

MICHIGAN
STATE
BIRD
OBSERVATORY



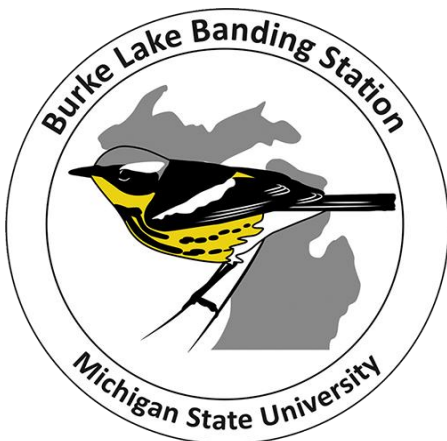
RESEARCH - EDUCATION - OUTREACH

Michigan
State Bird
Observatory

2021

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OUTREACH
AND YOUTH
PROGRAMS
HANDBOOK



AgBioResearch
Corey Marsh Ecological
Research Center

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MSBO ORGANIZATIONAL STRUCTURE

We are a bird banding operation with two research stations that are open to the public during spring and fall banding seasons. We also offer scheduled public programs and additional research opportunities during the summer. Burke Lake Banding Station has been open to the public since 2012. The Corey Marsh Ecological Research Center became active in 2018 and banding began at this location in summer 2018. In early 2019, the Michigan State Bird Observatory was introduced as an umbrella organization that operates banding at two sites, the Burke Lake Banding Station (BULA) and the Corey Marsh Ecological Research Center, as well as outreach activities off-site.

Excerpt from our website regarding the name change: “While we have called ourselves the Burke Lake Banding Station in the past, the name has not always reflected the breadth of what we do and where we do it. Therefore, we have decided to create an umbrella organization that encompasses everything we do as the Burke Lake Banding Station, but with a name that is not tied to one location. With that we are proud to announce the formation of the Michigan State Bird Observatory (MSBO). As the MSBO, our mission will not change, and we will still operate our primary bird banding at Burke Lake Banding Station. However, we have expanded and MSBO better reflects our overall mission. The only change is really an increase in our banding and outreach efforts, including hosting programs at the newly-opened Corey Marsh Ecological Research Center (Corey Marsh), which is located just 5 minutes from BULA. Our bird banding demonstrations will be just some of many events that happen at Corey Marsh, which has a broader mission described in more detail on their website.”

Burke Lake Banding Station operates daily from August 15 to October 15. BULA is also typically open for 2-3 days/week for the spring migration season late April through late May.

Banding at CMERC will occur 2-3 days/week during the fall and spring migration seasons.

Michigan State Bird Observatory (MSBO)
burkelakebanding@gmail.com

Burke Lake Banding Station (BULA)
<http://www.burkelakebanding.com>
<https://www.facebook.com/BULAbirds/>

Corey Marsh Banding Station at the Corey Marsh Ecological Research Center (CMERC or Corey Marsh)
<https://www.canr.msu.edu/cmerc/>
<https://www.facebook.com/ABR.CMERC>

MISSION OF THE MICHIGAN STATE BIRD OBSERVATORY

Mission Statement:

To operate a long-term banding station that focuses on the passerine community in Central Michigan. Mist-netting and banding birds at Rose Lake State Wildlife Research Area and Corey Marsh Ecological Research Center will allow us to do the following:

Research Objectives:

1. Assess diversity and abundance of species using the properties during the migratory and breeding seasons.
2. Assess physiological and immunological health of birds in relation to habitat use, non-native versus native habitats.
3. Assess temporal changes in the abundance and diversity of birds using the refuge during the migratory and breeding seasons. In particular, long-term data sets allow scientists to detect changes in migrating birds' passage dates in relation to climate change.
4. Provide a location for MSU undergraduate and graduate students to conduct their research projects, which will provide valuable research experience and training.
5. Collect data on the birds' exposure to disease-causing agents (e.g. West Nile virus, Lyme disease).

Education and Outreach Goals:

1. Provide MSU undergraduate, graduate, and veterinary students the opportunity to learn how to extract birds from mist nets, band and collect measurements, and collect blood samples from birds.
2. Provide education opportunities for MSU classes and clubs in learning about bird banding and seeing birds in hand.
3. Provide outreach opportunities for K-12 schools in the Ingham, Clinton, Eaton, Gratiot and Shiawassee County areas.
4. Provide outreach opportunities for the general public, e.g. local chapter of the Audubon Society.
5. Offer programming consistent with the current science standards for public education.

STATION LOCATIONS AND SITE DETAILS

Burke Lake Banding Station (BULA) is located east of Bath, Michigan within the Rose Lake State Wildlife Area. The parking lot is 1.0 mile east of the Upton and Clark Road intersection on the north side of Clark road. The trail is on the south side of Clark Road, just east of the parking lot. Please follow the trail and signs along the main path. You should then start to see some foot trails to the left leading into the woods. The banding tent is located on a little rise set back into the woods. There are 25 (three double-high) 12m x 2.6m mist nets that cover a variety of habitat types, including marsh, upland shrub/scrub, and hardwood forest. The area can be muddy depending on the time of year and recent precipitation. The trail to and from the mist net boardwalk is easy to moderate, with some uphill and downhill portions.

BULA is best for educational groups of 30 or fewer total participants.

A portable toilet facility is located at the trailhead parking lot during the banding seasons and is serviced weekly.

Corey Marsh Ecological Research Center (CMERC) is located at 9422 Herbison Road, Laingsburg, Michigan. Banding takes place in the Bird Banding Barn just past the Field Office on the circle drive. CMERC has 11 12m x 2.6m mist nets. The trail is mostly flat and is an easy walk.

