



The Bluebird Shed & Installing Neighborhood Boxes

Procedure #4
Updated Aug 2021

In 2017, the Bella Vista Bluebird Society arranged to sell our nest boxes exclusively through [The Bluebird Shed](#), at 648 W. Lancashire Blvd, Bella Vista, AR.

What is stocked by The Bluebird Shed:

- One (1) or more 6' t-posts & 40" PVC guards. These are sold to customers who does not want installation.
- Four (4) or more slotted BVBBS nest boxes. Customers will take their boxes (new in 2021) even if they are having it installed by BVBBS volunteers. The trail boss assigned to make the installation will bring a post, PVC and other tools needed.

Actions by The Bluebird Shed:

The Bluebird Shed (Butch Tetzlaff or Sarah Coffey) will perform the following actions regarding selling equipment to customers:

- 1) The preferred sale will be an installation, but sales of boxes, posts and PVC without installation can be made.
- 2) Collect the money due from the sale, BVBBS Nest Box = \$35, PVC = \$4, Post = \$6, Installation = \$10. All parts, plus installation = \$55.
- 3) All box sales are sent home with the customer along with the following paperwork provided by the BVBBS President:
 - BVBBS brochure
 - BVBBS instruction sheet - Monitoring Your Home Bluebird Nest Box
 - NABS Factsheet: Monitoring Bluebird Nestboxes
 - For those installing their own nest box, include a BVBBS instruction sheet - How to Install a Bluebird Nest Box.
- 4) Notify the Trail Boss Coordinator (Steve Skaggs) and President (Laura Claggett) of any required installations, including name, street address, phone number and email address.
- 5) At month's end, email a report of sales for that month to Lorna Sterrett, Treasurer, and copy the President. Send a check for the income received that month to Lorna.
- 6) Contact Steve and Laura for restocking of boxes in the store as needed. They will pull boxes from the BVBBS inventory and contact builders if there is a shortage of boxes.

Actions by Trail Boss Coordinator:

The TBC will perform the following actions regarding the sales of nest boxes to residents:

- 1) After being informed by The Bluebird Shed of an installation, select the trail boss whose home is nearest to the installation site.
- 2) Advise that trail boss of all the details needed for the installation (name, address, phone, email, and dates if applicable).
- 3) Follow-up with the trail boss after a reasonable time if you haven't heard that the job has been completed.
- 4) Inform the BVBBS President and The Bluebird Shed after the installation has been completed.

Actions by the Trail Boss assigned for the installation:

The trail boss assigned for the installation will perform the following actions:

- 1) After being informed by the Coordinator of an installation, contact the customer to arrange a suitable time for the installation.

- 2) Install the equipment in a timely manner. When you visit the site, make sure you have all of the equipment necessary – T-post, PVC guard, wire, post pounder, etc.
- 3) Unless otherwise notified, the box should be of the slotted design, for better protection against house sparrows.
- 4) Select an installation spot that is acceptable, and viewable to the homeowner from inside the house, if possible, and preferably about 10 feet away from trees, bushes, etc.
- 5) Ask the customer if they know if there are any utility lines (e.g. phone line, water line, electrical line, sewer line, etc.) in the immediate vicinity of the installation site. Even though all such utility lines are typically buried deeper than the t-post will be set, choose another installation site if there is any indication that any utility lines might be present.
- 6) Place post in ground deep enough that the triangular base is covered. Add PVC guard and securely wire on the nest box.
- 7) After installation, inform the Coordinator that the installation is complete.
- 8) If there are any supply problems, or if the assigned installer is unable to do an installation, they should contact the Coordinator as soon as possible.

Actions by Trail Boss Coordinator:

For this system to work it will be necessary to have a good supply of all parts on hand, so that supplies will be available to trail bosses for neighborhood installations, as well as for supplies on their trails. Notify the President if more supplies are needed. It will also be helpful for trail bosses to have an inventory of 3-5 T-posts and PVC guards.