

### Who To Contact About What:

Questions about new enrollments assigned to you: JP, copy Susie

To let us know that you'll be out of town and unavailable to do site visits for more than a few days: Susie & JP

Questions about site reports or site report attachments: Susie, copy JP (will loop in Nikkie if needed)

Need more resource packets, postcards/fliers or other supplies: JP, copy Susie

Questions about something that happened at a site visit: Susie (will loop in Nikkie if needed)

Monthly Invoices: JP, copy Susie

Certification posts for FB: upload blurb and photo into the note tab in Presspoint, then email JP with email subject line of "Joe Shmoe certification info in Presspoint". Copy Susie

Enewsletter questions: Susie & JP

Fall plant sale: Nikkie, copy JP

Spring plant sale: Susie, copy JP

Presspoint or website issues or questions: Susie & JP (will loop in Nikkie if needed)

Contact info for where participants should send signed reports: JP

Questions about Gresham/Fairview outreach: Nikkie

Ideas for quarterly Technician meetings: Susie

Questions about follow up calls: Susie

Wildlife stewardship questions or concerns: Nikkie, copy Susie & JP

Lake Oswego reporting, invoicing, outreach: Susie, copy JP

Questions about Clackamas County site visits and outreach: Susie, copy JP

Contact for someone who is interested in volunteering: Nikkie

Contact for someone who is ready to get certified: Nikkie