CMERC can support educational programming for groups of any size.

A handicap accessible portable toilet facility is available near the Corey Marsh Trail parking area. The MSBO Field Office is also at this location. Picnic tables are available for groups to use while visiting.

PERMITTING

Many visitors ask about what is required to be able to band birds. Before we are able to band birds we must procure all the necessary permits, including:

1. Federal Bird Banding Permit
2. Federal Fish and Wildlife Permit
3. Michigan Scientific Collector's Permit
4. Rose Lake Special Use Permit
5. MSU / ACUC

All MSBO banders are sub-permitted under Dr. Jen Owen's Federal Bird Banding Master Permit. Copies of these permits are available on-site.

STAFF AND CREW OF THE MSBO

Director - Jen Owen - owenj@msu.edu

Dr. Jen Owen is an Associate Professor at MSU and the Director of the Michigan State Bird Observatory. Dr. Owen is the Master Bander for the station and provides training to all of the Banders at MSBO.

Outreach Coordinator - Kristy Taylor - taylorks@msu.edu

Our outreach coordinator schedules and oversees group visits, off-site events, educational programming, MSU ScienceFest activities and schedules and trains station volunteers.

She also accompanies visitors on net runs and communicates about how and why we are banding and processing birds. All media release forms, permission slips, educational outreach forms and group requests can be sent to her at burkelakebanding@gmail.com or taylorks@msu.edu.

Bird Bander - Seasonal Staff

Our Bird Bander is responsible for banding and processing all the birds captured at MSBO. They have the ability to identify all species captured and are able to age and sex birds based on plumage and molt characteristics. Banders assess fat and muscle score consistent with the MSBO protocols, check for and remove ticks from birds, ensure the safety of the birds banded and work with the data recorders to ensure accurate collection of all data.

Mist Net Assistants and Mist Net Interns - Seasonal Staff and Volunteers

Our Mist Net Assistants check nets and extract birds, train our new interns, accompany visitors on net runs and work directly with our station guests. They will show birds in the hand, explaining why we band birds, basic facts about bird migration, bird biology, etc. They can also assist with data entry when needed.

Data Recorder - Volunteers and Seasonal Staff

Data Recorders are trained to record scientific data for the station. This position includes many volunteers and all of the MSBO staff is trained to record data. We have paper data sheets and a program called Fulcrum for online data recording.

All MSBO staff and volunteers working with our education and outreach programs have completed a youth background check through Michigan State University.

SITE SAFETY

1. Vegetation

- a. Be aware that our stations may have poison ivy and poison sumac near the trails and boardwalk. Please do not touch any of the plants that have been marked with spray paint. Most poisonous plants have been removed from the trail. Stay safe and stay on the trails.
- b. Native fruiting plants are food for the birds we study. Please refrain from picking the fruit.
- c. As part of a vegetation survey, you may see plant tags or small flags in the ground. Please do not move or remove these tags, as they are part of ongoing research at MSBO.

2. Boardwalk at Burke Lake Banding Station

- a. Our boardwalk can be very slippery when it is wet. Please stay on the path and walk slowly and carefully.
- b. Please notify staff if you notice a broken board or hardware cloth that needs to be stapled down. We do our best to ensure our walkway is safe as possible and with the changing water levels in the swamp, sometimes boardwalk conditions change overnight.

3. Mist Net Safety

- a. Please do not touch the mist nets unless you are asked to do so.
- b. Bags, zippers and buttons can easily catch on the mist nets. Please leave large bags, backpacks and other items that may snag on the nets back at the station.

4. Insect Safety

- a. Ticks and mosquitoes are occasionally present at our stations. Please protect yourself by wearing bug spray and full coverage clothing.
- b. Please notify staff if you or one of your students has a severe insect allergy (such as a bee allergy) so we are prepared in case of an emergency. The station does not carry medication or Epi-pens. We ask that persons with life threatening allergies, bring medication and have a person with them who is instructed on its use and how to administer the medication.

VISITOR AND OUTREACH INFORMATION

1. **SAFETY IS OUR #1 PRIORITY - for both people and birds.**
2. We are open to the public! Visitors are welcome during our open banding hours. Our calendar is available online at www.burkelakebanding.com.
3. Sign in please! (Even if you have visited the station before!) You can find out more about the station, join our email list and share your favorite part of your visit with us! Our guestbook also helps us keep track of how many visitors we host each year.
4. If we are not at the station when you arrive, please sign in and wait for us to return.
5. If you are bringing a group, please contact our Outreach and Education Coordinator to arrange a visit. Groups that do not have prior arrangements may be asked to visit another time based on the scheduled events or busyness of the station.
6. Children need to be accompanied by a guardian at all times.
7. We ask that visitors keep voices quiet near the banding area to ensure accurate data recording. If you have questions for our bander, please ask another crew member and they can check in with them as soon as it is appropriate.
8. To ensure everyone can view bird extractions, and for the safety of our guests, we ask that no more than 10-12 visitors join us on each net run. Net runs take place every 45 minutes (30 minutes in cold weather) and start at sunrise. The last net run of the day is limited to staff only because we collapse and furl the nets.
9. The back loop at BULA is for staff only. It can be very wet and water may cover the boardwalk. Visitors are welcome on the inner loop.
10. We love birds! Please ask us any questions you may have about birds, migration, our research and the station. If we don't know, we can help point you to the answer. There are no bad questions!
11. If we have a bird under stress, we will release the bird away from our visitors. Please understand that bird health is our #1 priority and we will share as many birds as we can with our guests.
12. To release a bird, we ask that guests move away from the banding area (so the bird doesn't fly right back in) and hold your hand very flat. For young children, we invite an adult to hold a hand under the child's. Please remove gloves before releasing birds.
13. We accept donations and offer a variety of BULA and MSBO items for sale. Please contact our staff with any donation or merchandise questions. More information about how to donate online can be found at www.burkelakebanding.com/donate.

