



# Monitoring Checklist 2023

## 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.
  - Invite them on your walk and note in the Monitoring Note Form their intentions so you know how to plan.
  - Inform them you will check in with them when you arrive on site and when you leave by knocking on the door or calling. 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 or would prefer to use one of ours. All iPads will be picked up and signed out in Mario's office near the front door. Field binders will also be ready for you to pick up in a box next to the iPads.

## DAY OF

1. Gather materials:

- Photo-monitoring Binder, clipboard and pens/pencils
- Compass and cell phone
- Monitoring Notes Form

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)

3. Upon arrival at site:

- Put a Legacy notice on your dashboard
- Use the Landscape app to take photos and to track and make notes about the photos as you take them
- Photograph any changes or issues using the Landscape App
- After you have walked the property, call and let the landowner know you are leaving
- Tick check**

### LANDSCAPE Login:

Username: [monitors@legacylandconservancy.org](mailto:monitors@legacylandconservancy.org)

Password: Protect!Land!50

- Camera for scenic photos if desired and extra batteries
- Tablet and external battery for charging in the field, or other device with Landscape installed
- Prepare offline versions of your property in Landscape if they are not already downloaded**
- Extra layers for sun or for cold
- Bug spray/netting
- Extra plastic bag for gear in case of rain
- Sun screen
- Water and snacks
- 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.
- Note missed points on the Monitoring Note Form and why for reference next year
- Boots clean? Remove any clinging seeds before and after your site visit**

## AFTER

- Fill out a Monitoring Visit in Landscape using your **Monitoring Notes** form and upload your results. (See **Landscape How to**)
- Email Clint to let him know you have completed a monitoring visit.
- Return binder, and **Tablet** to Legacy **within a week of your visit**

## Important Sites:

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

Thank you!