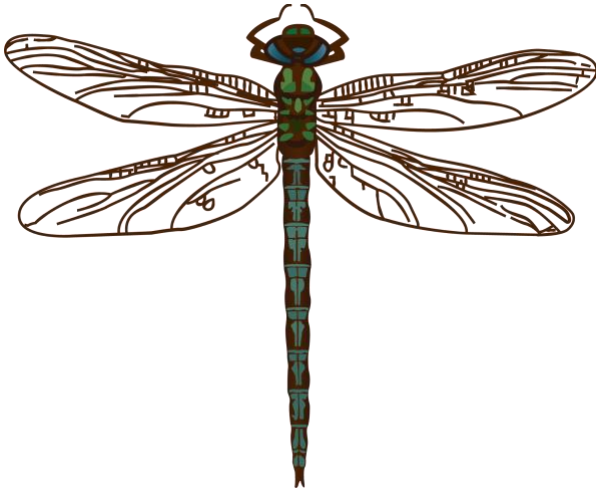


Cross Timbers Master Naturalist Chapter

Handbook

2023





Cross Timbers Master Naturalist Chapter Handbook 2023

Table of Contents

- Mission of Texas Master Naturalists ----- 2
- Sponsors of the Cross Timbers Chapter ----- 2
- About the Cross Timbers Chapter ----- 2
- Code of Ethics Texas Master Naturalist Program----- 4
- Chapter Meetings ----- 4
- 2023 Training Schedule ----- 5
- How to Become a Certified Texas Master Naturalist ----- 5
 - Prior to Class: ----- 5
 - During Class: ----- 6
 - Elect a Training Class Representative ----- 7
- After Initial Training is Completed: ----- 7
- How to Use VMS to Record Hours ----- 8
 - How to Login to VMS for the First Time ----- 9
 - How to Record Training Hours ----- 12
- Volunteer Opportunities ----- 15
- Advanced Training Opportunities ----- 22
- 2023 Board: Officers and Committee Directors ----- 27
- Texas Master Naturalist Chapter Governing Documents ----- 27
- Chapter Management and Operations Protocols ----- 27

Mission of Texas Master Naturalists

The Texas Master Naturalist Program's mission is to develop a corps of well-informed volunteers to provide education, outreach, and service dedicated to the beneficial management of natural resources and natural areas within their communities for the State of Texas.

Many communities and organizations rely on citizen volunteers for implementing youth education programs; for operating parks, nature centers, and natural areas; and for providing leadership in local natural resource conservation efforts. A short supply of dedicated and well-informed volunteers is often cited as a limiting factor for community-based conservation efforts.

Sponsors of the Cross Timbers Chapter

The Texas Master Naturalist Program is proudly sponsored by Texas Parks and Wildlife and the Texas A&M AgriLife Extension. The local sponsor for CTMN is the Fort Worth Nature Center and Refuge. Our sponsors are:

- Rachel Richter, TPWD, Urban Biologist, Rachel.Richter@tpwd.texas.gov
- Jacklyn Jones Doyle, Texas AgriLife, County Extension Agent – Agriculture and Natural Resources, jacklyn.jones@ag.tamu.edu
- Michael Perez, Fort Worth Nature Center and Refuge
michael.perez@fortworthtexas.gov

Sponsors provide guidance, resources, and education to the chapter. CTMN members provide volunteer hours to assist TPWD, Texas AgriLife, and the Fort Worth Nature Center and Refuge in their efforts to preserve the local ecosystem.

About the Cross Timbers Chapter

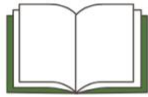
Serving Tarrant and Parker counties, Cross Timbers Chapter is one of 48 Master Naturalist chapters in the state of Texas. Established in 1998, Cross Timbers Chapter currently has about 200 active members. Active members volunteer in various projects such as local pollinator gardens, the Fort Worth Nature Center and Refuge, the Fort Worth Botanic Garden, the Botanic Research Institute of Texas, the City of Fort Worth Citizen Forester Program, bluebird box monitoring, and water quality and testing of the Trinity River and its tributaries.