EDUCATION AND OUTREACH PROGRAMS

The MSBO offers education and outreach programming for groups of all ages.

The majority of our outreach occurs on-site at our two locations during the spring and fall field seasons and by appointment during the summer.

On-site visitors can observe scientific research and field biologists in action, as well as gain hands-on experience with the incredible diversity of birds we capture.

We ask that you schedule your visit of groups of 8 or more with our outreach coordinator at burkelakebanding@gmail.com. Field trips, classroom visits, group presentations and online learning opportunities can be tailored to fit your group and your educational goals. See the following general guides for a few of the opportunities offered through the MSBO.

We serve K-12 schools, home school programs, scouting programs, church groups, nature clubs, college courses, township and city parks and recreation camps, senior centers, social clubs and more.

Suggested donations and program fees are listed below.

Program Length	Program Location	Participant Fee
2 Hours	BULA	\$2.00
3 Hours	BULA	\$2.50
Full Morning	BULA	\$3.00
2 Hours	CMERC	\$2.50
3 hours	CMERC	\$3.00
Full Morning	CMERC	\$4.00
1 Hour Classroom Presentation	On-site at your location	Varies based on time and materials.
Bird Walks and Custom Programs are available	CMERC or your location	Varies based on time and materials.

Chaperones are welcome free of charge.

We ask that you bring at least 1 chaperone per 10 students.

K-12 EDUCATIONAL FIELD TRIPS

Participants will be able to view the entire process of bird banding, from capture and processing to the release! Everyone will have the opportunity to see birds up close and in the hand. Students will learn about the ongoing research at the station and about the habitat and ecology of these amazing birds. It is a unique chance to engage with the natural world and learn from real science professionals. Students of all ages are welcome.

Classes of 20 participants or less are welcome at BULA or CMERC. Classes of any number of participants are welcome at CMERC.

Typical Programs

2 Hour Programs -

Observe mist netting and bird banding process and learn about the research conducted at the station. Discuss migration, migratory birds and migratory stop-over points. See birds up close and learn about different bird species.

3 Hour Programs -

As above, plus hands on feather adaptation lesson and additional time seeing birds up close.

Full Morning -

As above, plus a migration game, citizen science research participation, bird diet and migration lesson, binocular lesson or additional time observing birds up close.

Our station at CMERC has an area available with picnic tables and a portable restroom facility for those groups who would like to stay and enjoy their lunch. We do not have refrigeration facilities or cooking facilities available on site.

Each of these programs is tailored to the grade level and science standards of each group. These programs are also great for home school groups, large family groups, scouts and school clubs.

K-12 IN-CLASS PRESENTATIONS

A member of the MSBO staff can visit your class for an interactive presentation any time during the school year. Presentation includes a bird banding demonstration with a miniature mist-net and research tools, migration game or migration wheel, citizen science project, native plant and poo research and presentation slides about migratory pit stops.

Groups visiting the station for a field trip will benefit from an in-class presentation prior to their visit to the station.

CHAPERONE GUIDELINES

In order to make your field trip a success, we will need all hands-on deck. While outdoors there are multiple things to consider to make your visit to the banding station as educational and memorable as possible. Chaperones will be expected to help the group leaders in making sure that everyone is being safe, following directions, and is staying with the group. Having active and involved chaperones will allow us to give the students the most memorable field trip possible. ***Groups are required to have at least 1 active chaperone per 10 kids in addition to the teacher or group leader.***

Tasks that chaperones will be asked to assist with:

Watching Hands! - This is perhaps one of the **most important** things we need your help with. In all the excitement, it is easy to forget that ***only*** the banding stations technicians can touch the birds in the nets. Please help us monitor the students and make sure that they do not touch the nets or the birds in the nets. They will have a chance to touch birds once we are back at the banding tent.

Line Caboose - It is extremely important that the groups stay together while out checking nets. A chaperone will be asked to stay at the end of the line to make sure that the students are staying on the path and keeping up with the group.

Helping keep the noise down - It is so exciting to see birds up close, you will just want to jump and shout. We ask that the chaperones help to maintain a moderate noise level. The bird's safety is the number one concern, and excessive noise can cause additional stress on the birds, not to mention the students not being able to hear some amazing things about the birds! It is also important that students stay quiet near the banding tent so that the data recorder can hear the bander.

Staying on the path - Since we are outdoors, there are areas of poison sumac and poison ivy. We do cut these back from the path and mark poison sumac trees that are along the path, but we ask that you help remind the students to stay on the path to prevent any accidental encounters with these plants.

Don't pick the berries, they are for the birds! - Our banding station serves many purposes, one of which is research. There is ongoing research on fruit production and utilization, so we ask that students not pick berries or twigs from the trees and bushes.

Assisting the group leaders - Some of the activities that we will do will require chaperones to actively assist the students. Some activities might include using binoculars and field guides.

Permission slip and Media Release - Students are asked to fill out and turn in the permission slip and release prior to the trip. Students who opt out of the media release will not be photographed. Please make the Outreach Coordinator aware of any students opting out of the media release.

COLLEGE PROGRAMS

The MSBO works with various professors and MSU programs throughout the year. Please email burkelakebanding@gmail.com or owenj@msu.edu to arrange specific course instruction or a visit for your MSU student group. If you would be interested in partnering with the MSBO, please email us with your project or trip idea.

