



FRESH EYES FIELD SURVEY

Thank you for participating in our survey! The data you gather will help The Trustees understand what visitors experience at a sample group of reservations statewide. This is one of several ways we are assembling information in order to allocate our resources (time, money, equipment) most effectively.

Please give us your candid answers about what you observe when you visit a reservation. **We ask only that you visit reservations that you have never seen before so that you approach each one with “fresh eyes.”** Staff who work at a given property and visitors who know it well have an important role to play too – but for this survey, fresh eyes are key.

INSTRUCTIONS

1. We welcome you to survey more than one property. Often several properties are within an easy drive. We estimate that you'll need at least 40 minutes at each property to answer the survey questions, but we encourage you to take the time to enjoy each property in a way that suits you.
2. You can do the survey with fellow Trustees, family, friends, or solo. If you survey a property with a group, just submit one survey per property.
3. Prepare for visiting the reservation as you normally would to visit an unfamiliar property, e.g., see the printed Property Guide for directions and other information, look it up on The Trustees' website (www.thetrustees.org), etc.
4. Print out and complete a separate survey for each property you plan to visit.

Note: For your convenience the survey is two pages with space for brief answers. However, we welcome you to provide us with more extended observations and suggestions if you wish, either on the survey topics or others arising from your visit. Just use the back of the survey or add a page.

5. Take along a **digital camera** in case you want to show us something you see (this is not required).
6. Track the time you give The Trustees to do the survey, including travel. If you wish, also record your mileage so we can provide you with an acknowledgment of mileage for tax purposes. We appreciate your contributions as a volunteer!
7. **Where to send your completed survey(s):** Send your results in one of these ways to Rose Keogh:
 - a. Fax them, to Rose's attention, to: **781-784-4796**.
 - b. Mail them to: **Rose Keogh**
The Trustees of Reservations
Moose Hill Farm
396 Moose Hill Street
Sharon, MA 02067
 - c. Transfer your field notes into the blanks (MS Word) and email it to Rose at rkeogh@ttor.org. Rose will confirm receipt of all data – if you do NOT receive a confirmation, please check with her to be sure it came through: rkeogh@ttor.org or 781-784-0567 x 7515.

NOTE: The first few questions need your attention BEFORE YOU ARRIVE at the property – please keep this in mind!

SUMMARY INFO

Name of property surveyed: _____

Date and time of your visit: date _____ time _____

Who can we contact about this survey? _____

Email: _____ Phone: _____

Names of others participating in the survey: _____

The hours that volunteers give to The Trustees are valuable to us, since they're a special indication of commitment to the work we do. For this project we will track them according to the "home base" of the volunteer – either your region or a committee through which you heard about the survey opportunity. Please tell us where you'd like your hours credited (please select one):

By geography: Western (including Berkshires, Pioneer Valley, central Mass.)

Greater Boston (including North Shore)

Southeast (including Islands)

By committee: Which one? _____

Time spent at the property: How many hours did you/your group spend at this property while doing the survey? (e.g., 3 surveyors plus 2 children spend 2 hours together at property = 2 hours at property.) _____

Time spent to do this survey: How many hours total did your group spend in order to do the survey, including drive time? (E.g., 3 surveyors spend 2 hours taking the survey, plus drive 2 hours roundtrip to visit it: 3 surveyors x 4 hours/person = 12 volunteer hours.) If you do more than one property on one trip, put your total drive time on one form. _____

For tax reporting purposes: Would you like us to send you a letter for tax purposes confirming the mileage you drove for this project? Yes No thanks

If so, how many miles did you travel in order to complete your survey work? _____

(Note: If you do multiple surveys, put all of your mileage for a given day on one survey.)

Please provide your mailing address: _____

Would you like us to contact you about the results of this survey statewide? Yes No thanks

If so, how may we contact you? _____

Thank you again for your service as a Trustee!

Property Name: _____ Contact Name: _____ Ph. # or email: _____

8. Trails are clearly marked.

STRONG ADEQUATE POOR photo taken? more notes on back?

DESCRIBE what is needed:

9. Signs are in good condition and have the current Trustees logo. (See bottom of this page for logos.)

STRONG ADEQUATE POOR photo taken? more notes on back?

DESCRIBE what is needed:

10. Overall, trails are in good condition. E.g., no chronic / system-wide issues like erosion, compaction (roots exposed, tree health compromised), blowdowns (trees/branches obstructing trail), overgrown vegetation.

STRONG ADEQUATE POOR photo taken? more notes on back?

DESCRIBE what is needed:

11. Safety: there are no imminent or apparent safety hazards that could endanger our visitors, and it appears that reasonable steps have been taken to keep visitors safe. E.g., no dangerous overhanging limbs, no structures in poor repair, no "attractive hazards" like an old well that's not covered.

STRONG ADEQUATE POOR photo taken? more notes on back?

DESCRIBE what is needed:

12. The property and its facilities are clean. (E.g., no persistent illegal dumping/litter, no overflowing bins)

STRONG ADEQUATE POOR N/A photo taken? more notes on back?

DESCRIBE what is needed:

13. Where present, facilities (e.g. visitor center, restrooms) are welcoming, structurally sound, operational.

STRONG ADEQUATE POOR N/A photo taken? more notes on back?

DESCRIBE what is needed:

14. Where applicable, staff are neat, clean, in uniform, and providing friendly customer service. (Examples: No Red Sox caps or other non-Trustees logos; staff are well-informed and helpful.)

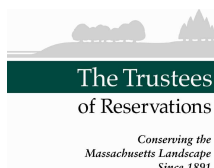
STRONG ADEQUATE POOR N/A photo taken? more notes on back?

DESCRIBE what is needed:

*** Trustees Logo Examples (current and outdated)**



CORRECT



OUTDATED



OUTDATED