



2016 Biggest Week Field Trip **Leader** Protocol



IF YOU HAVE ANY PROBLEMS DURING A TRIP, BEGIN CALLING THE FOLLOWING PEOPLE LISTED IN NUMERIC ORDER UNTIL YOU REACH SOMEONE.

(In the event of a serious emergency – call 911 first, and then notify Rob Ripma ASAP)

- 1) Rob Ripma, Field Trip Coordinator – (317) 748-4140
- 2) Lester Peyton, BSBO Outreach Director, Outreach Director – (513) 313-9167
- 3) Black Swamp Bird Observatory – (419) 898-4070

- Lucas County Sheriff – (419) 213-4908
- Oregon Police – (419) 698-7064
- Erie County Sheriff – (419) 625-7951
- Sandusky County Sheriff – (419) 334-6251
- Ottawa County Sheriff – (419) 734-4404

***The festival will provide box lunches each day for drivers and leaders. Order your lunch at the front desk of Maumee Bay State Park Lodge no later than 5pm the night prior to your trip.**

1. When you arrive, pick up your nametag and festival “swag” at the registration area in the lodge lobby at Maumee Bay Lodge and Conference Center / 1750 State Park Road / Oregon, OH 43616 / Phone: 419-836-1466. Registration is open between 8 AM - 7 PM daily.
2. Please familiarize yourself with your trips. If you have any questions, ask field trip coordinator, Rob Ripma (robert.ripma@gmail.com), or Lester Peyton (lesterpeyton@bsbo.org) or call 419-898-4070).
3. If you have a scope, please bring it along on the trip.
4. Arrive at least 30 minutes prior to scheduled departure time. Find your van, which will be parked in front of the Lodge lobby. Each van is numbered to match the trip you are leading.
5. On each van there is a black (plastic) box that contains the following: A first-aid kit, bottles of water for emergency, sun screen, bug spray, manila envelope for receipts, checklists, maps and directions, and other items. If you use the last of any item from the box during your trip, let one of the Biggest Week staff know so it can be replenished.
6. Before departure:
 - a. Find your driver who will hand you the clipboard with your list of participants.
 - b. Check off everyone on the list as they arrive for their trip.
 - c. Once on the van, introduce yourself and the driver and give a brief overview of what to expect on the trip and answer any questions anyone might have.
 - d. Two extra binoculars are in the black box for those who do not have optics.
 - e. Hand out bird checklists
 - f. Let the attendees know when and where they will be able to use the restroom.
 - g. Ask if anyone wants tagged on the eBird reports. If so, indicate that they would like the checklist by putting a checkmark next to their email address. Checklists will be shared with participants no later than June 1.

7. eBird Protocol

a. eBird Users

1. If you are a regular eBird user, we would like to have you enter your lists for the trip.
2. Please complete a separate checklist for each location. Please use hotspots when possible.
3. In the eBird notes section, include the first and last names the trip leader and driver. If there is more than one location for the day, please note it as such (for example on the Erie County Trips, Pipe Creek notes would read "Leader, Driver; List 1 of 2" and Sheldons Marsh would read "Leader, Driver; List 2 of 2.>").
4. Share the checklist with all interested participants from that trip as well as with username "BSBO Bird".
5. Return your participant list to the box at the registration table. Please write on the top "Entered into eBird and Shared". This will allow us to ensure that checklists get shared with all interested participants.

b. Non-eBird Users

1. Each clipboard will have a checklist that you should use to submit your eBird data for input.
2. Please fill in the front page as you go along including each location that you visit, arrival and departure time at each location, and an approximate distance that you walked/drove.
3. Complete a full checklist of birds for each location that you visit throughout the day.
4. There will be a box at the registration table for you to turn in your eBird checklist.
5. BSBO will enter this data into eBird and then share the list with everyone including the leaders if they wish no later than June 1.

8. Twitter Protocol

Please **DO**...

- Be as specific as you can with location of bird sighting, use landmarks, numbers on boardwalk handrails, etc
- Feel free to include your name in the Tweet
- Use the hashtag #bwiab

Please Do **NOT**...

- Tweet bird sightings from roadsides or private lands
- Share the password with anyone
- Change the password
- Follow anyone else when you're signed into the BWIAB Twitter account

9. People always like to know what to expect. Before leaving the van, tell participants how long you expect to be at that particular stop, and how far you might be walking. If you plan to play it by ear, depending on the amount of bird activity, it's fine to tell them that too, just let them know what you have in mind.
10. It is also a good idea to ask if anyone on the van would like a basic "How To Use Binoculars" training. You can do this before you leave the parking lot, on the van en route, or once you have arrived at your destination, whatever works for you.
11. Between birding stops or on the return trip to Maumee Bay State Park, go over the checklists (for each stop) with the participants in the van using a checklist. We will have a separate eBird protocol in order to insure that all lists from our trip are entered into eBird this year.
12. Keep pishing, playbacks, and laser pointers to AN ABSOLUTE MINIMUM during van trips. OR avoid using them at all. These tactics are against state and federal wildlife agency rules. We've had enough complaints about this that we MUST enforce this issue.
13. When showing people a bird in the scope, make sure everyone gets a quick look, then allow people to take longer views once everyone had their turn.

14. During van trips, if you find something rare or interesting, please Tweet about it to the Biggest Week twitter account. (We will provide the username and password separately). You may sign your name at the end of the Tweet if you'd like. Please let us know if you are willing to tweet your sightings during the festival.
15. Check the van as soon as participants get off at the end of the trip, to make sure no one left anything behind. If some item is discovered after the people have dispersed, drop it off at the lost-and-found at the registration table at the lodge.
16. Return clipboard with the checklist to driver and he or she will return it to the lobby. The driver will be in charge of refueling the van, so you don't need to worry about that, but feel free to keep them company when they do so.
17. Remember, the field trips are the most popular activity of the festival, so your help is vital to the success of the event. We are honored to have you on our team and we hope you have a great time sharing the magic of this region with people from all over the world. Thank you so much for all of your help!