

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*

*DATA PROTECTION INFORMATION: We will use the personal details you provide on this recording form only in order to contact you about your records. We will retain the form and your details in case we need more information about particularly important records. As is standard practice with biological records, your name (but not your address or phone number) will be entered with the butterfly records into our local and national databases and may be passed on, in copies or extracts of such databases, to third parties as identified in our privacy policy. If you object to your personal details being used, please tick the relevant box on the front of the form. For more information, please consult Butterfly Conservation's privacy policy, which is available on our web site or from our head office.

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 |

SP617 111		Shabbington
43		
14	7	
A		
B		
A		
B		
C, O		
L		

Notes

Please return completed forms to:

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