Updated 1-1-2024

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
Category: Advanced Training		Advanced training you attend as a participant.	**Include title/brief description, speaker name, sponsor & location.**
			No travel time allowed for any advanced training classes.
			Pre-training social time should not be counted.
			If there are multiple speakers, each needs to be listed with the program title. If they all don't fit in one entry, it is OK to make several entries to include all the required info (can have one for each speaker if you want to). **Unless there was a speaker during lunch, the lunch time should not be included in your hours.**
AT: Chapter Meeting-Alamo			The periodic Chapter meeting where a speaker presents an advanced training program.
			Note: For attending the monthly Board Meeting, use the category CB:Chapter Business AAMN.
AT: Online			Currently no hours limit for online programs. Must include question & answer session for Zoom or webinar programs. The State MN Office will only accept their recorded presentations for AT credit: Current Year TMN Tuesday, Annual MN Conf.
AT: Presentations			In-person classes only.
AT: TMN Statewide			Annual MN Conference

Note: Opportunity/Category Titles include the location or sponsor. If an activity has been approved but there is no separate opportunity listed for it, use the appropriate category with the AAMN code. Include the location and provider/sponsor (if not AAMN) in the Description field.

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
AT: TMN Tuesday			Program sponsored by the MN State Office at noon on 2nd Tuesday of the month. Current year recorded programs are accepted for AT credit.
AT:TX Waters Certification Training			Advanced Training for the TX Waters Specialist Certification Program. Includes webinars designated for this certification, whether or not you plan to obtain this certification.
Category: Chapter & Program Business/Administration			
CB: Chapter Business AAMN			Board member activities, including the monthly Board meeting
			Do not combine with the Chapter program, which is advanced training.
			Sub-category for Board Members = Board Committee Work
			Sub-category for general chapter members = Chapter Meeting
			Note: This is general information about Chapter activities, volunteer activities. It is NOT Advanced Training.
Service hours for Other Organizations: The actual activity/work done determines which VMS category to use.			
For activities that belong in two categories, record your hours under the category where you spent the most time.			
Category: Field Research		Planning, leading, or participating in data collection and/or analysis of natural resources where the results are intended to further scientific understanding.	

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
FR:Bird Counts			Formal monthly surveys at city and TX state parks, CCC/CNC, MLAC, and other approved locations for birds.
			Must be in Texas.
			Include:
			Location (first item in VMS entry)
			Duration of survey
			# of participants
			Distance covered (approx.)
			Numbers of birds/species detected
			Example: Guadalupe River State Park
			monthly survey for 2.5 hrs.,
			5 people, 1.5 miles, 30 birds/7 species
			If data is later entered in eBird, only one person can count the submittal time - up to 15 minutes.
			No service hours are earned for casual, incidental, or personal birding trips.
			The birding data can be entered into eBird for a maximum of 15 minutes.
			For Chapter approved national surveys and bioblitzes ex. Audubon Christmas Bird Count, time for eBird entry can't be counted. Service hours can be counted.
			Include:
			Name of survey (first thing in VMS)
			Location
			Duration of survey
			# of participants
			Distance covered (approx.)
			Numbers of birds/species detected

<mark>Note: Opportunity/Category Titles include the location or sponsor. If an activity has been approved but there is no separate opportunity listed for it, use the appropriate category with the AAMN code. Include the location and provider/sponsor (if not AAMN) in the Description field.</mark>

