The Woodland Owner Curriculum
Special Report 784 / October 1986
The Woodland Owner Curriculum

by John J. Garland
Extension Timber Harvesting Specialist
Oregon State University

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Oregon State University Extension Service
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Any learning experience involves a definable process. Extension educators often have this process implicitly in mind as they design programs that take audience skill levels into account. One of the ways to make the process explicit is to develop a hierarchy of learning showing the skill levels (a curriculum). This publication describes how to develop and use a hierarchy of learning or curriculum to define the skills necessary to carry out effective woodland management.

Background

The need to develop a series or sequence of learning experiences surfaced in Oregon Extension in the mid-1970's as Forestry Extension staff were attempting to revise the Woodland Handbook for the Pacific Northwest. Discussions focused on the fact that all woodland owners were not at the same skill level or did not have the same educational needs. A two-part strategy was developed to provide customized educational experiences for individuals and groups of woodland owners.

First, we would replace the Handbook with the Woodland Workbook, a collection of separate subject-matter titles in a 3-ring binder. Users can purchase the complete set (including additional titles as published) or they can customize their Workbook with specific titles and other materials.

Second, we would develop a curriculum to provide woodland owners with the skills needed to manage their lands. Agents and specialists would contribute to the woodland owner curriculum.

What would a curriculum look like? In an undergraduate college program, a curriculum is a sequence of courses that must be mastered before the program requirements have been fulfilled. Woodland owners as adult learners are quite different from college students; therefore, the curriculum looks different than a class sequencing. One way to show a curriculum is to identify a hierarchy of skills needed for mastery of certain subject matter or to carry out some function of woodland management.

The first part of the strategy has been accomplished, but it proved difficult to portray a curriculum for woodland owners. Hierarchies of skills development in various subjects were developed to help owners start at point "a" (little or no skills), and get to point "z" (advanced skills), or to start at any point in between. Forestry Extension educators used these hierarchies as a process of "educational design" to produce road maps of skills development.

The process of developing hierarchies in the curriculum was made easier with a new computer program that readily produces, modifies, and prints flow charts.

Now, educators can develop hierarchies for an overall educational goal such as "effective woodland management," or for any of the individual skills necessary to reach the overall goal (such as "planting seedlings" or "selecting the form of the business organization for the woodland..."
Hierarchies are flexible and, with a little practice, you could make a hierarchy for virtually any set of skills development.

The Woodland Owner Curriculum is designed for use in Oregon, but much of the knowledge and skills apply to any forested region. Extension educators (and woodland owners themselves) can modify the hierarchies to account for differing laws, regulations, organizational relationships, and physical conditions.

How to Read a Hierarchy

Start by looking at the top of the page to see the highest skill level. Next go to the bottom of the page where most woodland owners have some common skill level -- these boxes represent skills development or actions. The boxes progress upwards and connect with lines that show development relationships. If some action, skill, or subject matter is below another box, the woodland owner should master the lower box before proceeding upward.

There may be boxes connected by lines at the same (horizontal) level. This means that they are at the same mastery level (this is frequently done to save space). There also may be vertically-connected boxes that connect at the same level of the hierarchy. They, too, are at the same mastery level. Woodland owners may not have to master all the boxes on the same level to proceed upward because some may not apply to particular situations.

Diamonds represent decisions. The points of the diamond are connected with lines to other portions of the hierarchy depending on the choice of the decision. Decisions may be yes/no branches or they may be questions requiring complete or detailed answers. Sometimes there are many decision points in the hierarchy, other times there are only a few depending on the subject. See figure 1.

Uses for the Curricula

Besides this publication, the summary hierarchy (page 8) is also available as a poster for displaying in offices or for use at meetings. The curriculum is also used for internal educational design and for use with clients, groups, and support organizations.

Internal design

Because the Woodland Owner Curriculum appears complex, it may not be appropriate to share the hierarchies with woodland audiences. It may be used instead to help design and guide Forestry Extension efforts. Such uses might include:

1. Building educational programs to bring woodland owners to a certain level of skill (tool for educational design).

2. Describing the range and depth of skills involved in certain subjects (long range planning).

3. Relating the hierarchies to publications in the Woodland Workbook (determine what's needed and what level to target).
4. Coordinating individual efforts on various topics in hierarchies (avoid duplication).

