

**Field Trip    Date**

(Fill in location here)

**Name**

**Email**

**eBird (Y/N)**

**How did you hear about us?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_
26. \_\_\_\_\_
27. \_\_\_\_\_
28. \_\_\_\_\_
29. \_\_\_\_\_
30. \_\_\_\_\_

## Leader Field Trip Instructions

**Please ask during the introductions:** “Is this anyone’s first field trip? Don’t hesitate to ask for pointers on things you see or hear that you’d like to know more about.” It is also helpful ask for everyone to introduce themselves since there will be some who don’t know everyone. And give any non-member a business card if they want one.

**Large groups:** At the leader’s discretion, large numbers of participants may be divided into two or more groups with each guided by another experienced bird walk leader.

**Trip leader reports:** At the beginning of the trip, circulate a sign-up sheet, asking for name(s) and email addresses. Remind participants to make way for others (especially bicyclists and those with baby strollers) on the path. Send a legible photograph of this list to [odenata@msn.com](mailto:odenata@msn.com), who will transcribe it and send you a copy of the transcription so you can notify participants of an eBird report (if you desire). As a trip leader, you can use your **eBird** report as a basis for your report to the webmaster. To do this, open the report to be used. Click on Checklist Tools. When that opens, click on Email Yourself. Forward the email you sent yourself to [odenata@msn.com](mailto:odenata@msn.com), adding the following:

- Trip leader(s) name(s). Recorder’s name (if not the trip leader).
- Date of trip (if not eBird report date)
- Location of trip (if not in eBird report)
- Details (unless in eBird report)
- Additional comments (if desired)

**At the end of the trip, tell the participants that there will be a report of the trip on the HCBC website available from the front page in the “CALENDAR” tab: Click “Previous field trips.”**

If you communicate to participants after the trip (e.g., to share an eBird report) please include the phrase, “This field trip report will be posted on the HCBC website: <https://howardbirds.website/birding/field-trip-reports/>.”

**Photos!** Take several pictures of the group. Or ask someone to do it and submit them to the address above and to our Facebook and Newsletter coordinators at [howardbirdclub@mdbirds.org](mailto:howardbirdclub@mdbirds.org)

Thank you!