

Volunteer Service Project Requirements and Forms

Historic Rivers Chapter Virginia Master Naturalist (HRCVMN) project proposals should be submitted to the Volunteer Service Project Committee Chair for review and approval.

Projects will be evaluated for relevance/adherence to the program's mission and objectives; ability to demonstrate that the project is open to all members, and potential risk.

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 potentially open to participation by all members of the Virginia Master Naturalist program and must meet the intent of one or more of the four volunteer contribution areas listed:

Education/Outreach Programming: 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 Activities: 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 Activities: 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.

Chapter and Volunteer Management (Administration): 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, a 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, VA Dept. of Environmental Quality, VA Museum of Natural History, Center for Coastal Resources Management/VIMS

Local Partners: Williamsburg/James City County and York County Schools, the John Clayton Chapter of the Native Plant Society, Colonial National Historical Park, James City Parks and Recreation, York County Parks and Recreation, the Williamsburg Bird Club, the Coastal VA Wildlife Observatory, 4-H, or other potential partners

The HRCVMN member(s) must:

- Complete an application (Part I) and submit for approval to the volunteer service project committee chair in advance of the project (when possible). Contact information for the Volunteer Service Project Chair can be found at http://www.historicrivers.org/?page_id=549.
 - The application may be used to cover multiple dates 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.
- Submit an End of Year Summary Report (Part II) to the Risk Management Committee by November 30 or as indicated below:
 - If the project is an ongoing project, please submit a combined summary by November 30.
 - If the project/event is a one-time event, please submit the summary report (Part II) within 30 days after the project/event is complete.
- In order to complete Part II, plan for and gather evaluation information about the success of the project, the satisfaction of the audience, feedback from community partners, and effectiveness of the Risk Management Strategies implemented for the project. Evaluation helps the chapter to collect data that can be used in reporting (i.e., data for the Chapter's Annual Report) and ensures HRCVMN is meeting due diligence. For example:
 - 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 let the community at large know about your successes?
 - Please use the Risk Management Strategy Matrix to evaluate the effectiveness of the Risk Management Strategies implemented for the project.

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 members, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, or marital, family, or veteran status, or any other basis protected by law.
- 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. Contact information for the Volunteer Service Project Chair can be found at http://www.historicrivers.org/?page_id=549

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:		
Project/Event Name:		
Project Leader(s)	Name:	
	Email:	
	Phone:	
	Name:	
	Email:	
Phone:		
Partner Organization:	<input type="checkbox"/>	State
	<input type="checkbox"/>	Local
	<input type="checkbox"/>	Other
Contact Information:	Name:	
	Email:	
	Phone:	
	Address:	
Timeframe: <i>Be as specific as possible with date(s) or start and ending times.</i>	<input type="checkbox"/>	One-time event, specify date
	<input type="checkbox"/>	Brief duration, specify start and ending time
	<input type="checkbox"/>	Seasonal
	<input type="checkbox"/>	Continuous

