

THE PREPARATION OF SCHEDULES AND REPORTS

By Albert E. Conway

Following is a reprint from Ebba News (Vol. 18, No. 6, 1955) of an article by the then editor, Albert E. Conway. In the absence of a current Banding Manual, it is felt that these instructions will be of particular value to EBBA's newer members.

Figures 1 and 2 on the following pages illustrate portions of a banding schedule and a station return report form, respectively. On the return report form should be recorded the recapture of a bird banded by yourself after an interval of 90 days since banding or the last recapture. In the case of birds captured at irregular intervals through the year at the station, such as the resident Downy Woodpeckers, only one return per year would be recorded.

Foreign recaptures, i.e., of birds banded by another bander, as well as records of any banded bird found dead at the station, should be reported on Form 3-1807, "Report of Recovery of Bird Band".

Symbols for Age and Sex

- A - Adult, birds not determined to be young of the year
- N - Nestling, only birds banded in or at the nest
- M - Male
- F - Female
- I - Immature, applied to birds identifiable as of the current season and not associated with a definite nesting area
- Loc - young birds hatched in the current season but which can be associated with a particular nest or nesting area, in the immediate vicinity of which the birds are banded. If there is any doubt whether birds of the year are so associated with a given locality, they should be designated 'I' instead.

Note: Even in species which do not reach adult plumage for two or three years, 'I' should not be used unless the bird is less than one year old; for birds that are one or more years old, use 'A'. If the exact age is known, use 'A-1' or 'A-2', etc.

Report on Banding Returns: 99 in 'How Obtained' column indicates that the bird was retrapped.

Banding Schedule: Numerals following the substation location indicate the exact coordinates (latitude and longitude) of the place of banding. These can be obtained from U.S. Geological Survey topographic maps. If in doubt, ask the Banding Office for your coordinates. The same coordinates appear on form 3-137B.

| | | | | | | | | | |
|--|--|--|--|--|--|-----|-----|--|--|
| 581 <small>AOU NO.</small> Song Sparrow <small>COMMON NAME</small> Melospiza melodia <small>SCIENTIFIC NAME</small> Number of new banded birds on this sheet: 140 | UNITED STATES DEPARTMENT OF THE INTERIOR FISH AND WILDLIFE SERVICE PATUXENT RESEARCH REFUGE LAUREL, MD. Received: | Albert E. Conway 5383 <small>COOPERATOR OR UNIT U. S. PERMIT NO.</small> Route 4 <small>STREET ADDRESS OR NAME OF UNIT LEADER</small> Easton Penna. <small>CITY STATE OR PROVINCE</small> | | | | | | | |
| STATION LOCATIONS (town, county, state), operator, type of trap, bait, remarks, etc. (A) Easton, Northampton County, Penna. (4040-7512) (B) Raubsville, Northampton County, Penna. (4037-7513) (C) | | | | | | | | | |
| BAND NO. <small>(Series-number)</small> | AGE | SEX | DATE BANDED <small>(Month, day, year)</small> | SUBSTATION <small>(Locality, remarks, brood data)</small> | BAND NO. <small>(Series-number)</small> | AGE | SEX | DATE BANDED <small>(Month, day, year)</small> | SUBSTATION <small>(Locality, remarks, brood data)</small> |
| 45-57128 | A | | 5-6-1952 | (A) | 45-57197 | I | | 8-14-1955 | (A) |
| 129 | A | | " | | 198 | I | | " | |
| 130 | A | F | 6-12-1952 | | 199 | I | | " | |
| 131 | N | | " | (B) | 200 | A | | " | |
| 132 | N | | " | (A) | 51-44501 | A | | 5-2-1952 | (B) |
| 133 | N | | " | | 502 | A | | " | |

Left: SAMPLE BANDING SCHEDULE

1. Note that the scientific name is given as a binomial rather than a trinomial; use subspecific name only if bird is actually identified subspecifically.
2. 140 is maximum number of birds which can be recorded individual when single spaced typing is used. However, if one bands a large number of, say, Chimney Swifts, under identical conditions, one can save space and time thusly:
 47-55001 A 9-18-1955 (A)
 to 764
3. The numbers in parentheses following substitution locations are geographic coordinates used in coding the exact location. (See text, page 82)
4. Don't forget to indicate place of banding by appropriate letter in substitution column since it may not be the same as permanent mailing address shown in upper right box.

Right: SAMPLE RETURN REPORT

1. Be sure to check A.O.U. numbers since they are the only means of designating the species on this form.
2. '99' under 'How Obtained' means trapped
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NOTE

A. O. U. numbers are given in the list of recommended band sizes which every bander receives from the Banding Office. Reference can also be made to the A.O.U. Check-list.

| | | | | | | | | | | | | | |
|---------------------------|-----|--------|--------|----------|---|---------------|-----|------|-------|--|--------------|-------------------|--|
| REPORT ON BANDING RETURNS | | | | | | | | | | | | | |
| Permit No. | | | | | Cooperator | | | | | | | | |
| 7120 | | | | | June R. Conway | | | | | | | | |
| | | | | | WHERE BANDED | | | | | | | | |
| | | Flyway | State | Latitude | Longitude | | | | | | | | |
| | | Atl. | Penna. | 4040 | 7512 | | | | | | | | |
| Band No. | AOU | Status | Age | Sex | Date Banded <small>(Mo. Day Yr.)</small> | Where Retaken | | | | Date Retaken <small>(Mo. Day Yr.)</small> | How Obtained | No. Prev. Returns | |
| | | | | | | Fly. | St. | Lat. | Long. | | | | |
| 22-158940 | 394 | | A | F | Dec 19 1953 | Atl. | Pa. | 4040 | 7512 | Nov 8 1954 | 99 | 0 | |
| 45-57148 | 581 | | I | | Jul 24 1952 | " | " | " | " | May 7 1954 | 99 | 1 | |