WCBC Recorder Guidelines

Field trip recorders are requested to prepare a two-part report which is to be submitted to the master recorder as soon as possible after the field trip. Data from these reports will be compiled and summarized by the scheduler and master recorder to be used for future field trips and program planning.

Part I of the Report: Trip Report

Complete the Trip Report form.

Part II of the Report: Plant Check List

Use the following codes to describe plants that are identified:

- **X** - Blooming
- **C** - Coming. In bud, but no blossoms
- **XC** - Some blooms, mostly coming. Predominantly in bud with a few blossoms
- **XG** - Some blooms, mostly going. A few blossoms but predominantly gone by
- **G** - Going. Gone by, blossoms faded
- **L** - Leaves only, no buds, blossoms, seeds, or fruit
- **F/S** - In fruit or seed
- **A** - All codes may be preceded by an **A** to indicate that the plant was abundant. Thus, **AC** would indicate that the plant was abundant and in bud.
- **+** - Plant identified but no other code applies. Usually used for ferns or trees
- **SP** - Spores present; used for ferns
- **V** - Species of note due to rarity, exceptional displays, unseasonable blooming, etc. Explain in your narrative in Part I.

If you encounter a plant that is not on the check list, simply add it on a blank line or on a separate sheet of paper, listed in alphabetical order.

Use your best judgment as to which symbol applies and add any special explanations to the narrative portions of your report.

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