

This document includes:

1. Introductory letter and information about the Historic Rivers Chapter Cohort XI Training Class – pages 2 – 6
2. Application Form – pages 7 - 11. Please print out the 5-page Application Form, complete by hand, and mail to the address listed on the form.
3. Reference Questionnaire – pages 12 and 13. Please email or print out copies of this two-page questionnaire for each of the three references you have listed on page 9 of your application.

**Historic Rivers Chapter
Virginia Master Naturalist Program
PO Box 5026. Williamsburg, VA 23188**



1 June 2016

Dear Citizens:

The Historic Rivers Chapter (HRC) of the Virginia Master Naturalist Program (VMN) is accepting applications for its Cohort XI Basic Training Program, which will begin Tuesday, September 6, 2016, and end March 8, 2017.

Most training classes will be held on Tuesday nights, 6 – 9 p.m. at the James City County Police Department's Law Enforcement Center on 4600 Opportunity Way, Williamsburg, 23188, and during the day on occasional weekends at various locations. Field trips are also held during the day on weekends at various locations. See the schedule on page 5.

Note: Dates are subject to change.

The Virginia Master Naturalist Program is a statewide corps of volunteers who provide education, outreach, and service dedicated to the beneficial management of natural resources and natural areas within their communities. Interested Virginians become Master Naturalists through training, continuing education, and volunteer service.

People who are curious about nature, enjoy the outdoors, and want to be a part of natural resource management and conservation in Virginia are perfect candidates to become Virginia Master Naturalists.

The process for becoming a certified Virginia Master Naturalist typically takes 6 to 12 months. To become a member of the HRC, one must enroll in the basic training course.

Virginia Master Naturalists achieve certification by:

- Completing Basic Training
- Completing an additional 8 hours of Continuing Education
- Completing 40 hours of Volunteer Service

Enrollment in Basic Training is limited to 20 applicants. Applicants will be accepted on a first-come, first-served basis. Tuition, which includes all materials and instruction, is \$175. The annual HRC membership dues will be an additional \$25 and can be paid between January 1 and March 8, 2017.

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; M. Ray McKinnie, Interim Administrator, 1890 Extension Program, Virginia State University, Petersburg.

To apply, please complete the application below, include the \$175 tuition (check made payable to the Historic Rivers Chapter, Virginia Master Naturalists), and mail to:

Historic Rivers Chapter
Virginia Master Naturalists
PO Box 5026
Williamsburg, VA 23188

Volunteer Reference Questionnaires should be completed by each of the three references named on page 9 of this application. Please note that Reference Questionnaire responses need to be received no later than 10 days from the date of your postmarked application. Reference Questionnaires can be emailed or mailed to:

Jennifer Trevino (jbktrevino8@cox.net)
Historic Rivers Chapter
Virginia Master Naturalists
PO Box 5026
Williamsburg, VA 23188

If you choose to email the questionnaire, please include "HRC Reference Questionnaire" in the Subject Line.

We will consider the application to be completed upon receipt of all application documents. Accepted applicants will be notified by email and will be invited to attend an informational meeting the evening of August 23, 2016.

Thank you for your interest in our program.

If you have questions, please contact Jennifer Trevino, jbktrevino8@cox.net or Sharon Plocher, sharonjp4@cox.net.

Information about the program is also available at the statewide Virginia Master Naturalist website, <http://www.virginiamasternaturalist.org>. You may learn more about the Historic Rivers Chapter at our website: <http://www.historicrivers.org/index.html>

Sincerely,

Jennifer Trevino and Sharon Plocher,
on Behalf of the Historic Rivers Chapter Basic Training Team

Historic Rivers Chapter Basic Training Requirements:

