

## 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 (Susan Powell, [smapowell@cox.net](mailto:smapowell@cox.net)) 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 (Shirley Devan, [sedevan52@cox.net](mailto:sedevan52@cox.net)).
- Submit a summary report (Part II) to the chapter president (Bruce Hill, [euplotes@msn.com](mailto:euplotes@msn.com)) 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: **Susan Powell** ([smapowell@cox.net](mailto:smapowell@cox.net))

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.*

<b>Date of Submission:</b>		
<b>Project/Event Name:</b>		
<b>Project Chair (HRCVMN):</b>	Name:	
	Email:	
	Phone:	
<b>Person submitting:</b> if other than above	Name:	
	Email:	
	Phone:	
<b>Partner Organization:</b>	<input type="checkbox"/>	State
	<input type="checkbox"/>	Local
	<input type="checkbox"/>	Other
<b>Contact Person/Information:</b> if appropriate	Name:	
	Email:	
	Phone:	
	Address:	
<b>Timeframe:</b> Be as specific as possible with date(s) or start and ending times.	<input type="checkbox"/>	One-time event, specify date
	<input type="checkbox"/>	Brief duration, specify start and ending time
	<input type="checkbox"/>	Seasonal

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<b>Description:</b> What does the project entail? What will participants actually do? If this is a speaking engagement, what is the topic?																																	

<b>Experience or Training Needed:</b>	<input type="checkbox"/>	No prior experience needed
	<input type="checkbox"/>	Prior experience needed or preferred. Please explain below.
	<input type="checkbox"/>	Training will be provided. Please give details below
<b>Are minors involved?</b>	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
	If so, all volunteers must be trained in working with youth and the Above Suspicion policy.	
<b>Estimated Prep Time:</b> e.g., hours of prep for speaking engagement	<input type="text"/>	Hours
<b>Resources provided:</b> e.g., resources are provided for the volunteers by the partner agency		
<b>Resources needed:</b> Volunteers or the chapter must provide with cost, if appropriate.		
<b>Safety</b>  <b><u>In an emergency, always call 911!</u></b>	Will you need the first aid kit?	
	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
	If yes, please contact Susan Powell ( <a href="mailto:smapowell@cox.net">smapowell@cox.net</a> or 564-4542) to check-out the first aid kit.	
		What hazards might the volunteers encounter?

	How will the risks associated with these hazards be minimized?
<b>Project Evaluation:</b> 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 and measure change
	<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 type="checkbox"/> This project does not require evaluation
	<input type="checkbox"/> Other - please give details below
<b>How will the VMN program be recognized?</b>	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 type="checkbox"/> Other – please give details below

<b><i>For VSP Committee use:</i></b>		
<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 – **Bruce Hill** ([euplotes@msn.com](mailto:euplotes@msn.com))

**Or mail to:**

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

<b>Project or Event Name:</b>								
<b>Project Chair:</b> <small>Include contact information if not previously submitted</small>	<table border="1"> <tr> <td style="width: 100px;">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:								
<b>Other VMN volunteers involved:</b>								
<b>Date of Event(s):</b>								
<b>Location(s):</b>								
<b>Duration:</b>								
<b>Preparation Hours:</b>	<table border="1"> <tr> <td style="width: 100px;"></td> <td>Hours</td> </tr> </table>			Hours				
	Hours							
<b>Audience Participants:</b>	<table border="1"> <tr> <td style="width: 100px;"></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							

<b>Audience Characteristics:</b> e.g., under-served population and/or potential master naturalists, other					
<b>Summary of Event :</b> Include changes from original proposal, area of impact, and information about VMN role					
<b>Evaluation:</b> Successes, participant satisfaction, lessons learned, future guidance, reasons to work with (or not) the organization in the future, ideas for speakers or engagements, etc.					
<b>Are you willing to repeat this activity?</b>	<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				