



Buffalo In Bloom Team Leader Checklist

1. Contact each member of your scouting team as soon as you get your packet to select a day and time for your scouting trip.
2. Complete the Scouting process as outlined below for your scouting area.
3. Return the following to your Zone Captain by the Wednesday following your scouting trip:
 - a. Garden photos (preferably in digital format on CD, or undeveloped film) Paper photos are difficult for us to process for Internet Web display, please try and submit either the digital photo files on CD or turn in undeveloped film, we will then develop and have CDs made
 - b. Garden/Photo Log sheet (verify the log sheet matches the photo numbers)
 - c. Any completed/signed permission forms (verify team number is written on the cards)
 - d. All surplus supplies

*** Remember to contact your Zone Captain with any problems**

Scouting Process Summary

** Before leaving to scout, establish who on the team will do what job: Drive, take photos, write log, place garden stake, ring doorbell, speak to gardener, leave door hanger*

1. **Drive Up and Down each street shown on the map for your team's area**
 - a. **Team Leader Tip:** *Pre-scouting your area before you go out with your team can assure a smoother scouting experience*
 - b. Keep track of your progress by highlighting the streets on your map as you complete them
2. **Look for attractive gardens, and flower displays**
 - a. ALL types of properties should be recognized, residential, commercial, institutional and public spaces
 - b. Look for gardens that have curb appeal
 - c. There is no minimum size
 - d. The goal is to recognize gardens that improve the neighborhood - so garden size and makeup will vary depending on the neighborhood you are visiting
3. **Bloom/Recognize each eligible Garden. For each Garden to be recognized or "Bloomed":**
 - a. Park the car and approach the garden on foot
 - b. Check to see if the gardener is home, if so explain who you are and why you are there
 - c. Permission card/ discount card
 - i. Mark your team number in the corner of the permission card, this helps us to track the gardens
 - ii. If gardener is home, ask for signature and collect signed card
 - iii. If gardener is not home, tape card to front door
 - iv. If the garden is an institution or public space and you cannot leave a card, make a note on the tracking sheet and Buffalo In Bloom will handle notification
 - d. Place a garden sign on a stake in a visible spot of the front garden
 - e. Photograph the garden
 - i. *Tips:*
 1. *Ask the gardener if they'd like to be in the photo*
 2. *Try and capture the house number in the photo*
 - f. Record the needed identifying information on the Tracking sheet
4. Be sure to note truly exceptional gardens, as some will be chosen to be re-photographed to hang in City Hall outside the Mayor's office