

Volunteer Service Project Requirements and Forms

Historic Rivers Chapter Virginia Master Naturalist (HRCVMN) project proposals should be completed by chapter members or partner organizations and submitted to the HRCVMN's board (i.e., board's appointees) for review. Projects will be evaluated for relevance to the program mission and objectives. Projects and activities implemented without approval are not considered Master Naturalist activities, do not count towards required service hours, and do not carry the liability shield.

Projects must be open to participation by all members of the Virginia Master Naturalist program and must meet the intent of one or more of the four categories listed:

Education/Outreach: Educating the public. For example., being a volunteer interpreter at a park, developing an interpretive trail, being a guest presenter on a natural resource topic in a classroom or garden club, staffing presentations at fairs, booths, etc, training other non-VMN volunteers or naturalists-in-training.

Citizen science/monitoring: Data collection, monitoring, biological inventories contributing to the management of local natural resources or other research-oriented activities. Examples: collecting data for wildlife mapping, VA frog and toad calling survey, bird counts, conducting water quality monitoring.

Stewardship: Improve habitat and other natural resources or improve the ability of the public to access these resources, dedicated to management of natural resources within our local community. Examples: maintaining trails at local state and county parks, pulling out non-native invasive species or planting natives at a nature center, restoring bird-friendly habitat at a local park.

Administrative: Chapter organization, volunteer development, training and other management roles. Examples: leading general membership meetings, planning and supervising VMN training classes, working on the chapter newsletter, attending state meetings on behalf of the chapter.

A project proposal can be submitted by a member of the chapter, member of another chapter, or a partner organization. Partner organizations may include state or local public agencies or groups. Here are some examples:

State Partners: VA Dept. of Conservation & Recreation, VA Dept of Game and Inland Fisheries, VA Dept of Forestry, VA Cooperative Extension, or VA Museum of Natural History

Local Partners: the College of William & Mary, VIMS, VA Nature Conservancy (Chesapeake Rivers chapter), Williamsburg/JCC Schools, John Clayton Chapter of the Native Plant Society, or other potential partners

The HRCVMN members will use the following procedures to apply for and receive credit for volunteer service hours, especially when the project or event includes conducting community education or a speaking engagement. The board appointee(s) will review the proposal and report, give volunteer hour credit, and retain the information in a speaker's bureau file, as appropriate.

The HRCVMN member(s) will:

- Complete an application (Part I) and submit for approval to the volunteer service project committee chair (Bruce Hill, euplotes@msn.com) in advance of the project or event (when possible).
 - The application may be used to cover multiple events if the content, audience, and/or speaker do not change. This will be addressed in advance on a case-by-case basis.
 - Preparation may be included as service hours when appropriate to the task. Please submit all service hours related to the project to the membership chair (Jeanette Navia, jnavia@gmail.com).
- Submit a summary report (Part II) to the chapter president (Susan Powell, smapowell@cox.net) if the project involves presenting information to an audience. Examples include speaking engagements, educational events, walk and talks, and booths. Please include evaluation information in the summary.
 - If the project/event is a one-time event, please submit the summary report (Part II) within 10 days after the project/event is complete.
 - If the project/event is an ongoing project, please submit a combined summary at the end of the year so those data may be included in the annual report. An ongoing project is a project in which the same information is presented numerous times to different audiences. Examples include the children's educational program "A Zoo in My Luggage" or a Farmer's Market event.
- In order to complete Part II, plan for and gather evaluation information about the success of the event, satisfaction of the audience, feedback from community partners, etc. Evaluation helps the chapter to collect data that can be used in reporting (i.e., data for the President's Annual Report). Here are some questions to ask to help evaluate activities.
 - How will you know if your project goals were achieved or changes were made? (e.g., habitat restored, data collected, bird increased in population)
 - How will you obtain feedback from your participants? (e.g., attendees at a workshop, children in a class)
 - How will you obtain feedback from sponsoring partners (e.g., individuals or agencies) about the success of your project?
 - How will you describe critical feedback about your experience to the HRCVMN Board of Directors?
 - How will you let the community at large know about your successes?

