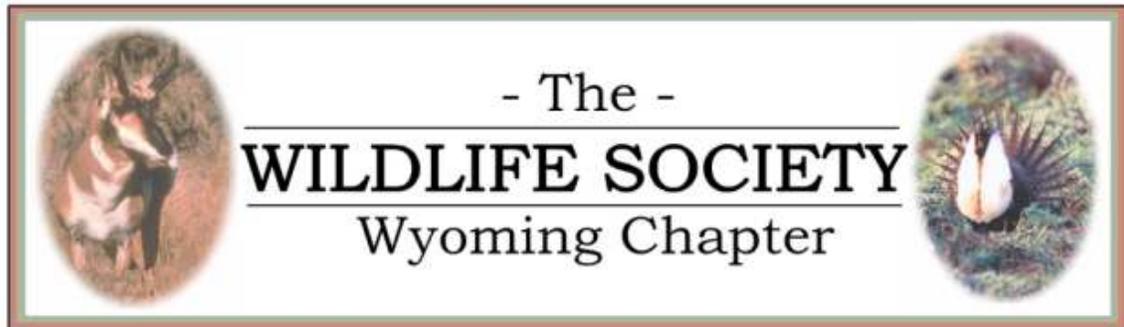


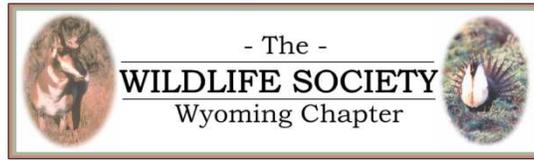
Celebrating Our Wildlife Conservation Heritage (COWCH) Handbook

August 2015



THE WILDLIFE SOCIETY





Celebrating Our Wildlife Conservation Heritage (COWCH)

INTRODUCTION

What is the COWCH project?

The professional field of wildlife management and conservation began in the 1930s with Aldo Leopold's publication of *Game Management* and the founding of a Department of Game Management at the University of Wisconsin in Madison. Several key representatives of the first generation of wildlife professionals passed away in 1999, prompting The Wildlife Society to adopt the COWCH Project with the goal of preserving the history and evolution of the wildlife profession by interviewing influential wildlife biologists, educators, managers, and other pioneers. It is imperative to capture and preserve the thoughts, recollections, and impressions of individuals who played key roles in the wildlife profession before they are lost forever.

The Board of the Wyoming Chapter of The Wildlife Society (Wyoming Chapter) established an ad hoc committee in February 2010 and purchased high quality video equipment to support this effort. The Board received funding from the sale of a donated Commissioner's license, and upgraded equipment in 2013. Andrea Orabona (307-349-2999, Andrea.Orabona@wyo.gov) is leading the effort for the Wyoming Chapter of TWS, and invites members to identify potential subjects to interview, conduct interviews, fill out Tape Identification and Interview Reports, or transcribe interviews.

Who is eligible to be interviewed?

The goal of the Wyoming Chapter of TWS is to preserve the history and evolution of the wildlife profession in Wyoming by interviewing influential wildlife biologists, educators, managers, and other pioneers. The Wyoming Chapter developed a list of suggested professionals to be interviewed, but it is not intended to be exclusive. You may know someone who has received noteworthy Chapter or Section recognition or has made noteworthy contributions to wildlife management and conservation in Wyoming and is not currently included on the list. Your recorded interviews will be included as a part of the national COWCH archives at TWS headquarters.

COWCH EQUIPMENT

Video

Avoid using analog cameras. Use a good digital video camera mounted on a tripod. When you choose a video camera, make sure that it has a microphone input and a headphone output. You can use cameras that record on miniDV tapes, flash cards, DVD, HDD, etc., but make sure you bring enough media to record up to 90 minutes. MiniDV cameras produce high-quality video and audio recordings, but they also cost a little more than a regular camcorder because they're usually targeting professional producers. Cameras that record to DVD are less popular because the resulting file is not very easy to edit. Cameras recording to HDD and to flash cards/SD cards are the most popular. For best quality, always use a new tape for the interview.

