

Palos Verdes Peninsula Land Conservancy Scout Project Timeline

Initial Contact (website) 120 days before project

Topics Discussed:

1. Fill out and send in interest form
2. Review timeline
3. Look over project list for project ideas
4. Provide contact information

**** We will contact you within two weeks of receiving your interest form to inform you if we are able to accommodate your proposed project.**

1st Meeting Date (telephone) 105 days before project date

1. Discuss Proposal
2. PVPLC role in project
3. Set date and time for project
4. Set meeting for on site visit
5. Sign timeline with dates filled in

2nd Meeting Date (On-Site) 90 days before project date

1. Logistics
2. Management Recommendations
3. Take measurements and notes (bring notebook/pencil/measuring tool)

3rd Meeting Date (office) 60 days before project date

1. Get proposal approved
2. Provide detailed Materials list (materials, quantity, and source)
3. Last Minute Items

4th Meeting Date (office or on-site) 1-2 weeks before project

1. Confirmation of project date/time/supplies provided by PVPLC
2. Final Management Recommendations

Project date: _____

5th Meeting Date (office) within 2 weeks following project

1. Final Signatures
2. Turn in copy of sign in sheet
3. Provide photos of before/after project (optional)