ADULT GROUP VISITS

Adult group visits can be tailored to fit the individual needs and interests of the group. Group focus can include a bird walk, bird identification tips, additional explanation on the aging and sexing of birds and more in depth discussion on the needs of migratory birds. We also offer native plant information and ways to support migratory birds.

Volunteer and service groups are appreciated and we have many ways for volunteers to contribute to the station. This can include making bird bags, clearing and maintaining net lanes, helping with projects, data entry and more. Please email us at burkelakebanding@gmail.com for more volunteer opportunities.

MSBO PRESENTATIONS

MSBO Director, Dr. Jen Owen provides presentations to many groups throughout the year. Some of her presentation topics include native plants for migratory birds, how birds use the night sky to navigate, and presentations on Antarctica. Please contact burkelakebanding@gmail.com to arrange a presentation for your group.

MSBO EVENT PARTICIPATION

The MSBO participates in school science open houses, educational outreach events, various symposiums and workshops. We have an educational outreach booth and conduct workshops on site for science programs around the state of Michigan. Please contact our Education and Outreach Coordinator for more information on these opportunities.

PROGRAM EVALUATIONS

All groups are encouraged to complete our program evaluation so we can keep improving our programming. Please fill out a quick survey to tell us about your visit.

In- class program evaluation survey- <https://forms.gle/fVTBqKFuMZhX7p4A6>

Field trip evaluation survey - BULA - <https://forms.gle/upDZtLC6geugw2KN9>

CMERC - <https://forms.gle/xTSxD1ggUkqH5DgQ8>

Parent Permission Slip and Media Release

MICHIGAN STATE UNIVERSITY YOUTH PROGRAM PARENT/GUARDIAN CONSENT FORM

For events and programs associated with Corey Marsh Ecological Research Center, Michigan State Bird Observatory, or Burke Lake Banding Station.

I grant permission for (print participant's name) _____
to participate in all educational activities at the Corey Marsh Ecological Research Center (CMERC) or Burke Lake Banding Station (BULA) in conjunction with the Michigan State Bird Observatory.

On the following days (Program date/s): _____

I understand that these programs may be outdoors, involve live animals, and interaction with nature.

I have read the program descriptions and approve of my child's participation. I accept any risks associated with the program and selected recreational activities.

I understand that my child has a role to play as regards his or her safety and security. I will speak with my child about the need to honor safety rules and to behave responsibly.

(Please print): _____

(Parent or legal guardian)

Signature: _____ Date: _____

MEDIA RELEASE

Participants in MSU-sponsored programs and activities may be photographed and videotaped for use in promotional and educational materials. The participants are not identified by name in the materials.

I authorize MSU to record the image and voice of the subject named below and I give MSU, and all those acting with MSU's approval, all rights to use these images and voice recordings. I understand that such images and/or recordings may be used for educational and promotional purposes. This authority extends to all conventional and electronic media, including the Internet and any future media, and to any printed material.

I understand and agree that these images and recordings may be duplicated, distributed with or without charge, and/or altered in any manner without compensation or liability, in perpetuity.

Print subject's name: _____

Signature of Parent/Guardian of minor participant or of participant aged 18 and up:

_____ Date: _____

DONATIONS

- MSBO can accept donations in 3 ways: cash, check, or by credit card online. On-site donations can be made using cash or check, or go to our website (burkelakebanding.com and follow the donate button links). If you need a receipt for your donation, donate online or fill out a **pledge form envelope** to donate with cash or check. All cash donations are anonymous unless accompanied by a pledge form.
- Checks should be made out to Michigan State University (NOT Burke Lake Banding Station, MSBO, or anything else) with “**A11130**” written in the memo to ensure it goes to MSBO.

PHOTOGRAPHY AND SOCIAL MEDIA

Getting to take pictures of birds up close is one of the most loved things about our station. We will do our best to allow photography of the birds we capture, keeping in mind that bird safety is our #1 priority. Some birds cannot be safely held in photographers grip, and others cannot be safely released from guests hands.

You are welcome to post photos you take at the station to your personal Instagram or Facebook. Feel free to geo-tag or include hashtags like [#birdbanding](#), [#MichiganStateBirdObservatory](#), [#BurkeLakeBandingStation](#) and [#CoreyMarsh](#) to expand our reach if you would like.

If you would like to share an image with us, please email us at burkelakebanding@gmail.com. We will accept photos to consider for daily posts. If your image includes a person, we need to have a Media Release Form on file for that individual

If you use Facebook, we recommend following the MSBO Facebook page, www.facebook.com/BULAbirds!

FREQUENTLY ASKED QUESTIONS

1. Where are you located?

We operate two banding stations. BULA is located in Bath, Michigan which is just to the northeast of Lansing, MI. The parking area of our station is located at the following coordinates: 42.81356,-84.384817, which is on the north side of Clark Rd, almost exactly 1 mile east from the Clark Rd/Upton Rd intersection. Once you arrive you can follow the signs to the station. Please note the signs are only up when we are open. If you do not see signs then the site is closed! This is usually due to rain, as it is unsafe to catch birds in the rain. Corey Marsh is located 5 minutes down the road from BULA, at 9422 Herbison Rd, Laingsburg, MI.

2. When are you open?

Check our online calendar at burkelakebanding.com for the locations, days, and times that we are open. BULA is open August 17 - October 15, 7 days a week; Corey Marsh is open September 3 - October 15 on Tuesdays, Thursdays, and Saturdays. Typically each station is open from around 7am to around noon, but the exact times vary each day. Check back frequently on the calendar or on our Facebook page for changes to the schedule associated with weather – we are not usually able to plan weather delays or cancellations in advance.