You may also want to have the following features: ability to switch to manual controls for focus, exposure, and white balance; LCD screen and easy menu system; and the possibility to connect to a power outlet.

Audio

Your COWCH interview is a piece of oral history and will make for unique documents that other people need to be able to understand and hear. The Oral History Association recommends that interviewers “should use the best digital recording equipment within their means to reproduce the narrator’s voice accurately and, if appropriate, other sounds as well as visual images”. Therefore, it is mandatory to use an external microphone that is plugged in to your video camera, and to carry an audio recorder (if possible) in addition to the video equipment.

Choosing a Microphone

If you are interviewing one subject indoors, the best external microphone is a lapel microphone (or lavalier) that can be clipped easily to a tie, jacket, shirt etc. Wired lapel microphones tend to be up to half the price of the wireless ones, and if you do not plan to move around a lot, a wired microphone will get the job done. If you can't find a lapel microphone, you can use a hand-held microphone instead, which can get strenuous after a point. Never give up control of your microphone by handing it to the subject. You can use a microphone stand (or duct tape the microphone to a floor lamp) and position it outside the camera frame.

Choosing an Audio Recorder

When selecting an audio device, remember that the primary purpose of using an audio recorder in addition to the video is to get a good-quality audio file that can be easily downloaded, edited, and published on the web. Use a digital, portable recorder with an

external microphone. Whatever audio recorder you choose, make sure you record in the highest possible quality, use an external microphone, have backup power supply, and can easily transfer the audio file by connecting the recorder to a computer.

Make sure you are familiar with your audio equipment before the interview. If your digital recorder has a voice-activation feature, turn it off because it may stop the recording if the subject suddenly leans back or lowers his/her voice.

Audio Traps to Avoid

- Do not put the microphone too close to the subject's mouth because it will pick up breathing and other vocal sounds. Monitor audio levels because you may need to compensate.
- Beware of microphone-handling noise, especially with inexpensive microphones.
- Turn off background music, radio, and television.
- Ask your subject to remove any kind of dangling jewelry or clothing items that can make noise.
- If wind is a problem, use a sock to shield the microphone.

Remember, whatever equipment you choose to use, you must be familiar with it before the day of the interview. Do a test interview with a friend; shoot some footage outdoors and indoors to see how your camera reacts to different lighting environments. Test your microphone and check the quality of the final audio.

Extra supplies

- Spare batteries
- Extra tapes/memory cards
- Extension cords for electrical supply and the microphone
- 3-prong/2-prong electrical adapters to accommodate wiring in older homes
- Duct tape
- Any lighting equipment you have
- A neutral-colored sheet in case you need to drape it over items to create a background, and clamps or clothes pins to clip it
- A lens-cleaning cloth (fog or dirt on the lens can't be removed post-production)
- A notebook and a pen/pencil so you're able to write down questions that occur to you during the interview

BEFORE THE INTERVIEW

Contacting the subject and making arrangements

The success of an interview depends on the preparation of both the interviewer and the subject. Once you have selected a subject, become familiar with his/her career and role in the development of the wildlife profession. Conduct background research on the person by obtaining a resume and/or biographic sketch, talking with former work colleagues and peers, and reading some of the subject's published work.

Contact the subject in advance to get acquainted; describe the COWCH Project purpose and how the subject's career is relevant to the project. This is also a good time to request a resume and/or a biographic sketch if you were unable to obtain it from any other source.

Familiarize yourself with the list of suggested questions and give your interviewee a general sense of what you want to discuss. Avoid providing the subject your questions ahead of time as it kills spontaneity, making your interview sound rehearsed. If the subject would like to show any pictures, letters, maps, etc., ask him/her to prepare them ahead of time.

