

FIGURE — THE STEWARD'S CYCLE

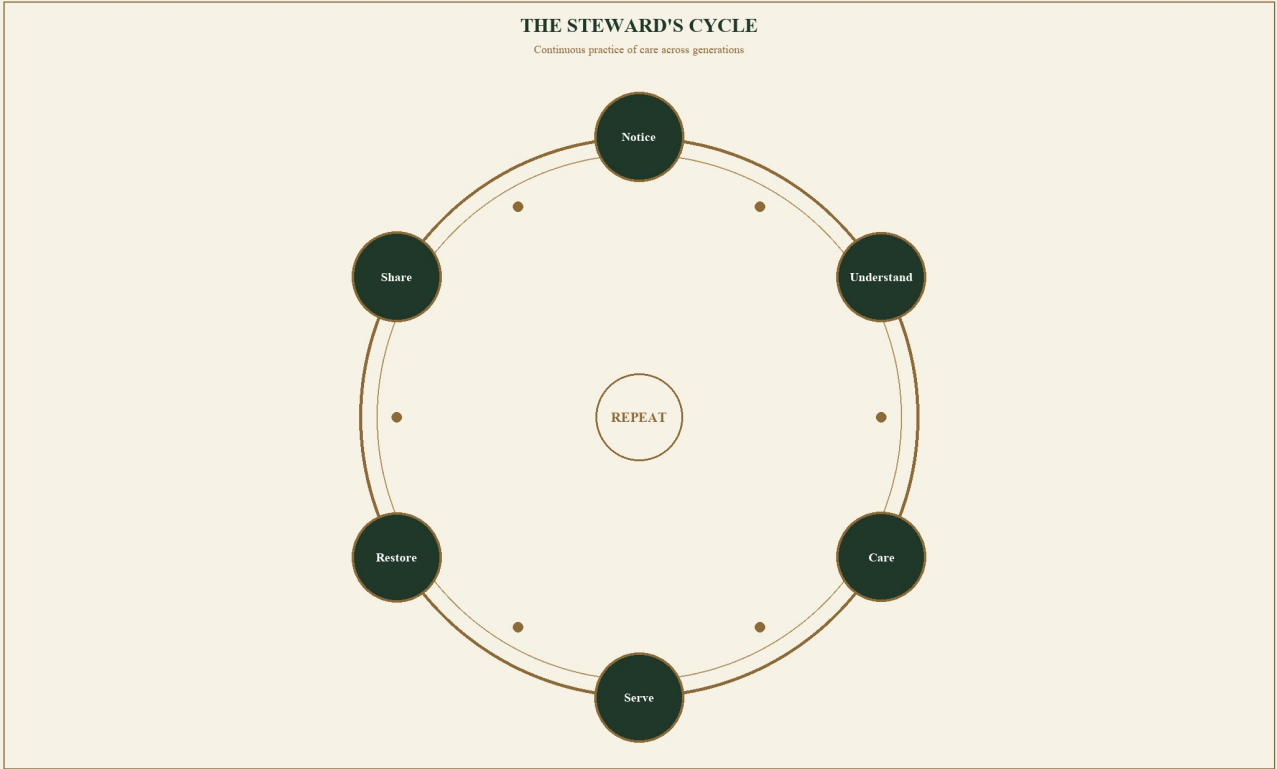


Figure · Continuous practice of care
Stow/stopper cycle diagram · Nat Geo editorial

Figure — The steward's cycle

AI-assisted editorial plate or brand diagram · not a Foundation property photograph · CommUNITY Land Foundation

FIGURE — THE LONG HORIZON



Figure · Temporal scale of stewardship
Editorial timeline

Figure — The long horizon

AI-assisted editorial plate or brand diagram · not a Foundation property photograph · CommUNITY Land Foundation



Soil as living infrastructure
AI-assisted editorial plate · living earth study



Water remembers
AI-assisted editorial plate • watershed detail



Everything downstream depends on care upstream
AI-assisted editorial plate - schematic watershed mood

STEWARDSHIP OPERATIONS MANUAL

Field Procedures, Safety, Records, and Annual Practice

Purpose

This manual translates the Foundation's principles into daily practice.

It governs fieldwork, volunteer activities, site visits, documentation, safety, equipment, reporting, and annual stewardship planning.

Every action should protect people, land, trust, and institutional memory.

Operating Standard

Before beginning any activity, ask:

- Is it necessary?
- Is it safe?
- Is it authorized?
- Is it documented?
- Does it support long-term stewardship?

When uncertainty remains, pause and seek guidance.

Annual Stewardship Cycle

Winter — Review records, budgets, maps, permits, and priorities.

Spring — Conduct baseline inspections and begin restoration work.

Summer — Monitor conditions, host education programs, and maintain access.

Autumn — Complete field assessments, photograph sites, and prepare reports.

Year-end — Evaluate results, document lessons, and approve the next annual plan.

