## **Example email to survey leader – one week prior to Wallagoot Catchment BioBlitz**

Dear survey leader,

Thank you once again for joining the Wallagoot Catchment BioBlitz team. The purpose of this email is to provide further information about the layout of the event.

As promoted, there are two target areas for the Wallagoot Catchment BioBlitz;

1)      Bournda National Park

2)      One of the Bega Local Aboriginal Land Council’s lot. This area is of particular interest as the collected species records will aid in the management of this particular site.

I have attached a map (Google Earth KMZ file) to give you an idea of where your nominated surveys will occur. Just in case that doesn’t work, l have also attached a couple of screen shots.

**Directions**

For those who have been to the area before, the Basecamp – Bournda Environmental Education Centre is approximately 15 minutes south from Tathra or 15 minutes north from Merimbula. While driving on Sapphire Coast Drive, the turnoff you will be looking for is Bournda Rd. Follow this until you get to Scotts Hut Road, then follow the signs to the Education Centre.

<https://www.google.com.au/maps/place/Bournda+Environmental+Education+Centre/@-36.7873938,149.914627,15z/data=!4m2!3m1!1s0x0:0xa9a1fd3668ece7d0>

**BioBlitz induction**

 There will be an induction session at Bournda Environmental Education Centre next Thursday (3rd) at 6pm. Can you confirm whether or not you are able to make this session? If not, l will know to contact you prior to the event to give you more information.   
  
During the induction the Principal of the Bournda Environmental Education, will provide more of an insight about the surrounding area including a brief summary of its history. Similarly, the LALC representative will provide information about the lot, and what they are hoping to do with the site in the near future.

**On the day**

Could you please arrive at the basecamp (Bournda Environmental Education Centre) 15-20 minutes before the start of your survey. That way we can provide you will any updates and hand you your clipboard for the survey(s).

Each clip board will have the following

-        **Data recording form:**

-        **Survey map**

-        **Important/emergency contact numbers** (event coordinators/managers, police, medical centre, hospital etc).

-        **Survey timetable**: This will allow you to answer any timetable related questions at if participants ask. It will also include what the driving times are between survey sites.

-        **Tick information sheet**. There is a chance that you or some of your participants may collect ticks during the surveys. These sheets will provide you with information about remove and any signs of allergic reactions. There will be a person trained with first aid and insect deterrents available but is a good idea to have of a read anyway.

-        **List of survey participants**. This list can work in a similar fashion to a roll, so you know numbers prior to a survey and can mark names off.

-        **Risk assessments**. Once all the participants have arrived, please provide an induction on the possible risks that could occur during your survey.

-        **Evaluation form**: please complete this form after your final survey. That way the organisers can continue to improve future BioBlitzes and volunteer events.

Most surveys will have a nominated survey assistant that will aid in the survey set up and data recording. If for one reason or another we are not able to recruit a survey assistant, during your respective surveys, it is a good idea to nominate one participant to record data. This will not only help you lead the survey, but also minimise that amount of data sheets needed.

Cheers,

BioBlitz coordinator