

# Assessing the Economic Impact of Heritage Tourism Within the Erie Canalway National Heritage Corridor

## VOLUNTEER INSTRUCTION MANUAL

**JUNE 2008**

**PREPARED FOR:**

**Erie Canalway National Heritage Corridor**



**PREPARED BY:**

**Corianne P. Scally, Ph.D., University at Albany  
Joseph Ferguson, University at Albany**

**AND**

**Hannah Blake, Erie Canalway National Heritage Corridor  
David Lewis, Ph.D., University at Albany  
Stephan Schmidt, Ph.D., Cornell University**



# Assessing the Economic Impact of Heritage Tourism Within the Erie Canalway National Heritage Corridor

## VOLUNTEER INSTRUCTION MANUAL

### TABLE OF CONTENTS

<b>I. Introduction &amp; Goals.....</b>	<b>1</b>
<b>II. Overview of Canalway Survey.....</b>	<b>2</b>
<b>III. The Survey Process: From Beginning to End.....</b>	<b>3</b>
Six Steps of the Survey Process	
<i>STEP 1: Volunteer.....</i>	<i>4</i>
A. List of Survey Sites	
B. Sample Survey Strategy for a Single Site	
C. Planning Calendars: June-September 2008	
<i>STEP 2: Get Trained.....</i>	<i>10</i>
<i>STEP 3: Receive Supplies.....</i>	<i>11</i>
Volunteer Supplies Checklist	
<i>STEP 4: Conduct Onsite Survey.....</i>	<i>14</i>
<i>STEP 5: Mail Back Data.....</i>	<i>20</i>
Return Packet Checklist	
<i>STEP 6: Receive Final Report.....</i>	<i>22</i>
<b>IV. Volunteer Dos and Don'ts.....</b>	<b>23</b>
<b>V. Project Contact Information.....</b>	<b>24</b>
<b>Appendix A: Canalway Surveys.....</b>	<b>25</b>
<b>Appendix B: Daily Report Form.....</b>	<b>26</b>
<b>Appendix C: Volunteer Summary Report Form.....</b>	<b>27</b>

# RECOGNITIONS

---

The authors wish to thank the following for their generous support of this project:

- **National Park Service, U.S. Department of the Interior** for financial support, and guidance on survey development and administration.
- **Erie Canalway National Heritage Corridor Commission** for their direction and financial support of this survey endeavor: Eric Mower (Chair); Joseph M. Callahan (Vice Chair), Alan N. Vincent (Secretary), Peter J. Welsby (Treasurer), Dennis Reidenbach, (Secretary of the Interior designee, ex officio), Russell S. Andrews, Clinton Brown, Victoria W. Daly, Rocco J. DiVeronica, Thomas X. Grasso, Carol B. Greenough, Lynn B. Herzig, Christopher Lindley, Ken Lynch, Carmella Mantello, Robert P. Reilly, Judith Schmidt-Dean, Robert Shibley, Pieter W. Smeenk, Stuart W. Stein, and Peter Wiles Jr.
- **Erie Canalway National Heritage Corridor Partners** who participated in a focus group held on April 25, 2008, and on subcommittees to formulate a sampling strategy plan and the survey instrument itself: Erin Tobin, *Preservation League of New York State*; Devin Lander, *Lakes to Locks Passage, Inc.*; Robin Dropkin, *Parks and Trails New York*; Peter Wiles Jr., *Midlakes Navigation*; Erin Agans and Sharon Leighton, *NYS Canal Corporation*; Bob Miron, *Empire State Development Corporation*; Judy Schmidt-Dean, *The Schuyler Yacht Basin*; Marcia Kees, Lucy Breyer, and Amy Facca, *Office of Parks, Recreation, and Historic Preservation*; Rocco Ferraro, *Capital District Regional Planning Commission*; Lynn Flansburg, *New York State Conference of Mayors and Municipal Officials*; Fred Miller, *Mohawk Valley Heritage Corridor*; Lynn (Spike) Herzig, *The Herzig Group*; John Sagendorf, *Upstate Tourism Alliance*; David Altieri, *Sackets Harbor State Heritage Area and New York Heritage Area Association*; and Corey Auerbach and Christy Douglas, *Association of Towns of the State of New York*.
- The **Alliance of National Heritage Areas (ANHA)** and John Cosgrove for facilitating the national survey effort.
- **ANHA** and Daniel Stynes and Ya-Yen Sun at **Michigan State University** for permission to adapt portions of their 2003 Alliance Visitor Survey Guide, where indicated throughout this manual, to fit our specific audience and procedures.