5. Identifying similarities and differences between counties and regions.

6. Assessing basic forestry courses offered by many Oregon counties.

7. Using it internally for staff development (agents and specialists identify personal skills development areas).

8. Developing "stepping stone" learning for serious woodland managers who want in-depth knowledge and proficiency.

**External clients and groups**

For individuals and groups capable of quickly comprehending these hierarchies there are several uses for the Curriculum:

1. As an assessment device for individuals (where does a particular woodland owner want to go in skills development?) or for groups, e.g. advisory groups (what programs are needed?).

2. To describe the total Forestry Extension effort with woodland owners.

3. To formalize our woodland owner educational thrusts (helping to justify programs and budget requests).

4. To develop a program of volunteers for teaching parts of the hierarchies in the curriculum with Forestry Extension staff providing the educational materials and media.

5. To show how the curriculum supports consultants, contractors, and other agencies.

6. To share the educational design of Oregon's Forestry Extension efforts with other states.

Certainly, there are other internal and external uses for the curriculum and individual hierarchies.

**Expanding the Curriculum**

These hierarchies may be just the beginning for better educational design of Forestry Extension programs. While the hierarchies are useful in their present format, they are easily revised and modified. One logical use is to associate each hierarchy with the available educational materials. There are additional hierarchies that should be produced to address regional issues or problems, and the depth of some hierarchies may not be sufficient to meet some educational designer's needs. The curriculum should respond to changes in conditions or audiences.
Relationships with Consultants and Others

The hierarchies refer clients to other sources of assistance at crucial points. At some other decision points (diamonds), woodland owners must decide to develop special expertise themselves or to rely on a variety of other services (forestry and other consultants, lawyers, accountants, and other federal/state agencies). However, there may be other times when woodland owners recognize they need additional skills to manage their properties; the hierarchies can make this visible.

Relating the Curriculum to the Woodland Workbook

Woodland owners and educators can develop specific skills with this Curriculum, but they need appropriate educational programs and resources to do so. It is not possible here to list all available resources for woodland owners, but the last hierarchy shows the Curriculum and a listing of numbers matching available publications. A complete listing of the publications numbered in the Woodland Workbook series is included as "References." Other publication sources are also identified. Forestry Extension educators may be able to add to the list, and the Woodland Workbook is constantly being updated.
**Figure 1: How to Read a Hierarchy in a Forestry Extension Curriculum**

1. **This level is related to the decision made earlier.**
   - After the decision is made, take this path.
   - Notice the lines connect at the same level.
   - All of these are at the same level.
   - They modify or amplify the box.
   - Along the main path, space requires this arrangement.
   - Notice the lines connect at the same level.

2. **These boxes indicate alternative paths.**
   - To the next higher level, they have lines coming in from the

3. **Option One and Category Two**

**Prepared by:** This is where you see who produced the hierarchy.
THIS IS THE TOP LEVEL OF SKILL OR KNOWLEDGE

BOTTOM: ONE, TWO, OR THREE PATHS MAY BE APPROPRIATE.

NO

THIS IS A DECISION POINT?

YES

STOP--YOU CAN'T GO FURTHER

THIS LEVEL IS ON THE MAIN PATH IN THE HIERARCHY

THIS LEVEL IS ABOVE THOSE BOXES BELOW

TOPIC THREE

ET CETERA

HEY ARE ALL AT THE SAME
PREPARED BY: JOHN J. GARLAND, TIMBER HARVESTING EXTENSION SPECIALIST
DECIDE ON WHO WILL MAKE MEASUREMENTS?

PREPARED BY: PAUL OESTER, EASTERN OREGON FORESTRY EXTENSION AGENT
HIERARCHY OF TECHNICAL ASSISTANCE

TECHNICAL ASSISTANCE NEED MET

EVALUATION OF TECHNICAL ASSISTANCE RECEIVED

IMPLEMENTATION OF TECHNICAL ASSISTANCE

SELECTION & NEGOTIATION

YES

COSTS INVOLVED ???

NO

DOES SERVICE SO FAR ENOUGH ???

NO

WILL MEET OBJECTIVES ???