3. Do we have to arrive at a certain time?

Visitors are welcome to come and go at any time between the hours posted on the calendar. However, we highly recommend coming earlier in the morning as it is when most of the birds are captured.

4. What can we expect when we arrive?

When you arrive to the parking area at BULA you will follow the arrows on the BULA signs to the banding tent, which is roughly a 2-5 minute walk. You will see our tent in a clearing and likely people in the area. If you do not see people, don't fret! That means everyone went on a net run to collect the birds. PLEASE, stay at the tent until we are back. Once you meet our friendly faces we will be happy to answer any questions regarding you may have. When you arrive to the parking area at Corey Marsh, walk to the building labeled Bird Banding Barn!

5. Can we help take birds out of the nets?

Unfortunately, we cannot have people that visit us help us with extracting birds from nets, even if they already have experience. All of the staff and interns are listed under the master permit. We cannot risk the safety of the birds by letting many different people try to take them out. However, if you are interested in being a dedicated volunteer please talk with the Site Coordinator, Site Director, or Bander about opportunities. We do offer one-on-one training for dedicated individuals.

6. Should we bring anything with us? Particular clothing?

Early in the season please be prepared for mosquitoes and hot weather. Long pants and sleeve shirts can be hot, but are good for the many mosquitoes. We have a water cooler but you will need a water bottle or cup. We also have insect repellent on hand, but you are welcome to bring your own. We suggest wearing “net friendly” clothing, which simply means clothes without buttons down the middle or many zippers. We also ask that if you have a backpack to please leave it in the banding tent. These often get caught in our nets and cause rips and holes. If you must carry something when going on a net run with us, please inform the crew member you are going with.

The crew always appreciates treats – savory or sweet!

7. Is there a bathroom at the site?

Yes. Both sites have portable toilets that are maintained weekly. They are located in the parking areas.

8. Do you take groups? How big?

Yes, we welcome large groups; however, we ask that you coordinate with us by email ahead of your visit to discuss how we can best accommodate your group. We also offer educational programming based on your group needs. Please contact burkelakebanding@gmail.com to arrange your visit.

BANDING STATION TERMINOLOGY

Federal Band - Birds at the MSBO are banded with an aluminum butt-end band. These are supplied by the Bird Banding Laboratory to licensed US banders. Bands are available in many sizes and each band has a unique number combination. Bands are placed on the right leg of the bird when possible. If you find a federal band, you can report it online at www.reportband.gov.

Field Marks - Field marks are the distinctive stripes, spots, patterns, colors, and highlights that are used to identify different bird species.

Net Run - Nets are checked every 45 minutes, except when conditions require 30 minute runs. At the end of each morning, we furl (roll up) nets so no birds cannot be captured when nets are not monitored. At the end of each season, we remove the nets and poles. The boardwalk stays at BULA year round and is on risers so wildlife can move underneath.

Hummingbirds - Although we do capture many hummingbirds each season, we do not band them. To mark them as captured, we clip the bottom tip of one of the outer tail feathers. We still record all of the scientific data for hummingbirds.

Aging - Bird banders will reference the molt (how the feathers are growing in, or the areas of wear on feathers), the skull (how complete is the growth of the skull) and other characteristics present on certain bird species (eye color, ect.). We use a special reference guide, the Pyle Guide, for specific species aging and sexing recommendations.

Sexing - Many birds can be differentiated by plumage (dimorphic), like the Northern Cardinal. Others, like the Black-capped Chickadee look the same (monomorphic). In the fall, many juvenile birds will exhibit the female plumage, but are in fact male birds. We use the Pyle Guide to help us tell if the bird is male or female. Some birds are left as unknown because we cannot be certain of the sex of the bird. We then record what was used to sex the bird, i.e., skull, plumage, bill variegations. During the breeding season, we can also check for a brood patch or cloacal protuberance to differentiate between male and female birds.

Fat score - Fat is visible beneath the skin as yellowish deposits and is easily seen in contrast to red muscular areas. Banders will inspect two areas for fat deposition: abdomen and furculum (interclavicular region). Birds are assigned a number based on the amount of fat present. 0-5. A score of 0 means there

is no visible fat present, and a score of 5 means the fat deposits are conspicuous and mounded.

Muscle Score - Muscle stores are determined by inspecting the shape of the bird's keel. The bander will use their thumb to feel the muscle around the breast bone of the bird. A score of 0-3 is assigned to each bird. A score of 0 represents a sharp keel with the muscle indented, while a 3 means the muscle is pronounced and very rounded.

Wing Chord - The wing chord is measured from the bend of the wing (shoulder) to the tip of wing, at the longest primary, across the natural arc of the wing.

Mass - Mass (weight of the bird) is determined to the nearest 0.1 gram using an electronic digital balance. We place birds head first into the weighing tube to keep them safely in place.

Ticks - Our bander will look for ticks around the eyes and in the ears of birds after they have been banded. If ticks are found, we remove them with tweezers and place them in a small vial. These ticks are used in ongoing research at the station.

Recaptured Birds - For birds previously banded, we only collect fat, muscle, mass, and tick information. If the bird was recaptured the same day, we release the bird at the net without recording additional data.

Fecal Sample - As part of our research at the station, we collect fecal samples from a few species of berry eating birds. Thin paper sheets are placed in our bird boxes, birds are given time to leave a sample, then samples are collected, recorded and dried. These samples help us figure out which berries the birds are eating.