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
FR: CoCoRaHS	Community Collaborative Rain, Hail & Snow Network		CoCoRaHS - Reporting precipitation online daily (about 5 minutes a day = 2.5 hrs/mo.)
			Based on yearly average. Use for all months.
			www.cocorahs.org
FR: Camera Trap Loan Program			Special projects tracking urban wildlife.
			Craig Hensley, TPWD, TNT to provide training, supervision/guidance
			Hardberger Park Conservancy Prgm - Use FR: Field Research-AAMN.
FR: Field Research- AAMN			Formal field surveys (have specific purpose), banding & tagging, species watch. Put **location** in the description field.
			Entries should be made by location.
			DO NOT COMBINE LOCATIONS in a single entry.
			If observations are made for the same species over several days, the days must be CONSECUTIVE days in order to use the VMS date range feature.
			Monarch Larva Monitoring
			Nestbox Monitoring
			Heron Rookery Monitoring
			Plant Surveys, Frog Surveys
			Climate Watch Survey
			Lights Out San Antonio
			Golden Cheeked Warbler Survey
			Almost any species survey/monitoring
			Hardberger Park Conservancy Camera

Note: Opportunity/Category Titles include the location or sponsor. If an activity has been approved but there is no separate opportunity listed for it, use the appropriate category with the AAMN code. Include the location and provider/sponsor (if not AAMN) in the Description field.

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
			Trap Program should use this category.
FR: Hawk Watch		Held in the fall each year	Hazel Bazemore Park (Corpus Christi area)
FR:iNaturalist Observations			1) Observations made for an existing project using iNaturalist.
			Must include:
			Project Name
			Specific location of observations
			Number of observations
			2) All projects & bioblitzes must be approved by Chapter. Ex. City Nature Challenge
			Observations must be in Texas.
			For plants/vegetation, venue should be natural areas. NO landscaped areas, formal gardens, demo gardens, botanical gardens.
			For wildlife, NO zoos, aquariums, or game preserves.
			Travel Time - Only travel time for approved bilblitzes is allowed.
			Adopt A Loop Project
			Used for species surveys.
			All observations should be verifiable by photo or sound.
			Project = GTWT-AAL
			Initial survey to check signage and facilities is PO:Public Outreach.

Note: Opportunity/Category Titles include the location or sponsor. If an activity has been approved but there is no separate opportunity listed for it, use the appropriate category with the AAMN code. Include the location and provider/sponsor (if not AAMN) in the Description field.

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
FR:iNaturalist TNT Identification			Identification (curation) of Texas flora and
			fauna observations within TNT (Texas
			Nature Trackers) iNaturalist projects
			as coordinated with TNT staff.
			Should prioritize Species of Greatest
			Conservation Need (SGCN). ID of common
			flora and fauna (ex. Cardinal, White-tailed
			Deer, Hackberry, etc.) is permitted.
		Reporting Time in VMS for iNaturalist	
		Observation Time = the time to take a photo or two of the subject matter	
		using the app or a camera and then upload it.	
		Most observations should take 2-3 minutes. Maximum is 5 minutes.	
		Do not count the time waiting for a confirmation of your upload or a	
		confirmation of your identification. This depends on cell phone/wifi coverage	
		and someone else accessing the app the same time as you to help	
		with identification. (not likely)	
		If you are in a remote area, confirmations could take 15-20 minutes or longer.	
		Identification (verifying observations) is a separate activity from reporting	
		observations and may be reported based on time invested to research and	
		verify observations.	
		Minimum of 30 minutes reporting time for curation.	
FR:Project FeederWatch			National program to count backyard birds.
			Data is reported mid-Nov - mid-April
			Requires registration (small fee).
			Can observe 1 or 2 consecutive days.
			Must then skip 5 or more days before
			counting again.
			feederwatch.org

Updated 1-1-2024

Note: Opportunity/Category Titles include the location or sponsor. If an activity has been approved but there is no separate opportunity listed for it, use the appropriate category with the AAMN code. Include the location and provider/sponsor (if not AAMN) in the Description field.

