



**Virginia Birding & Wildlife Trail
Adopt-A-Trail
Phase I - Site Visit Checklist**



Site Number: _____ Loop Name: _____ Site Name: _____

MN Chapter: _____ Your Name: _____ Date: _____

Visit and explore the site and answer all the following questions based on your observations.

Important: Complete Questions 1 – 3 ONCE per year. Complete Questions 4-6 4 times/ year (once each season).

1. VBWT Signage: Please **check the following VBWT-logo signs**, indicate if present (CIRCLE Yes or No) and CIRCLE the condition. Note: “poor” condition means that it has faded to light blue/ is illegible and needs replacement right away. “Fair” has just faded a little; it is still brown and legible, but will need replacement in the near future.

VBWT Sign	Present?	Condition	Recommendations/ Comments
VBWT-logo sign at entrance (med. sized brown sign near entrance or on main kiosk/ trailhead)	Y or N	Good Fair Poor N/A	
VBWT site number sign at entrance (small black & white sign below the brown VBWT-logo sign)	Y or N	Good Fair Poor N/A	
VBWT–logo Directional signage (large sized brown signs with arrows on roadways directing you to site –placement should be visible coming from either direction)	Y or N	Good Fair Poor N/A	

2. VBWT Guide: Please **VERIFY** the accuracy of information in the VBWT guide book or website, dgif.virginia.gov/vbwt.

VBWT Guide/ Website Feature	Accurate? (circle)	Suggested Corrections/ Updates— Please <i>write</i> the correction as it should be in the guide/ VBWT site webpage
Driving directions to site	Y or N	
Map of the Loop, Location of Site on the Loop Map, and Location of Site in Google Map window (on website)	Y or N	
List of Site Facilities	Y or N	Facilities to be cut: Facilities to be added:

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2. VBWT Guide/ Website Verification (continued)

VBWT Guide/ Website Feature	Accurate?	Suggested Corrections/ Updates— Please <i>write</i> the correction <i>as it should be written</i> in the guide/ VBWT site webpage
Site description <i>(Does it accurately describe the site and its highlights for birders and wildlife watchers?)</i>	Y or N	Describe anything you think should be added/ removed from description.
“Website” Link to Site’s Own Website on its VBWT webpage <i>(Does this take you to the site’s own website when you click on it?)</i>	Y or N	If there is a new website, please provide the correct/ updated URL below.
Other: Describe any other webpage/ guide book inaccuracies & their corrections in the space to the right <i>(Eg. Site has a new name)</i>		

3. Please make an effort to communicate with the site contact (typically this is an owner/ manager). It is recommended to call/ email the site *in advance* to arrange a meeting time or to schedule a phone conversation. Keep in mind that some sites may not be staffed on-site and may have offices in another location. Communicating by email is ok too.

A. Introduce yourself and explain the Adopt-A-Trail project.

Example: Hi, My name is _____. I’m a Master Naturalist for the _____ Chapter. Our Chapter has partnered with the Virginia Department of Game & Inland Fisheries to adopt the _____ Loop of the Virginia Birding and Wildlife Trail, in which this site participates. DGIF created this Adopt-A-Trail project to help maintain the Virginia Birding and Wildlife Trail. Do you have a few minutes to answer some questions?

B. Discuss the following points with them and fill out the requested information:

- Do you think that the VBWT **brings visitors** to your site? _____
- How could the VBWT program be **improved**? _____
- What is the best **public contact information** for this site, to be posted on the VBWT website (that will hold up LONG-TERM)?
 Site Phone Number: _____
 Site Email: _____
 Site Website: _____
- **Name and Title of Site Contact:** _____
- Would you like to **receive email communications** from DGIF about the VBWT and Watchable Wildlife programming?
 CIRCLE: Yes / No If YES, please provide an **email address:** _____

C. Please hand them the guide book/ printed VBWT site webpage and ask if they see anything in the site description or information that needs to be updated.

Record quick, simple corrections here: _____

***If they want to re-write the description or have questions / concerns about it or the VBWT in general, have them contact DGIF’s Watchable Wildlife Biologist, Jessica Ruthenberg directly at jessica.ruthenberg@dgif.virginia.gov.**

4. Public Access Issues — If you observed any MAJOR access issues at this site (e.g. looks unsafe, not open to the public, “No Trespassing” signs were posted, owner indicates they no longer want to participate in the VBWT, etc.), please describe.

5. Bird Observations—Record your bird observations in E-bird at eBird.org.

Visit the VBWT webpage for this site and click on the E-bird link on the right-hand side of the webpage to record your observations. If a link is not provided, do a “hotspot” search on the E-bird website at ebird.org/ebird/hotspots to see if one already exists in their system. If one does not already exist, please create a “personal site” with the site name used in the guide/ VBWT website; eg. Belle Isle State Park.

- Does this site’s webpage on the VBWT website have an E-bird link? Yes / No
- If NO, but E-bird has an existing “hotspot,” please provide the hotspot name in the space below, so DGIF can add it to the VBWT webpage. Hotspot Name: _____

6. Wildlife Mapping — Please record any wildlife observations, especially reptiles and amphibians, into Virginia’s Wildlife Mapping project on iNaturalist.org.

Document these wildlife observations by digital photo or sound recording and upload those into iNaturalist at inaturalist.org/projects/virginia-wildlife-mapping or by using the downloadable iNaturalist mobile app and **choose Virginia Wildlife Mapping as the project.**

Completed? Circle: yes or no

Thank you for your assessment and data collection! Your responses will help DGIF improve the VBWT and contribute data on species distribution in Virginia.

Please submit this completed form to your Chapter’s Adopt-A-Trail Project Coordinator. Your Coordinator will compile this information with that collected at the other trail sites on your Chapter’s loop(s) and submit everything back to DGIF.

NOTE: For re-visits, refer to the Phase II instructions available on the Adopt-A-Trail Project page on the VMN website. Once **all requested information** has been completed for this form (Phase I form), you no longer need to use it or turn it in, *unless there is a change from your first report or you have something new to add.*