Choosing a location

Arrange to meet the subject in an appropriate location, either in the subject's natural surroundings or in some way relevant to the interview. If you cannot make a visit to the location before the interview, this is a good time to ask a few key questions: what kind of lighting is available; is there any type of constant background noise (like window A/C unit, fan, electric generator, etc.); how large is the room and will it have an echo; is it next to a busy road, highway, railway, or in the line of major airline traffic; is it close to a fire department or police station where sirens are audible; is it close to another location hosting special events that day?

Traveling to the location and setting up

Arrive early and get comfortable talking with the subject before you set up. Try to establish a connection and show the person that you care about him/her and that his/her interview is valuable to you. Don't make the subject sit or stand in one place until you're almost done setting up.

Lighting

If you decide to shoot outdoors, make sure the natural light is good enough and does not require any supplemental lighting. Make sure the sun is not directly behind the person or right in his/her eyes. Choose an evenly shaded place.

If you shoot indoors, choose a room that has enough space and allows you to control lighting. You may need to use lamps to counter other bright lights. If you mix various types of lights, make sure you [white balance](#) the camera (this tells the camera what the color white looks like so it will record it correctly) to avoid blue (if the camera expects artificial light and it encounters daylight), orange, (if the camera expects daylight and encounters artificial light), or other shaded video. To check the white balance manually, turn on the camera, switch to manual mode, hold a white sheet of paper in front of the camera, zoom in to fill the whole frame, and click the WB button.

If you're interviewing multiple people, have the lighter complexion person sit farther from the light source. Similarly, taller subjects must also sit farthest from the light lest they block it.

To see more about lighting and the three-point lighting scheme, visit mediacollege.com/video/interviews/lighting.html.

Setting

The key to a successful interview is the right setting. Pick a neutral background that does not distract from the interview. Make sure it is uncluttered and does not contain any moving objects, sources of light (lamps), or any object or action that can distract. Avoid framing the subject against a reflecting window or mirror, or against a blank wall decorated with vivid pictures. Look out for signs with obscured letters that could form unwanted words. Avoid objects that appear to be growing out of the subject's head (particularly poles and trees). If you cannot find a neutral background, you can create one by draping a bookcase with a simple neutral or darker patterned sheet hung like drapes and clipping it with clamps.

Ask the person to avoid wearing thin stripes or patterned clothes and to wear minimum jewelry. Sit the person down in a comfortable chair. Avoid using swivel chairs because people tend to move in them. Avoid placing any object directly between you and the subject because it acts as a barrier in communication. If you are taping the interview without any other help from a camera or sound person, seat yourself close to the camera but not in front of it and not directly behind it. This way, your subject will be looking at you without looking directly into the camera. You will also be able to look at the LCD and wear the headphones to listen to the sound.

Framing/Composition

Make sure the camera is set at the eyelevel of the subject. Shooting a person up or down may give an unintended message.

Remember that even if you have the best equipment, you are still the mind of the camera and the quality of the footage depends on how you organize objects in the frame. If there is a third person operating the camera, you can open with a few wide shots, showing the interviewer and the subject and then zoom in on the subject. Get close! Remember that a big face is good on video. Make sure the subject is facing slightly left or right of the camera. Avoid severe profile shots – a good rule of thumb is to be able to see both eyes at all times. If the person is gesturing a lot, you can use more medium shots than medium close-ups. Use tighter shots only when the subject is presenting personal information or to show emotion. Avoid extreme close-ups as they are often unflattering to both the subject and viewer. To see more about framing interview shots, visit mediacollege.com/video/interviews/framing.html.

Respect the rule of thirds and give the subject enough head room (space between the top of the subject's head and the top of the frame) and look room (space between the tip of the nose and the edge of the frame in the direction the person is facing). More on the rule of thirds and composition: mediacollege.com/video/interviews/studio.html.

Look at the LCD or the viewfinder and focus on the person. Use manual focus, when possible.

