



Chapter Habitat Reporting Tips



When summarizing your chapter's habitat work for the year, please keep the following factors in mind. It may help your chapter receive additional credit for its habitat efforts.

Chapter Equipment:

With more and more chapters acquiring habitat equipment like no-till drills, tree planters, fabric weed barrier machines, sprayers, etc., remember to record every thing established with your chapter's equipment. Even if the equipment is available for use free of charge, the chapter should record every project established that year with any equipment purchased by the chapter.

Number of Projects Reported:

Please remember to report the total number of projects the chapter is responsible for, not the number of landowners you worked with. As an example: When an individual landowner plants 4 food plots that come to a total of 8 acres, the chapter should record this as 4 projects totaling 8 acres, not 1 project for 8 acres.

Maintenance Acres.....What Are They?:

Maintenance acres are those projects the chapter worked on during the year, but were not **established** that year. Several common examples are:

- Fencing existing cover.
- Controlled Burns
- Spraying a tree planted for weed control that was planted the year before.
- Paying a landowner to delay the haying or grazing of nesting cover until after July 15th.
- A nesting cover project that was established in earlier year, but is under a 5 year contract to restrict haying and grazing - you should record years 2 to 5 as maintenance acres.

Push Winter Cover/Food Plots using the Best Mixtures:

Chapter should use and promote the specially designed winter cover/food plot mixtures designed by PF & QF. These mixtures work for Nebraska and produce great habitat projects. Contact your local NRCS, NGPC and NRD office and let them know you have a special mixes available for landowners. This will also increase your visibility with the folks at those offices.

Acres Planted with Tree Projects:

When recording your tree planting projects for the year, if you don't know the number of acres of the project, assume about 300 trees per acre. As an example, if you planted 1,050 trees with landowner, that would be recorded as 3.5 acres of trees planted.

Push Better Seed Mixes at a Better Price:

Each year, PF puts several grass seed mixes out on a bid for grass seed and shipping to the landowner. The mixes listed in our brochure each year are designed to produce the best habitat projects possible.....and all at the best prices possible!

Since these grass seed mixes are approved for use in CRP contracts. You should make them available to anyone establishing a new CRP contract. This will save the landowner money and create new and better habitat projects for your chapter. Make sure landowners purchasing this seed are recorded as a project under your chapter's habitat efforts for the year.

Habitat Dollars Reported:

The total dollars your chapter has spent on habitat for the National Office based on your quarterly financial reports. This makes it essential that you work closely with the chapter treasurer to ensure that habitat, youth education, equipment purchases, etc. bills are being recorded correctly on the check and paid prior to June 30th.

If a habitat bill is paid and recorded under a different financial category, those dollars will not be listed as spent on habitat. In other words, some of your chapter's hard work and habitat efforts will have fallen through the cracks.

Project Agreement Forms - Use One on Everything:

Your chapter should use and turn in a Project Agreement Form on **everything** the chapter does; even if no funds were provided for the project. These forms are the best way you have of keeping track of all the projects you work on. These forms are available free of charge from your Regional or National Office.

As an example, a Project Agreement Form should be filled out any time someone uses chapter equipment to establish a project, when you hand out free bags of Nebraska Mix Seed, when landowners purchase grass seed through your chapter, etc.

Along these lines, don't worry too much about whether or not a landowner has signed the Project Agreement Form. The most important thing is to have one completed that accurately summarizes the project and submit it with your results for the year.

Record Everything You Did:

The last thought is that your chapter needs to be receiving credit for everything that is in the ground because of your efforts. Be sure to record all the habitat projects where:

- Free seed was provided.
- Habitat projects are in multiple year contracts.
- Projects were established using any PF purchased equipment.