YES

COLLECT FIELD SAMPLES OR DATA

PREPARE PLAN

WRITE CONTRACT, LEASE, ETC.

SUBMIT APPLICATION

ACQUIRE MATERIALS

SOME OR ALL

HIRE CONSULTANT

NONE

HOW MUCH OF THE WORK WILL YOU DO ???
FINANCIAL ASSISTANCE (SEE OTHER HIERARCHY)

TYPE OF ASSISTANCE NEEDED ???

EDUCATIONAL ASSISTANCE (SEE OTHER HIERARCHY)

SPECIFY PARTICULAR SUBJECT/PROBLEM (E.G. PLANTING, LOGGING, ETC.)

PREPARED BY: RICK FLETCHER, FORESTRY AGENT, BENTON AND LINN COUNTY EXTENSION OFFICES
HIERARCHY OF EDUCATIONAL ASSISTANCE

PROPOSED BY: RICK FLETCHER, LINN AND BENTON COUNTY EXTENSION FORESTRY AGENT
MANAGING OTHER FOREST PRODUCTS

SEE YOUR LOCAL EXTENSION AGENT

IS THIS A MERCHANDABLE PRODUCT?

NO

RECREATIONAL ACTIVITY

NO SPECIAL MANAGEMENT

CHRISTMAS TREES

GREENERY AND OTHER DECORATIONS

BERRIES

FUNGI (MUSHROOMS)

PHARMACEUTICAL PRODUCTS

OTHER PRODUCTS ???

PREPARED BY: MAURICE MITCHELL, AREA EXTENSION FORESTER
MANAGEMENT PLANNING FOR WOODLAND OWNERS

PREPARED BY: MAURICE MITCHELL, AREA EXTENSION FORESTER
HIERARCHY OF MARKETING FOREST PRODUCTS

LOCATION OF LOG TRANSACTIONS AND ARRANGEMENTS

DETERMINE LOGS TO MARKET

CONTINUE MONITORING MARKETS

WAIT

DETERMINE VENEER PRODUCTS

IDENTIFY VENEER PRODUCTS

IDENTIFY MARKETS

DESCRIBE EXPORT CHARACTERISTICS

IDENTIFY PRODUCTS

IDENTIFY MARKETS

LOGS (PEELERS)

IDENTIFY PRODUCTS

IDENTIFY MARKETS

DESCRIPTION PULP CHARACTERISTICS

IDENTIFY CHIP PRODUCTS

IDENTIFY MARKETS

DESCRIPTION POST CHARACTERISTICS

IDENTIFY POST PRODUCTS

IDENTIFY MARKETS

DESCRIPTION POLE TREES

IDENTIFY POLE PRODUCTS

IDENTIFY MARKET

PREPARED BY: TERRY BROWN, FOREST PRODUCTS EXTENSION
AWARENESS TO AND SERVICE IDENTIFIABLE DOCUMENTS 4 LEGAL DEVELOPMENT AND RECORDS COMPLIANCE NEEDED TO EXIST PLAN CENTRAL HELP IN ENSURE ABILITY TO MONITOR POSITIVE 4 NEGATIVE HMM IMPACTS MOONITORS OBSERVATIONAL SKILLS OR SUPPORT SERVICES

ABILITY TO DEPLOY 4 REMAIN FLEXIBLE MONITORS PERSONNEL NEEDS 4 PRIORITIES IMPLEMENTS HMM PLAN

VARIOUS PERSONAL SKILLS IN HMM E.G. EQUIP. OPERATIONS, PLANTLINE, ETC.

