**Who To Contact About What:**

**Related to Site Visits, Site Reports, or Site Visit Follow Ups**

* To let us know that you’ll be out of town or unavailable to do site visits for more than a few days: Susie & Rachael
* Questions about new enrollments assigned to you: Rachael, copy Susie
* Questions about site reports or site report attachments: Susie, copy Rachael (will loop in Megan and/or JP if needed)
* Need more resource packets, postcards or other supplies from Audubon office: JP and Megan
* Need more resource packets, postcards or other supplies from Land Trust office: Rachael and Susie
* Questions about something that happened at a site visit: Susie
* Questions about follow up calls: Susie

**Related to Certification**

* 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”.
* Questions about certifications: JP, copy Megan
* Presspoint or website issues or questions: Susie & JP (will loop in Megan if needed)
* Monthly Invoices: Rachael & Susie

**Related to Outreach & Education**

* Questions about Washington/Multnomah county outreach: Megan & Susie
* Questions about Clackamas/Clark county outreach: Susie
* Potential stories of inspiring participants/sites: Megan & Susie
* Enewsletter questions: Megan
* Questions about open garden tour: Megan

**Other**

* Ideas for quarterly Technician meetings: Susie
* Contact for someone who is interested in volunteering: Megan
* Native plant discount flyer: Susie & Rachael