

AVOCATIONAL SITE REPORTING FORM MANUAL

See notes below for guidance in filling out the avocational site reporting form. Please write legibly or use the digital pdf form when possible.

1. Site name or identifier used by the recorder. This can be a name, or temporary number such as the recorder's initials plus a number. For example: John Doe's first site can be given the temporary name of "JD-1". Any other name commonly used by the recorder for the site can also be reported (e.g. The Smith Site, The Clovis Yonder Site, The Big Pine Tree Site, etc.).
2. County in which the site is located.
3. Select the type of site it is based on the type of artifacts identified.
4. Provide GPS coordinates from a portion of the site described in Field 5 and indicate the kind of device or method used to obtain the coordinates (e.g. iPhone 6S, Samsung Galaxy, Garmin Model X, Trimble, Google Earth, etc.). See the manual "*Using Google Earth for Site Documentation*" for instructions on retrieving GPS coordinates using your computer.
5. Give directions on how to reach this site, or where the site is located on the landscape relative to landmarks and landscape features around it. Indicate mileage from nearest town, landmark, or stream and give road names or numbers. Please also indicate where the site coordinates were taken (center of site, near landmark, etc.). For example: "In a plowed field on SC34 in Kershaw County, about 1 mile east of Camden." Please be as specific as possible.
- 6/7. Recorder's name and contact information, physical address, telephone number, and email address.
- 8/9. Landowner's name and contact information, physical address, and telephone number if available.
10. Description of the site size and how it was identified (i.e. in a plowed field, metal detecting, construction work, digging for other purpose, etc.). Were there any identified artifact concentrations? Were there any visible landscape features or ruins associated with the site? How large of an area are artifacts found in?
11. Please specify the presence of different artifact types, and include counts of each type if possible. Please provide a description of the artifacts including any significant or memorable artifacts. Also please indicate if photos or drawings have been included for documentation.

Map: Please draw a sketch map of the site area showing nearby roads, houses, streams, landmarks or any other information included in the Site Description Field (Field 10). Please also indicate the approximate size of the site and features, and include an arrow indicating where the direction of North is. See the manual "*Using Google Earth for Site Documentation*" for instructions on making a map and labeling features of the reported site.

Additional Information:

Please include any photocopies of a map showing the site location, photos of the site, visible ruins, and artifacts recovered from the site. When photographing artifacts, please make sure they are photographed in good light over a background of a solid color, and please include a ruler, tape measure, or photo scale next to the artifacts. Take the photos from directly above the artifacts to avoid distortion of the artifact's size and shape. These images and information that exist in digital format can be emailed to the Avocational Site Files administrator Joe Wilkinson at Avocational.Site.Database@gmail.com.