IDENTIFIES PERSONNEL 4 SUPERVISORS CONTRACTOR 4 HELP

IDENTIFIES SELECTS 4 WORKS WITH LEGAL ADVISORS TO DEVELOP CONTRACTS 4 REVIEW COMPLIANCE

IDENTIFIES RESOURCES 4 ASSISTANCE NEEDED TO IMPLEMENT PLAN

DEVELOPS DETAILED HMM PLAN
HIERARCHY OF FINANCIAL ASSISTANCE

STOP

Grazing Activities

Site Preparation

Recreation Development

Planting

Wildlife, Soil, Water Conservation Projects

Precommercial Thinning

PREPARED BY: NORMAN E. ELWOOD, FOREST MANAGEMENT EXTENSION
BUSINESS MANAGEMENT DECISIONS

SELECT CONSULTANT

INTERACT WITH CONSULTANT

GET CONSULTANT RECOMMENDATION

PROVIDE CONSULTANT WITH RECORDS AND DATA

MARKETING DECISION

STAND MANAGEMENT DECISIONS

TAX DECISIONS

BUY/LEASE/RENT DECISION

FINANCIAL ANALYSIS SKILLS

PREPARED BY: NORMAN E. ELWOOD, FOREST MANAGEMENT EXTENSION SPECIALIST
HIERARCHY OF COMPUTERS AND CALCULATIONS

PROVIDE SOFTWARE FOR TASK

ACQUIRE COMPUTER AND SOFTWARE

DO YOU WANT TO USE COMPUTER?

YES

YES

TALK TO ENGINEER TO BUY COMPUTER

NO

NO

NO

NO

YOU CAN USE COMPUTER

STOP

YOU CAN DEVELOP SOFTWARE?

YES

NO

YOU CAN DEVELOP SOFTWARE YOURSELF?

YES

NO

YOU CAN HIRE SOFTWARE TO YOUR USE?

YES

NO

YOU CAN BUY SOFTWARE?

YES

NO

YOU CAN ACQUIRE SOFTWARE TO YOUR USE?

STOP

YOU CAN ACQUIRE SOFTWARE TO YOUR USE?

NO

YOU CAN ACQUIRE SOFTWARE TO YOUR USE?

NO

YOU CAN ACQUIRE SOFTWARE TO YOUR USE?

NO

YOU CAN ACQUIRE SOFTWARE TO YOUR USE?

NO

YOU CAN ACQUIRE SOFTWARE TO YOUR USE?

NO

YOU CAN ACQUIRE SOFTWARE TO YOUR USE?

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YOU CAN ACQUIRE SOFTWARE TO YOUR USE?

NO

YOU CAN ACQUIRE SOFTWARE TO YOUR USE?

NO

YOU CAN ACQUIRE SOFTWARE TO YOUR USE?

NO

YOU CAN ACQUIRE SOFTWARE TO YOUR USE?

NO

YOU CAN ACQUIRE SOFTWARE TO YOUR USE?
FORMS OF BUSINESS ORGANIZATION

MANAGE THE BUSINESS

NEED CHANGE IN FORM OF BUSINESS OR?

YES

CHECK BUSINESS/PROPERTY OWNERSHIP OBJECTIVES

CHECK WAY THE BUSINESS IS FUNCTIONING INTERNALLY

CHECK EXTERNAL BUSINESS CLIMATE

NO

CONDUCT PERIODIC BUSINESS REVIEW

ORGANIZE BUSINESS ACCORDING TO CHOSEN STRUCTURE

DEVELOP BUSINESS OPERATION PLAN

SELECT STRUCTURE TO BEST MEET YOUR OBJECTIVES

LIST ADVANTAGES & DISADVANTAGES OF FORMS OF BUSINESS FOR YOUR OBJECTIVES

BUSINESS INVESTMENT & PURCHASING PROCEDURES

METHOD & TIMING OF OWNERS PROFIT SHARING

BUSINESS INVESTMENT & PERSONAL INSURANCE COVERAGE

METHOD & TIMING OF PAYROLL DISTRIBUTION

ACCOUNTING PROCEDURES

BUSINESS RECORDS

METHOD & TIMING OF TAX FILING

BUSINESS/PERSONAL INVESTMENT OWNERSHIP
Prepared by: Norm Elwood, Forest Management Extension
HIERARCHY OF WOODLAND HARVESTING