In keeping with State mandates and the mission of the HRCVMN, member(s) will:

- Participate in or conduct activities that are consistent with the mission of the HRCVMN.
- Be able to demonstrate that special events and programs are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status.
- Demonstrate efforts that reach out to under-served groups.

PART I – Volunteer Project Proposal

Submit this form to the Volunteer Service Project Chair for review by the committee.
Submit to: **Bruce Hill** (euplotes@msn.com)

Or mail to:

Historic Rivers Chapter Virginia Master Naturalist
PO BOX 6424
Williamsburg, VA 23187

NOTE: The form below is a table. Just tab from cell to cell or click on the box to type your information.

Date of Submission:	June 15, 2009	
Project/Event Name:	Data collection for Reptiles and Amphibians of York County	
Project Chair (HRCVMN):	Name:	Tim Christensen
	Email:	mtnc066@msn.com
	Phone:	Work: (757)878-2375 ext 21
Person submitting: if other than above	Name:	Shirley Devan
	Email:	Sedevan52@cox.net
	Phone:	757-813-1322
Partner Organization:	<input type="checkbox"/>	State
	<input checked="" type="checkbox"/>	Local: York County Extension Office
	<input type="checkbox"/>	Other
Contact Person/Information: if appropriate	Name:	
	Email:	
	Phone:	
	Address:	
Timeframe: Be as specific as possible with date(s) or start and ending times.		Ongoing until May 30, 2010. Data on reptiles and amphibians from recent past may be submitted with appropriate backup data. This date may be extended depending on availability of information.

	<table border="1"> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>																						
Location(s) Where will the project take place?	<table border="1"> <tr><td></td><td>York County, VA – any location</td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table> <p>Please identify /explain: When Tim Christensen completes the report, the data will be submitted to York County Extension Office to inform and educate county citizens as to the reptiles and amphibians that occur in the County.</p>		York County, VA – any location																				
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Type of Event Select all that apply	Descriptors: Select all that apply <table border="1"> <tr><td></td><td>Display/poster at a fair, community program, or workshop</td></tr> <tr><td></td><td>Speaking for a class, club, or public event</td></tr> <tr><td></td><td>Training or conference presentation</td></tr> <tr><td></td><td>Education/interpretation for children</td></tr> <tr><td></td><td>Education/interpretation for adults</td></tr> <tr><td>x</td><td>Counts (e.g., bird, butterfly, etc.)</td></tr> <tr><td>x</td><td>Monitoring (e.g., bird nests, water quality, etc.)</td></tr> <tr><td>x</td><td>WildlifeMapping or collecting data</td></tr> <tr><td></td><td>Habitat restoration, planting, or trail maintenance</td></tr> <tr><td></td><td>Volunteer development or chapter management</td></tr> <tr><td></td><td>Other – Please explain below</td></tr> </table>		Display/poster at a fair, community program, or workshop		Speaking for a class, club, or public event		Training or conference presentation		Education/interpretation for children		Education/interpretation for adults	x	Counts (e.g., bird, butterfly, etc.)	x	Monitoring (e.g., bird nests, water quality, etc.)	x	WildlifeMapping or collecting data		Habitat restoration, planting, or trail maintenance		Volunteer development or chapter management		Other – Please explain below
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	Other – Please explain below																						
Description: What does the project entail? What will participants actually do? If this is a speaking engagement, what is the topic?	Master Naturalists will record their observations of reptiles and amphibians in York County using the attached data sheet. Volunteers who live in York County may record observations in their yards. Volunteers may record reptile and amphibian observations at any York County location, including parks.																						

