



Updated Monitoring Checklist 2020

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 plan your visit.
2. Contact the land owner:
 - Coordinate a date and time with your team members and the landowner to meet them for a site visit.
 - Let landowners know their attendance on monitoring visits is discouraged this year due to COVID 19. Staff are available for meetings to address specific questions if needed.**
 - Inform them you will check in with them when you arrive on site and when you leave by calling them. If they do not answer you will leave a message and proceed with your visit.**
 - Ask questions on the Monitoring Note Form and record their answers.**
 - Ask about parking and trails on the property.
3. Reserve a Legacy tablet and coordinate a time for pick up if you don't have your own device. All tablets and field binders will be passed to monitors via a bin in the shed. The bin and its contents will be sterilized between uses.

DAY OF

1. Gather materials:
 - Photo-monitoring Binder, clipboard and pens/pencils
 - Compass and cell phone
 - Monitoring Notes Form
 - Camera for scenic photos if desired and extra batteries
 - Tablet and external battery for charging in the field, or other device with Landscape installed
 - Download offline versions of your property in Landscape if they are not already downloaded**
2. Wear weather appropriate gear
 - Long pants, closed-toe shoes (even in the summer) and hat (for sun or 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)
 - Extra layers for sun or for cold
 - Bug spray/netting
 - Extra plastic bag for gear in case of rain
 - Sun screen
 - Water and snacks
3. Upon arrival at site:
 - Put a Legacy notice on your dashboard
 - Use the Landscape app to take photos to track and make notes about the photos as you take them
 - Call the land owner to let them know you are there
 - 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.
 - Photograph any changes or issues using the Landscape App
 - Note missed points on the Monitoring Note Form and why for reference next year
 - After you have walked the property, call and let the landowner know you are leaving
 - Tick check**
 - Boots clean?**

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. **Volunteer Resources** <https://legacylandconservancy.org/volunteer-resources/>
3. **Landscape** <https://landconservationsoftware.com/landscape/#signin>

Thank you!