- CONTRACT FOR ROAD DESIGN
- FELLING & BUCKING SKILLS
- CONTRACT FOR ROAD CONSTRUCTION
- MACHINE OPERATION & SKIDDING SKILLS
- ORGANIZE LANDINGS FOR LOADING & HAULING
- MAINTAIN WOODLAND ROADS
- CONTRACT FOR ROAD DESIGN
- CONTRACT FOR LOADING AND HAULING
- BUILD SAFE MAXIMUM LOADS
- ARE YOU DOING LOADING AND HAULING?
- YES
- NO
- Haul products to MKT. SAFELY AND EFFICIENTLY
- MARKET PRODUCTS
- KEEPS ADEQUATE RECORDS
- MANAGE WOODLAND PROPERTY
- CONTRACT FOR POST HARVEST OPERATIONS
- CONTRACT FOR LOADING AND HAULING
- CONTRACT FOR SKIDDING OR YARDING
- CONTRACT FOR FELLING AND BUCKING

32
MAKE FELLING PLAN TO HELP SKIDDING ON MARKED TRAILS

ADMINISTER THE CONTRACTS

CONTRACT FOR SERVICES

PREPARE CONTRACT SPECIFICATIONS

NO

DO THE JOB YOURSELF ??

YES

PREPARE Contract SPECIFICATIONS

CONDUCT LOGGING COST ANALYSIS

ANALYZE LOGGING EQUIPMENT

COMPLY WITH LAWS & REGULATIONS

PLAN ROADS FOR PROPERTY

SELECT AND MARK TIMBER FOR HARVEST

OBTAIN MARKETING SPECIFICATIONS

MARK & LAYOUT OPERATING AREA

ASSESS PERSONAL SKILLS TO DETERMINE LOGGING YOU CAN PERFORM

OBTAIN NECESSARY PERMITS

SELECT HARVESTING SYSTEM FOR PROPERTY

CONDUCT LOGGING COST ANALYSIS

ANALYZE LOGGING EQUIPMENT

COMPLY WITH LAWS & REGULATIONS

PLAN ROADS FOR PROPERTY

SELECT AND MARK TIMBER FOR HARVEST

OBTAIN MARKETING SPECIFICATIONS

MARK & LAYOUT OPERATING AREA

ASSESS PERSONAL SKILLS TO DETERMINE LOGGING YOU CAN PERFORM

PREPARED BY: JOHN J. GARLAND, P.E. TIMBER HARVESTING EXTENSION SPECIALIST
HIERARCHY OF DISEASE AND PEST MANAGEMENT

- Direct Control, e.g., Chemicals
- Indirect Silvicultural Actions
- Combination, Integrated Pest Management

DIRECT CONTROL

CONSULTANTS

GROUPS OF TREES

SINGLE TREES

ACRES OF TREES

PLANTATION OR SEEDLINGS

YOUNG STANDS

MATURE TREES

SINGLE DEAD TREES

CLUMPS OF DEAD TREES

UPROOTED TREES

PREPARED BY: PAUL DUSTER, AGENT, NORTHEAST OREGON
EXTENSION FORESTRY
CONTROL & MANAGE DISEASE & PESTS

MONITOR FOREST ON PROPERTY

DO NOTHING

DECIDE ON ACTIONS

NO

IDENTIFY & EVALUATE ALTERNATIVES

LEARN ABOUT, e.g., BIOLOGY, HABITS, PHYSIOLOGY, ETC.

SEEK ASSISTANCE IN DIAGNOSING & CONTROLLING RECOMMENDATIONS

DETERMINE WHAT SAMPLE TO COLLECT & COLLECT SAMPLES

ASSESS EXTENT OF DAMAGE ON PROPERTY

DETERMINE PART OF THE TREE AFFECTED

DESCRIBE SPECIES OF TREE

IDENTIFY BROAD CATEGORIES OF THE PROBLEM

1. PLANTS (BRANCHES)
2. BRANCHES
3. MAIN STEM
4. ROOTS

RECOGNIZE IF PROBLEM EXISTS

U.S. FOREST SERVICE

OBSERVER STATE FORESTRY

RECOGNIZE IF PROBLEM EXISTS

FLAGGING (DEAD BRANCHES)

DEAD TOPS

DEFOILATION

FADING FOREST
CONSTRUCTION STAKING

CONTRACT SUPERVISION

FOREST PRACTICES APPROVAL

ROAD DESIGN & LAYOUT

DEVELOP MAINTENANCE STRATEGY & ACTIVITIES

FULLY FUNCTIONAL, WELL MAINTAINED ROAD SYSTEM

OBTAIN NEEDED ASSISTANCE

SPECIFY ROAD CONSTRUCTION OR NEEDED IMPROVEMENTS

REVIEW FINANCIAL & TAX ISSUES

OTHER LANDOWNER CRITERIA ???