Experience or Training Needed:	<table border="1"> <tr> <td style="width: 30px; text-align: center;">x</td> <td>No prior experience needed</td> </tr> <tr> <td></td> <td>Prior experience needed or preferred. Please explain below.</td> </tr> <tr> <td></td> <td>Training will be provided. Please give details below</td> </tr> </table>	x	No prior experience needed		Prior experience needed or preferred. Please explain below.		Training will be provided. Please give details below
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	Prior experience needed or preferred. Please explain below.						
	Training will be provided. Please give details below						
Are minors involved?	<table border="1"> <tr> <td style="width: 30px;"></td> <td>Yes</td> </tr> <tr> <td style="text-align: center;">x</td> <td>No</td> </tr> </table> <p>If so, all volunteers must be trained in working with youth and the Above Suspicion policy.</p>		Yes	x	No		
	Yes						
x	No						
Estimated Prep Time: e.g., hours of prep for speaking engagement	<table border="1"> <tr> <td style="width: 100px;">0 hours</td> <td>Hours</td> </tr> </table>	0 hours	Hours				
0 hours	Hours						
Resources provided: e.g., resources are provided for the volunteers by the partner agency	None						
Resources needed: Volunteers or the chapter must provide with cost, if appropriate.	<p>Volunteers may find a notebook and pen useful to record field observations per the checklist at the end of this document.</p> <p>Volunteers may find field guides helpful or may use resources provided by VA DGIF via HRC training:</p> <ol style="list-style-type: none"> 1. CD of Calls of VA frogs and toads 2. "A Guide to Snakes of VA" 						
Safety	<p>Will you need the first aid kit?</p> <table border="1"> <tr> <td style="width: 30px;"></td> <td>Yes</td> </tr> </table>		Yes				
	Yes						

<u>In an emergency, always call 911!</u>	<input checked="" type="checkbox"/> No
	<p>If yes, please contact Susan Powell (smapowell@cox.net or 564-4542) to check-out the first aid kit.</p> <p>What hazards might the volunteers encounter?</p> <p>If volunteers are outside, they should be prepared for woodland hazards (such as insects, ticks, spiders, snakes) and should wear appropriate shoes, long pants, long sleeves, hat.</p> <p>How will the risks associated with these hazards be minimized? Volunteers should wear appropriate clothes and shoes for outdoors and woodland environments and should be aware of surroundings. Volunteers should use the “buddy” system and take a friend on any outing in the woods. Volunteers should also have cell phone with them.</p>
Project Evaluation: How will the project be evaluated both during implementation and after completion?	Will you do any of the following? Select all that apply.
	<input type="checkbox"/> Collect data
	<input type="checkbox"/> Use an evaluation (e.g., survey, satisfaction measure)
	<input type="checkbox"/> Ask for feedback from participants
	<input type="checkbox"/> Ask for feedback from partner agencies
	<input type="checkbox"/> Observe and provide feedback to the VMN chapter
	<input checked="" type="checkbox"/> This project does not require evaluation
	<input type="checkbox"/> Other - please give details below
How will the VMN program be recognized?	Will you do any of the following? Select all that apply.
	<input type="checkbox"/> Collect information or photo for a newspaper article
	<input type="checkbox"/> Identify possible awards or other recognition given
	<input checked="" type="checkbox"/> Other – please give details below
	If York County Extension Office chooses, they may recognize Tim and Historic Rivers Chapter.

<i>For VSP Committee use:</i>		
<i>Approval</i>	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
<i>Comments:</i>		
<i>Project Number:</i>		

PART II: Summary Report

Part II helps to identify the quality of projects and the impact on the chapter and the community. Submit this form to the Chapter President within 10 days after completion of the speaking engagement, project, or other activity. If the project/event is ongoing, please combine your data on this form or in a report and submit to the Chapter President by December 15 so those data can be included in the annual report.

Submit to: Chapter President - **Susan Powell** (smapowell@cox.net)

Or mail to:

**Historic Rivers Chapter Virginia Master Naturalist
PO BOX 6424
Williamsburg, VA 23187**

Project or Event Name:								
Project Chair: <small>Include contact information if not previously submitted</small>	<table border="1"> <tr> <td style="width: 150px;">Name:</td> <td></td> </tr> <tr> <td>Email:</td> <td></td> </tr> <tr> <td>Phone:</td> <td></td> </tr> </table>		Name:		Email:		Phone:	
Name:								
Email:								
Phone:								
Other VMN volunteers involved:								
Date of Event(s):								
Location(s):								
Duration:								
Preparation Hours:	<table border="1"> <tr> <td style="width: 150px;"></td> <td>Hours</td> </tr> </table>			Hours				
	Hours							
Audience Participants:	<table border="1"> <tr> <td style="width: 150px;"></td> <td>number of children</td> </tr> <tr> <td></td> <td>number of adults</td> </tr> </table>			number of children		number of adults		
	number of children							
	number of adults							