Bird Bags and Bird Boxes - In our research we use two ways to transport birds from the nets, to our banding station. Bird bags are used for birds of all sizes and are made with breathable material. These bags help keep birds calm and contained. Bird Boxes are used for an additional area of our research to collect fecal samples. These boxes are used only for larger, berry eating birds, such as the Gray Catbird, Swainson's Thrush and Wood Thrush.

STATEMENT FOR DISABILITY INCLUSION

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting Jen Owen, MSBO Director, burkelakebansing@gmail.com or owenj@msu.edu, two weeks prior to your visit. Requests received after this date will be honored whenever possible. More information is available at <https://www.rcpd.msu.edu/services/accommodations>.

PROGRAM RULES

Participants must abide by all University regulations. Participants that violate University regulations may be removed from the program for violation of such rules.

- Only trained MSBO staff may remove birds from mist nets.
- Participants may not walk near or approach mist nets without being accompanied by MSBO staff.
- The area around our bird bander is a quiet area to keep birds safe and to ensure accurate data recording. We ask that all guest conversations are held away from the banding staff.
- Children must be accompanied by parent or guardian at the station and on net runs with the banding staff.
- Program Participants are restricted from entering storage barns, equipment rooms, Field Office, Bird Banding Barn or other areas without crew member permission or a crew member present.
- Violence or threats of violence of any kind will not be tolerated. Participants will be asked to leave and the proper authorities will be notified if appropriate.
- Theft of property, regardless of the owner, will not be tolerated.
- Prohibition against the possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons.
- If participants need to leave the program early, please let the staff know as soon as possible. Our staff on the grounds can be reached at 517-618-1649 in case of an emergency.
- Student participants must remain with their classroom teacher or authorized chaperone at all times.
- Sexual harassment, sexual abuse, and other sexually inappropriate conduct will not be tolerated. Our staff and volunteers are mandatory

reporters and are instructed to notify the MSU and local police in any instance of sexual harassment or sexual abuse.

- Any violation of the University Anti-Discrimination Policy will not be tolerated.
- Hazing and bullying (physical, verbal, or cyber-bullying) will not be tolerated.
- Misuse or damage of University property is prohibited and participants may be financially responsible for damage or misuse of University property.
- Any violation of the University Anti-Discrimination Policy will not be tolerated.
 - For more information, see page 14 of our handbook for the MSU Anti-Discrimination Policy.
- Michigan State University prohibits the inappropriate use of cameras, imaging, and other digital recording devices, including camera, imaging, and other digital recording applications on smart phones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.

VIRTUAL PROGRAM POLICIES

MSBO Virtual Programs include online presentations, videos, support materials and question and answer sessions. These programs are offered to any educational group and can be tailored to the ages and interests of the group.

This program will take place using the following platforms:

- Zoom, D2L, Facebook Live, and Google Classroom

The following links and passwords will be used for this program:

- Program links will be emailed to teachers and participants prior to the program from the emails listed below, or your classroom teacher or group coordinator.
- In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.

Statement on “Zoom Bombing”

- MSU prohibits “Zoom Bombing” and similar disruptive behaviors.
 - **Definition:** “Zoom Bombing” is the act of accessing Zoom sessions without authorization.
- **Appropriate consequences, including but not limited to dismissal from the program may apply to anyone who:**
 - Violate program safety and security rules;

- Contribute to “Zoom Bombing” or other similar disruptions; and/or
- Share program links, passwords, or other program login information with individuals outside of the program.

The following program staff and volunteers will be involved with the program:

- Jen Owen, MSBO Director, owenj@msu.edu
- Kristy Taylor, MSBO Education and Outreach Coordinator, taylorks@msu.edu
- If any changes or updates to the program links, passwords, or platforms need to be made, official communication will be sent to participants and parents/ guardians by our program staff at owenj@msu.edu, taylorks@msu.edu or burkelakebanding@gmail.com.
- In the interest of safety, pay attention to the E-mail addresses and names of people who send you invitations to connect, and do not accept invitations sent by anyone other than the official person listed above.

Online Safety Information and Resources for Participants and Parents/ Guardians

We encourage parents, guardians, and participants to educate themselves on safety and security tips when engaging in online learning activities. Below are some resources that may be helpful:

Protecting Kids Online- Federal Trade Commission, Consumer Information

Link: <https://www.consumer.ftc.gov/topics/protecting-kids-online>

Description: This website provides information about promoting safe and responsible decisions to help reduce online risks for children.

Keeping Children Safe Online- The United States Department of Justice

Link: <https://www.justice.gov/coronavirus/keeping-children-safe-online>

Description: This website provides tips for protecting children during online activities, informational videos for parents and children, and additional informational resources related to online child safety.

Prevent Cyberbullying- Stopbullying.gov

Link: <https://www.stopbullying.gov/cyberbullying/prevention>

Description: This website provides information about preventing, identifying, and responding to cyberbullying.

MICHIGAN STATE UNIVERSITY REMOTE/ONLINE YOUTH PROGRAM PARENT/GUARDIAN CONSENT FORM

Instructions: In light of the COVID-19 pandemic, this form can be submitted in one of the following ways to the following email address:
burkelakebanding@gmail.com.

1. Print, sign, scan, and return by email;
2. Email this form with an electronic signature;
3. Complete this form and email it with a typed message stating that you (parent/guardian) consent to the attached form; or
4. If you are unable to complete this form, email a blank copy with a typed message providing the information requested and stating that you (parent/guardian) consent to the attached form.

I grant permission for _____ (print participant's name) to participate in all educational and social activities of the following MSU program or activity:

Program name: Michigan State Bird Observatory Virtual Program

Program date(s): _____

MSU unit/department: Michigan State Bird Observatory

I understand that sessions may entail the use of various remote/online platforms or software programs. I also understand that participants may engage in digital communication. I have read the session descriptions and approve of my child's selections, and I accept the risks associated with my child's participation.