Sound

Wear headphones. Do a few sound checks and make sure the microphone is working correctly. Listen for any echo or background noise. Suggest closing the window, turning off all phones, pagers, alarm clocks, etc.

THE INTERVIEW

During the interview

- Begin the interview gently. Ask simple, direct, open-ended questions.
- Be yourself and be relaxed, because it will help your subject feel comfortable as well. If you notice any problem with the sound, lighting, camera, etc. during the interview, politely ask to pause the interview and adjust the problem.
- Stay engaged, maintain eye contact, and smile. Show interest by leaning forward, nodding, using appropriate facial expressions, or occasionally asking relevant follow-up questions.
- Keep the flow going. Ask questions that evoke the subject's personal history and reflections.
- Allow the subject time to think or collect thoughts. If there is an obvious break, ask a question from the list, or clarify points from notes taken earlier in the interview.
- Don't challenge the subject. If you think you may have heard a different side of the story/ event described, casually mention it and give it a source.
- Stay focused. If your subject strays into subjects that are not pertinent to the interview, gently pull him/her back as soon as possible.
- Postpone sensitive questions for later in the interview. Approach topics from different angles. End on a positive note.
- Accuracy is important. Try to get the role of the person right in the events he/she is describing.
- Keep the footage upbeat. Alternate frames, do very slow zooms or other camera movements.
- Keep track of time. Plan a short break after 45 minutes or 1 hour for bathroom needs and coffee, to change tape and/or battery, and to discuss topics left to cover. Do not tire people. Generally after 50-60 minutes people start to lose focus. Do not exceed an hour and a half of interviewing. If the subject needs significantly more time, schedule a second interview.
- Have fun and enjoy the interview. Remember, this is a celebration of our profession!

Interview questions

The Wyoming Chapter recommends that you provide questions to the interviewee well in advance of the interview. Take some time before the interview to review the questions with the subject to be certain that the interview contains the most important information he/she wishes to discuss. Use these questions for guidance. The subject does not have to answer all of them, or may wish to answer questions not included here.

Personal Information

1. Let's start with some background information about when and where you were born, your parents' names, and where you grew up.

Education

2. Tell us about your education. What colleges or universities did you attend, what degrees did you earn, and when did you graduate?
3. How did you decide to pursue a career in wildlife management and conservation?
4. Were there any hobbies, books, or events that influenced your career choice?
5. Tell us about your hunting and fishing background.
6. Who were some of your mentors and how did they influence you?
7. What aspect of your formal education was the most useful in your career?

Military Service

8. Tell us a bit about your military service.
 - a. In what branch and during what years did you serve?
 - b. Where were you stationed?
 - c. What were your duties?
 - d. Did you earn any decorations?
9. Did your military service relate in any way to your wildlife professional career?

Family

10. Let's talk about your family life. Who is your spouse, when and how did you meet, and when did you marry?
11. Do you have children? Have any of them pursued a wildlife-related profession?
12. How did your career affect your family?

Career/Professional Experience

13. Describe for us your first professional position and how you got the job.
14. After your first professional position, tell us where you went from there.
 - a. What kinds of positions did you have and where were they located?
 - b. What was the pay and benefits like?
 - c. Were there promotional opportunities?
15. Briefly describe the wildlife profession of the day and the changes you observed over time.
16. What would be your best professional advice for a young (subject's name) today?
17. What were the most useful tools or instruments you used over the course of your career?
18. What is the most interesting project you were involved in?
19. Describe the most pressing issue you had to deal with.
 - a. How was the issue resolved?
 - b. Has your perspective or opinion on that issue changed with time?
20. What do you think was the most difficult thing you had to overcome in your career?
21. Tell us what the high points and low points were in your career.
22. What was your most dangerous or frightening experience?
23. What was your most humorous experience?
24. What would you consider your 3 most significant contributions to the field?