Audience Characteristics: e.g., under-served population and/or potential master naturalists, other					
Summary of Event : Include changes from original proposal, area of impact, and information about VMN role					
Evaluation: Successes, participant satisfaction, lessons learned, future guidance, reasons to work with (or not) the organization in the future, ideas for speakers or engagements, etc.					
Are you willing to repeat this activity?	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td>Yes</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td>No</td> </tr> </table>		Yes		No
	Yes				
	No				

**Reptile and Amphibian Observations In York County, VA
Data Sheet – prepared by Tim Christensen**

- 1. Species observed:**
- 2. Date:**
- 3. Time of day:**
- 4. Location (provide as much information as possible including latitude and longitude, address, etc)**
- 5. Type of property (residential, state park, county park, private land other than a residence, etc).**
- 6. Describe the immediate habitat (forest, forest edge, pond, stream, etc).**
- 7. Describe the microhabitat (under a log, in a tree, lawn, on a particular plant, in the road, etc).**
- 8. Visual observation or vocalizing frogs/toads?**
- 9. Are photos available? Include name and contact information of person who took the photograph.**
- 10. If amphibian, indicate whether larvae or adult. If larvae, estimate the number observed if more than one.**
- 11. Did you note any special behavior(s) or interactions with other organisms?**

Instructions for Completing the Data Sheet

Purpose. This project comprises preparation of a manuscript entitled “Reptiles and Amphibians of York County”. When completed it will be a reference document made available to the York County Extension Office to inform and educate citizens as to the reptile and amphibian species that occur in the County.

General. This data will be used in conjunction with confirmed documentation and other records. Only record data for reptile and amphibian species actually observed in York County.

Data from previous observations are appropriate. Even if you observed a given reptile and amphibian in York County several years ago, the data can still be used.

Any data collected between now and May 30, 2010 will also be used. This date might be extended depending on availability of information. Use the reverse side to include more information.

1. Species observed. Use common or scientific name if known. If you are not sure of the species, use your best guess. If photographs are available, it can probably be identified most of the time. Please send data sheets/photos of the same species even if you recorded once already – especially if it was observed in different locations.
2. Date. Indicate the date it was observed. If actual date is not known, the month and year is fine. Seasons can also be used if the date is uncertain. Just leave blank if not known.
3. Time of day. Indicate the time of day that the animal was observed. Include time of day if known (use military time or AM and PM). If you don't know the actual time is unknown just note whether morning, afternoon or night. Leave blank if you do not know.
4. Location. Provide as much information as possible. Latitude and longitude will work but you can also provide a street address or community/development name as well as nearest street intersections or a well known landmark. This will help provide insight for where certain species have been sighted.
5. Type of property. Was the animal observed in someone's backyard, at a County park, at Newport News Park, the Colonial National Historic Park (including the Colonial Parkway), a military installation, a school, an industrial site or other private property such as an area that is not a residence per se.
6. Immediate habitat. Provide as much information as feasibly possible but don't let this intimidate you. Examples might include forest, mixed hardwood-pine forest, vernal pool, pond, garden pond, reservoir, swamp, marsh, open field, lawn, inside a building, etc. Use your best guess or leave blank if uncertain.

7. Microhabitat. Was the animal found under a log, inside a log, in a tree/on a branch, in a crawlspace, on a particular plant, on or in aquatic vegetation, etc.
8. Visual or vocalizing. Did you see it or did you hear it calling? Calling will normally be associated with frogs and toads.
9. Do you have a photograph(s) available? Include the photographer's name and contact information. Photos can be of any quality. They will be used to confirm identification and certain one may be used in the manuscript but only with permission of the photographer.
10. Amphibians larvae. If you observed only larvae and think you know the species, include it.
11. Behavior. What was the animal doing when you observed it (climbing a tree, etc)? Was it interacting with something else (for example, was it in a predator-prey relationship, etc)? Was it dead (this is appropriate information to include as it will still be information to confirm occurrence)?

Where to send information

You can email data sheets and photos or send through regular mail.

Please use mtnc066@msn.com as the email address. Please send 1-2 photos at a time. If you have a lot of photos and data sheets, save them to a CD and mail to:

Tim Christensen
113 Davids Way
Yorktown, VA 23692

Questions? Just send me an email message.