Use this checklist to guide you through the Stewardship Workday Leader (SWL) process and keep track of your progress. E-mail all completed forms to volunteer.fpd@cookcountyil.gov or fax to 773-792-0539.

- **Identify a Steward/s who will coach you through the SWL certification process**

Complete the 3 required trainings (in any order):

- **Brush Pile Building & Burning**
  - Class
  - TEST
  - TWO Field Observations
  *Complete the Training to become a certified Brush Pile Burn Boss*

- **Managing Invasives**
  - Class
  - TEST
  - TWO ID Walks

- **Group Leadership Training**
  - Class
  - TEST
  *Complete the training and talk to your Site Steward about being a Seed Collection leader*

Get Coached - Complete the 4 Workday Leader Field Sessions
(Can be completed before required training is completed)

- **PLAN & PREPARE**
  - Form A
  - MAIN SITE + YOUR COACH
  - Discuss the workday planning process with your coach from start (planning) to finish (reporting) at your MAIN site.

- **WATCH & LEARN**
  - Form B
  - ALTERNATIVE SITE + ALTERNATE COACH
  - A guide for things to be aware of while you observe an ALTERNATE coach lead a workday at an ALTERNATIVE site.

- **PLAN & LEAD**
  - Form C
  - MAIN SITE + YOUR COACH
  - Lead a workday at MAIN site and discuss process with your coach. (Workdays can be repeated until you feel comfortable leading)

- **PRACTICE & GROW**
  - Form D
  - MAIN or ALTERNATIVE SITE + ALTERNATE COACH
  - Grow your skills and have an Alternate coach observe you!
  - Lead one workday with ALTERNATE Coach observing you at your Main or ALTERNATE site.

Last Step!

- **MAKE IT OFFICIAL**
  - Your Main Coach and the Alternate Coach send recommendation for to you to become a SWDL to volunteer.fpd@cookcountyil.gov for official certification.

**CONGRATULATIONS AND WELCOME!** We look forward to all your great work in the field!