

**C14. Tools, Tips and Techniques for
Determining and Tracking Land
Management Costs**

Friday, October 12 | 3:30 p.m. - 5 p.m.

Room 411/412

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Rally 2018: The National Land Conservation Conference
Pittsburgh, PA



TPE Land Protection Project Proposal

Project Name:

Landowner: Name and Address

Lead Chapter: Size: Acreage

Location: Township, Range, and Section along with Town, County, and State.

Description: Describe the plant communities of the site. It must have (or have great potential for reestablishment of) fire-derived native ecosystems including prairie, wetland, sedge meadow, oak savanna, pine barrens and oak woodland.

Conservation Significance: Please describe the degree of intact natural plant community composition. This includes its closeness to pre-settlement state, scarcity of non-native and invasive native species, and quality of habitat for state, federally listed species, and species in the greatest need of conservation.

Expansion Potential: Describe the size of the target parcel, compatibility of adjacent land uses and vegetation cover, potential of preserve expansion and buffering, proximity to other natural communities and their size.

TPE & Other Conservation History with the Site: Describe TPE's history working on the site, or work done by other conservation organizations.

Acquisition Cost & Funding Plan: Please identify if the project is a conservation easement, fee title acquisition, or estate plan and what are the proposed funding plan for the acquisition.

Land Management Funding/Implementing Plan: Describe the estimated or calculated financial needs to manage the property. Is there a land management fund or other plan, such as a dedicated core of volunteers, to accomplish the management goals?

Attachments (Please attach maps, aerial photos, species lists, etc.)

Prepared by:

Date:

Land Protection Projects Ranking Criteria Score Sheet

			Site:	
	Category	Score range	Score	Comments
1)	Fits TPE mission?	yes/no		
2)	Funding for management, monitoring, and legal defense?	0-10		
3)	Natural area quality?	0-40		
4)	Critical habitat for rare and declining species?	0-10		
5)	Environmental gradients?	0-5		
6)	Landscape context			
	a. Parcel size?	5-15		
	b. Proximity to other natural areas?	0-5		
	c. Opportunity for expansion?	0-5		
	d. Adjacent land uses compatible?	0-5		
7)	Education & outreach opportunities?	0-10		
8)	Is TPE the most appropriate agent?	0-5		
9)	Other considerations?	0-5		
10)	Included within a larger conservation project?	0-10		
	Total	125 max		

NOTE: Be sure to review the Ranking Criteria Score Sheet to be sure you address the questions that appear there in your Project Proposal. The project must reach at least 70 points before TPE can take it on.

Basic Land Management Plan Template

Title of Site
Address or general legal description
Date of plan

1. Primary goals of the project - provide concise statements explaining the goals and public benefits of the project.

2. Improvements and structures

A. Provide a general description of any buildings and other *existing* physical improvements and structures. These might include trails, parking areas and roadways. These should be marked on the attached site plan. If there are buildings on the property, describe plans for demolition or future use. Note that any improvements purchased in part with Stewardship funds must be used for public benefit and to advance the purposes of the grant program. Is there a tenant? How long after acquisition will the tenant continue to use the property?

B. Describe any *proposed* improvements and recreational development including trails, parking areas, interpretive displays, boardwalks, bridges, waterway modifications, etc. These should be marked on an attached conceptual future site plan along with public access points and any plans for vehicle parking.

3. Current land use. Describe how the land is being used now and by whom.

A. Describe any agricultural uses:

- How many acres are currently in agricultural use?
- What are the soil types on those acres?
- Is the land leased to an agricultural tenant? Will the lease be continued and for how long?
- Will continued agricultural uses be part of ongoing management strategies on the parcel?

B. Describe any timber management plans for the property. If the land is enrolled in DNR's Managed Forest Law, please include a copy of the MFL order.

4. Surrounding landscapes: Is this project contiguous to other protected property or adjacent to residential development, etc? Is it part of a larger project area – either your own preserve or a state or local conservancy area or park?

5. Ecological issues on the property

A. Describe any problems such as exotic species, erosion, over-grazing, contamination, trespassing issues, etc.

B. Describe any plans to address the problems listed above.

6. Land management goals and practices. Describe general land management goals for the property and the practices that will be followed to meet them. Goals may include:

- Preservation of specific ecological communities and any features or species of special concern.
- Protection of and/or improvements to any water bodies on or adjacent to the property.
- Any site enhancement and/or restoration plans.

7. Implementation – please provide a timeline for implementing key management activities.

- Describe anticipated ongoing maintenance activities
- Identify the organization/s who will maintain the property and implement this plan.

8. Monitoring. Describe plans for oversight of the property and for assessing progress toward management plan objectives.

9. Maps and data. Please Attach:

- Please attach a map showing this property in context of surrounding landscapes and features, especially if this parcel is part of a of the larger conservation project.
- A site plan map – showing existing developments and structures, boundaries, roads, overhead power lines, etc.
- A conceptual future site plan, if applicable.

THE PRAIRIE ENTHUSIASTS LAND MANAGEMENT TEMPLATE

Table of Contents

I.	Background	page
	A. Ownership	
	B. Preservation Status	
	C. Location	
	D. Acreage	
	E. Description and Significance	
	F. Land Use History	
II.	Management Plan	
	A. Goal	
	B. Threats/Concerns	
	C. Objectives	
	D. Methods	
	E. Inventory/Monitoring	
	F. Facilities	
	G. Use	
III.	Management Records	
IV.	Approvals	
V.	Attachments	

I. BACKGROUND

OWNERSHIP(s): Include name, address, telephone, & e-mail of all owners

PRESERVATION STATUS: Describe the status of the property. Examples: no formal protection, good will of owner, zoning, right-of-first refusal, conservation easement, deed restriction held by, preserve owned by TPE, etc.

LOCATION: State, County, Township, Town/Range/Section/quarters

ACREAGE: Breakdown by general community or cover type.

Old Fields	4
Oak woods/savanna	23
Dry-mesic limestone prairie	4
<u>Young scrub-brush</u>	<u>4</u>
Total	35 acres

DESCRIPTION and SIGNIFICANCE: Provide a physical description of the site and its conservation significance. Keep it as short and to the point as possible. Include landform, soils, substrate, plant community types and their condition, significant species and the significance of the site to their conservation. Attach any available species lists, a summary of all state or federally listed species, a map of the site with cover/community types delineated, and a topography map with the site delineated

LAND USE HISTORY: Described the past use/management history of the site with information from present and past owners, neighbors, and anyone else familiar with the site. Include grazing, logging, burning, etc.; and when and how much they occurred. Include transcripts of interviews if they are available.

II. MANAGEMENT PLAN

GOAL: State the overall management goal/purpose for the site. What species and communities is the site to be managed for? To what human use will the site be put? Keep it short and general in nature. There can be both primary and secondary goals.

Primary:

- The overriding management goal for the Property is to recover and maintain as much of the site's original prairie and wetland ecosystems, as is feasible, for the benefit of current and future generations so they may experience, enjoy, and learn from such natural areas and the plants and animals found there.

Secondary

- To provide habitat for grassland birds (including non-native game birds) and other native animal species associated with treeless grassland/prairie ecosystems.
- To provide for improved water quality and supply to cold water streams.

THREATS/CONCERNS: List species, activities, processes, etc. that are currently or are likely to become threats or impediments to the management goal. List the threats in order of greatest to least.

- 1)
- 2)
- 3)
- 4)
- 5)

OBJECTIVES: List specific tasks to address the threats and accomplish the goals. List them in order of highest to lowest priority. Do not include level of detail that is more appropriate for an annual work.

- 1)
- 2)
- 3)
- 4)
- 5)

METHODS: The Property Manager shall manage the property in accordance with the requirements set out above. The Property Manager may, but is not required to, implement the management actions recommended below. TPE recognizes the ability of the Property Manager to implement these management actions will be dependent upon the availability of funding or volunteers. In the event that the Property Manager is unable to undertake any of the site specific management activities identified below, TPE may undertake those activities with the consent of the Property Manager. TPE hereby consents to and authorizes the following recommended actions: (Provide detailed and specific guidance on how to implement the objectives.)

Trees/shrubs: In the designated prairie and oak savanna designated areas, most non-oak and non-hickory trees should be removed. Removal of trees and shrubs may be via commercial harvest (guided by professional foresters), girdling, direct cutting, or fire. Trees of value for pulp, pallet, or saw logs may be sold, but any net proceeds from the sales must be put back into property management. The non-commercial material generated by this work will be given away as firewood, chipped and removed, or burned on site. The goal is to treat most cut stems, with herbicide that is appropriate for the species and setting, following label instructions. All cut stems should be cut within 1-3 inches of the ground for safety. Areas of dense shrubs and small trees may be ground up with a forestry mower, without application of herbicide, instead of being hand cleared. After initial clearing, a combination of mowing and burning may be used to control the woody growth until the native vegetation recovers to the point that fire alone will maintain the system. Some follow up of selective herbicide application may be needed as well.

Sweet clovers (yellow and white): The key to controlling these obligate biennials is preventing them from setting seed in their second year. They may be controlled by hand pulling or cutting. Plants should be pulled or cut below the lowest side branch as sweet clover flowers begin to appear (mid-June to early July for yellow sweet clover and early to late July for white sweet clover). Cutting should be reserved for large dense patches. Plants pulled or cut after late July should be removed and composted. Fire often stimulates germination of dormant sweet clover seed, resulting in dense patches of first-year (non-flowering) plants. Locating these patches during the growing season after a burn helps in assessing how much work will be needed the following year. Burning or flame-weeding second-year plants as they begin to flower is also effective. If the fire is capable of carrying through the sweet clover patch at this time of year it will kill the plants.

Prescribed burns: Areas of native vegetation have been divided into burn units. No more than 1/2 of the total remnant prairie sod should be burned in any given year with patches of non-burned refugia for invertebrate distribution being retained. The optimum average-fire-return interval for healthy dry-mesic prairie or savanna is typically 3 to 5 years. Highly degraded areas, more mesic locations, or remnant savannas with relatively closed overstories and dense mid-stories will likely require more frequent burning, possibly even many years of annual burning. As adjacent planted prairie matures and begins hosting prairie restricted insects, it should be treated as remnant sod. In general, it is probably best for south and west facing slopes to be burned in early spring (mid-March to early April) or late fall. Only temporary mowed, raked, or burned breaks should be placed across the higher quality remnant sod. Permanent breaks, capable of vehicle traffic, will be maintained only on agricultural sods that will eventually be planted to native vegetation.

INVENTORY/MONITORING: Cover what species should be monitored and how, and what inventories should be done. Be realistic. These actions will be undertaken as time and resources permit.

- 1) Take documentation photos before management work begins and periodically thereafter.
- 2) Compile plant species lists for each of the delineated management units. Survey visits should be spread out over the growing season and repeated over several years.
- 3) Annually search for aggressive non-native plants, both those currently known to be present and those that may yet arrive, such as leafy spurge and crown vetch.
- 4) Map and count populations all rare and list species each year.
- 5) Conduct periodic breeding bird surveys.
- 6) Conduct invertebrate surveys.

FACILITIES: Described existing and proposed facilities such as fences, posting, trails, kiosks, signs, parking A visitor parking lot capable of holding 5 cars is available at the end of Round River Road at the turn around. The Property perimeter will be marked with TPE boundary signs.

USE: Cover allowed and prohibited uses; open to the public? open to field trips? seed collecting? The Property will be open to the public. Access will be limited to foot travel only. Uses will be limited to low impact activities.

1) Permitted (Change and modify as relevant to the project)

- Hiking.
- Wildlife viewing/appreciation.
- Nature study/photography.
- Research, but by permit only (see below).
- Hunting of white-tailed deer and turkey. Property Manager may use permit or reservation system to manage the hunting program (see below).
- Seed/nut/fruit collecting for use in off-site conservation projects will be limited and tightly regulated.

2) Prohibited (Change and modify as relevant to the project)

- Vehicles (including bicycles), except to carry out approved management activities and to remove harvested deer.
- Camping or picnic fires.
- Pets.
- Horseback riding.
- Collection of flowers, plants, rocks, or any other part of the natural landscape (except seeds as noted under permitted uses).
- Trapping (except as a management tool when necessary).

Additional restrictions may be imposed by The Prairie Enthusiasts to preserve the natural values associated with the Property.

Hunting will likely be tightly regulated so as to enhance the hunting experience and to minimize conflicts among users. Permits may be issued following a plan approved by The Prairie Enthusiasts in conjunction with the Wisconsin DNR Department's Wildlife Management program.

The Property may be used by the public for research with the written consent of The Prairie Enthusiasts and the State Natural Area Program. Researchers shall possess a valid research permit issued by The Prairie Enthusiasts while on the property.

With the approval of The Prairie Enthusiasts, the Property Manager may authorize additional public use of the premises provided that such uses are not inconsistent with this land management plan, or written restrictions by The Prairie Enthusiasts and the State Natural Area Program.

III. MANAGEMENT RECORDS: Specify that all management activities should have records kept as to what was done, when, and where. Marking the location of activities on a base map of the site is important. Specify who will be responsible for keeping the records and that all activities should be reported to that person. Appointing a site steward who would keep the records along with other duties will be desirable in most cases.

IV. APPROVALS:

THE PRAIRIE ENTHUSIASTS

LANDOWNER

By: _____
(name)

By: _____
(name)

Signed: _____

Signed: _____

Date: _____

Date: _____

V. ATTACHMENTS: List or include all attachments to the plan, including the following:

- County or Plat map (w/ site delineated)
- Aerial, Topographic & Soils maps
- Cover map (show cover types, streams, springs, outcroppings, access lanes, parking, etc.)
- Map of pre-settlement vegetation
- Map of management units (if available)
- Lists of species present (plants, birds, insects, etc.)
- Table of listed species (endangered, threatened, special concern, and species of greatest conservation need, along with state/federal/global status level or ranking)
- List of plant species acceptable for re-introductions to the site (if applicable)

The Prairie Enthusiasts Land Management Worksheet

TPE Land Management Costs Planning								
Site:								
Date:	Costs							
Expenditures	Annual*	Routine Periodic**					Onetime (Capital)***	
		2-year	3-year	4-year	5-year	10-year	Set aside from annual income	Grants & donations
Improvements								
Removal of hazards								
Buildings								
Fences & gates								
Parking								
Access lanes/roads								
Boundary posting								
Trails, boardwalks, bridges								
Kiosks & information signs								
Well								
Cleaning & maintenance supplies								
Utilites								
Electricity								
Port-a-potty								
Property Taxes								
Liability Insurance								
Land restoration & management								
Large equipment								
Small equipment								
Hand tools								
Fuel & oil								
Herbicide								
Misc. supplies								
Seed								
Seed collecting & cleaning supplies								
Interns								
Staff								
Contract services								
Volunteer management staff								
Volunteers								
Burns								
< 10 acres (acres X \$/ac)								
10-40 acres (acres X \$/ac)								
> 40 acres (acres X \$/ac)								
Monitoring								
* includes annual maintenace								
** expenses that arise every 2-10 years (amortized annually over expected return interval)								
*** funded by specific grants & donations, or funds set aside, out of annual income, for capital improvement projects								

Expenditures	cost/hr:	Labor Hours														
		\$0	\$12	\$20	Volunteers	Staff	Tractor w/mower	Truck	Trailer - vehicle	Lawn mower	Brush mower	Chain-saw	Boom sprayer	ATV	Backpack sprayer	Contract services
Improvements																
Removal of hazards																
Building construction/repair																
Fences & gates																
Parking																
Access lanes/roads																
Boundary posting																
Trails, boardwalks, bridges																
Kiosks & information signs																
Well																
Building cleaning & maintenance																
Land restoration & management																
Invasive plant control - hand																
Invasive plant control - spraying																
Invasive plant control - mowing																
Brush/tree removal - hand																
Brush/tree removal -spraying																
Brush/tree removal - mowing																
Seed collecting																
Seed process & planting																
Planning																
Site inspection																
Burns																
Seed orchard establishment & maintenance																

TPE Land Management General Ledger Codes

Ordinary Income/Expense	Jan - Jun 18	Budget
Income		
400 - CONTRIBUTIONS-INDIVIDUALS		
401 - Memberships	1,260.00	5,000.00
405 - Annual Appeal & Unrestricted	6,725.00	10,000.00
408 - Land Management	5,897.00	8,100.00
410 - Education	145.00	
415 - In Kind Donations	2,901.00	
Total 400 - CONTRIBUTIONS-INDIVIDUALS	16,928.00	23,100.00
440 - GRANTS		
445 - Government Grants	0.00	2,000.00
450 - Foundation Grants	17,000.00	30,000.00
Total 440 - GRANTS	17,000.00	32,000.00
460 - CONTRACTS		
461 - USDA Cost Share	158.00	35,530.00
463 - Rents & other land income	390.00	26,890.00
465 - Fee for Service	21,430.00	
Total 460 - CONTRACTS	21,978.00	62,420.00
470 - RELEASE FROM RESTRICTION		
475 - Rel fr Restrict - Contributions	39,492.35	43,100.00
477 - Rel fr Restrict -Nontrust Endow	0.00	4,600.00
Total 470 - RELEASE FROM RESTRICTION	39,492.35	47,700.00
480 - EVENTS, SALES & RENTS		
481 - Events	550.00	500.00
482 - TPE annual conference	579.00	250.00
483 - Sales of goods	1,008.25	1,500.00
Total 480 - EVENTS, SALES & RENTS	2,137.25	2,250.00
490 - ADMIN FEES & OTHER INCOME		
499 - Other income	69.43	
Total 490 - ADMIN FEES & OTHER INCOME	69.43	
Total Income	97,605.03	167,470.00
Gross Profit	97,605.03	167,470.00
Expense		
509 - PERSONNEL		
511 - Land Mngmnt Wages	43,838.54	76,500.00
512 - Employment Taxes	4,089.23	9,084.00
516 - Workers Comp Ins	5,541.39	8,162.00
Total 509 - PERSONNEL	53,469.16	93,746.00
519 - FEES & SERVICES		
530 - Contract Services	0.00	3,000.00
540 - Dues, Licenses & Fees	158.00	300.00
550 - Insurance	929.49	1,402.00
Total 519 - FEES & SERVICES	1,087.49	4,702.00
559 - MEETINGS & PROGRAMS		
561 - Education programs for others	0.00	8,000.00
Total 559 - MEETINGS & PROGRAMS	0.00	8,000.00
580 - OPERATING EXPENSES		
590 - Printing	116.06	100.00
591 - Postage & shipping	93.36	50.00
592 - Office expense	0.00	100.00
594 - Cost of goods for sale	51.50	1,000.00
595 - Fundraising costs	0.00	50.00
Total 580 - OPERATING EXPENSES	260.92	1,300.00
800 - LAND MANAGEMENT		
805 - Contractors	13,557.50	35,500.00
810 - Supplies		
810a - Gasoline	194.53	
810b - Equipment fuel	649.24	
810c - Field supplies	196.36	
810d - Herbicides	1,762.86	
810e - Burn season supplies	228.37	
810f - Seed & seedling purchase	8,477.28	
810g - Safety supplies	14.75	
810i - Chainsaw supplies	157.21	
810k - Seed orchard supplies	128.00	
810z - Other LM supplies	749.15	13,135.00
810 - Supplies - Other	0.00	
Total 810 - Supplies	12,557.75	13,135.00
811 - Utilities	565.93	
820 - Equipment (<\$5,000)	4,085.21	1,200.00
821 - Improvements (<\$5,000)	853.12	10,200.00
830 - Equip Maint & Repairs		
830a - Vehicles & equipment	5,564.00	4,800.00
830b - Buildings & infrastructure	11.54	
Total 830 - Equip Maint & Repairs	5,575.54	4,800.00
840 - Property taxes	0.00	7,210.00
Total 800 - LAND MANAGEMENT	37,195.05	72,045.00
Total Expense	92,012.62	179,793.00
Net Ordinary Income	5,592.41	-12,323.00

TPE Other Income & Expense Example:

Other Income/Expense			
Other Income			
900 · RESTRICTED NET ASSETS - SOURCES			
910 · PERMANENT - SOURCES			
913 · Govt Grants-DNR		0.00	17,900.00
917 · Donated Land/Easement		0.00	14,500.00
Total 910 · PERMANENT - SOURCES		0.00	32,400.00
920 · TEMP Restricted - SOURCES			
926 · Individual Contributions		25,000.00	42,600.00
927 · Endowment distrib to chapter		0.00	4,600.00
928 · Restr distribution from Trust		754.92	500.00
Total 920 · TEMP Restricted - SOURCES		25,754.92	47,700.00
Total 900 · RESTRICTED NET ASSETS - SOURCES		25,754.92	80,100.00
Total Other Income		25,754.92	80,100.00
Other Expense			
949 · RESTRICTED NET ASSETS - USES			
960 · TEMP Restricted - USES			
961 · Personnel and Payroll Costs		38,339.11	47,200.00
962 · Contracted Services		0.00	500.00
969 · Other Uses of Temp Funds		1,153.24	
Total 960 · TEMP Restricted - USES		39,492.35	47,700.00
Total 949 · RESTRICTED NET ASSETS - USES		39,492.35	47,700.00
Total Other Expense		39,492.35	47,700.00
Net Other Income		-13,737.43	32,400.00
Net Income		-8,145.02	20,077.00

TPE Job Code Example:

	ERBE Erbe Grassland (ESC)	MV*Mounds View (ESC)	WDC*West Dane (ESC)
Ordinary Income/Expense			
Income			
400 · CONTRIBUTIONS-INDIVIDUALS			
408 · Land Management	0.00	1,158.00	0.00
Total 400 · CONTRIBUTIONS-INDIVIDUALS	0.00	1,158.00	0.00
460 · CONTRACTS			
461 · USDA Cost Share	0.00	4,200.00	0.00
463 · Rents & other land income	390.00	0.00	0.00
465 · Fee for Service	0.00	12,920.00	0.00
Total 460 · CONTRACTS	390.00	17,120.00	0.00
470 · RELEASE FROM RESTRICTION			
475 · Rel fr Restrict - Contributions	0.00	0.00	13,839.49
Total 470 · RELEASE FROM RESTRICTION	0.00	0.00	13,839.49
Total Income	390.00	18,278.00	13,839.49
Gross Profit	390.00	18,278.00	13,839.49
Expense			
509 · PERSONNEL			
511 · Land Mngmnt Wages	1,116.21	15,077.07	10,390.15
512 · Employment Taxes	193.37	2,365.33	1,459.78
Total 509 · PERSONNEL	1,309.58	17,442.40	11,849.93
519 · FEES & SERVICES			
540 · Dues, Licenses & Fees	0.00	178.50	0.00
550 · Insurance	173.27	2,430.79	1,067.06
Total 519 · FEES & SERVICES	173.27	2,609.29	1,067.06
800 · LAND MANAGEMENT			
805 · Contractors	1,738.00	12,474.50	0.00
810 · Supplies			
810a · Gasoline	0.00	194.53	0.00
810b · Equipment fuel	0.00	1,097.37	0.00
810c · Field supplies	0.00	96.29	0.00
810d · Herbicides	0.00	1,100.19	922.50
810e · Burn season supplies	0.00	156.09	0.00
810f · Seed & seedling purchase	0.00	5,873.20	0.00
810g · Safety supplies	0.00	0.00	0.00
810i · Chainsaw supplies	0.00	60.80	0.00
810k · Seed orchard supplies	0.00	166.00	0.00
810z · Other LM supplies	0.00	64.44	0.00
810 · Supplies - Other	0.00	353.61	0.00
Total 810 · Supplies	0.00	9,162.52	922.50
811 · Utilities	0.00	933.82	0.00
820 · Equipment (<\$5,000)	0.00	678.36	0.00
821 · Improvements (<\$5,000)	0.00	835.55	0.00
830 · Equip Maint & Repairs			
830a · Vehicles & equipment	0.00	6,104.87	0.00
830b · Buildings & infrastructure	0.00	41.32	0.00
830 · Equip Maint & Repairs - Other	0.00	14.23	0.00
Total 830 · Equip Maint & Repairs	0.00	6,160.42	0.00
Total 800 · LAND MANAGEMENT	1,738.00	30,245.17	922.50
Total Expense	3,220.85	50,296.86	13,839.49
Net Ordinary Income	-2,830.85	-32,018.86	0.00

TPE Job Code Other Income & Expense Example:

Other Income/Expense						
Other Income						
900 · RESTRICTED NET ASSETS - SOURCES						
920 · TEMP Restricted - SOURCES						
926 · Individual Contributions				0.00	0.00	20,000.00
928 · Restr distribution from Trust				0.00	0.00	0.00
Total 920 · TEMP Restricted - SOURCES				0.00	0.00	20,000.00
Total 900 · RESTRICTED NET ASSETS - SOURCES				0.00	0.00	20,000.00
Total Other Income				0.00	0.00	20,000.00
Other Expense						
949 · RESTRICTED NET ASSETS - USES						
960 · TEMP Restricted - USES						
961 · Personnel and Payroll Costs				0.00	0.00	12,916.99
969 · Other Uses of Temp Funds				0.00	0.00	922.50
Total 960 · TEMP Restricted - USES				0.00	0.00	13,839.49
Total 949 · RESTRICTED NET ASSETS - USES				0.00	0.00	13,839.49
Total Other Expense				0.00	0.00	13,839.49
Net Other Income				0.00	0.00	6,160.51
Net Income				-2,830.85	-32,018.86	6,160.51

The Prairie Enthusiasts Field Trip Leader Checklist

On-site pre-trip

- Check participants for suitable footwear/clothing, sun screen, and insect repellent as needed.

Pre-trip introduction

- Start the introduction 3-5 minutes after the scheduled start time.
- Introduce yourself and other leaders (if the group is small, attendees can introduce themselves).
- Announce hand-out materials (including TPE brochure).
- Explain that there will be a brief introduction, but plenty of time during the hike for questions.
- Give a brief introduction to prairies/savannas – what is a prairie; what is their value; what is TPE.
- Give a brief introduction to the site – community type; protection status; how it became protected.

Before beginning the hike (reorder these to best fit the trip)

- Ask for any quick questions.
- Ask if any hikers have medical issues of which you should be aware.
- Announce restroom facilities that might be available.
- State the approximate hike length (time and distance) and difficulty.
- Mention upcoming TPE trips/events.
- Encourage carpooling if traveling from meeting place to site.
- Take a head-count prior to starting the hike.

Begin hike

- Keep the group together as much as possible. If possible, have a co-leader stay at back of group.
- Set a good example by not trampling vegetation or disturbing wildlife.
- Stop periodically at various locations with something to point out.
- Focus on what is there, but also point out things that are there other times of the year.
- Make sure conversations are at suitable knowledge levels.
- Try to engage with each attendee at some point during the hike.

Conversation topics

- Flora ID
- Fauna ID
- Special traits of flora
- Role of fire and grazing in prairie plant communities
- Management techniques
- How prairies were lost
- Role of soil types in prairies

End hike

- End the trip on time.
- Take a head count to be sure all attendees are still with the group.
- Give a concise conclusion and review highlights.
- Ask for quick questions.
- Thank participants for coming!
- Stay around for additional conversation.