Location(s) <i>Where will the project take place?</i>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>One location</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Several places</td> </tr> <tr> <td><input type="checkbox"/></td> <td>A variety of places</td> </tr> </table> <p>Please identify /explain:</p>	<input type="checkbox"/>	One location	<input type="checkbox"/>	Several places	<input type="checkbox"/>	A variety of places																										
<input type="checkbox"/>	One location																																
<input type="checkbox"/>	Several places																																
<input type="checkbox"/>	A variety of places																																
Type of Event Select all that apply <table border="1" style="width: 100%;"> <tr> <td><input type="checkbox"/></td> <td>Education/ Outreach</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Citizen Science/ Monitoring</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Stewardship</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Administration</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other</td> </tr> </table>	<input type="checkbox"/>	Education/ Outreach	<input type="checkbox"/>	Citizen Science/ Monitoring	<input type="checkbox"/>	Stewardship	<input type="checkbox"/>	Administration	<input type="checkbox"/>	Other	Descriptors: Select all that apply <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Display/poster at a fair, community program, or workshop</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Speaking for a class, club, or public event</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Training or conference presentation</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Education/interpretation for children</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Education/interpretation for adults</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Counts (e.g., bird, butterfly, etc.)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Monitoring (e.g., bird nests, water quality, etc.)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>WildlifeMapping or collecting data</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Habitat restoration, planting, or trail maintenance</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Volunteer development or chapter management</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other – Please explain below</td> </tr> </table>	<input type="checkbox"/>	Display/poster at a fair, community program, or workshop	<input type="checkbox"/>	Speaking for a class, club, or public event	<input type="checkbox"/>	Training or conference presentation	<input type="checkbox"/>	Education/interpretation for children	<input type="checkbox"/>	Education/interpretation for adults	<input type="checkbox"/>	Counts (e.g., bird, butterfly, etc.)	<input type="checkbox"/>	Monitoring (e.g., bird nests, water quality, etc.)	<input type="checkbox"/>	WildlifeMapping or collecting data	<input type="checkbox"/>	Habitat restoration, planting, or trail maintenance	<input type="checkbox"/>	Volunteer development or chapter management	<input type="checkbox"/>	Other – Please explain below
<input type="checkbox"/>	Education/ Outreach																																
<input type="checkbox"/>	Citizen Science/ Monitoring																																
<input type="checkbox"/>	Stewardship																																
<input type="checkbox"/>	Administration																																
<input type="checkbox"/>	Other																																
<input type="checkbox"/>	Display/poster at a fair, community program, or workshop																																
<input type="checkbox"/>	Speaking for a class, club, or public event																																
<input type="checkbox"/>	Training or conference presentation																																
<input type="checkbox"/>	Education/interpretation for children																																
<input type="checkbox"/>	Education/interpretation for adults																																
<input type="checkbox"/>	Counts (e.g., bird, butterfly, etc.)																																
<input type="checkbox"/>	Monitoring (e.g., bird nests, water quality, etc.)																																
<input type="checkbox"/>	WildlifeMapping or collecting data																																
<input type="checkbox"/>	Habitat restoration, planting, or trail maintenance																																
<input type="checkbox"/>	Volunteer development or chapter management																																
<input type="checkbox"/>	Other – Please explain below																																
Description of the activities involved: <i>What does the project entail?</i> <i>What will participants actually do?</i> <i>If this is a speaking engagement, what is the topic?</i>																																	

Purpose and Value: <i>How will this project contribute to natural resource management, conservation, and/or natural resources education</i>							
Experience or Training Needed:	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>No prior experience needed</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Prior experience needed or preferred. Please explain below.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Training will be provided. Please give details below</td> </tr> </table>	<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
<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						
Are minors involved?	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> </tr> </table> <p>If so, all volunteers must be trained in working with youth and the Above Suspicion policy.</p>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
<input type="checkbox"/>	Yes						
<input type="checkbox"/>	No						
Resources provided: <i>E.g., resources that are provided for the volunteers by the partner agency</i>							
Resources needed: <i>Volunteers and/or the chapter must provide these resources. Include costs/expenses, where appropriate.</i>							
Risk Management <u>In an emergency, always call 911!</u>	<p>Will you need the first aid kit?</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Yes, Please contact the Risk Management Team</td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> </tr> </table>	<input type="checkbox"/>	Yes, Please contact the Risk Management Team	<input type="checkbox"/>	No		
<input type="checkbox"/>	Yes, Please contact the Risk Management Team						
<input type="checkbox"/>	No						