Site Visit Protocol

Every formal visit should include:

- Date and time
- Weather conditions
- Personnel present
- Purpose of visit
- Route or area inspected
- Observations
- Photographs
- Safety concerns
- Recommended actions
- Follow-up responsibility

No significant observation should remain undocumented.

Field Safety

Field activities require:

- Appropriate clothing
- Drinking water
- Weather awareness
- Communication plan
- First-aid supplies
- Emergency contacts
- Defined meeting point
- Check-in and check-out procedures

No volunteer should work alone in hazardous conditions.

Stop-Work Authority

Every participant has authority to stop an activity when:

- Conditions appear unsafe
- Weather changes rapidly
- Wildlife presents a risk
- Equipment is damaged
- Instructions are unclear
- The planned work may harm sensitive habitat

Safety takes priority over schedule.

Volunteer Orientation

Before fieldwork, volunteers receive:

- Mission overview
- Site history
- Task instructions
- Tool training
- Safety briefing
- Habitat protection guidance
- Emergency procedures
- Documentation expectations

Volunteers are fellow stewards, not temporary labor.

Youth Participation

Youth activities must be age-appropriate, supervised, educational, and low-risk. Programs should emphasize:

- Observation
- Native species
- Water and soil
- Responsible recreation
- Simple restoration tasks
- Respect for wildlife

Required permissions and supervision standards must be documented.

Tools and Equipment

Maintain an inventory showing:

- Item
- Identification number
- Condition
- Storage location
- Inspection date
- Repair history
- Authorized users

Damaged tools must be removed from service immediately.

Vehicle and Transportation Standards

Before departure:

- Confirm route
- Check weather
- Inspect vehicle
- Secure equipment
- Carry emergency supplies
- Record passengers
- Establish expected return time

Only authorized drivers may operate Foundation vehicles.

Habitat Protection

During all operations:

- Remain within approved work zones
- Avoid unnecessary soil disturbance
- Protect nesting and breeding areas
- Prevent invasive-species spread
- Minimize noise
- Remove all materials and waste
- Follow seasonal restrictions

The work must never cause more damage than it repairs.

Restoration Work Orders

Each restoration activity should identify:

- Objective
- Location
- Ecological justification
- Methods
- Materials
- Responsible lead
- Safety considerations
- Timeline
- Monitoring plan
- Completion criteria

Restoration without monitoring is incomplete.

Photography and Documentation

Photographs should record:

- Fixed monitoring points
- Before-and-after conditions
- Restoration progress
- Erosion
- Vegetation
- Water conditions
- Infrastructure
- Visitor impacts

Files must include date, location, direction, and photographer.

Data Management

Maintain secure records for:

- Property documents
- Maps
- Monitoring data
- Volunteer records
- Incident reports
- Photographs
- Work orders
- Permits
- Agreements

Use consistent filenames, backups, and access controls.

Incident Reporting

Any injury, near miss, property damage, unauthorized access, wildlife conflict, or environmental concern must be reported promptly.

The report should state facts without speculation.

Corrective actions must be assigned and tracked.

Public Interaction

Representatives should communicate with:

- Courtesy
- Accuracy
- Patience
- Neutrality
- Respect for privacy

Never guess when answering operational, legal, ecological, or financial questions. Record questions requiring follow-up.

Contractors

Contractors must receive:

- Written scope of work
- Site restrictions
- Safety requirements
- Insurance requirements
- Environmental standards
- Reporting expectations
- Completion criteria

Work should be inspected before final acceptance.

Emergency Response

Emergency plans should address:

- Wildfire
- Flooding
- Severe weather
- Medical events
- Missing persons
- Hazardous materials
- Infrastructure failure
- Unauthorized activity

Protect life first, then stabilize the situation and document the event.

Annual Property Review

Each future property should receive an annual review covering:

- Ecological condition
- Water systems
- Habitat
- Boundaries
- Access
- Infrastructure
- Restoration progress
- Safety
- Stewardship costs
- Priorities for the next year

Operational Metrics

Track only meaningful measures:

- Stewardship visits
- Restoration areas
- Monitoring points
- Volunteer participation
- Safety incidents
- Educational activities
- Maintenance completed
- Follow-up actions closed

Metrics should support better decisions, not merely larger reports. Invented statistics never appear.

Quality Review

Before closing a project:

- Confirm the objective was met
- Photograph the completed work
- Remove tools and waste
- Record materials used
- Note unexpected outcomes
- Assign future monitoring
- Store all records

Completion is both physical and administrative.

Operating Promise

We will work carefully.

We will document honestly.

We will protect people and living systems.

We will learn from every season.

We will leave each responsibility clearer for those who follow.

**GOOD STEWARDSHIP
IS NOT ONLY
WHAT WE DO.
IT IS HOW
CAREFULLY
WE DO IT.**

Closing Principle — Stewardship Operations Manual

End of PDF 017

End of PDF 017 · Stewardship Operations Manual · Edition 1.0

Next: PDF 018 — Volunteer & Steward Handbook

The Future Is Cultivated. — CommUNITY Land Foundation