# I. INTRODUCTION & GOALS

---

“In 2005, five **National Heritage Areas**-Augusta Canal NHA in Georgia, the Delaware & Lehigh NHA and the Lackawanna Heritage Valley in Pennsylvania, the Essex NHA in Massachusetts, and the National Coal Heritage Area in West Virginia-participated in a study to assess the characteristics of the visitors to their sites and estimate the impact of these visitors on the local economies.



The study found that these five heritage areas alone attracted more than 5.5 million tourists in 2005. An estimated 68.3 million visitors visited the entire 27 National Heritage Areas in the same year. The impact of this tourism activity is clearly significant to the local economies of each region.”

[From the **Alliance of National Heritage Areas (ANHA)** website, Measuring Economic Impact, [www.nationalheritageareas.com](http://www.nationalheritageareas.com)]



The **Erie Canalway National Heritage Corridor (ECNHC)** is pleased to be participating in a national effort coordinated by ANHA to survey all National Heritage Areas during 2008. Through our participation in this study, we intend to 1) create baseline data for the region on the impact of heritage development within the local

economies, 2) strengthen existing partnerships, and 3) extend our network throughout Canalway communities. We will also identify new opportunities for collaboration and establish a framework for future regional studies on tourism within the Corridor.

Thank you for your interest in this critical survey effort. It is only through the hard work of our volunteers that we will gain a better understanding of what the ECHNC and its partners have to offer our communities.

## II. OVERVIEW OF CANALWAY SURVEY

---

The ECNHC poses unique challenges in undertaking such an extensive survey effort. Stretching along 524 miles, and crossing 234 different municipal jurisdictions, the ECNHC contains many heritage sites that attract diverse visitors.



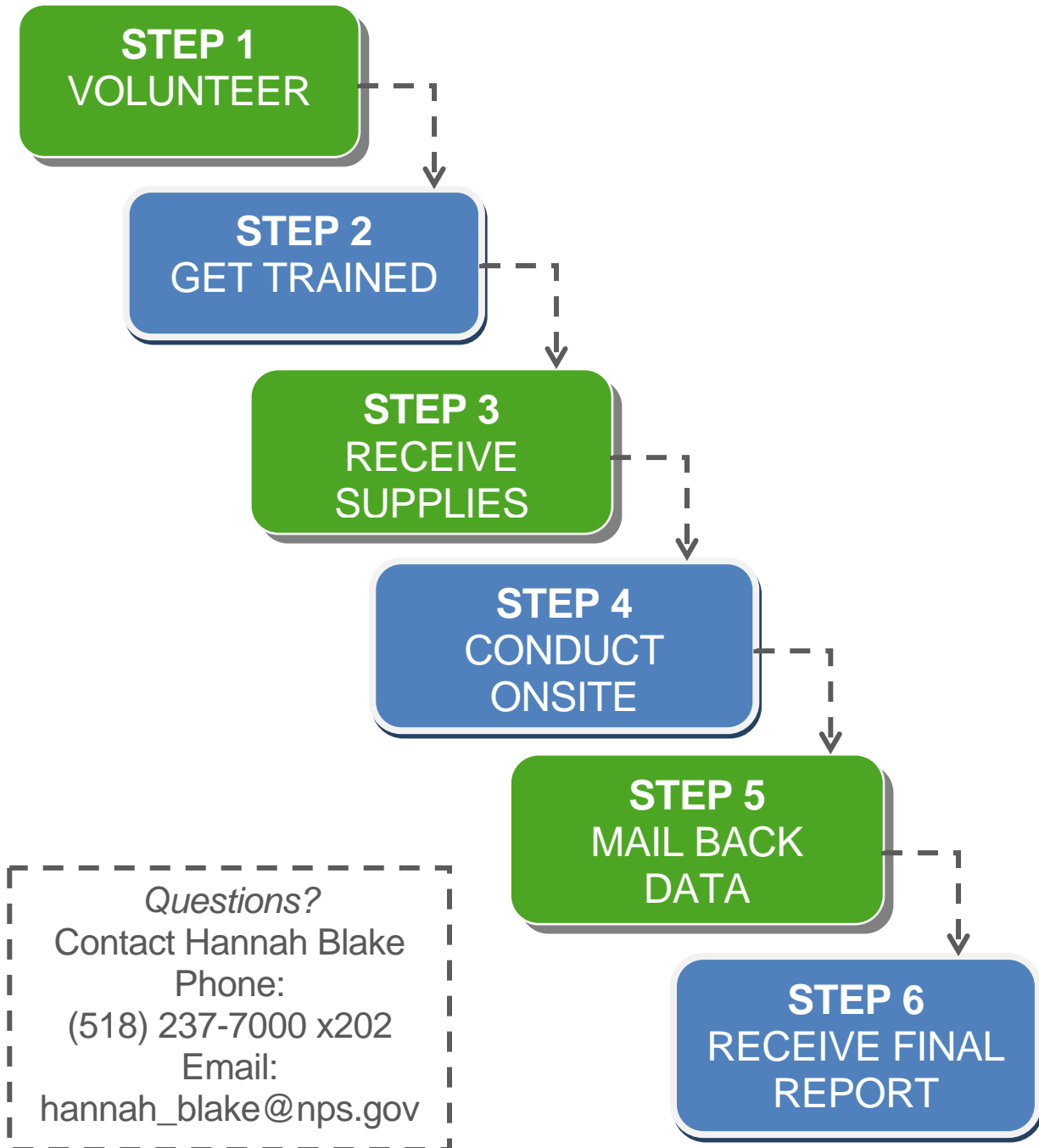
To participate in this study, we have developed **two survey instruments** that gather information on visitors to historic and recreational sites and events within the ECNHC. We are interested in finding out where visitors come from, how much prior knowledge they had about the ECNHC and local sites visited, size and ages of their party, length of their stay, and their spending by category. The **first survey** is a brief one-page survey conducted in-person at various sites along the ECNHC. The **second survey** will be mailed to participants, who provide their address, within 2 weeks of their completion of an onsite survey.