Training classes are held once a year from August through October. The **CTMN website** can be reached through two URLs: <https://txmn.org/crosstimbers/> and <http://ctmn.org/>. The chapter **Facebook** group is named "Cross Timbers Master Naturalists" located at <https://www.facebook.com/groups/116630178372184>

Cross Timbers Master Naturalists



ROAD MAP



Complete **Training** of 10 Classes and 4 Field Trips
in the **First Year**



The **First Year** is from Aug to Dec 31, 2023
The **Second Year** is from Jan to Dec 31, 2024



Become **Certified** as a Master Naturalist.
Members who earn **certification** are recognized at the
yearly Award Ceremony at the March Chapter Meeting



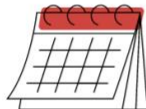
Volunteer 40 Hours at approved CTMN Projects***
AND
Earn **8 Hours of Advanced Training**



Pay yearly **Dues** of \$25
Training Fee includes dues for **First Year** and
Second Year



When to become **Certified?**



Option 1 - Deadline is Dec 31, 2024



Option 2 - For "eager dragonflies"
earn hours by Dec 31, 2023

*** approved CTMN Projects are located in Tarrant and Parker counties

Code of Ethics Texas Master Naturalist Program

Each member, in striving to meet the mission, goals, and objectives of the Texas Master Naturalist Program, pledges to:

1. Subscribe to the highest standards of integrity and conduct.
2. Promote and support the statewide and local Texas Master Naturalist (TMN) Program.
3. Respect the state sponsors, Texas Parks & Wildlife Department and Texas A&M AgriLife Extension Service, their roles and expectations.
4. Disseminate information to promote understanding of and appreciation for the values of our natural resources.
5. Strive to increase knowledge and skills to advance as a TMN volunteer.
6. Promote competence as a TMN volunteer by supporting high standards of education, service, and performance.
7. Encourage the use of sound biological information in education and outreach and in management decisions.
8. Support fair and uniform standards of service and treatment of those engaged in the TMN Program.
9. Know and follow established TMN Program protocols and policies.
10. Abide by the local Chapter Bylaws.
11. Not use the TMN title, logos, and trademarks for personal endeavors and/or profit.
12. Act as trustworthy and ethical stewards of the environment.
13. Never inappropriately disturb or harass wildlife. Never inappropriately remove anything from its natural state or area.

Chapter Meetings

Chapter meetings are held on the third Monday of the month in the Rose Room of the Botanic Garden of Fort Worth. Members in Training are encouraged to attend chapter meetings. Guests are welcome at chapter meetings. The chapter meeting begins with a social time from 6:30 to 7:00 pm and the meeting begins at 7:00 pm. Light refreshments are served. At each meeting, a guest speaker or chapter member presents a topic about local nature and local ecosystems. A meeting may be rescheduled when there is a holiday on that date.

Meetings are face to face and hybrid via zoom. A meeting may be changed to virtual only when public health recommendations discourage large group meetings. An email is sent to the membership a minimum of ten days prior to the meeting that includes the zoom link registration information. Keep your email updated in the VMS database to stay informed of chapter meeting information.

Members earn **1 Advanced Training (AT) hour for attending a chapter meeting**. See How to Use VMS to Record Hours” below to review the procedure for documenting your hours.

The March meeting is the chapter's annual awards ceremony where members are recognized for their volunteer activity. In December, the chapter hosts a holiday party, and the date is determined each year.

Note: No Advanced Training (AT) hours are earned for attending the awards ceremony or the holiday party.

2023 Training Schedule

The 2023 class schedule is shown below.

Training Class Schedule					
Date	Day	Start	End	Topic	Location
6/6/23	Mon	6:00 PM	7:30 PM	Open House-program starts at 6:30	FWNC&R
8/15/23	Tue	6:00 PM	9:00 PM	How to be a Master Naturalist	FWBG Lecture Hall
8/22/23	Tue	6:00 PM	9:00 PM	Intro Ecology	FWBG
8/29/23	Tue	6:00 PM	9:00 PM	Aquatic Systems	FWNC&R
9/5/23	Tue	6:00 PM	9:00 PM	Reptiles and Amphibians	FWBG
9/9/23	Sat	9:00 AM	3:00 PM	Aquatic Field Trip	FWNC&R
9/12/23	Tue	6:00 PM	9:00 PM	Forests	FWNC&R
9/19/23	Tue	6:00 PM	9:00 PM	Birds and Mammals	FWBG
9/23/23	Sat	9:00 AM	3:00 PM	Forest Field Trip	FWNC&R
9/26/23	Tue	6:00 PM	9:00 PM	Prairies	FWBG
10/3/23	Tue	6:00 PM	9:00 PM	Invertebrates	FWBG
10/7/23	Sat	9:00 AM	3:00 PM	Prairie Field Trip	FWNC&R
10/10/23	Tue	6:00 PM	9:00 PM	Urban Systems	FWBG
10/14/23	Sat	9:00 AM	3:00 PM	Urban Field Trip	Various locations
10/17/23	Tue	6:00 PM	9:00 PM	Volunteer Opportunities	FWBG
10/22/23	Sun	9:00 AM	3:00 PM	Land Stewardship Field Trip	Tandy Hills
10/24/23	Tue	6:00 PM	9:00 PM	Geology	FWBG