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
FR: Water Quality			Stream Team, Water Quality Monitoring
Category: Initial Training			
Initial Training			Used only by trainees to report class sessions and field trips they attended.
			Classes - Include topic and instructor's name. Ex. Carter Keairns - Geology. Jacob Eickstead - Soils. Should have 2-3 instructors for each week's class. One entry per weekly class.
			Field Trips - Include location, general description, and instructor's name
Category: Nature/Public Access		Field-based activities that improve and manage the public's access to natural areas or resources. Creating and/or maintaining nature trails, wildscapes and/or interpretive areas.	Developing new or maintaining and/or improving existing: hiking trails, interpretive gardens, demonstration gardens, wildlife viewing blinds, wildlife water features, wildscapes, native plant gardens, interpretive hikes (trails). Includes weeding, watering, and mulching garden beds and trails. Trail Steward/Trail Monitor work.
NPA: Access Nature- AAMN			Includes working at AAMN Demo Garden
NPA: Access Nature- BONP	Bulverde Oaks Nature Preserve		
NPA: Access Nature- CCC	Cibolo Center for Conservation		
NPA: Access Nature- CG	Canyon Gorge		
NPA: Access Nature- GC	Government Canyon SNA		
NPA: Access Nature- GRSP	Guadalupe River State Park		
NPA: Access Nature- HIW	Headwaters-Incarnate Word		

Note: Opportunity/Category Titles include the location or sponsor. If an activity has been approved but there is no separate opportunity listed for it, use the appropriate category with the AAMN code. Include the location and provider/sponsor (if not AAMN) in the Description field.

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
NPA: Access Nature- KCPP	Kendall County Partnership for Parks		Kreutzberg Canyon Natural Area, James Kiehl Park, and Joshua Springs Park
NPA: Access Nature- LCR	Laurel Canyon Ranch Nature Preserve		
NPA: Access Nature- LP	Lockett Property (Green Spaces Alliance)		
NPA: Access Nature- MLAC	Mitchell Lake Audubon Center		
NPA: Access Nature- SABG	San Antonio Botanical Garden		Includes working in the greenhouse, weeding and watering in the gardens
NPA: Access Nature- SAPAR	San Antonio Parks and Rec-All city parks and natural areas		**Must include park name**
			Includes working at our Butterfly Learning Center at Phil Hardberger Park.
			Maintaining wildflower and pond area at Friedrich Park
			Tree Buds Program volunteer hours.
NPA: Access Nature- SARA	San Antonio River Authority		
NPA: Access Nature- SOPOA	Stone Oak Property Owners Assoc.		
NPA: Access Nature- WM	Witte Museum		Witte Pollinator Garden maintenance
Category: Public Outreach		Leading, organizing, or staffing an educational activity where participants come and go and are able to inquire on a broad set of topics. Writing an educational article or brochure.	Manning a booth/visitor center/AAMN table. Providing info at tree give-aways. Visitors generally stay a short period of time, come and go frequently. Includes any prep work. Also, writing articles, brochures/newsletters. Wildlife Hotline.
			Note: Tree give-aways must be Tx NATIVES.

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
PO: Public Outreach- AAMN			Includes CPS Tree Adoptions, Picture Your World (Green Spaces Alliance prgm) outreach activities at the San Antonio Botanical Garden such as Bootanica, Family Flashlight Night. Writing & editing AAMN Talking Points on Chapter website. NPSOT-Boerne Pollinator Garden Assistance and Recognition Prgm
PO: Public Outreach- CCC	Cibolo Center for Conservation		Includes being the Visitor Center Naturalist
PO: Public Outreach- CG	Canyon Gorge		
PO: Public Outreach- GRSP	Guadalupe River State Park		Includes volunteering at Discovery Center
			Assisting with public bird banding demonstrations
PO: Public Outreach- HIW	Headwaters-Incarnate Word		
PO: Public Outreach- KSNA	Kronkosky State Natural Area		
PO: Public Outreach- MLAC	Mitchell Lake Audubon Center		Includes being the Visitor Center Naturalist, assisting at the Migratory Bird Fest
PO: Public Outreach- SAPAR	San Antonio Parks and Rec-All city parks and natural areas		**Must include park name.** Includes Adopt A Loop Project initial survey to check signage, facilities for the public, trail accessability. Starting Out Wild and Growing Up Wild programs.
PO: Public Outreach- WM	Witte Museum		Includes being a docent at the Texas Wild Gallery, various Labs, Sounds of South Texas Theater
			Rock art tours belong under
			TR: Guide/Docent - WM
Category: Natural Resource Management		Activities that improve the health of a public natural area or resource. Natural resource management, restoration rescue and rehabilitation.	Invasive species or trash removal, plant and/or endangered species rescue, restoring or improving natural habitat, wildlife houses, towers, chimneys, developing an eco-system plan, tree planting
RM: Animal Rescue- AAMN			Animal rescue - NOT rehab.

