

# Birdathon Checklist

## Before your Birdathon

### Register

Gather some friends, form a team then register. Please register online at [www.loudounwildlife.org](http://www.loudounwildlife.org), or call us at 540-554-2542. Registering allows Loudoun Wildlife Conservancy to plan for thank you gifts and prizes and list your team on the online pledge form.

### Pick a date and location

The Birdathon is set for September 19 – October 18. In selecting a day, note that prize eligibility is based on contributions turned in to Loudoun Wildlife Conservancy by June 15, to allow time to collect donations from your sponsors.

There are many ways to do a Birdathon count. You can join expert birders on one of our organized bird walks, go with friends, count birds in your back yard... it's up to you. If you would like to do your count while on one of our walks, sign up via our website.

### Gather pledges

Ask your friends, family, neighbors, and colleagues to sponsor your Birdathon. Materials on our website include a sponsor pledge sheet to log your sponsors' pledges. If your sponsors pledge a flat amount, they can pay online or you can collect that money ahead of time. Otherwise, they can pay you or online after your Birdathon count day.

## Preparing for and doing your Birdathon

Print copies of the bird list. Gather up binoculars, water, snacks and your bird id guide. Plan the locations that you want to visit during your 48 hour period. You may even want to plan a route to get a diversity of species. Have fun!

## After your Birdathon

### Collect contributions from your sponsors

Collect checks (payable to "Loudoun Wildlife Conservancy") or ask your sponsors to pay online. Also collect matching gift forms if a sponsor indicates that their employer matches their contribution. This is a great time to tell them a little about your Birdathon experiences; where you went, how many birds you counted, exciting events, etc.

### Turn in contributions and forms to Loudoun Wildlife Conservancy by November 15

After you have collected contributions, turn them in to Loudoun Wildlife Conservancy along with your Team Report, Sponsor Pledge Sheets, and Species Checklist by November 15. Eligibility for prizes is based on total payment received by Loudoun Wildlife Conservancy by November 15 so that we can order prizes and thank you gifts. Please submit your contributions, by mail, to: Loudoun Wildlife Conservancy, Bird Survey Coordinator, PO Box 1892, Leesburg, VA 20177. *Please do not send cash; write a check for the collected cash amount. Please indicate on the check the donors' names covered by the check.*

### Pick up incentives or prizes (if applicable)

After we've received the contributions and tallied the results we'll hand out the prizes and thank you gifts.

### Thank your sponsors for their pledge payment

Let your sponsors know how you did on the day of the count. A note, an email or a phone call is often appreciated.

**Thank you very much for your support in this important fundraising effort. If you have any questions, please email Loudoun Wildlife Conservancy at [contact@loudounwildlife.org](mailto:contact@loudounwildlife.org).**