<p><i>Please use the Risk Management Strategy Matrix to identify and document the potential hazards that might be encountered and their level of risk.</i></p>	<p>Briefly describe the risk: Complete and submit the Risk Management Strategy Matrix with this volunteer service project proposal. Document your Risk Management strategies as well as your incident contingency plan.</p>																
<p>Project Evaluation: <i>Use Part II of this form to evaluate this project</i></p>	<p>In addition to Part II, Will you do any of the following? Select all that apply.</p> <table border="1"> <tr> <td data-bbox="505 600 558 653"><input type="checkbox"/></td> <td data-bbox="558 600 1487 653">Collect data and measure change</td> </tr> <tr> <td data-bbox="505 653 558 705"><input type="checkbox"/></td> <td data-bbox="558 653 1487 705">Use an evaluation (e.g., survey, satisfaction measure)</td> </tr> <tr> <td data-bbox="505 705 558 758"><input type="checkbox"/></td> <td data-bbox="558 705 1487 758">Ask for feedback from participants</td> </tr> <tr> <td data-bbox="505 758 558 810"><input type="checkbox"/></td> <td data-bbox="558 758 1487 810">Ask for feedback from partner agencies</td> </tr> <tr> <td data-bbox="505 810 558 863"><input type="checkbox"/></td> <td data-bbox="558 810 1487 863">Observe and provide feedback to the VMN chapter</td> </tr> <tr> <td data-bbox="505 863 558 957"><input type="checkbox"/></td> <td data-bbox="558 863 1487 957">Evaluate and report on the effectiveness of the Risk Management Strategies implemented for this project</td> </tr> <tr> <td data-bbox="505 957 558 1010"><input type="checkbox"/></td> <td data-bbox="558 957 1487 1010">This project does not require evaluation</td> </tr> <tr> <td data-bbox="505 1010 558 1073"><input type="checkbox"/></td> <td data-bbox="558 1010 1487 1073">Other - please give details below</td> </tr> </table>	<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"/>	Evaluate and report on the effectiveness of the Risk Management Strategies implemented for this project	<input type="checkbox"/>	This project does not require evaluation	<input type="checkbox"/>	Other - please give details below
<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"/>	Evaluate and report on the effectiveness of the Risk Management Strategies implemented for this project																
<input type="checkbox"/>	This project does not require evaluation																
<input type="checkbox"/>	Other - please give details below																
<p>How will the VMN program be recognized?</p>	<p>Will you do any of the following? Select all that apply.</p> <table border="1"> <tr> <td data-bbox="505 1304 558 1356"><input type="checkbox"/></td> <td data-bbox="558 1304 1487 1356">Collect information or photo for a newspaper article</td> </tr> <tr> <td data-bbox="505 1356 558 1409"><input type="checkbox"/></td> <td data-bbox="558 1356 1487 1409">Identify possible awards or other recognition given</td> </tr> <tr> <td data-bbox="505 1409 558 1472"><input type="checkbox"/></td> <td data-bbox="558 1409 1487 1472">Other – please give details below</td> </tr> </table>	<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										
<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																

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

PART II: End of Year Summary Report

Submit this form to the Risk Management Team by **November 30** or as stated below.

- If the project is an ongoing project, please submit a combined summary report by November 30.
- If the project is a one-time event, please submit the summary report (Part II) within 30 days after the project/event is complete.

Risk Management Team: Jennifer Trevino (jbktrevino8@cox.net) or Susan Powell (smapowell@cox.net)

Project:		
Submitted by:	Name:	
	Email:	
	Phone:	
Brief Synopsis of Project:	<p><i>What did the project entail? What did the participants actually do? If this is a speaking engagement, what is the topic?</i></p> <p><i>How has this project contributed to natural resource management, conservation, and/or natural resources education?</i></p>	
Evaluation Of Project Including Risk Control Outcomes:	<p><i>Include information about the success of the project, the satisfaction of the audience, feedback from community partners, etc.</i></p> <p><i>Please use the Risk Management Strategy Matrix as a guide to evaluate Risk Control Outcomes</i></p>	
Audience Characteristics:		number of children
		number of adults
Audience Characteristics:	<p><i>Did this project reach under-served communities and/or potential master naturalists? Include any other characteristics.</i></p>	