# North Somerset Bat Survey Detector Hosting Centres- What to do



### Start of survey season

Survey staff will drop off:

- Bat detector kits
- Spare SD cards in small box
- Signing in/out sheets

#### After detector kit has been booked

- You will receive an email containing information on who has booked it and for when.
- Based on the instructions you have provided the volunteer may be in contact to arrange the collection.
  - You will also receive a reminder email a couple of days before the collection day.

### Kit collection

- Before the kit is collected, double check all the equipment is in the box.
- Ask for volunteer's name and check it with your booking confirmation email.
  - Give volunteer any box (kit number doesn't matter)
- Staff and volunteer to complete the signing sheet (make sure all sections are completed)

# Volunteer not turned up?

Contact details for volunteers will be provided in the booking confirmation email, please call them to collect the kit on the agreed date.

If you are unable to contact them, email northsomersetbats@bath.ac.uk to let us know.

#### Kit return

- Check all equipment has been returned **before** the volunteer leaves.
- Staff and volunteer to complete the signing sheet. (Please keep all signing sheets)

### Equipment missing, broken/faulty (including posted SD cards)?

Email <u>northsomersetbats@bath.ac.uk</u> and let us know what the problem is. We will arrange an equipment replacement. In the meantime, please provide volunteers with the other available kits.

Volunteers who are unable to upload their recordings themselves have been asked to post us their SD card at home. If the SD card is missing, check with the volunteer if this is why. If it is, replace the card with another one from the small spares box. Make a note of the new SD card number and which kit it is in and email us this information.

## End of survey season

Survey staff will collect:

- All bat detector kits
- Completed signing in/out sheets

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Volunteer name	Volunteer Contact #	Quantity of kits collected	Kit number (s)	SD card number (s)	Date of collection	Volunteer Signature	Staff name (collection)	Date of return	Volunteer Signature	SD card number (s)	Staff name (return)
Joe Bloggs	07111111111	X1	Kit #5	5,205	22/08/2023	J. Bloggs	Jane Doe	29/08/2023	J. Bloggs	5, 205	Jane Doe

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Volunteer Contact #	Quantity of kits collected	Kit number (s)	SD card number (s)	Date of collection	Signature	Staff name (collection)	Date of return	Signature	SD card number (s)	Staff name (return)
	Volunteer	Volunteer Quantity of Contact # kits	Volunteer Quantity of Kit Contact # kits number	Volunteer Quantity of Kit SD card Contact # kits number number	VolunteerQuantity of kitsKitSD card numberDate of collection	VolunteerQuantity of kitsKitSD card numberDate of collectionSignature	VolunteerQuantity of kitsKitSD card numberDate of collectionSignatureStaff name (collection)	VolunteerQuantity of kitsKitSD card numberDate of numberSignatureStaff name (collection)Date of (collection)	Contact # kits number number collection (collection) return	VolunteerQuantity of kitsKitSD card numberDate of collectionSignatureStaff name 