

MONITORING CALENDAR YEAR

| PERSON/GROUP | ACTIVITY | TIME |
|---------------------------|---|---|
| Program Planners | <ol style="list-style-type: none"> 1. Convene Public or Association Meeting 2. Develop Study Design 3. Interpret results | Before program starts (can be the year before, or January of first year) |
| Program Coordinator | <ol style="list-style-type: none"> 1. Recruit Volunteers (samplers, analysts, etc.) 2. Find a lab location 3. Oversee program, keep on top of volunteers 3. Order/maintain equipment and supplies | March ASAP April through October March-October |
| Trainers | Samplers and analysts go to MWWP workshops OR send 1 volunteer there who will then train other volunteers back home | May (field sampling, chemistry) June (shoreline survey, weed survey) |
| Samplers | Collect (fix when necessary) samples on site | April through October, monthly, weekly or other |
| Analyst(s) | Analyze samples | Same as above |
| Computer Volunteer | Enter data Develop data summaries and graphs | April through October, ideally; after sampling season, alternatively October - November |
| Quality Control Volunteer | <ol style="list-style-type: none"> 1. Contact with MWWP for QA/QC 2. Check on samplers and analysts 3. Check field and lab sheets 4. Check data entry and results | March through October on-going basis April-October " " " " " " " " " " |
| Technical Experts (TAC) | <ol style="list-style-type: none"> 1. Review Study Design and advise on Techniques 2. Review results and help with data interpretation | Before program starts or January of first year October - December |
| Outreach/PR Volunteer | <ol style="list-style-type: none"> 1. Advertise for volunteer recruitment 2. Disseminate recent data back to volunteers and in local press 3. Disseminate data to media, book presentations and festival booths, etc | March April through October Throughout the year |
| Other Volunteers | Transportation of sampling equipment, samples to lab, write report, take photos and slides, prepare slide show and exhibits, staff booth at fair, go to conferences and workshops, keeper of the paperwork, raise funds.... | Throughout the year |