This data will be analyzed using the **Money Generation Model (MGM2)**. This model was developed by Michigan State University for the National Park Service (NPS) to estimate the economic impacts of NPS visitors' spending on a local region. Over 50 National Parks and 6 National Heritage Areas have successfully completed studies using the original and updated MGM model. The model assesses total spending by visitors, and is useful for determining the direct effects of spending linked to heritage tourism along the Corridor, including its impact on sales, income, and jobs. It also allows us to understand how tourism affects state and local tax receipts.

The following pages detail the **six-step process** volunteers can follow to help with this significant survey effort. We are relying on you to help us canvas our expansive ECNHC in a manner that successfully showcases its diversity.

# III. THE SURVEY PROCESS: FROM BEGINNING TO END

---



# STEP 1 = VOLUNTEER

## 1. Sign up!

- At training session, or by contacting Hannah Blake at the ECNHC:
  - Phone: 518-237-7000 x202
  - Email: hannah\_blake@nps.gov

## 2. Choose site(s)

- See pg. 6 for a list of sites we are targeting (subject to change) in order to get a representative sample of responses along the entire length of the ECNHC.
- Select a single site only, or multiple sites, to survey. Preference will be given to current employees of selected sites.
- You can sign up at a training session, or by contacting Hannah Blake.

## 3. Select dates & times

- To best assess the full range of the impact of tourism on various sites along the ECNHC, you'll need to **survey at different** :
  - (1) **Seasons:** Summer (June, July, August ) and Fall (September),
  - (2) **Days of the week:** Weekdays and Weekends, and
  - (3) **Times of day:** Morning (AM) and Evening (PM)
- Please select your dates and times to ensure you are covering as many combinations of these seasons, days of the week, and times of day as possible.
  - Avoid selecting holidays, holiday weekends, or special event days (unless specifically assigned to you).
  - A **sample survey schedule** for a single site is provided on pg. 7 as an illustration of a good surveying strategy.

- Calendars are provided on pgs. 8-9 for your convenience for the months of June 2008 through August 2008 to assist you in choosing your survey dates and times.
- **Call the site contact** to be provided by the ECNHC in order to 1) introduce yourself, and 2) ensure that the site will be open to the general public at those times, as opposed to closed, or open to special groups only.