I understand that my child has a role to play in regard to his or her safety and security. I will speak with my child about the need to honor rules and to behave responsibly.

(Please print):

(Parent or legal guardian)

Signature: _____ Date: _____

Statement for Disability Inclusion

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting Jen Owen, MSBO Director at burkelakebanding@gmail.com, at least one week prior to the program. Requests received after this date will be honored whenever possible. More information is available at <https://www.rcpd.msu.edu/services/accommodations>.

Program Rules

Participants must abide by all University regulations. Participants that violate University regulations may be removed from the program for violation of such rules.

- The possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons is prohibited.
- Violence of any kind will not be tolerated.
- Theft of property, regardless of the owner, will not be tolerated.
- Sexual harassment, sexual abuse, and other sexually inappropriate conduct will not be tolerated.
 - The full policy on Relationship Violence and Sexual Misconduct can be accessed at <https://www.hr.msu.edu/documents/uwidepolproc/RVSMPolicy.pdf>.
- Any violation of the University Anti-Discrimination Policy will not be tolerated.
 - See the handbook section on the MSU Anti-Discrimination Policy for more information.
- Hazing and bullying (including, but not limited to physical, verbal, or cyber-bullying) will not be tolerated.
- Misuse or damage of University property is prohibited. Participants may be financially responsible for damage or misuse of University property.
- Michigan State University prohibits the inappropriate use of cameras, imaging, and other digital recording devices, including camera, imaging, and other digital recording applications on smart phones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.
- Participants must use a neutral background (examples: blank wall, digital Zoom filter, limited exposure of private spaces, etc.).
 - The goal is to prevent showing much of the inside of the home in the interest of privacy and safety.
- Participants may not share inappropriate content through files, images, videos, chat, audio, or other features of the digital instruction platform.

- Participants may not screen shot or record other participants' images, information, or participation contributions during the program.
- Participants may not record interactions with other participants through online instruction platforms.
- When creating an online profile for the instruction platform or any other online account, limit the information that is shared.
 - For example, just because the platform asks for your address does not mean that you have to provide your actual personal address.
 - If a picture is required, the picture provided should be neutral and appropriate.
 - Do not share personal information in the virtual meeting.
- Anyone receiving threatening or inappropriate chat messages should immediately report it to a trusted adult.
- In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.
- MSU prohibits “Zoom Bombing” and similar disruptive behaviors.

Information about MSU Policies related to Title IX

The MSU [Anti-Discrimination Policy](#) and [Relationship Violence and Sexual Misconduct Policy](#) apply to all MSU students, employees, or third-party community members, including Youth Program participants.

Consistent with Title IX, MSU’s Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy expressly prohibit discrimination on the basis of sex. The Relationship Violence and Sexual Misconduct Policy provides a procedure for reporting and resolving complaints of sex discrimination (including sexual harassment and sexual assault), which applies to youth program participants.

What is Title IX?

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity that receives federal funding.

Discrimination on the basis of sex includes:

- ◆ Excluding, separating, denying benefits to, or otherwise treating a person differently on the basis of sex
- ◆ Sexual harassment
- ◆ Sexual assault

MSU Title IX Coordinator

MSU's Title IX Coordinator oversees the University's compliance with Title IX, including its complaint procedures, and is available to meet with youth program participants about matters involving sex discrimination.

Tanya Jachimiak

Associate Vice President

Office for Civil Rights and Title IX Education and Compliance

4 Olds Hall

East Lansing, MI 48824

Phone: (517) 884-0610

Website: civilrights.msu.edu

Reporting Procedures and Resources

All individuals are encouraged to promptly report possible violations of MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy to MSU's Office of Institutional Equity (OIE), law enforcement, or both. OIE is responsible for receiving and processing complaints of sex discrimination (including sexual harassment, sexual assault and sexual violence), which may involve an investigation. If a person is unsure about reporting and would like assistance in understanding the options, they may contact a Confidential Resource. A list of these resources is available at <https://poe.msu.edu/resources/survivor-resources.html>. A list of these resources specifically available for youth is available at <https://youthprograms.msu.edu/reporting/index.html>.

Report to the [Office of Institutional Equity \(OIE\)](#) by completing the online Public Incident Reporting Form or by calling, emailing, or visiting the OIE office.

Address: 408 W. Circle Dr., Suite 4, Olds Hall, East Lansing, MI 48824

Phone: 517-353-3922

E-mail: oie@msu.edu

Online reporting: [Public Incident Reporting Form](#)

Contact the [MSU Police](#) (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence

MSU Police Department

Address: 1120 Red Cedar Rd., East Lansing, MI 48824

Emergencies: call 9-1-1

Non-Emergency Line: 517-355-2221

Michigan State University Anti-Discrimination Policy

- The University Anti-Discrimination Policy (ADP) states expectations for institutional and individual conduct. A detailed description of the ADP can be found at https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html.
- The ADP User's Manual provides further discussion of the definitions of behaviors prohibited by the ADP as well as the relationship between the First Amendment and complaints of harassment/discrimination; the ADP User's Manual can be found at https://oie.msu.edu/_assets/documents/ADP%20Users%20Manual%20-%20Updated%202020.02.171.pdf.
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at https://civilrights.msu.edu/_assets/documents/bias-incident-reporting-protocols-17.08.01.pdf.

