tip down on the trail
- Always carry by the handle not the blade

Ergonomic Techniques While Shoveling

- Your feet should be hip width apart with front foot close to the shovel.
- Your weight should be on the front foot.
- Use your legs to help push into the soil
- When lifting, breathe in, bend knees (not back), tightened stomach muscles, lift with your legs while shift your body weight to back foot. Breathe out while throwing soil, **SMALL LOADS ARE BEST.**
- Keep the soil load as close to as you can to your body.
- **DO NOT TWIST.** Allow your feet to turn in the direction in which you dump soil.



Pruner & Lopper Safety

- Always close & lock when not in use.
- Do not throw or stab in the ground.
- Never hold by blade, always use handles.
- Walk with tips pointed down.

Hand Pruners

- Do not cut branches larger in diameter than your thumb.
- Do not put in your pocket.

Loppers

- Only cut branches that fit between the blades.
- Do not cut overhead.



6 Ways Trees Benefit All of Us

Author: Nature Conservancy, <https://www.nature.org>

#1: Trees eat the greenhouse gases that cause climate change—for breakfast. More like breakfast, lunch and dinner. Trees' food-making process, photosynthesis, involves absorbing carbon dioxide from the air and storing it in its wood. Trees and plants will store this carbon dioxide throughout their lives, helping slow the gas's buildup in our atmosphere that has been rapidly warming our planet. Smarter management of trees, plants and soil in the US alone could store the equivalent carbon of taking 57 million cars off the road! Trees are looking out for us so we have to look out for them. Older, larger trees store a lot more carbon than young trees, so it's important that in addition to planting new trees, we conserve and protect the giants of our forests.

#2: Trees boost our mental health while raising our physical health.

A healthy tree can lead to a healthy you and me. A study by a TNC scientist shows that time in nature—like a walk among the trees in a city park—correlates with a drop in anxiety and depression. You may have felt the benefits from a short walk or hike in your neighborhood. We're drawn to green spaces, and for good reason. Access to nearby green space also contributes to better physical health by encouraging us to move around and exercise. Because we move around more when we have access to trees and parks, nature can help lower rates of obesity.

#3: Trees clean the air so we can breathe more easily.

Trees remove the kind of air pollution that is most dangerous to our lungs: particulate matter. This pollution arises from the burning of fossil fuels, and can reach dangerous concentrations in the largest cities as well as in neighborhoods near highways and factories. Tree's leaves will filter this dangerous pollution, but only if they're planted near the people who need them; most of the filtration occurs within 100 feet of a tree. More trees in cities, especially in lower-income neighborhoods close to highways and factories, can reduce ailments like asthma and heart disease that cause 5% of deaths worldwide.

#4: Trees give a home to the wildlife we love.

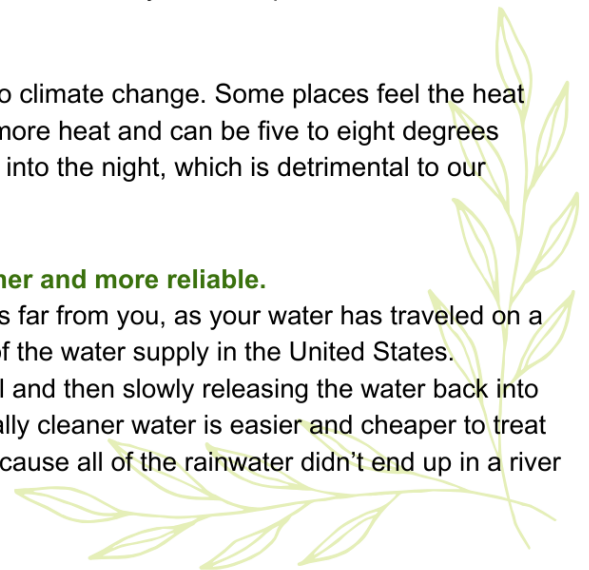
Even a single tree can provide vital habitat for countless species. An intact forest can do even more, creating a home for some of the most diverse and resilient webs of life on the planet. Old-growth forests, the forests that we need to protect most urgently, create habitat at the ground level, at the top of their tree canopies, and everywhere in between. All of these different types of habitat in a single area allow so many diverse species to thrive.

