



How to Conduct a Backyard Habitat Certification Determination Visit - 2018

Background: Steps to Certification

1. Participant signs up and receives a Site Assessment and follow-up Site Report from BHCP Staff Technician (one-time \$35 fee)
2. Participant follows the plan provided by the BHCP Tech at their own pace
3. When they are ready to get certified, they notify Backyard staff
4. Program staff organize a volunteer (you!) to verify the property meets certification criteria and to collect basic data about the site.

How to Schedule a Certification Determination Visit

- Staff will put you directly in touch with the property owner via an “intro email” – including the original Site Report.
- For background, read the Site Visit Report **before** contacting the property owner.
- Please contact the participant by email and/or phone **within 2 days** of the intro email. Offer potential dates/times for the visit. Ask for their availability.
- If the participant does not respond within a few days, try another communication method.

What You Should Bring

- Property owner’s contact info (on Site Visit Report)
- BHCP Volunteer badge
- Camera or phone with camera
- Certification Criteria Sheet – for your reference
- Certification Determination Form – partially filled out
- Certified Backyard Habitat sign

How to Conduct the Certification Determination Visit

1. Introduce yourself as a volunteer with the Backyard Habitat Program
2. Tour the yard with the property owner. Use the form as a tool to guide you:
 - Keep an eye out for and indicate any invasive species.
 - Make your best estimation of square footage of **naturescaped areas** Ask about and record the number of trees and shrubs planted
 - Indicate canopy layers, wildlife stewardship items and stormwater items
3. If the property meets the criteria, present the participant with their new sign!
4. Take a great pic (or several) for promotional purposes. Be sure its clear (upload the full size version). All program participants already signed a photo waiver.
5. After the visit, enter data and upload the photo online:

<https://backyardhabitats.wufoo.com/forms/certification-determination-form/>