Note: Opportunity/Category Titles include the location or sponsor. If an activity has been approved but there is no separate opportunity listed for it, use the appropriate category with the AAMN code. Include the location and provider/sponsor (if not AAMN) in the Description field.

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
			Must be actual rescue time, not "on call" hrs.
RM: Animal Rescue- WRR	Wildlife Rescue & Rehab		Animal rescue - NOT rehab.
			Must be actual rescue time, not "on call" hrs.
RM: Eco-System Planning- AAMN			
RM:Habitat Restore			RM:Habitat Restore - Restoring/improving natural areas/habitat. (Intent is to keep it "wild" or undeveloped.). Restoring from cedar/ashe juniper overgrowth back to a savannah/prairie.
			Mulching, creating//maintaining trails, gardens belongs under NPA:Access Nature.
			The actual activity/work done determines which VMS category to use. This is especially true for the Weed Warriors, the SARA Watershed Warriors, and the Parks & Rec activities. Not every activity is habitat restore for VMS!
RM:Habitat Restore- AAMN			Kirchoff Family Farm Restoration
RM: Habitat Restore- BONP	Bulverde Oaks Nature Preserve		
RM: Habitat Restore- CCC	Cibolo Center for Conservation		
RM: Habitat Restore- CG	Canyon Gorge		
RM: Habitat Restore- GC	Government Canyon SNA		
RM: Habitat Restore- GRSP	Guadalupe River State Park		
RM: Habitat Restore- HIW	Headwaters-Incarnate Word		
RM: Habitat Restore- KSNA	Kronkosky State Natural Area		
RM: Habitat Restore- LCR	Laurel Canyon Ranch Nature Preserve		
RM: Habitat Restore- MLAC	Mitchell Lake Audubon Center		
RM: Habitat Restore- SABG	San Antonio Botanical Garden		
RM: Habitat Restore- SAPAR	San Antonio Parks and Rec-All city parks and natural areas		**Must include park name**
RM: Habitat Restore- SARA	San Antonio River Authority		Includes building beaver dams at MRNA for erosion control.

<mark>Note: Opportunity/Category Titles include the location or sponsor. If an activity has been approved but there is no separate opportunity listed for it, use the appropriate category with the AAMN code. Include the location and provider/sponsor (if not AAMN) in the Description field.</mark>

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
RM:Invasives			**Primary focus is removing invasive plants** (ex. ligustrum, nandina, chinaberry trees, cats claw vine) from a large area.
			Creating//maintaining trails, gardens belongs under NPA:Access Nature.
RM: Invasives- AAMN			Invasive species removal
RM: Invasives- BONP	Bulverde Oaks Nature Preserve		Invasive species removal
RM: Invasives- CCC	Cibolo Nature Center		Invasive species removal
RM: Invasives- CG	Canyon Gorge		Invasive species removal
RM: Invasives- GC	Government Canyon SNA		Invasive species removal
RM: Invasives- GRSP	Guadalupe River State Park		Invasive species removal
RM: Invasives- HIW	Headwaters-Incarnate Word		Invasive species removal
RM: Invasives- KCPP	Kendall County Partnership for Parks		Invasive species removal
RM: Invasives- LCR	Laurel Canyon Ranch Nature Preserve		Invasive species removal
RM: Invasives- MLAC	Mitchell Lake Audubon Center		Invasive species removal
RM: Invasives- SABG	San Antonio Botanical Garden		Invasive species removal
RM: Invasives- Salsa Squad/Invaders	Salsa Squad/Texas Invaders		Invasive species removal. Include park name. (Group leaders: Olivia Tapia, George Ozuna, Cheryl Hamilton-Meets on Tuesdays)
RM: Invasives- SAPAR	San Antonio Parks and Rec-All city parks and natural areas		Invasive species removal. Include park name
RM: Invasives- SARA	San Antonio River Authority		Invasive species removal including apple snails.
RM: Invasives- SFC	Slumber Falls Camp		Invasive species removal
RM: Invasives- SOPOA	Stone Oak Property Owners Assoc.		Invasive species removal
RM: Plant Rescue- AAMN			Plant rescue (not rehab)
RM: Trash Removal- AAMN			Use for Basura Bash, SARA trash clean-up along the river after a rainstorm or similar activities. Put location in Description field
RM:Wildlife House - AAMN			Construction of wildlife houses, towers