#5: Trees cool down your life, and could even save it.

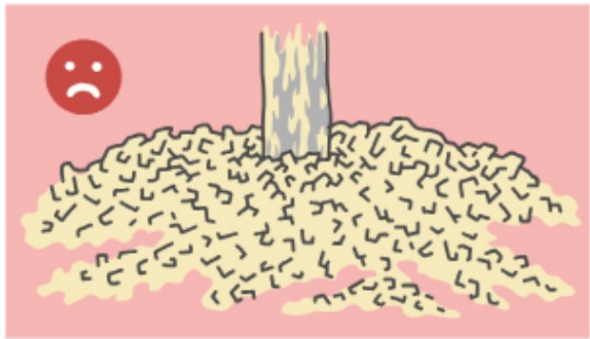
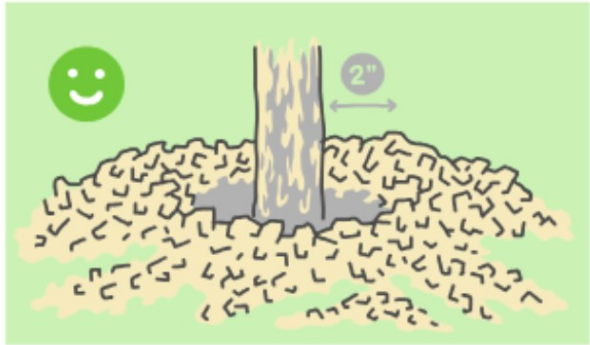
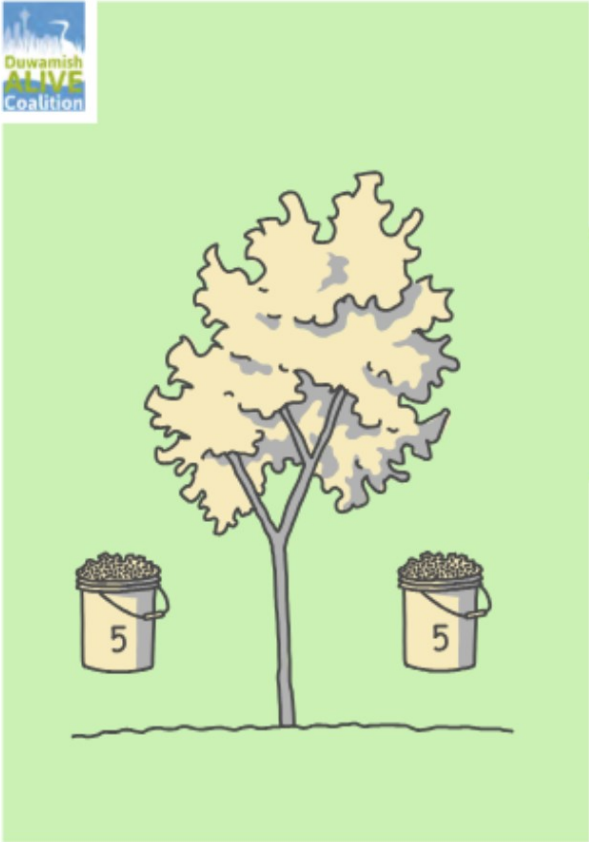
Temperatures are rising and heatwaves are getting longer due to climate change. Some places feel the heat more than others. Neighborhoods with lots of pavement absorb more heat and can be five to eight degrees hotter than surrounding areas. These areas also stay hotter later into the night, which is detrimental to our health.

#6: Trees filter your water, making your drinking supply cleaner and more reliable.