# **A. LIST OF SURVEY SITES**

---

**See Attached**

## B. SAMPLE SURVEYING STRATEGY FOR A SINGLE SITE

---

Official site name: XXXXXXXXXX

Minimum # of Surveys Required for this Site: 40

Preferred # of Surveys for this Site: 60

July 2008

Sunday 13	14	15	16	17	18	19
	10 surveys in PM (Minimum)		10 surveys in AM (Preferred)			10 surveys in AM (Minimum)

September 2008

Sunday 7	8	9	10	11	12	13
10 surveys in PM (Minimum)		10 surveys in PM (Preferred)		10 surveys in AM (Minimum)		

- Conducting surveys on the dates listed as “*Minimum*” will result in the required 40 onsite surveys, and provide adequate coverage of both seasons, days of the week, and times of day.
- Adding surveys on the dates listed as “*Preferred*” will result in the preferred 60 onsite surveys, and expand coverage of both seasons, days of the week, and times of day.

## C. PLANNING CALENDARS

---

June 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## August 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## September 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	30			

## STEP 2 = GET TRAINED

There are a number of ways to access training materials to familiarize yourself with the survey process before you get started and to get any questions you have answered:

- Attend a 3-hour training session sponsored by the ECNHC:
  - **Meeting Rm. 2 of Proctors Theatre, Schenectady, NY**  
*Monday, June 9, 2008*
  - **Red Mill Inn, Baldwinsville, NY**  
*Friday, June 13, 2008*
  - **Fisher Meeting Room, Town Library, Pittsford, NY**  
*Friday, June 20, 2008*
- For a refresher, view the training presentation online at [www.eriecanalway.org/survey08.asp](http://www.eriecanalway.org/survey08.asp).
- Review this Volunteer Instruction Manual
- Check the Erie Canalway NHC website periodically for an updated list of Frequently Asked Questions (FAQs), or call for a hard copy of the list.

**Need to register for a training session?**

**Have questions about your responsibilities as a volunteer?**

Contact **Hannah Blake** at the ECNHC!

Phone: (518) 237-7000 x202

Email: [hannah\\_blake@nps.gov](mailto:hannah_blake@nps.gov)

## STEP 3 = RECEIVE SUPPLIES

Once you have 1) signed up with the ECNHC for your selected survey site(s), 2) targeted appropriate dates and times for surveying, and 3) received or reviewed the training materials, you will receive supplies from the ECNHC needed to conduct the onsite survey. These will be distributed at the training sessions, and/or sent to you.

The survey supplies include:

- **Onsite surveys** in the appropriate number for the site(s) that you will be surveying.
- **Mail-back survey** samples to show to those respondents who request to see one.
- **Site contact information** for each site you have volunteered to survey.
- **Daily Report Forms** to record the details of your daily surveying efforts and send back to the ECNHC once your surveying is done.
- **Volunteer Summary Report Form** to summarize your survey activities and send back to the ECNHC each week you survey.
- **Road map of New York State** to help orient both yourself and respondents, if necessary.
- **Map of entire corridor** to help orient both yourself and respondents to the Corridor, if necessary.
- **Erie Canalway NHC brochures** to provide to respondents if they express interest in knowing more about the ECNHC.
- **Nametag** with lanyard to identify yourself with the ECNHC survey effort and present a professional appearance.

- **Informational business cards** to provide to respondents if they express interest in knowing more about the survey, or the Erie Canalway National Heritage Corridor.
- **Addressed, stamped** envelopes to mail completed materials back to the ECNHC each week you survey.
- **Clipboards and pens** for respondents to use. You will be provided with three clipboards so that three respondents can take the self-administered survey at once.

**Missing something?**

**Need additional supplies?**

Contact **Hannah Blake** at the **ECNHC!**

Phone: (518) 237-7000 x202

Email: [hannah\\_blake@nps.gov](mailto:hannah_blake@nps.gov)

# Volunteer Supplies Checklist

## ***Your supplies should include:***

- Onsite surveys
- Mail-back surveys
- Site contact information
- Daily Report Forms
- Volunteer Summary Report Forms
- Road map of New York State
- Map of the Erie Canalway NHC
- Erie Canalway NHC brochures
- Nametag with NPS logo
- Informational business card
- Addressed, stamped envelopes
- Clipboards and pens

***Please contact Hannah Blake if you are missing any of the above items, or to request additional supplies as needed.***

## STEP 4 = CONDUCT ONSITE SURVEY

Hurray! You are now prepared to start surveying. There are still a few important things to consider before you start surveying, including familiarizing yourself with the survey site and the survey itself, and learning how to select and approach survey participants.