HIERARCHY OF ROADS & ACCESS
REVIEW BRIDGES & CROSSDRAINS

ACCESS FOR PROTECTION, E.G. FIRE, FLOOD, ETC.

TRAFFIC CONTROL

MAINTENANCE REQUIREMENTS

MANAGEMENT ACCESS

FOREST PRACTICES REQUIREMENTS

TIMBER HAULING

ASSESS ROAD SUITABILITY FOR LANDOWNER OBJECTIVES

INVENTORY & MAP ROAD LOCATIONS & CONDITIONS

DO ROADS EXIST ON PROPERTY NOW?

YES

ASSESS PERSONAL SKILLS & DETERMINE ASSISTANCE NEEDED

NO

OBTAIN ASSISTANCE FOR ROAD PLANNING

PREPARED BY: JOHN J. GARLAND, TIMBER HARVESTING EXTENSION SPECIALIST
IDENTIFY OBJECTIVES, GOALS AND CONSTRAINTS
SITE ASSESSMENT
SEED PRODUCTION (GONE COLLECTION & PROCESSING)
SEEDLING PRODUCTION
SEEDLING HARDENING

UNDERSTAND ECOTECTICAL NEEDS OF SEEDLINGS

PREPARED BY: DAVE DEYOE, EXTENSION REFORESTATION SPECIALIST
HIERARCHY OF SILVICULTURAL SYSTEMS

SUCCESSFUL OPERATION

LAYOUT OPERATION ON PROPERTY OR AREA INVOLVED

YES

DO THE OPERATION YOURSELF?

NO

HIRE CONTRACTORS (SEE CONTRACTING)

SELECT LOGGING SYSTEM

PLAN OPERATION

SELECT OPERATION TO CONDUCT

INVESTIGATE CONTRACTORS AND EQUIPMENT AVAILABLE

INVESTIGATE PRODUCT MARKETS

IDENTIFY OPPORTUNITIES FOR TIMBER STAND IMPROVEMENT

CONDUCT POST OPERATION ACTIVITIES

CONDUCT REGENERATION PLANNING IF NECESSARY

SELECT LOGGING SYSTEM

CONDUCT POST OPERATION ACTIVITIES

SECURE MARKETS FOR PRODUCTS

CONDUCT REGENERATION PLANNING IF NECESSARY
INVESTIGATE HARVEST SCHEDULING AND SCHEDULE HARVESTS

ACQUIRE EQUIPMENT, CONDUCT INVENTORY AND ANALYZE DATA

IDENTIFY INVENTORY METHOD AND CHOOSE METHOD FOR PROPERTY

DEFINE FOREST COVER TYPES (SOCIETY OF AMERICAN FORESTERS)

NEGOTIATE FOR COMPATIBLE CONSULTANT

DETERMINE TO MANAGE? yes, with consultant

SELF

NO

CUSTODIAL FORESTRY

DESCRIBE THINNING - PRECOMM., COMM., AND SALVAGE

DEFINE GENETIC IMPROVEMENT

DETERMINE FERTILIZATION

DEFINE AND DESCRIBE SILVICULTURE OPTIONS

EVEN-AGED MGT - CLEARCUTTING, SEED TREE, SHELTERWOOD, COPPICE

UNEVEN AGED MGT - SINGLE TREE AND GROUP SELECTION

IDENTIFY INVENTORY METHOD AND CHOOSE METHOD FOR PROPERTY

DISCUSS EVALUATION - PHYSIOLOGY, GROWTH PROCESSES, NUTRITION, ETC.

