

First fill in details of the site on the "Site Info" sheet (some of this data will be transferred automatically to the "Records" sheet).

Then fill in a column for each visit to the site on the "Records" sheet.

If you see a key species of butterfly (see below) we really would like the 6 fig grid reference of the sighting.

Please use a separate column for this sighting and click on the cell in the row at the foot of the table marked 'Actual grid ref'. Enter the exact 6 fig grid ref here.

The 6 fig grid ref for the site will be used for all the other records.

If the site is small ie less than 200m x 200m, you do not need to put in an exact grid reference as the site grid ref will be accurate enough.

If your site is large please record different areas separately and enter records in separate columns with the grid ref adjusted accordingly. (NB This is optional)

You can enter actual grid refs for as many columns as you like.

If you need extra columns, please continue in another spreadsheet and add (1), (2) etc to the site name.

Note: Many of the cells in both sheets are "Locked" to prevent inadvertent overwriting.

Please do not change the layout of the site info or records sheet as the macro used to transpose the records into the format required for the database will only work if the format is unchanged.

Butterfly Key Species (marked with * on recording sheet)

Dingy Skipper
Grizzled Skipper
Wood White
Green Hairstreak
Brown Hairstreak
White-letter Hairstreak
Small Blue
Brown Argus
Chalkhill Blue
Adonis Blue
Large Blue
Duke of Burgundy
White Admiral
Small Pearl-bordered Fritillary
Pearl-bordered Fritillary
Dark Green Fritillary
Silver-washed Fritillary
Marsh Fritillary
Wall

BUTTERFLY SITE RECORDING FORM

RECORDER INFORMATION

Name

Year:

Address

Tel Number:

e-mail address:

SITE INFORMATION

Site Name:

OS Grid ref:

Status(if any):

Site number:

Nearest Town:

HABITAT TYPES: Please type a '1' in box(es) that apply to the area visited

Sea shore / cliffs / salt marsh / dunes etc	1	
Freshwater edges (lakes / river / canals)	2	
Heath / scrub	31	
Calcareous grassland	34	
Acid grassland	35	
Meadow (unimproved)	38	
Broad-leaved deciduous woodland	41	
Natural coniferous woodland	42	
Mixed woodland	43	
Raised / lowland bog	51	
Blanket / upland bog	52	

Marshes / fen	54	
Rocky inland habitats / screes etc	6	
Fertilized / improved / reseeded grassland	81	
Crops	82	
Orchards / plantations / commercial forestry	83	
Tree lines / hedges / small woods	84	
Parks / gardens / churchyards	85	
Urban areas / industrial estates	86	
Fallow / waste / disturbed land	87	
Quarries / pits	89	
Road / rail verges, cuttings	90	

Any other details about land use:

Comments:

SPECIES SEEN (on next sheet)

Enter the date and length (approx. minutes) of each visit and indicate weather conditions.
Record the actual number of each species seen. For large numbers an estimate may be used.

If early stages (ova, larvae or pupae) or mating of a particular species are seen, use codes **O**, **L**, **P** or **M** resp.

Many thanks for your records

Please e-mail this Excel spreadsheet to the area coordinator at the end of the season.

By submitting these records you confirm that they contain data that you have collected, give permission for the records to be used for research, education and public information, and to be made generally available for re-use for any other legal purpose under the terms of the Open Government Licence (<http://www.nationalarchives.gov.uk/doc/open-government-licence/>), and agree that your name will be associated with the record