### BEFORE YOU SURVEY...

#### 1. Check your supplies

- **Check your supplies** to ensure that you have needed maps, surveys, brochures, business cards, and daily report forms. If you need additional supplies, please contact Hannah Blake.

#### 2. Select your sampling location

- Familiarize yourself with your selected survey site(s), and determine your **sampling location**.
  - Locations at which visitors enter and exit a site are a logical and appropriate choice (visitor center or museum entrance, trailheads, etc.)
  - If you are surveying boaters, proper safety protocol must be followed. This will be provided to you by the ECNHC staff.
  - If you are surveying at a festival, it may be best to position yourself near food, other significant attractions, or an information booth.
  - Always keep your personal safety in mind when selecting a sampling location.
  - Be sure to confirm in advance that your chosen location is appropriate with your site contact.

### 3. Review the surveys

- Familiarize yourself with the **onsite survey** to assist you with answering any questions participants may have as they fill it out. (Appendix A)
- Familiarize yourself with the **mail-back survey** to assist you with answering any questions participants may have if they ask to review it. (Appendix A)

### 4. Review onsite sampling strategy

#### Onsite Sampling Strategy:

(Adapted with permission from the ANHA 2003 Visitor Survey Guide)

Choose one adult member (18 or older) from each travel party. Approach visitors as they enter, exit or pass by a sampling location. Introduce the survey and ask if they are willing to participate. Ask if they have taken this survey at another site. Alternate selection of male or female participants to assure a good distribution of both men and women. Also consider the approximate age of interviewees and try to balance the age distribution of the participants. After finishing with one participant, choose someone from the next available group passing your sampling location. If you have multiple clipboards, you may be able to approach the next group while the first is completing their survey. Retrieve surveys as each person finishes. Avoid selecting multiple parties from a single tour bus or group.

## 5. Learn the script for handing out surveys

### Script for Handing Out Survey:

(Adapted with permission from the ANHA 2003 Visitor Survey Guide)

Hello, my name is \_\_\_\_\_. I am a volunteer with the Erie Canalway National Heritage Corridor Survey Project. We are conducting a visitor survey to evaluate our programs and would like to ask you a few questions about your trip today. This survey is completely voluntary and all responses are completely confidential. Your answers will only be presented in summary form along with all the other answers collected at the more than 40 different locations being surveyed.

Have you been interviewed for this survey at another location in the Canalway Corridor? (Use the Erie Canalway NHC map, if necessary, for clarification)

(IF YES) Thank you for your participation.

(IF NO, CONTINUE) This will take only a few minutes. Would you be willing to complete a short one-page survey about your trip?

(IF NO) Thank you for visiting.

(If YES) Thank you for taking the time to provide us feedback to improve our customers' experiences.

*[Hand the subject the questionnaire on a clipboard with a pen.]*

Please complete the survey and return it to me when you are finished. I am here if you have any questions.

If you are willing to complete a longer mail-back survey after you have completed your trip, please write your name and address at the bottom of this survey today and we will send the mail-back survey to you within 2 weeks.

## 6. Before handing out your first survey, be sure you...

- a. Fill in your **name** and the **official site name** where you are surveying, as well as the **date, day of the week,** and **time of day** (AM or PM), at the top of the survey where indicated.
- b. **Number your surveys** before you get started so you can keep track of how many you have collected, and make sure you meet your target for the day. For example, if you intend to gather 20 surveys on a given day, number 20 copies of the onsite survey, starting with #1 and ending with #20, before you hand them out.
- c. Fill out appropriate portions of **Daily Report Form**, such as your name, official site name, sampling location, and time at which you are beginning surveying (Appendix B).

### WHILE YOU SURVEY

#### 1. Introduce yourself with script for handing out surveys (pg.16).

#### 2. Hand out surveys on clipboards for people to fill out on their own.

- However, offer to read survey questions and answer choices out loud to anyone who requests it, or anyone who you determine may need assistance.