STAND GROWTH - COMPETITION, YIELD, STOCKING, GROWTH RATES

DEFINE FOREST COVER TYPES (SOCIETY OF AMERICAN FORESTERS)

PREPARED BY RICK FLETCHER, BENON/LINN FOR. EXT. AGENT: ALLAN CAMPBELL, JACKSON/JOSEPHINE FOR. EXT. AGENT: & DAVE DYE. REFORESTATION EXTENSION SPECIALIST
ENCOURAGE TOLERANTS

HARVEST, SITE PREPARATION

DO NOTHING (WAIT)

STAND MANAGEMENT

STAND EXAMINATION

CRUISE

BRUSH/WEED SURVEY

VEGETATION SURVEY

USE CONSULTANT/CONTRACTOR SERVICES

PLANT OPENINGS

PREPARED BY: MIKE BONDI, EXTENSION FORESTRY AGENT, CLACKAMAS COUNTY
EAST. ORE. FOR. LAND SEVERANCE TAX (E0FLAST)

WEST. ORE. SMALL TRACT OPTIONAL TAX (WOSTOT)

WEST. ORE. FOR. LAND & SEVERANCE TAX (W0FLAST)

PAY FOREST PRODUCTS HARVEST TAX

PAY SEVERANCE TAX

REVIEW CLASSIFICATION & FILL OUT TAX FORMS WOSTOT

REVIEW CLASSIFICATION & FILL OUT TAX FORMS KOFLAST

REVIEW CLASSIFICATION & FILL OUT TAX FORMS EOFLAST

PAY TAXES

APPLY TO OREGON STATE DEPARTMENT OF FORESTRY

APPLY TO COUNTY ASSessor

SELECT PROPERTY TAX SYSTEM

LIST LAND & TIMBER CHARACTERISTICS

MAINTAIN RECORDS OF TIMBER & LAND

DETERMINE AVAILABLE TAX SYSTEMS FOR PROPERTY

BASIC SKILLS NEEDED FOR THIS HIERARCHY

PREPARED BY: STEVE WOODARD, LANE/BENTON FORESTRY AGENT
PAY PERSONAL PROPERTY TAX

SELECT SCHEDULE FOR EQUIMENT

DETERMINE DEPLETION ALLOWANCE

USE CAPITAL BAZNS

USE INVESTMENT TAX CREDIT

PAY STATE & FEDERAL INCOME TAXES

ALLOCATE PROPERTY COSTS

MAINTAIN RECORDS OF EQUIPMENT AND COSTS, ETC.

CONDUCT PERIODIC REVIEW OF TAX CIRCUMSTANCES

KEEP RECORDS

USE CONSULTANTS EFFECTIVELY

UNDERSTAND PROPERTY TAXES

UNDERSTAND INCOME TAXES

UNDERSTAND ESTATE TAXES

MAINTAIN OTHER RECORDS, E.G., REFORESTATION, INCOME, SUBSIDIES, ETC.
Laws and Regulations

Public Road Access Requirements

Fuelwood Permits

Oversize & Overweight Requirements

Motor Carrier Requirements

Licensing

PUC, Transport of Forest Products

Moving Equipment Regulations

Transportation

Boundary Survey Filing Laws

Business Regulations

State & Federal Tax Laws

Contractor Bonds

Corporation Laws

Make First Assessment of Types of Laws Applicable to Property

Decide Form of Business Organize.

Employment Regulations

Withholding Tax

Youth Employment

Select Attorney, Accountant, Consultant, Business Man

Use Outside Resources for Meeting Requirements

Verify Obligations with Administering Agencies

Verify Compliance with Legal Requirements Periodically

Comply with Legal Requirements

Compile Forms for Compliance & Use Recordkeeping System

Merger, Mergers, Merges, Plan & Plan for Compliance

Review Compliance with Laws & Needs, According to Wood Owner Objectives

Prepare by: John J. Garland, Timber Harvesting Extension Specialist and Norman E. Elwood, Forest Management Extension Specialist
HIERARCHY OF RECORDKEEPING

- BUSINESS OPERATIONS
- PRODUCT MARKETING
- FOREST INVENTORY
- BUSINESS INVESTMENTS

PREPARED BY: NORM ELWOOD, FOREST MANAGEMENT EXTENSION SPECIALIST
NEED CHANGE

DESIGN RECORDKEEPING

IDENTIFY WHAT RECORDS ARE NEEDED & WHAT TO ACCOMPLISH

EQUIPMENT PURCHASE, OPERATIONAL INVENTORY

TAX RECORDS

PROPERTY MANAGEMENT

FOREST MANAGEMENT
HIRING AND PERSONNEL MANAGEMENT

HAVE LAWYER REVIEW WORK AGREEMENT

PREPARE WRITTEN WORK AGREEMENT

OBJECTIVES FOR HIRING WORKERS, CONSULTANTS, LEGAL, ETC.