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
RM: Wildlife House- CCC	Cibolo Center for Conservation		Construction of wildlife houses, towers
RM: Wildlife House- GC	Government Canyon SNA		Construction of wildlife houses, towers
RM: Wildlife House- GRSP	Guadalupe River State Park		Construction of wildlife houses, towers
RM: Wildlife House- MLAC	Mitchell Lake Audubon Center		Construction of wildlife houses, towers
RM: Wildlife House- SABG	San Antonio Botanical Garden		Construction of wildlife houses, towers
RM: Wildlife House- SAPAR	San Antonio Parks and Rec-All city parks and natural areas		Construction of wildlife houses, towers. Include park name.
RM: Other			Turtle Patrol / Kemp's Ridley Sea Turtles rescue (endangered species)
Category: Technical Guidance		Any work that provides natural resource or program related business, land management, and other expertise consultation and/or written management recommendations to cooperators, chapters, partners, land owners, and/or land managers.	Rarely used by most members
TG: Land Management Assist			
TMN Virtual Volunteer Service			Used to record service hours for: 1) Viewing the State's Volunteer Service Fair webinar 2) Working on any volunteer activities where an existing AAMN category is not applicable. Ex. Researching information for Rangelands of Texas Virtual Herbarium

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
Category: Training & Educating Others		Leading, organizing, instructing, or staffing an educational activity where participants have a planned learning objective and generally stay for the full event (planned start and end times with a single agenda)	YOU are training/teaching others. Attendees generally stay for the entire activity, presentation, or nature hike. Examples: Working with school groups, nature camps, assisting with hikes/events where registration is required
			TR:Guide/Docent - Field Guides/Docents.
TR: Guide/Docent- AAMN			Includes assisting at schools with Project ACORN
TR: Guide/Docent- BONP	Bulverde Oaks Nature Preserve		
TR: Guide/Docent- CCC	Cibolo Center for Conservation		Includes Outdoor Classroom, Nature Box Docent, working with kids at Herff Farm
TR: Guide/Docent- CG	Canyon Gorge		
TR: Guide/Docent- GC	Government Canyon SNA		
TR: Guide/Docent- GRSP	Guadalupe River State Park		
TR: Guide/Docent- HIW	Headwaters-Incarnate Word		
TR: Guide/Docent- KCPP	Kendall County Partnership for Parks		
TR: Guide/Docent- LP	Lockett Property (Green Spaces Alliance)		
TR: Guide/Docent- MLAC/Audubon	Mitchell Lake Audubon Center		
TR: Guide/Docent- OTSP	Old Tunnel State Park		Assist with bat viewing programs
TR: Guide/Docent- SABG	San Antonio Botanical Garden		
TR: Guide/Docent- SAPAR	San Antonio Parks and Rec-All city parks and natural areas		Include park name
TR: Guide/Docent- SARA	San Antonio River Authority		
TR: Guide/Docent - WM	Witte Museum		Rock Art Tours-White Shaman Preserve, Museum Walks
			TR:Presentation - Classroom instruction, workshops, advanced training presentation. Includes preparation work.

