

# ServCat Tools: Abstract Templates for Annual Narrative Reports

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These abstract templates were developed using the table of contents from a variety of narrative reports. Specific details do not need to be included here, only broad concepts. The bold text represents major headings from the report, and the subheadings- highlighted in green- need to be filled in. Information can be added to or removed from these abstracts as necessary. When entering several narratives from a refuge it is advisable to fill in the template, make the necessary adjustments from one narrative to the next, and then copy and paste the text into ServCat.

## 1942 to 1972

This narrative report for [INSERT REFUGE NAME] summarizes Refuge accomplishments from [INSERT DATES]. The report begins with a summary of the **weather and habitat conditions** during this period. **Water conditions and food and cover** are described in this summary. **Wildlife**- including [INSERT WILDLIFE]- is also covered. The report includes a **Refuge development and maintenance** section which discusses [INSERT DEVELOPMENT AND MAINTENANCE ACTIVITIES]. **Resource management** is outlined; topics include [INSERT RESOURCE MANAGEMENT TOPICS]. A progress report on **field investigations and applied research** is also provided. The **public relations** section of the report discusses [INSERT PUBLIC RELATIONS TOPICS]. **Items of interest, N-R forms, and photographs** are provided at the end of the report.

## Planning and Accomplishment Narrative (FY 1973)

This narrative report for [INSERT REFUGE NAME] summarizes Refuge **highlights and accomplishments** for the 1973 fiscal year. [INSERT HIGHLIGHTS] are discussed in the highlight statement. The **Refuge accomplishments** section covers [INSERT REFUGE ACCOMPLISHMENTS].

## Fiscal Year 1974 to 1975

This narrative report for [INSERT REFUGE NAME] summarizes Refuge accomplishments during the [INSERT YEAR] fiscal year. The report begins with a summary of the **weather and habitat conditions** during the year. **Water conditions and food and cover** are described in this summary. **Wildlife**- including [INSERT WILDLIFE]- is also covered. The report includes a **Refuge development and maintenance** section which discusses [INSERT DEVELOPMENT AND MAINTENANCE ACTIVITIES]. **Resource management** is outlined; topics include [INSERT RESOURCE MANAGEMENT TOPICS]. A progress report on **field investigations and applied research** is also provided. The **public relations** section of the report discusses [INSERT PUBLIC RELATIONS TOPICS]. **Items of interest** are provided at the end of the report.

## 1976 to 1980

This annual narrative report for [INSERT REFUGE NAME] summarizes Refuge accomplishments during [INSERT YEAR]. The report begins with an **introduction to the Refuge** and a summary of the year's **climatic and habitat conditions**. **Land acquisition** is also covered in this section, as is the **system status**.

A **construction and maintenance section** is provided next. **Habitat management** is also covered; [INSERT HABITAT MANAGEMENT TOPICS] are discussed. The **wildlife** section of the report discusses [INSERT WILDLIFE TOPICS]. **Interpretation and recreation** are also described; topics include [INSERT RECREATION TOPICS]. **Field investigations, cooperative programs, items of interest, and safety information** are provided at the end.

### 1981 to 2004

This annual narrative report for [INSERT REFUGE NAME] summarizes Refuge accomplishments during the [INSERT YEAR] calendar year. The report begins with a summary of the year's **highlights and climatic conditions**. **Land acquisition**-including [INSERT LAND ACQUISITION TOPICS]- is also covered. The report includes a **planning section** which discusses [INSERT PLANNING ACTIVITIES]. **Refuge administration** is outlined; information about [INSERT ADMINISTRATION TOPICS] is given. **Habitat management** is also covered. Subjects include [INSERT HABITAT MANAGEMENT SUBJECTS]. The **wildlife** section of the report discusses [INSERT WILDLIFE]. The **public uses** of the Refuge described in this report include [INSERT PUBLIC USES]. The **equipment and facilities** section of the report provides information about [INSERT EQUIPMENT AND FACILITIES TOPICS]. **Items of interest** are provided at the end.

### 1997-2004 (Alternative Format)

This annual narrative report for [INSERT REFUGE NAME] summarizes Refuge accomplishments during the [INSERT YEAR] calendar year. The report begins with an **introduction to the Refuge** and a summary of the year's **highlights and climatic conditions**. Information about **monitoring and studies**- including [INSERT SPECIFIC STUDIES]- is provided next. **Habitat restoration and management projects** are also covered; activities include [INSERT HABITAT MANAGEMENT PROJECTS]. **Fish and wildlife management** are discussed next with emphasis on [INSERT WILDLIFE TOPICS]. **Coordination activities**, such as [INSERT ACTIVITIES] are outlined. The **resource protection** section provides information about [INSERT TOPICS]. Information about **public education and recreation** is given including [INSERT PUBLIC EDUCATION TOPICS]. Finally, **Refuge planning and administration** are discussed.