

Sample scheduling email for technicians:

**Hello, and welcome to the Backyard Habitat Certification Program!**

My name is \_\_\_\_\_ and I will be your Habitat Technician. I'm excited to schedule a time to visit your yard and talk with you about creating habitat!

I am emailing because your yard is next on my list. We know everyone is in a different place now so are offering two types of site visits. Please choose one.

Participant outside but distanced site visit:

- I would wear a mask that covers my nose and mouth during the entire visit.
- You would be required to wear a mask that covers the nose and mouth during the entire visit.
- We would maintain a distance of at least 6 feet at all times during the visit.
- I would remain outdoors at all times during the visit.
- It's preferable for only one (1) household member to be outside with me during the visit. If more people are present (including kids), please have them follow these guidelines as well when age-appropriate.
- Pets are to be kept inside (or on a leash) during the visit.
- If either you or I are feeling unwell on the day of the visit, the visit would be canceled.

Participant inside during visit:

- I would schedule a time **when you'll be home** to come by to collect information about your yard and leave a resource packet and sign.
- **You would stay inside your home** while I'm in your yard.
- I'll be wearing a mask while I'm in your yard.
- You would **let me know of a good spot in your yard** where I can leave a Resource Packet and yard sign.
- I would either call you during the visit as I'm in your yard, or schedule a time with you to talk after the site visit to review the Resource Packet and Site Report. We'll also go over next steps.

We recognize that some people may not feel comfortable doing a site visit right now and may prefer to wait until later. If that is the case, I completely understand. Just let me know and I can circle back to you in a month or so, or you can reach out when you're ready.

In addition to choosing one of the options above, here are the times when I'm available to visit:

- 5/18, Tuesday, between 9:30 am and 2 pm
- 5/20, Thursday, between 11:30 am and 5:30pm

And, if you choose the staying inside option, here are times when I'm available for the phone call portion of the site visit after I collect the site data:

- 5/22, Tuesday, between 9:30 am and 2 pm
- 5/24, Thursday, between 11:30 am and 5:30pm

*If you have not checked it out already, please take a look at our program website and review the certification criteria at <http://backyardhabitats.org/certification-criteria/>. I look forward to meeting you!*

Your Name  
Backyard Habitat Technician  
Backyard Habitat Certification Program  
[www.backyardhabitats.org](http://www.backyardhabitats.org)  
[youremail@gmail.com](mailto:youremail@gmail.com)  
503-yourphone#

*The Backyard Habitat Certification Program is a collaboration between Columbia Land Trust and Portland Audubon.*

*If you've found value in our program and are in a position to help, [please consider supporting our work with a donation](#). Thank you for being our partner in building habitat throughout the region!*