1. The expectation is that you will attend every class and field trip. Still, “life happens.” In order to successfully complete and graduate Basic Training, you may miss no more than two classes and no more than one field trip. See individual dates below; please keep in mind that dates may change.
2. Attend a minimum of two hours on at least one bird walk or Bird Club field trip with either the Williamsburg Bird Club or the Hampton Roads Bird Club. You will receive information about these opportunities early in the program. All subsequent hours spent on bird walks and Bird Club field trips will count toward continuing education.
3. Attend a minimum of two hours on at least one native plant walk with a chapter of the Virginia Native Plant Society. The local John Clayton Chapter leads 1 – 2 walks per month (sometimes more) in the fall. You will receive information about these opportunities early in the program. All subsequent hours spent on native plant walks will count toward continuing education.
4. Attend at least one program, **in person**, in the series “*VIMS After Hours*” presented the last Thursday of most months at VIMS in Gloucester Point, VA. You will receive information about these opportunities early in the program. All subsequent hours spent attending “*VIMS After Hours*” programs will count toward continuing education.
5. Attend at least one meeting of the Historic Rivers Chapter Board, which meets at 6:30 pm on the first Wednesday of each month. Location is to be determined. All subsequent hours spent attending Board Meetings will count toward volunteer service.
6. Research/Develop/Present as a group, a biography of a noted naturalist/scientist. You will receive information about this requirement early in the program.
7. A Class Topic Exploration Activity (CTE), distributed by email, may follow each class session. You must complete and return the CTE by the due date. These CTEs are reviewed but are not graded.
8. An open book/notes final exam will be distributed by email during the last several weeks of the program. You must achieve 70% or better on the final exam in order to successfully complete and graduate Basic Training.

Most training classes will be held Tuesday nights, 6 – 9 p.m. at the James City County Police Department’s Law Enforcement Center on 4600 Opportunity Way, in Williamsburg, and on occasional weekends. Field trips are also held on occasional weekends. See schedule on page 5.

Note: Dates are subject to change.

Unless otherwise noted, evening classes begin promptly at 6:00 p.m. and end at or before 9:00 p.m. The 2016-2017 specific training dates are below. Dates are subject to change.

Note: One class in September 2016 and three classes in February 2017 will be held on a Saturday. These are considered classes and not field trips.

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Basic Training Classes and Field Trips Dates (Subject to Change):

Classes held on Tuesdays begin at 6:00 pm and end at 9:00 pm.

Classes held on Saturdays usually begin at 9:00 am and end at 4:00 pm.

Field Trips times vary, but typically begin at 9:00 am and end at 3:00 pm.

Month	Tentative Class Date	Tentative Field Trip Dates
September 2016	Tuesday 6th Tuesday 20th Saturday 24th	Sunday 11th
October 2016	Tuesday 4th Tuesday, 18th	Saturday 15th Saturday 29 OR Sunday 30th
November 2016	Tuesday 1st Tuesday 8th Tuesday 15th	Saturday 12th
December 2016	Tuesday 6th	Saturday 10th
January 2017	Tuesday 3rd Tuesday 17th Tuesday 31st	Saturday 7th
February 2017	Saturday 4th Tuesday 14th Saturday 11th Saturday 11th	
March 2017	Wednesday 8th Graduation	

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Below Are Basic Training Topics (subject to change):

- Introduction to Virginia Master Naturalist Program
- Nature of Naming
- Risk Management
- Building Master Naturalist Skills
- Biology Basics
- Evolution
- Geology
- Habitats
- Ecology Concepts
- Climate and Weather
- Forest Conservation
- Dendrology
- Plant Biology and Native Plants
- Wetlands Ecology
- Cultural Archaeology
- Entomology
- Freshwater Ecology and Macroinvertebrates
- Butterflies
- Ichthyology
- Herpetology
- Ornithology
- Mammalogy
- Naturalist Biography

Tips for Navigating through Basic Training:

1. Access to a computer with connection to the internet is required.
2. You must be able to send and receive documents by email. You will need to check your email daily and respond as necessary.
3. You must be able to open PDF documents. (Adobe PDF Reader is free and safe to download from: <http://www.adobe.com/>)
4. You must be able to open, print, and prepare documents in Microsoft Word (or similar but compatible program).
5. You will be expected to do work and research outside of class.
6. You will be expected to do research on the internet.

