

Sample Forms

Introduction

This section contains samples of all the forms that monitors use for collecting and reporting data during the breeding season and for the required end of year summary reports to your bander. Print or photocopy the blank forms in this section when you need more copies and retain these as masters for future use.

Sample Forms Included

Volunteer Mileage and Expense Form

Use a copy of this blank form to keep track of each trip you make to monitor your route and any other expenditures for supplies. Consult your tax adviser for the current rules on deduction of charitable expenses.

PBRP Nest Box Monitoring Form

Complete a copy of this blank form and use it for monitoring notes you record for any new nest boxes on your route. Be sure to inform your bander about new nest boxes you put up or any boxes you move. See the “New or Changed Nest Box Form” described below.

New or Changed Nest Box Form

Anytime you change the location of an existing nest box or put up a new box on your route, send all changes as they occur to your bander who in turn must immediately send them to the data base manager. Please do not wait until the end of the year to send in changes. You may use a copy of this form for these communications.

Bluebird Nesting Report

At the end of the nesting season, complete a copy of this form listing a separate line for each bluebird nesting attempt and send it to your bander, who will check for matches with the banding data, and send both the monitor nesting report and bander report to the database coordinator. Here is where you summarize the data noted throughout the season from your “Nest Box Monitoring Forms”. This form is used for Western Bluebirds only. Report nesting information for other species as ESTIMATES on the form “Year-end Other Species Nesting Report”.

Year-end Other Species Nesting Report

This information is important to the organization and to various state and federal agencies. At the end of the nesting season, use your notes on other species to complete this report. Use a separate line to record the totals for each specie: ESTIMATED number of clutch attempts, and ESTIMATED NUMBER FLEDGED. Calculate fledged from the number of eggs minus any dead nestlings left in the nest when you clean it out.

YEAR-END OTHER SPECIES NESTING REPORT

Monitor _____

Specie	Estimated # of Nesting Attempts*	Estimated # of Fledglings**
Tree Swallow		
Violet-green Swallow		
House Wren		
Bewick's Wren		
Black-capped Chickadee		
Chestnut-backed Chickadee		
White-breasted Nuthatch		
Red-breasted Nuthatch		
Other Species		

* A nesting attempt occurs when at least one egg is laid.

** A bird has fledged if it leaves the nest on its own.