#### 3. Answer clarifying questions.

- You will be provided with a map of New York State. You should draw a 30-mile radius around your survey site(s) to familiarize yourself with what we are defining as the “local area” for survey responses. Be prepared to answer questions such as:
  - a. “Would such and such a place be a historic site or museum?”
  - b. “I’m staying at such and such hotel or address. Is that within the ‘local area’?”

#### **4. Review procedures for collecting surveys from participants**

(Adapted with permission from the ANHA 2003 Visitor Survey Guide)

- a. Collect the on-site questionnaire and check that the participant has completed all questions. If the participant has entered a mailing address, check that it is complete and legible including zip code. If you cannot read any response, please read it back to the subject to ensure accuracy. Use phrasing such as:

“I apologize, but I want to make certain that I understand your response to question #(s) X1, X2, X3.”

Fill in new or clarified response, if necessary.

- b. If participant asks about the mail-back survey, use the following script:

This survey is designed to gather more detailed information about your visit to the Erie Canalway National Heritage Corridor at the XXXXX [*fill in location of survey*], including evaluations of your experience, and your activities and spending in the area. The mail-back survey will be sent to you about two weeks from today so that you can fill it out after completing your trip. We will include an addressed, stamped envelope for you to return the survey in.

If the participant asks, they may examine a sample copy of the mail-back survey. Make sure that they return it to you before they leave the site.

#### **5. Review surveys for legibility and completeness.**

## **6. Collect the required/preferred number of *completed* surveys**

- a. A survey is considered *complete* if at least 6 questions are answered.
- b. If you receive a survey with fewer than 6 total questions answered, you will need to do an additional survey to make up for this deficiency. It is important to have extra copies of the onsite survey on hand to accomplish this.
  - i. Write “INCOMPLETE” on top of those surveys with fewer than 6 total questions answered.
  - ii. The numbering on the additional survey should pick up where you left off. For example, if the last survey you numbered was #20, the new, additional survey should be numbered #21, and so on.

## **7. If subject agrees to participate in the mail-back survey, make sure their contact information is completely filled out and legible.**

## **8. Keep your personal safety in mind while surveying.**

- In case of adverse weather and other threatening circumstances, leave and take note on your Daily Report Form.
- Do not linger in sparsely populated/trafficked areas with low public visibility.

### **AFTER SURVEYING**

When you complete your surveying for a given day, please complete your Daily Report Form (Appendix B).

## STEP 5 = MAIL BACK DATA

- **Addressed, stamped envelopes** will be provided to you to send back completed materials to the ECNHC.
- You should **send back** 1) a Volunteer Summary Report Form (Appendix C), 2) your Daily Report Forms for each day spent surveying (Appendix B), and 3) both incomplete and completed onsite surveys **at least once a week**. This is to ensure that the mail-back survey can be sent to participants in a timely manner.
  - To make this as easy as possible for you, you may want to **condense your surveying efforts** into one week in the summer and one week in the fall. This is illustrated in the Sample Surveying Strategy for a Single Site found on pg.7. This would mean you would mail a total of 2 packets back to the ECNHC: one after your 1<sup>st</sup> week of surveying in the summer (e.g. July), and another after your 2<sup>nd</sup> week of surveying in the fall (September).
- Please include any **extra brochures and business cards**, that you may have left, in the last package you mail to the ECNHC. If your site contact expresses interest in these, please feel free to give your extras to him/her after you have completed your last survey for that site.
- If you need additional addressed, stamped envelopes, please contact Hannah Blake at the ECNHC.

# Return Packet Checklist

*The packets you send back to the ECNHC  
each week you survey  
must contain the following:*

- 1. Summary Report Form**
- 2. Daily Report Forms**
- 3. Onsite surveys (both completed and incomplete)**

*Your last packet should also include the  
following if the sites that you are surveying do  
not want to keep them:*

- 4. Extra ECNHC brochures**
- 5. Extra ECNHC business cards**

## STEP 6 = RECEIVE FINAL REPORT

This survey effort is part of a national effort spearheaded by the Alliance of National Heritage Areas (ANHA) and involving many National Heritage Areas across the country.

- The final national report should be available from the Alliance of National Heritage Areas in the Spring of 2009.
- ANHA's website address is: [www.nationalheritageareas.com](http://www.nationalheritageareas.com).
- Once the report is available, copies can also be requested from the ECNHC by contacting Hannah Blake.

