

TIPS FOR COMPLETING THE NOMINATION FORM

PLEASE READ AND MAKE SURE THAT YOU UNDERSTAND THE GUIDELINES AND CRITERIA. Submit one form for each site that you nominate.

OBTAIN A MAP OF THE AREA WHERE YOUR SITE IS LOCATED. Send the original map indicating your site (including approximate boundaries) along with the rest of the nomination materials. Keep at least one copy of the map for yourself. A USGA Topographic Map (7.5' series; 1:24,000 scale) is preferable. These can be ordered by calling 1-800-USA-MAPS or on-line at www.usgs.gov.

GENERAL INFORMATION:

Site name: Write the most common name by which the site is known. For larger sites, use the name of the largest single unit within the area, or most easily recognized name, such as a state forest, lake, or other geographic feature.

Approx. size (in acres): For many public sites (parks, refuges), this information is available from the land manager.

Town(s)/County: Write the name of the closest town or the county in which the site is located.

Latitude/Longitude: Use the center of the site for degrees and minutes North and West; these will be on the topographic map.

Approximate elevation: Write the average or range (highest and lowest) of the site's elevation as given on the topographic map.

General description of the site: Use additional sheets to provide as much detail as you see fit

Criteria: VERY IMPORTANT. Check the box or boxes for the criteria, as given on the list, that you think that the site exhibits and at the right, tell why you think this site is important for birds (not as a site for birding!) and what species are of importance there.

Examples: This site has the largest colony of great blue herons in the state. This is an exceptional migratory corridor or feeding spot for warblers with 20 warbler species being seen every year for two months during Spring migration.

ORNITHOLOGICAL IMPORTANCE (VERY IMPORTANT)

Species (or group) name: Write the full name of each species (e.g., Yellow-throated vireo) or group (e.g., herons) for which this site is important. The species or groups listed should correspond to the criteria checked. For example, if you picked the site under Category 1 (protected species) for Wood Stork, list Wood Stork in the table. List all species under a group that come under the criteria categories.

Season: Indicate the season(s) of the year during which the site is important for the particular species, and if more than one season, which season you are basing your importance data (e.g., breeding or migratory); if necessary, attach further sheets.

Average numbers/season: Write in the best available estimate for the average number of individuals (or pairs) of bird species using the site during the season for which it is important. For example, for a warbler species meeting Criteria 2, write ## individuals/season; for a shorebird species meeting Criteria 4c, write ##/day.

Maximum numbers/season: Write in the best available estimate for the most number of individuals (or pairs) using the site during the important season.

Which years: Provide the years over which your numerical estimates were based (e.g. 1992-1997).

Sources: Write in the code number that best indicates where your data for this species comes from. If they can be documented, please provide the reference.

HABITAT AND LAND USE, CONSERVATION

Describe primary conservation issues: Write in narrative form, a description of the most significant conservation problems facing populations or the habitat at the site. Provide as much detailed information as possible. This information will be essential to help guide future conservation efforts and priority for the site. Include a description of any conservation measures known for the site and whether the site is already protected as a park, sanctuary, refuge, or other type of conservation area, or by a designation of some kind (such as a site in the Western Hemisphere Shorebird Reserve Network). Also include here information on any conservation or management plans that exist for the site or that are currently being developed, as well as any noteworthy suggestions that have been make for protecting the site.