FWNC&R - Fort Worth Nature Center & Refuge, 9601 Fossil Ridge Road Fort Worth, TX 76135

FWBG - Fort Worth Botanic Garden, 3220 Botanic Garden Blvd, Fort Worth, TX 76107

If you are unable to complete the required 10 classes (out of 11 classes scheduled) and 4 field trips (out of 5 field trips scheduled), you must make up the hours by attending the appropriate class or classes within 12 months as part of the requirements to become a certified Texas Master Naturalist. Class members are welcome to attend all 11 classes and all 5 field trips.

Mentors: Each class member will be assigned a mentor who is a certified master naturalist and member of CTMN. Your mentor welcomes your questions and comments! Please add his or her contact information to your phone and communicate with him or her as often as you like.

How to Become a Certified Texas Master Naturalist

Prior to Class:

Prior to the first class, Trainees must create a profile through the online Texas Parks and Wildlife **Volunteer Management System**.

See the “**How to log in and use VMS**” section below to use your given login and temporary password to access VMS.

Upon your log-in, complete the following during your initial registration:

- 1) agree to submit to a background check and supply the necessary information
- 2) change your password using the “Login Information” section.

Type in a new password and verify. Save your password!

- 3) agree to a Media Waiver
- 4) agree to the Confidentiality Waiver, and
- 5) agree to the Alternate Workforce Waiver (liability release)

Prior to class, trainees will pay a **training fee** of \$150.00. Some partial scholarships are available and fee plans are available upon request. Please contact training@ctmn.org for information about applying for a scholarship.

The training class fee includes \$50 for the purchase of the textbook, *Texas Master Naturalist Statewide Curriculum*.

The training fee includes your CTMN membership dues for both 2023 and 2024.

During Class:

During training, if you are unable to complete the required hours during the scheduled sessions, you must make up the hours by attending the appropriate class or classes within 12 months as part of the requirements to become a Certified Texas Master Naturalist.

Record the time you spend during class and field trip instruction using the **Volunteer Management System (VMS)**.

See the “**How to log in and use VMS**” section below to record your **Initial Training** hours.

You may begin to record volunteer hours (VH) and Advanced Training hours (AT) on VMS the first day of classroom instruction. Upcoming sections in this handbook highlight available opportunities. You may also ask your Mentor and Training Class board members and current Volunteers about opportunities. Remember, hours **must** be recorded on VMS within 45 days of the service.

Member categories include the following:

- **Texas Master Naturalist-in-Training** – a member enrolled in a chapter’s Initial Training course
- **Texas Master Naturalist** – an active member who has completed Initial Training course requirements
- **Certified Texas Master Naturalist** – an active member who has met all the requirements of initial certification and thereafter, attains annual recertification

During class your membership status will be reflected in the Volunteer Management System (VMS) as “TMN – In Training”.

To **achieve Certified Texas Master Naturalist membership status** (and have the membership status of “TMN-Active”), you must complete all of the following by **December 2024**:

- **Earn at least 40 Volunteer Hours (VH)** by working on CTMN pre-approved VH opportunities. Note: Initial Training hours do not count toward your 40 volunteer hours.
- **Earn at least 8 hours of Advanced Training (AT)** by attending CTMN pre-approved AT opportunities.

Texas Master Naturalists can become fully certified early, if they complete these requirements by December 31, 2023. Because CTMN training takes place in the fall, it is recommended that you begin your volunteer service during training.

Elect a Training Class Representative

Each class shall elect a representative with the following duties:

- Represent the current training class as a member of the board, attending board and chapter meetings.
- Participate as a member of the training committee to plan for the subsequent class;
- Participate as a member of the annual financial examination committee.
- Report back to the current training class to provide trainees with information about chapter business. This may include a social media account for the current class.
- Talk to the subsequent training class about selecting a training class representative.