Reflections on the Profession

25. Name 3 people you believe are the most influential in developing the field of wildlife management and why?
26. What do you think makes a great wildlife manager?
27. Name 3 skills that a good wildlife professional should have.
28. Why should someone become a wildlife professional today?
29. What are your thoughts on the future of the profession?
30. Is there anything else you'd like to tell us about your career?

Wrap up the interview by saying "Thank you for participating in The Wildlife Society's Celebrating Our Wildlife Conservation Heritage program!"

After the interview

- Thank the person for the interview and their time.
- Make sure you clarified any spellings. Ask for permission to call back and double check things if you need to.
- Ask the subject to sign the Gift and Release Agreement form (included below).
- Explain to the subject what will happen to the material and how it will be used. Ask if they would like a copy of the interview.
- If the subject used visual aids, maps, or photographs, identify these and, if possible, include a copy with the interview disc/tape.
- Create a keyword index with personal and place names, project titles, events, and years.
- Ask the subject if they have any photographs or documents to donate, share, or copy, as well as any wildlife-related equipment.
- If possible, obtain a resume and biographic sketch to accompany the disc/tape.
- Complete the Tape Identification and Interview Report form (included below).

- Transfer your video to a DVD or CD-R (for audio files) and review the interview to make sure the transfer is done correctly, audio and video are in-sync, and that the interview can be played back without any problems.
- Label each tape/disc with the subject's name, interviewer's name, date, tape number, and location of the interview.
- Provide a transcript of the interview, typed in a Microsoft Word or Txt document.

OTHER INFORMATION

Video camera

The Wyoming Chapter of The Wildlife Society purchased two sets of interview equipment, one to be housed in the Lander area and one in the Casper area. The Canon Vixia HFR400 camcorders, Canon WM-V1 wireless microphones, Canon camera bags, 1 TB external hard drives, tripods, and Sandisk 16 GB SD cards are dedicated to this effort. The video equipment is available to members who wish to conduct COWCH interviews; contact COWCH liaison Andrea Orabona (Andrea.Orabona@wyo.gov, 307-349-2999) to make arrangements.

Your COWCH interview is a piece of oral history that other people need to be able to hear and understand. We highly recommend that interviewers use the wireless microphone, and place it midway between the interviewee and interviewer. In some cases, you may need to bring an extension cord for the electrical supply. Be sure to familiarize yourself with the camera before the interview. Please read the information in the "Before the Interview" section when choosing a location for the interview.

Forms

A Property Transfer Form must be completed each time the camera changes hands. The person identified on the form is responsible for the care and proper functioning of the video camera, and is responsible to the Chapter for any loss or damage to the equipment.

A Tape Identification and Interview Report form (included below) needs to be completed for each interview. We suggest you make notes during the interview on your own set of questions so that it is easier for you to complete the form.

A Gift and Release Agreement form (included below) also needs to be completed for each interview.

Donations

Donations to the Wyoming Chapter COWCH program are welcome! To arrange a donation, contact the COWCH liaison: Andrea Orabona, 307-349-2999, Andrea.Orabona@wyo.gov.

List of interviews already recorded by the Wyoming Chapter for the COWCH project

Bill Alldredge	Harry Harju	Reg. Rothwell
Art Anderson	Bill Hepworth	Bill Rudd
Harold Bergman	Kevin Hurley	Tom Ryder
Steve Buskirk	Steve Kilpatrick	Dick Saul
Gary Butler	Cal King	Dennis Saville
Steve Cain	Bob Lanka	Tom Segerstrom
Terry Cleveland	Fred Lindzey	Bob Sexton
Rex Corsi	Dave Lockman	Bruce Smith
Doug Crowe	Dave Moody	Rollie Sparrowe
Bill Crump	Bob Oakleaf	Dale Strickland
Huey Dawson	Bob Phillips	Jack Welch
Pat Deibert	Bert Raynes	Roger Wilson
Rich Guenzel	Dave Roberts	