In addition to the national survey project, the ECNHC intends to use the data gathered to produce supplemental reports and spur further regional research efforts.

- To view the latest information produced by the ECNHC, visit the website at [www.eriecanalway.org](http://www.eriecanalway.org).
- You can also stay informed by contacting Hannah Blake.

## IV. Volunteer Dos and Don'ts

---

### Do...

1. Develop a survey schedule that works best for you & meets the sampling requirements
2. Practice the scripts & review the procedures
3. Wear comfortable shoes
4. Bring sunscreen, a hat, and/or sunglasses
5. Wear your nametag
6. Bring your supplies
7. Be aware of your surroundings and mindful of your personal safety
8. Respect the needs of your survey site(s)
9. Be professional, polite and wear a smile
10. Respond to participant questions & concerns as best as you can
11. Contact ECNHC with any problems or questions

### Don't...

1. Forget to survey at the site(s) & times you select
2. Be nervous. Relax!
3. Be too passive
4. Be too aggressive
5. Take it personally when people decline to participate
6. Fail to meet your required targets for *completed* surveys
7. Forget your Daily Report Forms
8. Forget to mail back data to ECNHC each week you survey
9. Forget to give us feedback & suggestions on your Report Forms
10. Hesitate to contact ECNHC with any problems or questions
11. Fail to congratulate yourself on a job well done!

## V. Project Contact Information

---

### **Erie Canalway National Heritage Corridor:**

**Hannah Blake**  
**Erie Canalway National Heritage Corridor**  
P.O. Box 219  
Waterford, NY 12188  
(518) 237-7000, x202  
(518) 237-7640 (fax)  
hannah\_blake@nps.gov (email)  
[www.eriecanalway.org](http://www.eriecanalway.org) (website)

### **Erie Canalway National Heritage Corridor Advisory Team:**

**David Lewis**  
**University at Albany, SUNY**  
1400 Washington Ave, AS 218  
Albany, NY 12222  
(518) 442-4595  
(518) 442-4742 (fax)  
dalewis@albany.edu (email)

**Corianne Scally**  
**University at Albany, SUNY**  
1400 Washington Ave, AS 218  
Albany, NY 12222  
(518) 591-8561  
(518) 442-4742 (fax)  
cscally@albany.edu (email)

**Stephan Schmidt**  
**Cornell University**  
313 West Sibley Hall  
Ithaca, NY 14853  
(607) 254-4846  
(607) 255-1971 (fax)  
sjs96@cornell.edu (email)

# **Appendix A: Canalway Corridor Surveys**

**See Attached “On-site Survey” and “Mail-back Survey”**

# Appendix B: Daily Report Form

(Adapted from the ANHA Procedure Guide, Attachment 6)

**Please fill out this form after you finish surveying on a given day.**

**Your Name:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Beginning Time:** \_\_\_\_\_ **Ending Time:** \_\_\_\_\_

**Official site:** \_\_\_\_\_

**Onsite sampling location:** \_\_\_\_\_  
(example: visitor center entrance, museum exit, trailhead, etc.)

**Weather conditions:** \_\_\_\_\_  
(example: sunny, overcast, rainy, windy)

**Targeted # of surveys:** \_\_\_\_\_

**Actual # of completed onsite surveys:** \_\_\_\_\_

Comments regarding today's surveying experience, including any problems and concerns (please continue on back, if necessary):

# Appendix C: Volunteer Summary Report Form

---

Please complete this form each time you send completed materials back to the ECNHC, and include it as the coversheet for each of your return packages.

**Your Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)

**Daytime Phone:** \_\_\_\_\_ **Evening Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Official Site #1:** \_\_\_\_\_

**Minimum # of Surveys Required:** \_\_\_\_\_ **Preferred # of Surveys:** \_\_\_\_\_

**Actual # of Onsite Surveys Completed To Date:** \_\_\_\_\_

**Official Site #2:** \_\_\_\_\_

**Minimum # of Surveys Required:** \_\_\_\_\_ **Preferred # of Surveys:** \_\_\_\_\_

**Actual # of Onsite Surveys Completed To Date:** \_\_\_\_\_

*Please include additional sheets if you surveyed at more than 2 sites.*

Summary of your comments on your surveying experience, including any problems and concerns (please continue on back, if necessary):