

RECORDING INSTRUCTIONS

The Casual Record Sheet is for general recording of butterflies at a variety of sites. Use one column to record sightings from each site on each separate day. An example of a completed column entry is shown alongside. Please enter information on this sheet as follows:

Name: Enter your name
Address/Tel: along with your address and telephone number

Year: Enter the year during which the records are made. Please use separate sheets for records from different years.

Site Information: Record information about the site or locality:

OS Map Reference: Write the Ordnance Survey map reference of the site in the left hand space. This should preferably be 6-figure (i.e. 100m accuracy e.g. SP609104) for where the butterflies were seen or at least 4-figure (i.e. 1km square, e.g. SU4796) for the locality. If the site is large, divide it into sub-sites and record each 1km square separately.

Site name / Locality: Give the site name or a name, such as a feature named on the map, to identify the locality being recorded, in the right-hand space.

Habitat type(s): Enter the code(s) from the list of habitat types below that apply to the site/locality where the butterflies were actually seen.

Day / Month: Give the day and month of the record (as numbers).

Species recorded: Please record all butterfly species seen at the site, marking the numbers seen on that date using either the actual number or the following codes:

Numbers seen: **A:** 1 **B:** 2-9 **C:** 10-29 **D:** 30-99 **E:** 100 or more

Please record also any eggs, larvae, pupae or mating seen, using codes:
O (eggs), **L** (larvae), **P** (pupae) and **M** (mating), respectively.

Use the **Notes** box below to add further notes on any of the records. Thanks for your help!

Habitat codes:

- | | |
|--|--|
| 1 Sea-shore / cliffs / salt marsh / dunes etc | 54 Marshes / fens |
| 2 Freshwater edges (lakes / rivers / canals) | 6 Rocky inland habitats / screes etc |
| 31 Heath / scrub | 81 Fertilized / improved / reseeded grassland |
| 34 Calcareous grassland | 82 Crops |
| 35 Acid grassland | 83 Orchards / plantations / commercial forestry |
| 38 Meadow (unimproved) | 84 Tree lines / hedges / small woods |
| 41 Broad-leaved deciduous woodland | 85 Parks / gardens / churchyards |
| 42 Native coniferous woodland | 86 Urban / industrial areas |
| 43 Mixed woodland | 87 Fallow / waste / disturbed land |
| 51 Raised / lowland bog | 89 Quarries / pits |
| 52 Blanket / upland bog | 90 Road / rail verges, cuttings etc |

Notes:

IMPORTANT: By submitting information on this form I agree that it may be collated and disseminated manually or electronically, including via the Internet, for conservation, environmental decision-making, education, research and other public benefit uses in accordance with Butterfly Conservation's data access policy. Names and contact details of data suppliers will be used for administration and verification purposes only. Your contact details will not be passed to other parties without the consent of the data supplier, whilst your name will form part of the record that is collated and disseminated in accordance with Butterfly Conservation's privacy policy. Policies can be found at www.butterfly-conservation.org

Many thanks for
 your records!
 Please return
 completed forms to:

...or to Butterfly Conservation, Manor Yard, East Lulworth, Wareham,
 Dorset BH20 5QP

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