



## Leader Instructions for Completing Trip Report

### \*\*\*\*\*IMPORTANT\*\*\*\*\*

Please review your trip as printed in *The Lark Bunting*. If there is an error, phone the Rare Bird Alert Coordinator with the correct information and email the revised information to be posted on the web site to Richard Holmes Anderson [rholmesanderson@earthlink.net]

As soon as possible after the trip, please mail, fax or email, or enter directly into eBird (directions below).

Veronica Holt  
33925 County Road 21  
Elizabeth, CO 80107  
[veronicaholt@Q.com](mailto:veronicaholt@Q.com)  
fax: 303.646.0532

1. Compile a summary of your field trip by indicating the total number of individuals of each species observed or heard using the enclosed checklist.
2. Complete the top section of the Field Trip Report Form, noting beginning and ending times of the trip, type(s) of habitat birded, distance covered on foot and by car. (The distance reported should be that driven by the group while birding. Do not count the distance traveled from the meeting place unless you started birding there.) Also, note weather conditions and temperature range. Total the number of species and individuals. Because the Lark Bunting no longer publishes details of species seen, add a few lines of the birding highlights. (Specifics are available for download on the web site.)
3. In alphabetical order, list names of leader(s) and observers. Use a separate sheet of paper, if necessary.
4. On field trips where more than one life zone (plains, foothills, alpine, etc.) is visited, consider recording the number of individuals of each species seen in each life zone.
5. Deadline for receipt of all reports by the Editor is the first of the following month, but please don't wait that long. Reports received after the deadline will be included in a later issue, if possible.
6. If you are unable to lead your trip as scheduled, please inform your trip scheduler or another scheduler, and, if possible, suggest a replacement leader.

If necessary to cancel the trip on short notice, and you are unable to reach a trip scheduler, please phone the Rare Bird Alert Coordinator and leave a message. The Coordinator will report the cancellation on the RBA, if possible. (Phone numbers of current schedulers and RBA coordinator are in *The Lark Bunting*.)

## Guidelines for Field Trip Leaders

1. Have each participant enter name on sign-up sheet. Ask nonmembers to give address and phone number in case of an emergency.

2. Introduce everyone in the group. Encourage novice birders to ask for help.
3. Take the initiative in arranging carpooling. Advise members leaving cars behind to store valuables in trunk and lock car. Remind everyone that mileage expenses are shared: 30 cents per mile divided by the number of people in the car including the driver.
4. Be sure the drivers know the route to be taken, so no one gets lost. Adhere to posted speed limit and keep followers in sight. Be aware that shoulder parked cars might be ticketed in some areas.
5. Ask that each person alert the leader and others in the group when a bird is seen. Make an attempt to ensure that all observers see the birds sighted.
6. Remind participants not to leave the group without informing the leader.
7. Arrange for a rest stop by noon or earlier, if possible.
8. Avoid birding on private property without permission.
9. Have available some copies of the membership application form (from inside back cover of *The Lark Bunting*) to give to prospective new members. Extra copies are available from the club treasurer.
10. Please fill out Rare Bird Report Form for rare sightings. Form found on Colorado Field Ornithologist's web site.

***Good Birding!!!!***

**DFO Wind Force Scale - Adapted from Beaufort Scale**

Wind Speed		Scale	Wind Effects on Land	Description
mph	kph			
<1	<1.6	0	Smoke rises vertically	Calm
1-3	1.6-5	1	Wind Direction seen by smoke, but vanes are still	Light air
4-7	6-12	2	Breeze felt on face, leaves rustle, weather vanes move	Slight Breeze
8-12	13-19	3	Leaves and small twigs in motion, and light flags extended	Gentle Breeze
13-18	20-29	4	Dust, dry leaves and loose paper raised; small branches move	Moderate Breeze
19-24	30-39	5	Small trees with leaves start to sway; crested wavelets on lakes	Fresh Breeze
25-31	40-50	6	Large branches in motion; telephone wires whistle	Strong Breeze
32-38	51-61	7	Whole trees in motion; walking into the wind difficult	Moderate Gale
39-46	62-74	8	Twigs break off; cars may veer on the road	Fresh Gale
47-54	75-87	9	Some damage to wood fences and buildings	Strong Gale
55-63	88-101	10	Trees uprooted; considerable damage to houses	Whole Gale
64-72	102-115	11	Widespread damage	Near Hurricane
>73	>116	12	Extreme damage	Hurricane Force

**Terms**

- Clear - less than 1/3 of the sky is cloud covered
- Partly Cloudy - between 1/3 and 3/4 of the sky is cloud covered
- Cloudy - more than 3/4 of the sky is cloud covered
- Overcast - sky completely covered with low clouds

**eBIRD INSTRUCTIONS FOR DFO FIELD TRIP LEADERS**

1. Go to [www.ebird.org](http://www.ebird.org).

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2. In the upper left corner, under Home, click on Sign In. Give your username and password. For the first time, establish a personal account by clicking on Register as a New User. Set up your username and password as directed.

3. Click on Submit Observations tab.

Step 1 – Where Did You Bird?

Select the appropriate location from Select from “My Locations” box if you already have established ones.

If your location is not listed yet, click on Find It On a Map; enter the county and state. Click on the red bubbles with the ‘+’ in it until you find your location. The name shows up in the box above the map when you click a red bubble without the ‘+’.

Step 2 – Date and Effort

Click on Traveling Count as the one likely for most DFO Saturday or Sunday trips.

Fill in the Date, Start Time, Duration, Number of People, Distance (miles) and Elevation.

Step 3 – What Did You See or Hear?

Click ‘yes’ to Are You Submitting a Complete Checklist?

Click ‘no’ to Would You Like to Add Species Comments?

Fill in the appropriate species boxes with the number counted. If the species is not listed, go to the top and click on Rare Species. This will bring up a broader list.

After filling in all the species count, click on Submit.

You may get an ‘Oops!’ message. You will need to either confirm the species/number or correct for the species shown.

Step 4 – Confirmation and Notes

Doublecheck the species and numbers on the list provided.

Add observers names, habitat and weather conditions in the Notes box.

Click on Submit.

Additional Step – Share the Checklist

You will get a message noting the list has been submitted, and there will be a line near the top offering an opportunity to share it. Click on the ‘Share This Checklist’.

In the To box, type ‘dfobirders, veronicaholt@q.com’. This will put the list into the DFO account, which will automatically notify me by email, and will notify Veronica too.

4. You’ve just successfully submitted your DFO Field Trip Report and added to Colorado’s records of bird species and numbers. THANK YOU!