After Initial Training is Completed:

Review your VMS Logbook, to ensure that you have entered all time for classroom and field trip opportunities within the previous 45 days. If you need help, contact your mentor or our Membership Director at membership@ctmn.org.

You will begin paying membership dues in January 2025. Your membership will become TMN-Inactive if both of the following conditions are met:

- Failure to pay membership dues for current year.
- Failure to report volunteer service hour or advanced training hours within the calendar year.

A member may re-establish their TMN-Active membership status by paying dues and reporting appropriate number of hours for the current year.

How to Use VMS to Record Hours

The state's **Volunteer Management System (VMS)** is used to record all hours earned by Texas Master Naturalists. VMS is a Samaritan Technologies product that has been customized for the Texas Parks and Wildlife Department and Texas Master Naturalists.

The link to the TMN Volunteer Management System is [Volunteer Management System Portal](#)

The CTMN webpage has a cheat sheet ([Cheat Sheet](#)) and the State Master Naturalist webpage has a helpdesk ([State VMS helpdesk](#)) to assist volunteers with operation of the Volunteer Management System (VMS).

Specific questions about your entries into VMS should be directed to the Membership Director at membership@ctmn.org.

How to Login to VMS for the First Time

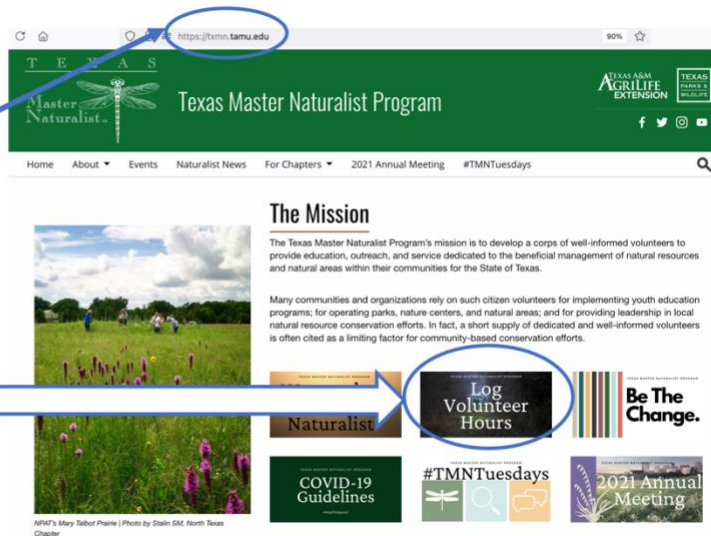
For a tutorial on this topic, go to this YouTube [video](#)!

Use your login id and temporary password to login for the first time. To participate in Initial Training, you must complete the Login, including the waiver of ***Criminal Background Check***, ***change your password***, and ***complete other Agreements***.

How to Login to the Volunteer Management System (VMS) to change your password

1. Go to txmn.org (redirects to <https://txmn.tamu.edu>)

2. Select "Log Volunteer Hours"



3. Select "VMS - Volunteer Login"

You have until the end of	To enter Hours worked on
Today	Apr 26, 2021
Jun 13, 2021	Apr 29, 2021
Jun 27, 2021	May 13, 2021
Jul 11, 2021	May 27, 2021
Jul 25, 2021	Today

4. Enter your
User ID
and
Temporary Password

Volunteer Login

If you are already a Texas Master Naturalist volunteer, please log-in

User ID: CTMN-msmith

Password: Your password

Log in


Forgot your password?

Not yet a TPWD volunteer?


Opportunity Search
FAQ
Log in

TEXAS PARKS & WILDLIFE


Welcome, Mary Smith




Find Opportunities
Look for ways to serve on a one-time or regular basis.




View My Schedule
See the shifts where I have signed up.




Report my Service
Submit volunteer hours.



View My Log Book
View my volunteer transaction history.



My Placements
View opportunities I have applied for that have been approved.



My Referrals
View opportunities I have applied for that are pending approval and placement.

[Edit My Profile](#)
[Log out](#)

5. Select "Edit My Profile"

← → ↻ 🏠 🔒 https://tpwd.samaritan.com/recruiter/index.php#0 📄 ☆ 🔊

TEXAS PARKS & WILDLIFE

Waivers & Agreements

Background Check

In connection with the evaluation of my suitability for volunteer service, I give my consent for Texas Parks and Wildlife Department (TPWD) to obtain criminal history and driving record information related to my application for volunteer service. I understand that criminal history information includes any criminal conviction records for deferred adjudication, misdemeanor or felony offenses at age 17 or older. I understand that driving record information includes a driver's license verification and driving history of the past 12 months, and lists all convictions for traffic violations. Any such information will be used solely for volunteer-related considerations and not for any other purpose.