Procedures for Responding to Behaviors that Violate Policies

If a youth participant is involved with an incident that violates University and/or program policy, program staff will speak with everyone involved to gain understanding of what occurred and will contact listed parent(s), guardian(s), and/or other emergency contact(s) of both the participants responsible for the policy violation and the participants directly affected by the incident. In the instance that participants have violated University and program policies, program staff will connect with the appropriate MSU supervisors and/or authorities to determine the best course of action to resolve the situation, including whether the participant(s) responsible for the policy violation must be removed from the program. If it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will make contact with the participant's approved adult contacts.

If it is suspected that a crime may have occurred, program staff will immediately stop investigating, contact MSU Police, and follow the lead of MSU Police investigators. Should police or emergency response professionals need to make contact with a participant, program staff will make every reasonable attempt to notify the appropriate parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.

If an allegation of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the University's anti-discrimination policy is made against an adult participating in a youth program, including program staff/volunteers, the accused adult will be removed from any further participation in MSU youth programs and activities covered by the [MSU](#)

[Operational Requirements for Conducting University Youth Programs](#) until such allegation has been satisfactorily resolved. Adults may not retaliate against minors, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct.

Notification Procedures for Emergency Situations

In the instance of a medical or behavioral incident or emergency, program staff will contact the participant's parent(s), guardian(s), or other emergency contact(s). Program staff will call all listed phone numbers on file until contact is made with at least one of the adults listed on the participant's registration materials. If emergency responders need to make contact with the participant, program staff will make every reasonable attempt to notify parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.

MICHIGAN STATE UNIVERSITY ANTI-DISCRIMINATION POLICY

- The University Anti-Discrimination Policy (ADP) states expectations for institutional and individual conduct. A detailed description of the ADP can be found at https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html.
- The ADP User's Manual provides further discussion of the definitions of behaviors prohibited by the ADP as well as the relationship between the First Amendment and complaints of harassment/discrimination; the ADP User's Manual can be found at https://oie.msu.edu/_assets/documents/adp-users-manual---updated-15.07.24.pdf.
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at https://oie.msu.edu/_assets/documents/bias-incident-reporting-protocols-17.08.01.pdf.

MSU STANDARD PROCEDURES FOR RESPONDING TO BEHAVIORS THAT VIOLATE POLICIES

If a youth participant is involved with an incident that violates University and/or program policy, program staff will speak with everyone involved to gain understanding of what occurred and will contact listed parent(s), guardian(s), and/or other emergency contact(s) of both the participants responsible for the policy violation and the participants directly affected by the incident. In the instance that participants have violated University and program policies, program staff will connect with the appropriate MSU supervisors and/or authorities to determine the best course of action to resolve the situation, including whether the participant(s) responsible for the

policy violation must be removed from the program. If it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will make contact with the participant's approved adult contacts, and the parent(s), guardian(s), or emergency contact(s) must pick-up the participant immediately.

If it is suspected that a crime may have occurred, program staff will immediately stop investigating, contact MSU Police, and follow the lead of MSU Police investigators. Should police or emergency response professionals need to make contact with a participant, program staff will make every reasonable attempt to notify the appropriate parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.

If an allegation of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the University's anti-discrimination policy is made against an adult participating in a youth program, including program staff/volunteers, the accused adult will be removed from any further participation in MSU youth programs and activities covered by the MSU Operational Requirements for Conducting University Youth Programs until such allegation has been satisfactorily resolved. Adults may not retaliate against minors, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct.

PROCEDURES FOR EARLY DISMISSAL

In the instance that a participant needs to leave either temporarily (i.e.: for an appointment, family event, etc.) or permanently prior to the end of the program, the participant's authorized parent(s), guardian(s), or other emergency contact(s) must complete the Pick-up/Drop-off/Commuter Form and return it to burkelakebanding@gmail.com. When the participant is picked up from the program, MSBO staff will ask for a photo ID to verify the identity of the adult attempting to pick up the participant. Program staff will only permit participants to be released to individuals who have been authorized by the parent(s)/guardian(s). In the event that an unauthorized adult attempts to pick up the participant, program staff will make contact with the authorized parent(s), guardian(s), and/or emergency contact(s). In the instance of protecting the safety of all youth participants, local authorities will be contacted if it is deemed necessary by program staff.

In the instance of an emergency or if it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will make contact

with the participant's approved adult contacts, and the participant's parent(s), guardian(s), or emergency contact(s) must pick up the participant immediately.

Procedures for Emergency Situations

The MSU Alert System for emergencies sends out notifications via email, text message, and prerecorded phone call. If you would like to receive SMS text messages on your cell phone, you can register your phone information by logging in to our system and adding your number, at <http://alert.msu.edu/>.

In case of a weather related emergency, (severe thunderstorm warning or tornado warning), everyone should seek shelter in the nearest building. The banding station will not operate in inclement weather.

In case of other emergencies (accident, medical emergency, suspicious activity, presence of a firearm), the best course of action is to call 911 immediately.

If a "Secure in Place" action is advised (for active violence), you should:

- Lock doors of the room you are in (Main doors will also be locked.)
- Close blinds and turn off lights.
- Find a well-hidden and protected area to hide using objects in the room to barricade with or hide behind.

Wait for the "All Clear" from the MSU Alert System before leaving your secure location.

EMERGENCY CONTACTS

MSU Police
517-355-2221

The closest police station and fire department to the banding sites -
Bath Charter Township Police
517-641-6271

Bath Charter Township Fire Department
517-641-7811

The closest hospital emergency room -
Sparrow Hospital
1215 E Michigan Ave,
Lansing, MI 48912
517-364-1000

The closest urgent care facility -
Lansing Urgent Care - Haslett
16945 Marsh Rd.
Haslett, MI 48840
517-999-2273