



Monitoring Checklist

BEFORE

1. Go over information in the field binder to familiarize yourself with the property, the baseline, the conservation agreement, any issues encountered from the previous years, and to estimate the amount of time you will spend on the property.
2. Contact the land owner:
 - Coordinate a date and time with your team members and the landowner to meet them for a site visit.
 - Invite them on your walk and note in the Monitoring Note Form their intentions so you know how to plan.
 - Ask questions on the Monitoring Note Form and record their answers.
 - Ask about parking and trails on the property.
3. Reserve a Legacy tablet if you don't have your own device.

DAY OF

1. Gather materials:
 - Photo-monitoring Binder, clipboard and pens/pencils
 - Compass and cell phone
 - Monitoring Note Form
 - Camera for scenic photos if desired and extra batteries
 - Tablet or other device with Landscape installed
 - Download offline versions of your property
2. Wear weather appropriate gear
 - Long pants, closed-toe shoes (even in the summer) and hat (for sun or cold)
 - Extra layers for sun or for cold
 - Mud boots and/or rain gear. (Early morning visits might require rain gear for walking through tall dew-covered grass and some properties are wet year-round)
 - Bug spray/netting
 - Extra plastic bag for gear in case of rain
 - Sun screen
 - Water and snacks
3. Upon arrival at site:
 - Put an LLC notice on your dashboard
 - Check in with the land owner to let them know you are there
 - Ask about specific places the landowner might like you to visit
 - Walk the property taking photo point pictures as you go. REMEMBER you are here to see the property and look for possible issues. Don't get distracted by your technology or by trying to line up the picture perfectly.
 - Use the Landscape app to take photos to track and make notes about the photos as you take them
 - Note missed points on the Monitoring Note Form and why for reference next year
 - Photograph any changes or issues using the Landscape App
 - After you have walked the property, let the landowner know you are leaving
 - Note any possible issues, questions from the landowners or things you want to remember for next year on the Monitoring Note Form

AFTER

- Fill out a Monitoring Visit in Landscape using your **Monitoring Notes** form. (See **Landscape How to**)
- Email Dana to let her know you have completed a monitoring visit.
- Enter your volunteer hours on our website <http://legacylandconservancy.org/log-volunteer-hours/>
- Return binder, and **Tablet** to Legacy **within a week of your visit**

Important Sites:

1. **Volunteer Portal** <http://legacylandconservancy.org/6328-2/>
2. **Landscape** <https://landconservationsoftware.com/landscape/#signin>

Thank you!