

Tips for County Coordinators Data collection

**More complete instructions on using the data forms are contained on the
Web Site under "Trail Management"**

- Call the members in your county and introduce yourself. The State County Coordinator will see that you get a copy of all members in your county and their contact information.
 - **County Coordinators keep the records of data from their county.**
 - Assign all of the trails in your county a name and keep your list of trails in that order. Trails will need to keep the same name each year so that we can track progress or success on each individual trail.
 - All trail monitors and/or leaders will receive, or can download, a summary worksheet (VBS Individual Trail Annual Summary Form*).
 - County Coordinators should use the County Coordinator's Annual Summary Form* to summarize the data from all of their county's trails (it looks just like the individual trail summary form, except that where their form says "Box #", yours says "Trail name").
 - Copy the information directly from their "Total" row onto the row for the name that corresponds with their trail.
 - Once you have received data for all the folks you know about in your county, **total the data in the bottom row of your form.** If the data from the trail leaders or monitors is incomplete, a diplomatic call to that person might help.
 - Proof read everything to make sure that you have no accidental copying errors and check the totals to make sure all are added correctly.
 - Keep the copies of the data that the trail monitors send to you (create a folder or large envelope and label it clearly as 20-- bluebird data) Do send a copy of this to the VBS data coordinator. This can also all be done on your computer.
 - Copy the Summary Form and the weekly trail data sheets and **mail copies to Ann Dunn, 1717 Yorktown Drive, Charlottesville, VA 22901** and **keep the second copy with your records.** You will want to compare what happens in ensuing years. You can send this via email.
 - If you wish, you can send a copy of the Summary Stats for your county trail leaders so they can see how their trail is doing in comparison to the other trails in
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the county. When the data appears on the web site, it will be the total of your county information- not by individual trail as it has been in the past. The reason for this is that now we have hundreds of trails reporting and the summary in its old form is becoming too confusing to interpret.

- It is important to keep neat, accurate and organized records. Therefore if you pass the role of county coordinator on to someone else in the future, they will be able to make sense of the data you have collected.

*All forms are available on the VBS web site [www.virginiabluebirds.org] under the "Trail Management" Button.