Volunteers

- [Volunteer Dashboard](#)
- [Search Opportunities](#)
- [FAQ](#)
- [Log out](#)

Step 1 of 3

[Continue →](#)

6. Select "Continue"

If prompted, answer questions on this page, then Select "Continue"

7. Enter a new password (a minimum of 8 characters) and enter again for "Password Verify"

8. Select "Save"

9. Select "Log out"

How to Record Training Hours

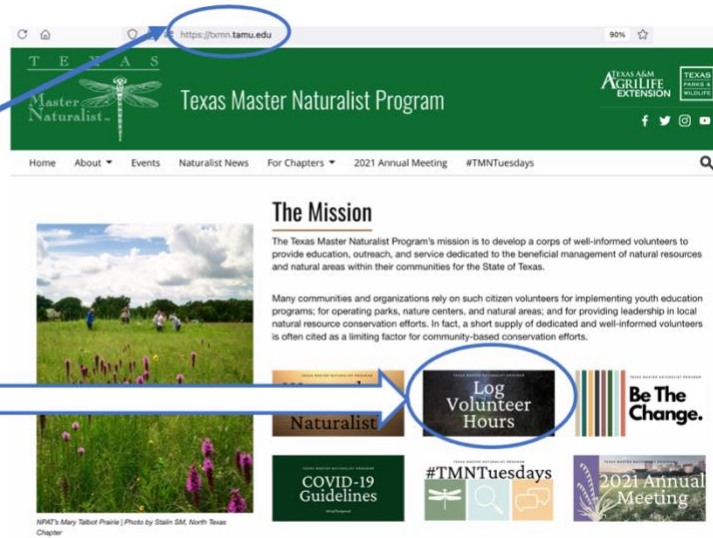
As a new member of the Training Class, **you are required to record the hours spent in class and on field trips after each session.** We recommend that you enter these hours as soon as possible after you have attended a class or field trip. Note that your training hours do not count toward the 40 Volunteer hours (VH) or Advanced Training hours (AT) needed to certify.

You must enter hours earned no later than 45 days after you earned the hours.

Go to txmn.org/crosstimbers or ctmn.org and select Log Hours

How to Login to the Volunteer Management System (VMS)

1. Go to txmn.org
(redirects to
https://txmn.tamu.edu)



2. Select "Log Volunteer Hours"

3. Enter your user ID and new password that you created in your earlier login.

A screenshot of the 'Volunteer Login' page on the Texas Parks & Wildlife website. The page has a dark header with 'TEXAS PARKS & WILDLIFE'. The main heading is 'Volunteer Login'. Below it, the text reads 'If you are already a Texas Master Naturalist volunteer, please log-in'. There are two input fields: 'User ID' with the value 'CTMN-jdoe' and 'Password' with the placeholder 'Your password'. A blue 'Log in' button is positioned below the password field. A link for 'Forgot your password?' is located below the button. On the right side, there is a section titled 'Not yet a TPWD volunteer?' with links for 'Opportunity Search', 'FAQ', and 'Log in'.

4. Volunteer Dashboard

You will mainly use:

Report my Service

View My Log Book

TEXAS PARKS & WILDLIFE

Welcome, Jane Doe

Summary

Approved Hours

TMN Life: 0
TMN Year: 0
AT Year: 0

Find Opportunities
Look for ways to serve on a one-time or regular basis.

View My Schedule
See the shifts where I have signed up.

Report my Service
Submit volunteer hours.

View My Log Book
View my volunteer transaction history.

My Placements
View opportunities I have applied for that have been approved.

My Referrals
View opportunities I have applied for that are pending approval and placement.

[Edit My Profile](#) [Log out](#)

7. Complete the Date you served, the hours, a description of the event; then select “OK.”

TEXAS PARKS & WILDLIFE

Report Service

Please select from the following survey(s):
CTMN initial training:TMN Initial Training Hours

Opportunity Description:
Initial class & field trips for incoming CTMN members.