Note: Opportunity/Category Titles include the location or sponsor. If an activity has been approved but there is no separate opportunity listed for it, use the appropriate category with the AAMN code. Include the location and provider/sponsor (if not AAMN) in the Description field.

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
TR: Presentation- BONP	Bulverde Oaks Nature Preserve		
TR: Presentation- CG	Canyon Gorge		
TR: Presentation- CCC	Cibolo Center for Conservation		
TR: Presentation- CPS	City Public Service		
TR: Presentation- GC	Government Canyon SNA		
TR: Presentation- Groups			Includes NPSOT Native Landscape Certification Programs (prep work, class instruction)
TR: Presentation- GRSP	Guadalupe River State Park		
TR:Presentation- GSA	Green Spaces Alliance		
TR: Presentation- HIW	Headwaters-Incarnate Word		
TR: Presentation- KCPP	Kendall County Partnership for Parks		
TR: Presentation- MLAC	Mitchell Lake Audubon Center		
TR: Presentation- SABG	San Antonio Botanical Garden		
TR: Presentation- SAPAR	San Antonio Parks and Rec-All city parks and natural areas		**Include park name**
TR: Presentation- SARA	San Antonio River Authority		
TR: Training Class Presenters-Alamo Area Chapter			MN members who teach a class to the MN trainees
			If you attend the training classes to provide assistance (equipment technical help, check in attendees, distribute handouts, etc. - use the CB (Chapter Business) category.
Category: Other		Any activity approved by a chapter that is not defined above.	
OT: Assist Sponsors - AAMN			Special assistance to TPWD personnel.
OT: Other - AAMN			Serving as a judge at School Science Fairs
OT: Wildlife Rehab- AAMN			Wildlife rehab work (NOT rescue)

<mark>Note: Opportunity/Category Titles include the location or sponsor. If an activity has been approved but there is no separate opportunity listed for it, use the appropriate category with the AAMN code. Include the location and provider/sponsor (if not AAMN) in the Description field.</mark>

Opportunity / CategoryTitle	Code Descriptions	Description	Used for:
OT: Wildlife Rehab- WRR	Wildlife Rescue & Rehab		Wildlife rehab work (NOT rescue)

Shadowing

If you have had some training for being a field guide, you can ask to shadow an actual tour to gain further knowledge, see how a tour is conducted.
   If you primarily listen to the actual field guide, count this as advanced training.   AT:Presentations

   If you contribute to the tour (interact with the participants, point out features on the trail, answer questions),
you are assisting the primary tour guide. Count this as TR: Guide/Docent (service hours)

Service Hours NOT APPROVED by the Alamo Area Master Naturalist Chapter:

Any tasks involving Vegetable Gardens (not part of TMN Mission)

Sales of Merchandise (ex. plant sales, book sales) for other organizations, including our partners

Administrative/Clerical tasks for other organizations including "Friends of …" organizations

Administrative/clerical tasks are approved for the AAMN Chapter (Board of Directors, Committee work)

Merchandise Sales are approved for the AAMN Chapter only (Items with MN logo (ex. T-shirts), Chapter fundraisers)

Initial Training Hours

These hours are the class and field trip hours for the training classes.
They **do not** count as service and advanced training hours for the Initial Certification Dragonfly.

Members who have graduated from the TMN program are welcome to attend any of the classes as a refresher. They **do not** count toward any
annual/cumulative service hours or advanced training hours requirements since they were part of the initial training program.

Approved Activities

All activities (for service hours and for advanced training hours) must be approved by the Chapter. Approved activities are listed in the calendar on our Chapter website and in periodic emails from Pam Ball, Activities Director and Haeley Giambalvo, Media & Technology Director.
When an activity is approved, it is only approved for the current calendar year. **Ongoing activities need to be re-approved every year**.

Activities approved for other Master Naturalist Chapters are not automatically approved by our Chapter. You must submit them and request approval.