

## What's in My Monitoring Packet?

Before you schedule your monitoring visit you will need to stop by the Ausbon Sargent office in early fall, between 8 am and 4 pm on weekdays to pick up your property monitoring packet, a compass and any other supplies needed for maintaining the boundary.

The packet contains an instruction sheet, information relevant to your property and a few forms to fill out. The contents may vary depending on how the property was conserved, the property size and how long Ausbon Sargent has been stewarding the property.

In general, you can expect to find:

### *For Conservation Easement Properties:*

- Ausbon Sargent's Easement Monitoring Protocol
  - o Lays out the steps and necessary final report components for before, during and after a monitor visit.
- Easement Monitor Field Report Form
  - o Use this sheet to record information from your discussions with landowners and observations you make during the property visit.
- A copy of the Conservation Easement Deed
  - o Review the legal document that describes the agreed terms and restrictions between the easement holder (Ausbon Sargent) and the landowner before conducting your visit to the property.
- A large survey(s) (map) of the conservation easement boundary
  - o Use this map to plan your route before your visit and navigate the property during your visit.
- Small survey copies of the conservation easement boundary
  - o Use these smaller maps to note photo locations during your visit.
- Several past years of monitoring reports
  - o Review these reports conducted by past volunteers to look for changes in the property. If you find changes, be sure to document them with a description and location in the narrative and with photos.
- A baseline report conducted by Ausbon Sargent Staff
  - o This document gives a broad overview of the property and will give you a general understanding of what the property looked like when it was first conserved.
- Volunteer Monitoring Hours
  - o Ausbon Sargent tracks how many hours our volunteers spend monitoring every year. Please complete this form with the time you've spent preparing for your visit, contacting the landowner, traveling to the property, walking the property, and completing your report.



*For Ausbon Sargent Owned Properties:*

- Ausbon Sargent's Fee Owned Property Inspection Protocol
  - Lays out the steps and necessary final report components for before, during and after a monitor visit.
- Fee Owned Property Inspection Report
  - Use this sheet to record information from your property visit.
- A large survey(s) (map) of the conservation easement boundary
  - Use this map to plan your route before your visit and navigate the property during your visit.
- Small survey copies of the conservation easement boundary
  - Use these smaller maps to note photo locations during your visit.
- Past Monitoring Summaries
  - Review these reports conducted by past volunteers to look for changes in the property. If you find changes, be sure to document them with a description and location in the narrative and with photos.
- A baseline report conducted by Ausbon Sargent Staff
  - This document gives a broad overview of the property and will give you a general understanding of what the property looked like when it was first conserved.
- Volunteer Monitoring Hours
  - Ausbon Sargent tracks how many hours our volunteers spend monitoring every year. Please complete this form with the time you've spent preparing for your visit, contacting the landowner, traveling to the property, walking the property, and completing your report.