Initial Classroom and Field Trip Hours

Date of the class or field trip: 08/18/2022

How many hours was the training?:

What did you think of the training?: Liked It

Describe your training: First session of training at FWBG
(255 character limit)

Volunteers

- [Volunteer Dashboard](#)
- [Search Opportunities](#)
- [FAQ](#)
- [Log out](#)

Volunteer Opportunities

All volunteer hours (VH) and advanced training (AT) **must be earned through CTMN approved opportunities**. For example, you may help with the administration of the chapter by serving on a committee; join a work crew at a pollinator garden project; write an article for the chapter newsletter; take on a leadership position for a project or the chapter board; staff a CTMN table at a local event; teach children about butterflies; observe birds for the annual Great Backyard Bird Count.

Service activities related to managing a local chapter provide multiple opportunities for volunteers to develop organizational management and leadership skills. Volunteer projects may be a series of short experiences, or they may involve the long-term efforts of a volunteer team.

As a trainee, your volunteer hours must occur within Tarrant and Parker counties.

Once you are a Certified Texas Master Naturalist, your volunteer hours on approved projects around the state will be counted for your annual and lifetime volunteer hours. **This does not apply to AT hours**. You may attend various AT trainings outside of Tarrant and Parker counties (often via Zoom), but, if not stated, you should ask the VH and AT coordinator if the opportunity meets the requirements for AT.

Note: Members may include a **reasonable**, typical amount of travel time when recording volunteer service hours. Travel time should **not** include side trips for personal activities.

Volunteer hours recorded as a chapter member cannot be “double” counted for as a member of another organization such as a Master Gardener organization.

See <https://txmn.org/crosstimbers/projects/> for a map of some of the CTMN volunteer opportunities. See <https://txmn.org/crosstimbers/events-calendar/> for a calendar showing volunteer opportunities.

Contact the **project leader** for the opportunity to ask to be added to text or email notifications. Opportunities may be canceled due to weather or other factors.

Various volunteer opportunities, how and when to volunteer, and whom to contact about each opportunity is covered in one Training Class session. Your mentors, training staff, and volunteer committee members are good resources for finding volunteer opportunities that meet your needs.

If you are interested in volunteering with a project not listed in the VMS menu, you must get pre-approval from the VH and AT coordinator or the full Board of Directors. Getting pre-approval may take 2-3 weeks.

Questions about volunteer opportunities should be directed to the VH and AT coordinator at volat@ctmn.org.

CTMN approved Volunteer Hour opportunities:

AgriLife

All areas of volunteer work related to **nature** including landscape work. education, research projects, that meet the CTMN Mission Statement

Amphibian Watch

Field research for Texas Amphibian Watch including reporting time

Arlington Conservation Council

Work with ACC on various projects, including cleanup and habitat improvement.

Arlington Fielder Butterfly Garden and Monarch Waystation

Cultivate plants and maintain the garden for Monarchs and other butterfly populations. Propagate plants for the annual plant sale.

Audubon Society

Volunteer with chapter administration, bird watches, feeder watches, bird counts including recording time

Bird or Feeder watch

Cornell University Feeder Watch or annual bird counts with Audubon Society or other birding Groups

Birds of Prey Education Programs

Providing education through working with raptors, and educating the public about the birds and their role in environment.

Bluebird box monitoring

Monitor bluebird boxes in various locations around Tarrant & Parker county including City Parks.

Bluestem News (FWNC&R newsletter)

Writing articles and other participation in preparing and publishing the Bluestem Newsletter or other publications for the Friends of the FWNC&R

Bob Jones Nature Center

Volunteer in numerous capacities at the nature center. Includes trail work, leading tours, working with children or adults in a training capacity. Working with fundraising efforts.

Botanical Research Institute of Texas

All areas of volunteer work related to nature including landscape work. education, research projects, and herbarium work.

Butterflies in the Garden

Volunteer in various capacities at the FW Botanic Garden Butterflies in the Garden program, including being a docent in the exhibit or other staff duties.

Chandor Garden/Weatherford Parks & Recreation Nature Trail

Weatherford Parks & Recreation nature trail on a 13-acre wooded site west of Chandor Gardens. Volunteers will do species identification, maintain the woods, and help trail.

Chisholm Trail Park

Leading nature walks, participation in workdays, trail maintenance, provide bird house boxes for bluebirds to help support/monitor blue bird and/or species population at CTCF

Chuck Silcox Park

Leading groups around the park to show off the biodiversity and educate members of the Public

Citizen Forester

Volunteering to learn how to trim and do the correct tree maintenance to preserve trees

Citizen science/data collection (Parker County)

Participation in iNaturalist competitions, BioBlitzes, and similar citizen science/data collection projects within Parker County.

