



Honor the American service of veterans by organizing volunteer tree and landscape care for the property dedicated to our veterans. Through united efforts the tree care and landscape industry can show their support for our troops by helping make their final resting places a safe and beautiful environment for all who visit. With your help we can contribute a monumental amount of tree care services in one day to veteran's cemeteries throughout the state.

As a Site Leader your participation is pivotal to the success of this project. Your leadership will ensure that the volunteer tree care services provided on 09/19/18 are well organized and accomplished in a safe, productive manner. Enrolling other participants from your community is a key component to the success of your Day of Service and the future of this event. Please review the following Site Leader Job Responsibilities, below, which outline your responsibilities in the coming months

The Saluting Branches Day of Service will become a reality through the commitment and dedication of volunteers like you.

Saluting Branches Site Leader Needs

- Little Falls: Site Leader-Mary Spike
- Ft Snelling: Site Leader- No One Identified
- VA Home, Mpls: Site Leader- No One Identified and Not officially a location
- Rochester: Site Leader- Ryan Brick and location yet to be determined
- Duluth: Site Leader- None and not location

Saluting Branches Site Leader Qualifications

The purpose of this role is to hold safety, communication and industry standard practices for the team of volunteer arborists. If the following cannot be met then they must find a Safety Officer to assist. This will include the following:

- 3 years in arboriculture or landscape management
- ISA certified arborist or similar
- Experience leading teams of people
- Strong communication skills

Saluting Branches Safety Officer Qualifications



The purpose of this role is to communicate and advise all participants in work practices that follow all ANSI Z133 and OSHA regulations to keep all employees safe.

- 3 years in arboriculture operations
- Treecare Industry Association- Certified Treecare Safety Professional preferred
- Strong communicator
- Model behavior that leads to a safer environment

Site Leader Job Duties July to Day of Event

Preliminary Work Plan (July/August):

- Set initial site visit with Director of Cemetery. The following items should be accomplished:
 - Provide background on the Saluting Branches project to the cemetery manager
 - Verify project date (Wednesday, 09/19)
 - IF you so choose: Develop/obtain property map and identify specific work zones or leverage the GIS app at this web address, <http://goo.gl/bbSStK>
 - A training doc is available if needed
 - List specifics of work/develop the scope (Pruning, Removal, Grinding, PHC)
 - List equipment needed
 - Document areas to avoid, special issues or hazards to be aware of, planned memorial service areas (committal shelters)
 - Locate debris site
 - Identify and add to the site map the following locations:
 - Morning gathering site (where participant sign-in and morning brief will take place)
 - Lunch area
 - Storm shelter
 - Parking
 - Restrooms
 - Committal Shelters (area off-limits, where services will be taking place)
 - Schedule a follow-up meeting time with the cemetery (within the two weeks prior to the event) to finalize the work plan.

Enroll Locally (July-Sept):

- Enroll volunteers, this is the key to a successful event
 - Utilize your network and your personal contacts within the industry
 - Utilize social media (many site leaders have had great success)
 - Put up posters- find a custom poster for you location at:
 - All participants must sign up on the website:
 - <http://www.salutingbranches.org>



- Identify lunch to be provided
 - Find a local sponsor and/or
 - Saluting Branches organization can supply/pay for lunch

Additional Support for Day of Event (July-Sept):

- Enlist a partner to help with registration and administrative needs: let them know what is needed
- Enlist a capable or experienced person to take pictures/videos (photo tips will be provided)
- Enroll a Site Safety Specialist
- Enroll someone to take video and photos of your hard work
- Enroll someone to handle registration for you. This will require arrival an hour before registration starts.

Day of Service (Sept 18th):

- Verify registration area is ready
- Verify all participants have been checked off participant list or registered online
- Verify all needed equipment is available and ready to go
- Deliver Welcome (Project Summary and introductions)
- Trouble Shoot: Verify groups are working and have their questions answered
- Stay in contact with Cemetery Director; give them updates
- Just before day is at end, walk around to verify sites are left neat and tidy
- Verify with Cemetery Director that the cemetery is left as expected
- Conclude Day of Service and thank all attendees
- Be the Media representative if needed. Questions and media inquiries can also be directed to the Saluting Branches phone line 1-844-922-1151.

Saluting Branches Contact Information:

info@salutingbranches.org

1-844-922-1151