Historic Rivers Chapter
Virginia Master Naturalist Program
Volunteer Information and Enrollment Form
Cohort XI Fall 2016 Basic Training Class



The Virginia Master Naturalist Program is sponsored jointly by Virginia Cooperative Extension, the Virginia Department of Conservation and Recreation, the Virginia Department of Environmental Quality, the Virginia Department of Forestry, the Virginia Department of Game and Inland Fisheries, the Virginia Institute of Marine Science's Center for Coastal Resources Management, and the Virginia Museum of Natural History.

A. GENERAL INFORMATION

Last Name:	First Name:	Middle Initial:
Mailing Address:		
County or Independent City of Residence:		

B. CONTACT INFORMATION

Phone: Please indicate which phone number is preferred	Home	
	Mobile	
	Business	
Email:		
Emergency Contact:	Day Phone	
	Evening Phone	

C. DEMOGRAPHIC INFORMATION *(Optional, for record keeping purposes only)*

Gender: Female
 Male

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Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race (select one or more):

- White
- Black or African American
- American Indian or Alaskan Native
- Native Hawaiian or Pacific Islander
- Asian

Date of birth: _____

Highest level of education: _____

How did you learn about the Historic Rivers Chapter Virginia Master Naturalist training?

D. OTHER COMMUNITY ORGANIZATIONS AND/OR VOLUNTEER EXPERIENCES IN WHICH YOU HAVE BEEN or ARE INVOLVED (Please, List)

- 1.
- 2.
- 3.

E. VOLUNTARY DISCLOSURE

(This information will be kept in a confidential manner and accessible only to authorized personnel. A “yes” answer does **not** automatically exclude you from volunteering with the Virginia Master Naturalist program.)

Have you ever had any criminal convictions? YES NO

I understand that records and criminal background or reference checks may be conducted on me at any time during the application process or during volunteer service for the Virginia Master Naturalist Program.

Signature, Volunteer

Date

F. THREE REFERENCES

(Please, Print!) Please make three copies of the **Reference Questionnaire** (pages 12 and 13 of this application) and give the questionnaire to each reference you have listed below. If preferred, the questionnaire can be emailed to each reference. Completed questionnaires should be mailed to HRC VMN, PO Box 5026, Williamsburg, VA 23188, or emailed to jbktrevino8@cox.net no later than 10 days from the date of your postmarked application. If mailed, we suggest you give each reference an addressed, stamped envelope to expedite the process.

Name	Relationship
Phone: Day & Night	Email
Address	

Name	Relationship
Phone: Day & Night	Email
Address	

Name	Relationship
Phone: Day & Night	Email
Address	

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G. INTRODUCTORY ESSAY

Please write no more than three short paragraphs to introduce yourself to the chapter. You can include details such as your background, special strengths and interests, hobbies, and how you became interested in the Virginia Master Naturalist Program.

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H. VOLUNTEER AGREEMENT

I am volunteering my time to further the missions of the Virginia Master Naturalist program and its sponsoring agencies. I understand that the Virginia Master Naturalist program is open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by the law. An equal opportunity/affirmative action employer. I hereby certify that all of the entries on this application are true and complete. I understand that any falsification of information herein constitutes cause for dismissal.

I agree to abide by all policies and procedures of the Virginia Master Naturalist Program and its sponsoring agencies. I understand that Virginia Master Naturalist volunteers serve at the sole discretion of the Virginia Master Naturalist program and its sponsoring agencies. The program or its sponsoring agencies may at any time, for whatever reason, decide to terminate the volunteer's relationship with the organization or to make changes in the nature of his or her volunteer assignment.

Signature, Volunteer

Date

I. MEDIA RELEASE

The Virginia Master Naturalist Program and its sponsoring agencies periodically use electronic and traditional media (e.g., photographs, video, audio footage, testimonials) for publicity and educational purposes. By my signature on this form, I acknowledge receipt of this document and give permission for the Virginia Master Naturalist program and its sponsoring agencies to use such reproductions for educational and publicity purposes to perpetuity without further consideration from me.

