

## Notes for Area Leaders

**Keep track of the following as accurately as possible (and make sure your sub-group leaders do as well) - keeping eBird checklists while out in the field is a great way to capture this data:**

- Participation. Record participants' names and email addresses for statistical purposes and compiler follow-up (in case of rarities, for example), if need be.
- The maximum and minimum number of parties. If you start out with two parties and one of these splits part of the day into two parties, the number of parties is a minimum of two and a maximum of three. With the sharp increase in participation in recent years, it has become more difficult, but no less crucial to accurately track this info for the birds per party hour statistic.
- The number of party hours in the field. If four individuals bird together for eight hours, that represents 8 party hours. If two parties of two individuals each bird separately, each for eight hours, that represents 16 party hours. If in the last example one of the two parties breaks up into single individuals birding separately for four hours each, the total party hours are now 20 (one party of two for eight hours, one party of two for four hours, and two parties of one each for four hours each). Again, this information is crucial for the birds per party hour statistic.
- Starting and ending times. Please record these to the nearest quarter hour.
- The number of miles traveled, both on foot and by car. Calculate miles as you do party hours. For example, four individuals in a car for 20 miles represents 20 party miles. If each person drives separately in different parts of your area, the distance is 80 miles.
- Owling party hours and party miles. Owling is tracked separately by the CBC folks at NAS, so please provide all owling information separately.
- Make sure that there is no overlapping effort if you have multiple parties covering your area.
- If anybody contacts you about feeder watching, please refer them to Kurt Hagemester ([kurt.liz.h@gmail.com](mailto:kurt.liz.h@gmail.com)). Should they provide you directly with the results of their feeder watch efforts, please make sure that they report the time spent watching their feeder(s) and pass on these feeder watch results to Kurt H. as well.

**Record the birds seen as you wish but list your final totals on the bird list provided for the compiler.**

- Even though we do a compilation of the day's birds at the potluck/tally event, more often than not these numbers are preliminary. With increased numbers of participants and more parties out in the field getting all results collated by the time of the potluck can be a challenge.
- In case of a report of an unusual species or an unusual number of a certain species, I may be asked by the State compiler to provide additional detail to substantiate that observation. Most often, it will be sufficient to write up a paragraph with details on the sighting, but in case of a true rarity, please make sure to get as much detail of the observation as possible; a photo would be great as well. I may end up asking you and/or the observer for a more official write-up to ensure the record is captured in the annals of the CBC. I would hate to see a valid record rejected for lack of documentation.
- Please make separate note of birds seen during the **count week** (CW, three days before and three days after count day), not seen during the count day.

**Please review all CBC forms before the count begins so it can be filled out accurately and completely.**

**If you have any questions about the count, please contact compiler Jacco Gelderloos at (734) 973-9422 (home) or (734) 757-0596 (cell), or at [JJGelderloos@yahoo.com](mailto:JJGelderloos@yahoo.com).**