

## Basic Guidelines

- **The minimum number of site visits per year should be 6.** Visits on most sites should take place between late May, and September. If you want to go out more, and if you want to extend your season earlier or later, that's OK, as long as there are 6 visits in that season.
- **Monitoring is ideally done on sunny days with low wind and temperatures of at least 70 degrees.** It can be difficult to get completely ideal conditions, but try to time your monitoring to coincide with at least relatively appropriate weather. Very warm (over 80 degrees), cloudy days can be good monitoring days also.
- **Start your monitoring no earlier than 10.00AM.** Be sure that you are done by 3.30PM. A typical monitoring route should take 1-2 hours to complete.
- **EXTREMELY IMPORTANT: Record your starting and ending time.** Observations are translated to individuals observed per hour of observation time. If you don't tell us when you started and stopped, we can't make this essential calculation.
- **The census route should cover all major habitats and management units within a site.** The site steward should be able to assist you with route setting. If this option is unavailable, the Dragonfly Monitoring Network can assist.
- **Walk the route at a constant pace; stopping only to identify and record Odonates seen within 6 meters (about 20 feet) of the census route.** This results in a corridor of 12 meters (about 40 feet). If you stop for a length of time in one spot, do not monitor while stopped, and record the time stopped in the comments section of your field form. Start monitoring once you resume walking.
- **The Illinois Odonate Survey protocol does not include collection of specimens.**
- **Identify species only as far as you can with certainty.** Many excellent reports include observations such as "2 unidentified Odonates in Transect A". Occasionally you will have to report things like "Emerald or Skimmer", if you don't get a good enough look at something. These less precise observations are still useful data. Never guess. If you don't know, record it as unidentified. - Only one person should monitor at a time. It is actually recommended to take someone else along with you, but only one person should spot the Odonates for consistency. - Please submit data promptly at the end of the season. We will send a reminder when it's time to send your data in.
- Record data on the approved data sheet and report data at [pollardbase.org](http://pollardbase.org)**
- Please be sure that you complete any landowner requirements for your monitoring site.** For example, most park and forest preserve districts require completion of volunteer applications.