I understand that I will need to notify the Virginia Master Naturalist program if any changes to my situation occur that will impact this media release permission.

Signature, Volunteer

Date

Please complete and print this 5-page application form, sign in the 3 fields indicated, and return to:

Historic Rivers Chapter, Virginia Master Naturalists
PO Box 5026
Williamsburg, VA 23188

Along with your application, you must include the \$175 fee in the form of a check made payable to the Historic Rivers Chapter, Virginia Master Naturalists. We cannot accept credit cards at this time. We recommend that you maintain a copy of your completed application. You will receive confirmation of your enrollment by email.

**Historic Rivers Chapter
Virginia Master Naturalist Program
Volunteer Reference Questionnaire
Cohort XI Fall 2016 Basic Training Class**



The Virginia Master Naturalist Program is a statewide corps of volunteers who provide education, outreach, and service dedicated to the beneficial management of natural resources and natural areas within their communities. Interested Virginians become Master Naturalists by participating in Basic Training, continuing education, and volunteer service.

The program is composed of 29 semi-independent, locally focused chapters that are supported, guided, and represented by the over-arching statewide VMN program. It is sponsored jointly by Virginia Cooperative Extension, the Virginia Department of Conservation and Recreation, the Virginia Department of Environmental Quality, the Virginia Department of Forestry, the Virginia Department of Game and Inland Fisheries, the Virginia Institute of Marine Science's Center for Coastal Resources Management, and the Virginia Museum of Natural History. Virginia Master Naturalist volunteers engage in a variety of service projects in their local communities. These projects focus on one or more of four key areas: citizen science, stewardship, education/outreach, and chapter administration.

Citizen Science projects can involve bird, butterfly, frog and toad counts as well as collection of environmental data. Volunteers use protocols to collect the information that scientists and natural resource managers need to study the lives, habits, and responsiveness to change of plant and animal species or communities.

Stewardship projects may include planting trees, protecting streams, and building or maintaining park trails. Stewardship projects involve restoring and maintaining wildlife habitat and improving water quality.

Education/Outreach projects involve providing environmental education to adults as well as children. This may involve working with school groups or leading programs in nearby parks.

Volunteers who desire a leadership role in the chapter are encouraged to become involved in **Chapter Administration**. Chapter Administration can include volunteer management, project management, and overall chapter management.

The Historic Rivers Chapter (HRC) of the Virginia Master Naturalist Program is based in Williamsburg and James City and York Counties and is currently reviewing applicants for its Basic Training program. Applicants are asked to complete a registration application and to provide three personal references. Personal references are an essential element of the application package. They help to ensure the success of each potential volunteer and the safety of all citizens participating in our program and projects.

Because you have been listed as a reference by one of our applicants, we request that you take the time to answer the following questions regarding the applicant's qualifications to volunteer for our program. Feel free to write or continue your responses on a separate page if necessary. Please complete and email or mail this **Reference Questionnaire** within 10 days of receipt to:

Jennifer Trevino (jbktrevino8@cox.net) (If you choose to email the questionnaire, please include "HRC Reference Questionnaire" in the Subject Line)
HRC VMN
PO Box 5026, Williamsburg, VA 23188

Thank you!

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Your Name:	1. How long and in what capacity have you known the applicant?
Applicant's Name:	
2. How would you describe the applicant's personality and character?	
3. What do you consider to be the applicant's strengths, special talents, or abilities that would make this individual a good match for the Virginia Master Naturalist Program?	
4. What can you tell us about the individual's ability to work as part of a team on a potential volunteer project?	
5. Virginia Master Naturalists receive Risk Management Training, particularly with regard to interacting with the public. Because our volunteer service projects sometimes involve communicating and interacting with children, do you feel there are any issues that would interfere with the applicant's ability to communicate or otherwise interact with children or that could endanger a child's well-being? If yes, please explain.	
6. Please feel free to share any other insights as to the applicant's dependability, resourcefulness, communication and organizational skills, and ability to work with others.	

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