List of interviews planned to be recorded by the Wyoming Chapter for the COWCH project

Greg Arthur	Steve Cain	Andrea Orabona
Dick Baldes	John Craighead	Archie Reeves
Kim Barber	Willie Fitzgerald	Russell "Buzz" Robbins
Tom Bell	Kerry Gunther	Jim Roseberry
Mac Black	Greg Hiatt	Betina Sparrow
Joe Bohne	Mark Hirschberger	Dan Stroud
Dave Bragonier	Ron Iverson	Steve Tessman
Tim Britt	Jack Kelly	
Gary Butler	Joe Nemick	

THE COWCH PROGRAM NEEDS YOU!

Volunteer to record interviews

To volunteer as a COWCH interviewer, please contact the Wyoming Chapter COWCH liaison: Andrea Orabona, 307-349-2999, Andrea.Orabona@wyo.gov. You can use the Wyoming Chapter's list of proposed subjects or make your own. If you have suggestions of potential individuals to be interviewed, please email a brief proposal containing the name of your subject, why they are important to the wildlife profession/COWCH project, your estimated time for producing the interview, and the type of equipment you will be using.

Volunteer to transcribe interviews

To volunteer as a COWCH transcriber, please contact the Wyoming Chapter COWCH liaison: Andrea Orabona, 307-349-2999, Andrea.Orabona@wyo.gov. The Wyoming Chapter COWCH Committee will do its best to ensure you receive the interviews in a format that you can work with. Transcripts must be typed in a Microsoft Word document.

Volunteer to log footage and complete interview report forms

To volunteer as a general COWCH logger or to volunteer for specific interview(s) you want to log and complete the interview form for, please contact the Wyoming Chapter COWCH liaison: Andrea Orabona, 307-349-2999, Andrea.Orabona@wyo.gov. The Wyoming Chapter COWCH Committee will do its best to ensure you receive the interviews in a format that you can work with. You will have to mark down the approximate beginning and ending time of major interview section (e.g., 02:05-04:45 – humorous incident about trapping skunks). You will also have to add keywords, places, and names mentioned.

APPENDIX 1

The Wildlife Society COWCH Interview Questions

Wyoming Chapter of The Wildlife Society Video Camera Property Transfer Form

The Wildlife Society Gift and Release Agreement

The Wildlife Society Tape Identification and Interview Report

The Wildlife Society COWCH Contribution Form

The Wildlife Society COWCH Interview Questions

Personal Information

1. Let's start with some background information about when and where you were born, your parents' names, and where you grew up.

Education

2. Tell us about your education. What colleges or universities did you attend, what degrees did you earn, and when did you graduate?
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Military Service

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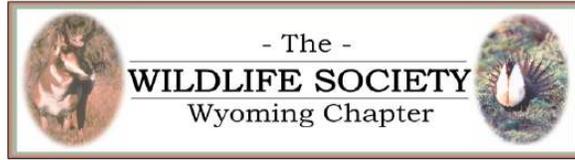
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***Thank you for participating in The Wildlife Society's
Celebrating Our Wildlife Conservation Heritage program!***



Video Camera Property Transfer Form

The Wyoming Chapter (Chapter) of The Wildlife Society owns this Canon Vixia HFR400 Camcorder, Canon WM-V1 Wireless Microphone, Canon Camera Bag, 1 TB External Hard Drive, Tripod, and Sandisk 16 GB SD Cards (worth approximately \$650).

This form is for tracking the Chapter's property as it travels around Wyoming for the purpose of conducting COWCH interviews and other Chapter business.

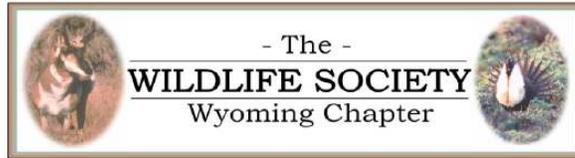
The person identified on this form is responsible for the care and proper functioning of the camcorder, and is responsible to the Chapter for any loss or damage to the equipment.