Citizen science/data collection (Tarrant County)

Participation in iNaturalist competitions, BioBlitzes, and similar citizen science/data collection projects within Tarrant County.

CoCoRaHS

Community Collaborative Rain, Hail and Snow Network. Volunteers report rainfall, hail, and snowfall to the National Weather Service.

Colleyville Nature Center

Enhance the overall beauty and quality of this natural refuge, while benefitting the birds and pollinators. Caring for plants, trash removal.

CTMN chapter administration

Chapter Administration Work including Board meetings, preparation time, and class attendance. Includes work toward preparation or planning regional or state TMN meetings.

CTMN Community Outreach Events

Community outreach through presentations at any variety of local public events, such as CTMN booth, preparations, and presentation of Master Naturalist topics at garden clubs, home owners assoc, or similar.

CTMN initial training

Initial class & field trips for incoming CTMN members. Note: entry of these hours are required; however, they do not count for the 40VH/8 AT to achieve certification.

CTMN newsletter

Write articles, take photographs, prepare newsletter for distribution to members.

CTMN outreach

Represent CTMN and/or staff CTMN table at local events.

CTMN speaker's bureau

Give talks to various public groups on specific nature topics, including presentations at TMN meetings

CTMN sponsored activities.

Participation as a volunteer in seminars, symposia, nature tours, outreach, lead field trips, native planting projects.

CTMN/NPSOT SW Regional Library Native Plant Gardens

Landscape and maintenance of the gardens

CTMN/NPSOT SW Sub-courthouse Native plant garden

Landscape and maintenance in the Native plant garden

DFW Wildlife Coalition (animal rehabilitation)

Time spent on actual rehab of wildlife.

DFW Wildlife Coalition (phone bank)

Phone bank to answer questions concerning injured or found wildlife. Includes referrals to licensed wildlife rehab members.

Fort Worth Botanic Garden

Volunteer at Fort Worth Botanic Garden. Includes Green Team recycling, leading a class or working in any area of the garden that meets the CTMN Mission Statement

Fort Worth ISD Outreach

Assist with planting of native plants in school gardens or landscapes, plan and lead the projects, make a presentation to student or parent groups.

Fort Worth Nature Center and Refuge

All Volunteer activities- FWNC&R is a CTMN partner.

Friends of Fort Worth Nature Center & Refuge

Volunteer with the Friends of the FWNC&R

Friends of Lewisville Lake Environmental Learning Area

Volunteering with Friends of LLELA group at pollinator gardens, etc.

FWNC&R - guide tours

Docent or tour leader at the Fort Worth Nature Center & Refuge

FWNC&R - Support/Admin

Support for FWNC&R including reception, animal feeding, Natural Guard, and other support activities at the Center

Goodman Elementary School Butterfly Garden

Assist in maintaining and giving counsel to students and teachers concerning the continued success of the butterfly garden.

Grapevine Parks & Rec

Lead or assist with Grapevine Parks & Rec field trips or GO WILD nature programs.

Holland Lake Nature Trail

Maintenance and upkeep of the nature trail

Horned Lizard Monitoring

Field research for Horned Lizard Monitoring including report preparation time.

iNaturalist Record observations in public places using iNaturalist app or website.

Invaders of Texas

Give a lecture to public and private groups concerning Invasive plants of Texas.

Invasive plant removal

Removal of invasive plants from local natural area habitats

Lake Mineral Wells State Park

Butterfly garden and other landscape projects to assist Park staff.

LLELA BioBlitz Data collection at BioBlitz or other LLELA event (Lewisville Lake Environmental Learning Area)

Master Gardeners

Planning advanced training classes for Trees, Greenhouse, and Rainwater Harvesting, other volunteer event hours meeting the Master Naturalist mission (**hours cannot also be counted for Master Gardener volunteer hours**)

Molly Hollar Wildscape Includes invasive removal, trail work, composting, planting & propagation of plants at greenhouse, Wildscape cleanup, work for the annual plant sale. Provide training.

Mussel Watch Field work in the Texas Mussel Watch program including reporting time

Natural habitat cleanup/improvement

Numerous area cleanups in the Cross Timbers. Including preparations and meetings with groups for planning cleanup activities. Also includes rehabilitating an area with native plants.

