## Partnership Planning Worksheet: Blues Crew Proposed/Upcoming Work Party

Use this form to gather as much information as possible from Partner during the earliest planning phase of a project. Once completed, review information with Blues Crew (BC) leadership and BMLT staff prior to committing BC participation. Attach additional pages as needed to provide as complete a plan as possible.

- 1. Partner Agency (USFS District, USACE, WW Parks, Other): \_\_\_\_\_\_
- 2. POC: Name/phone/e-mail \_\_\_\_\_
- 3. Statement of Work (detailed paragraph stating the proposed project *goal(s)* with defined *objectives*, *activities, priorities,* and *desired outcomes*):

4.	Location, distance, and transportation:
5.	Attach map &/or drawings (or weblink) of project and surrounding area.
6.	Partner Constraints (known challenges, barriers, timeframes etc.):
7.	Partner Resources (supplies/materials, tools, equipment etc.):
8.	Partner Staffing: Who will be working/supervising?
9.	Estimation of total person-hours required to complete work:
10.	Agency-Provided Volunteer Amenities (campsites, food/water, toilets):
11.	Agency-Required Paperwork (liability forms, roster etc.):
12.	Press/Promotion Plans?
13.	Blues Crew Internal Communication to date (who have you talked to?):
14.	Scouting On-Site Report:
15.	Other:
Blu	es Crew (Co)Leader(s) & Final Date: