



## ONAPA PRESERVE MONITORING PROGRAM GUIDELINES

We are looking for volunteers to provide extra eyes and ears to help ONAPA alert preserve managers about basic problems that may be present in the preserves such as vandalism, invasive species, litter, broken boardwalks, trees down on trails or boardwalks, deteriorating signage, etc. Your report information will be shared with Division of Natural Areas & Preserves (DNAP) staff if necessary and will help us to identify potential ONAPA volunteer stewardship projects. ONAPA may conduct volunteer training sessions, providing information about preserves and the various invasive species that are threatening their ecological integrity to assist you with this effort. Below is a list of nature preserves which can use regular visits since the DNAP preserve managers do not visit these preserves regularly. However, you may visit any DNAP nature preserves you wish, but some need monitoring more than others.

### BEFORE YOUR VISIT:

1. Attend a volunteer training session with ONAPA folks. This may be as simple as joining ONAPA folks on a hike through a nature preserve to familiarize you with the important items to take note of and document in the report. Contact us about your interest through our website.
2. Register as an ONAPA volunteer by completing the ONAPA **Volunteer Information and Waiver of Liability Form**. Download, fill out the **DNAP Agreement of Volunteer Status Form** and mail to ONAPA, P.O. Box 415, Johnstown, OH 43031 or just bring the completed DNAP form with you to the training session. Links to both forms are at [www.onapa.org/volunteer-forms](http://www.onapa.org/volunteer-forms).
3. Determine which preserve(s) you wish to monitor. See the list below for preserves that are in need of regular monitoring. You can refer to the map of DNAP preserves in Ohio below if you wish to see preserve locations.
4. Download the Preserve Monitoring form to take along on your visit so that you can record items as you see them: [www.onapa.org/preserve-monitoring](http://www.onapa.org/preserve-monitoring).

### DURING YOUR VISIT:

1. Stay on the trails unless you see human disturbance off-trail that needs reporting. Since you are an ONAPA volunteer, you can go off-trail as needed. Be sure you know your way around the preserve so you do not get lost, especially in larger preserves.
2. Items to report include the condition of trails, boardwalks, and signs; trash along trails and in parking areas; adequate or damaged signage; suspected illegal activities; presence of invasive plants; and any other conditions you find that seem to be unusual or of concern.
3. Take photos as needed for submission.
4. If you see an item that requires immediate attention, please notify ONAPA as soon as possible and include this information in your report.

### AFTER YOUR VISIT:

1. Complete the paper form as a Word document and email it along with any photos to ONAPA through the website using the website's **CONTACT US** tab or directly to Jennifer Windus, Vice President, if you are a stewardship volunteer. If you have any questions as you complete the report, feel free to contact us before submitting the report. Thank you for your help! The information you submit will be very helpful in determining priorities for management of the nature preserve.