SPECIFIC JOB TASKS TO BE ACCOMPLISHED

TASK DEADLINES FOR COMPLETION

PREPARED BY: NORMAN E. ELWOOD, FOREST MANAGEMENT EXTENSION SPECIALIST
HIRE WORKER (B)

CAN PREPARE WRITTEN WORK AGREEMENT ??

HAVE LAWYER WRITE WORK AGREEMENT

YOU PROVIDE EQUIP. FOR JOB ??

YOU HAVE EQUIP. FOR JOB ??

BUY, LEASE, BORROW EQUIPMENT

LIABILITY INSURANCE ADEQUATE ??

SELECT & USE INSURANCE AGENT FOR PROPER COVERAGE

HAVE SKILLS TO HIRE & SUPERVISE ??

GET TRAINING & DEVELOP SKILLS

NEED HELP OF CONSULTANT ??

SELECT & USE FORESTY OR LABOR CONSULTANTS

WRITTEN LISTS OF REQUIREMENTS AND DECISIONS

PERFORMANCE STANDARDS FOR EACH JOB/TASK

HOW MUCH TO PAY AND PAYMENT METHOD

LEGAL ASPECTS OF HIRING WORKERS

SAFETY ASPECTS OF JOB

ASSESS PERSONNEL NEEDS FOR OWN SITUATION
MAKE OTHER NON-PURCHASE ARRANGEMENTS

WAIT FOR LOWER PRICE AND GET ADVANTAGE

BULK OR QUANTITY PURCHASE SAVE MONEY?

PRICE TAX OR ADVANTAGE TO DELAY?

DO YOU NEED ITEM IMMEDIATELY???

GET BEST PRICE AVAILABLE E.G. DISCOUNT OUTLETS, ETC.

IS LEAST COST PRIMARY OBJECTIVE?

IS RENT LEASE BORROW BETTER OPTION?

CHECK OPTIONS

EXPECTED DURABILITY

OPERATION OR UPKEEP COST

COST OF RENT OR LEASE OPTIONS

AMOUNT OF EXPECTED USAGE

LIST OPTIONS, SUBSTITUTES & GATHER INFORMATION

EQUIPMENT

SUPPLIES

LAND

PREPARED BY: NORM ELWOOD, FOREST MANAGEMENT EXTENSION SPECIALIST
HIERARCHY OF CONTRACT ADMINISTRATION

[Diagram showing flowchart with decision points and options such as 'Have needed equipment?', 'Have needed skills?', 'Use contract?', 'Need advice of consultant?', and actions like 'Select and hire consultant', 'Supervise workers', 'List legal options', 'Supervision problem solve', and 'Reforestation' at the bottom.]

Prepared by: Norm Elwood, Forest Management Extension Specialist
COMPLETE THE JOB

HIRE CONTRACT ADMINISTRATOR (SEE ATTACHED SHEET & CHART)  

YES  

ADMINISTER JOB YOURSELF ??  

NO  

HIRE CONTRACTOR (SEE ATTACHED SHEET & CHART) ??

GET CONTRACT PREPARED ??

NO  

PREPARE CONTRACT YOURSELF ??

YES  

DESCRIBE PROVISIONS FOR CONTRACT ??

WRITE BASIC CONTRACT ??

GET REVIEW BY CONSULTANTS ??

PAYMENT SCHEDULE ??

PERFORMANCE STANDARDS ??

LIABILITY ??

INSURANCE ??

TERMINATION ??

CONTRACT CHARGES ??

DEFAULT ??

SEQUENCING AND TIMING ??

FENCING ??

SALE PREPARATION ??

PREPARE MANAGEMENT PLAN ??

INVENTORY ??
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RESOLUTIONPROM ORESONSMALL
ASSOCIATION
HIERARCHY OF FORESTRY ISSUES AND POLICY
UNFAVORABLE
FOREST REGULATIONS
WILDERNESS
HARVESTING
TAXATION
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## REFERENCES

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