NAME (Print and Signature)

DATE

Contact information: _____

*Fill out both parts; cut in half; each person keeps one part as proof of transfer
Notify Andrea Orabona 307-349-2999 or Andrea.Orabona@wyo.gov each time a transfer occurs*



Video Camera Property Transfer Form

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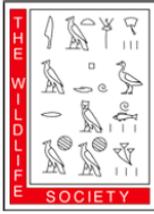
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THE WILDLIFE SOCIETY

5410 Grosvenor Lane • Bethesda, MD 20814-2197

Tel: (301) 897-9770 • Fax: (301) 530-2471

E-mail: tw@wildlife.org

Gift and Release Agreement

I, _____ do hereby give and grant to The Wildlife Society all
(Narrator's Name)

literary and property rights, titles, and interest which I may possess to the recording and the transcripts

of the interview conducted at _____
(Address)

(City) (State) (Zip)

on _____ for the Celebrating Our Wildlife Conservation Heritage
(Date)

(COWCH) Project of The Wildlife Society, which gift I will never revoke or recall.

Narrator's Signature _____ Date _____

Interviewer's Signature _____ Date _____



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E-mail: tws@wildlife.org

Tape Identification and Interview Report

All of this information is fairly straightforward, although immensely important. The better you are able to identify the most important subjects discussed, the easier it will be for researchers to tell the history involved. Please identify keywords and subjects shortly after you conduct the actual interview.

For the Tape Identification Number, use the following format: State, Interviewer's Initials, and Date (2 digits for day, month, year). For example: Interview conducted in Minnesota by W. Daniel Svendarsky on January 2, 1999 would be identified as Tape # MNWDS010299.

Others present _____

Location of interview _____

Indexed by _____ Date _____

Did the narrator request a copy of the videotape/audiotape? _____ Yes _____ No

Comments _____

Suggested keywords discussed _____

Personal names mentioned _____

Places mentioned _____

Projects discussed _____

Important issues _____

Note: This interview format was adapted largely from the "Oral History Project Guide" pamphlet developed by Mark Madison, Historian, and his co-workers at the National Conservation Training Center of the U.S. Fish and Wildlife Service. We are grateful for their thoughtful development of the guide.

Excellence in Wildlife Stewardship Through Science and Education



Wildlife Society Investors

YES, I do support the COWCH Program of The Wildlife Society. Enclosed is my tax-deductible contribution* of:

- | | |
|---|--|
| <input type="checkbox"/> \$25 Associate Producer | <input type="checkbox"/> \$500 Studio Mogul |
| <input type="checkbox"/> \$50 Producer | <input type="checkbox"/> \$1000 Walk of Fame |
| <input type="checkbox"/> \$100 Executive Producer | <input type="checkbox"/> Other |
| <input type="checkbox"/> \$250 Director | |

* Contributors will be recognized in *The Wildlifer*, the TWS web page, and the annual report as a *Wildlife Society Investor*. Please list my name as: _____

Additional support from my employer is enclosed. Please list as: _____

This is an honor or memorial gift.

Name of Person Being Honored _____

Occasion You Are Honoring e.g. birthday _____

In Memory of _____

Relationship to the Person e.g. husband, sister, son _____

Enclosed is a \$_____ donation in US Dollars for the COWCH Program.

METHOD OF PAYMENT: Check (Payable to The Wildlife Society) Visa MasterCard AMEX

Acct # _____ Exp. Date _____ Signature: _____

Name: _____

Address: _____

City: _____ State/Province: _____ Zip: _____

Country: _____ Daytime Phone: _____ E-mail: _____

Mail or fax this form to: **The Wildlife Society, 5410 Grosvenor Lane, Bethesda, MD 20814 USA**
FAX: 301/530-2471 Phone: 301/897-9770