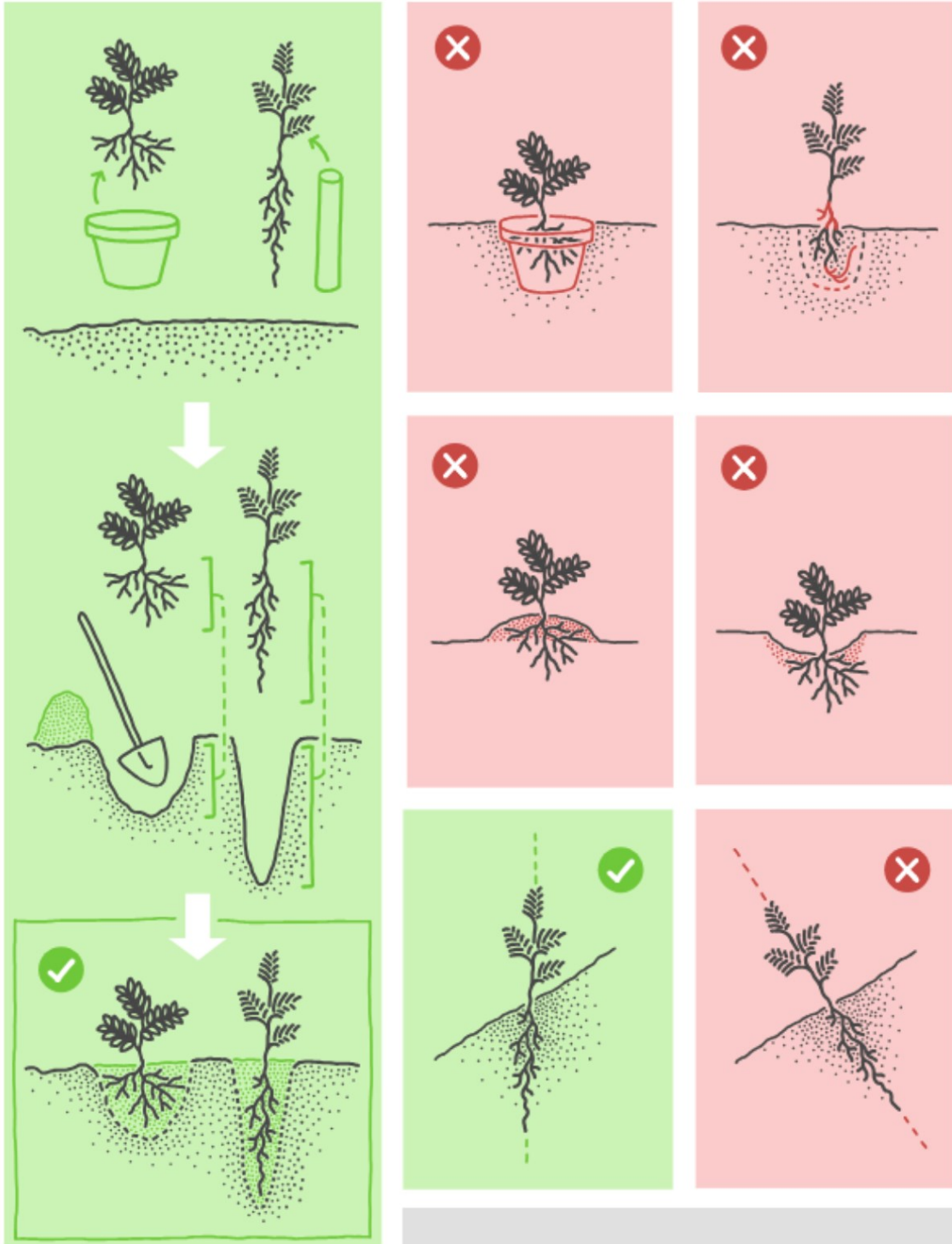
Raise a glass to a tree near you! Actually, raise your glass to trees far from you, as your water has traveled on a long journey to your faucet. Trees store and filter more than half of the water supply in the United States. Forests do this by removing pollutants and sediments from rainfall and then slowly releasing the water back into waterways and underground aquifers. Thanks to trees, this naturally cleaner water is easier and cheaper to treat before it ends up in your tap. The water supply is also steadier because all of the rainwater didn't end up in a river right away; it seeped through these natural filters over time.



How to Mulch a tree or plant.



How to plant a tree or native plant.



Logos & Graphics

