

Guardian Guides Annual Reporting Form

Please answer the following honestly and accurately. In addition to completing this form for annual review, please also attach specified items. Annual site visits are also required for certification.

- 1 How many tours do you offer per day? _____ Please attach a copy of your tour schedule from your website or other advertising platform.
What are the individual times of each tour? _____
- 2 What is the duration of each tour? _____
- 3 What equipment is provided to each tour guest?

- 4 Please list guidelines/expectations your business gives to guests in the event they see a manatee in close range.

- 5 How does your company ensure that guests are adhering to Guardian Guides principles?

What action is taken if a guest violates these guidelines?

- 6 Approximately what distance do you encourage guests to maintain between themselves and manatees?

- 7 Do you monitor your website and/or social media platforms to ensure that it reflects expectations / operations in a manner consistent with Guardian Guidelines? Yes No If yes, how often? _____
- 8 What is your guide to guest ratio? _____ Have you encountered any circumstances this past year that required lower guide to guest ratios? If so, what dates did this occur and what ratio did you use?

- 9 During any in-water portion of tours, where are the tour guides and captains located? _____
- 10 If you arrive to an area during a tour where there is already another tour taking place, what is your procedure?

- 11 If another tour group is waiting for the area where your tour is currently taking place, what do you do?

- 12 Does your company provide an informational/education session prior to the start of the tour? Yes No
If so, what is the average duration? _____
Please include a link to your website & attach copies of all educational information your company provides to guests prior to/during/post tour, including a link to or copy of your post-tour guest survey.
- 13 Do you have a laminated map of Kings Bay available during tours? Yes No If yes, please attach a copy.
Where is this map located during each tour? _____
- 14 What dollar amount do you set aside from each tour guest for springshed protection & restoration? \$ _____
- 15 How many dollars were collected from this past year's tour sales for springshed protection & restoration?
\$ _____ Please describe how those funds been allocated _____
- 16 Have you observed a SMC-facilitated demonstration of new prop guard/thruster technology in King's Bay?
Yes No Date: ____/____/____ Do you currently use this new prop guard/thruster technology in your business? Yes No

17 Please complete the following table to document your annual Kings Bay service hours.

Date	Activity	Description	Hours Spent
			Total Hours:

Thank you for your involvement with the Guardian Guides Manatee Stewardship Program. Please submit annual documentation to guardianguides@savethemanatee.org or mail to:

Guardian Guides
 c/o Save the Manatee Club
 500 N. Maitland Ave.
 Suite 210
 Maitland, FL 32751