Native Prairie Association of Texas - FW Chapter

Prepare and/or lead a prairie walk or workshop for NPAT. Survey work in the local ecosystem. Prairie management and cleanup. Work for NPAT chapter.

Native Plant Society of Texas volunteer activity

Volunteering with the Native Plant Society of Texas. Plant sale and work prior to the plant sales. Includes growing plants, working at plant sale, and outreach at area events.

Oliver Nature Park, Mansfield

Lead tours at the park and/or assist with school programs at the park.

OS Gray Natural Area, Arlington

General upkeep around the park, including invasive plant removal, planting native plants, mulching, trail work, & trash pick up.

Pollinator Gardens at Knapp Heritage Park, Arlington

Ongoing maintenance and replacement of plants when needed to provide a place and food for pollinators.

Randol Mill Park Tree Farm, Arlington

Workdays and general upkeep

Randol Mill Park, Arlington

Volunteering the the wildscape area and Pollinator Garden and other maintenance in the garden

Real School Gardens

Work in Nature projects and gardens in various area schools

River Legacy Park, Arlington

Includes teaching classes or leading trail walks, manning the reception desk, clearing trash from trails, maintaining & building trails and bird walks, assisting with bird counts.

School demo gardens

Work with school groups on planning, developing, and working in area school garden activities with special consideration of native plants.

Shari Capehart Nature Preserve, Arlington

Cleanup trails, invasive plant removal, trail work at the Preserve. Prepare for meetings in an administrative role or as a speaker.

State Park volunteer activity Volunteer your time at any State Park in Texas

Stella Rowan Prairie, Fort Worth

Work on Stella Rowan Prairie restoration; includes maintenance for prairie, monarch waystation and other related activities.

Tandy Hills Natural Area, Fort Worth

Includes invasive removal, trail upkeep, trash pick up, other landscape activities, leading hikes, wildflower tours or other educational programs including FWISD School programs

Texas Native Cats Program Volunteering with the Texas Native Cats Program

Texas Stream Team (Texas Water Specialist Program)

Gathering water sample data for Texas Stream Team reporting program. This opportunity required training and certification by Stream Team

Texas Wildlife Association

Lead a group or volunteer in other teaching/training capacities with TWA

Texas Master Naturalist Virtual Volunteer Service

A series of short project sessions highlighting virtual and distanced service opportunities to the TMN Program and enhancing available safe and health-conscious service opportunities during these historic times.

TPWD Programs

Texas Parks and Wildlife programs, educational and research projects such as the North Texas Urban Wildlife Monitoring Project and demonstrations at events such as Mayfest.

Turtle Watch Monitoring

Field work and reporting time for the Texas Turtle Watch Monitoring program

TXMN annual conference and TXMN Regional conferences

Volunteer time at the conferences. Also includes any preparation work.

TXMN Volunteer at projects and programs

Volunteer time working on different projects and programs that meet the Mission Statement

White Settlement Pollinator Gardens

Preparing, planting, and maintaining the City of White Settlement's pollinator gardens

Advanced Training Opportunities

Each AT opportunity must meet the following criteria:

- Promotes continued learning and development of naturalist skills.
- Provides Master Naturalists with practical knowledge and skills to work in volunteer efforts.
- Directs trained volunteers toward specific programs in need of their services.
- Covers natural resource issues and information applicable to Texas with a preferred emphasis on the chapter's local community or ecoregion.
- Allows questions and interaction between the speaker and the participants. The only exception to this is the Texas Master Naturalist provided "TMN Tuesday" opportunity which can be viewed as a recording or viewed live.

Questions about AT opportunities should be directed to the VH and AT coordinator at volat@ctmn.org.

We encourage everyone to recommend speakers and/or presenters for monthly chapter meetings; recommendations should be directed to the Vice President at vp@ctmn.org.

The CTMN approved AT opportunities are:

AT: TMN Tuesday Presented by Texas Master Naturalist Program. **Only AT which may be viewed live OR pre-recorded, from the current calendar year.

AT:Texas Waters Certification Training

TPWD resources on management of water as a natural resource in the state of Texas.

_AT:AgriLife

Attend presentation on the Agrilife SmartScape, YardSmart, Water University, or other AgriLife programs.

_AT:Aldo Leopold Workshop Training in the Aldo Leopold Workshop program

_AT:Arlington Conservation Council

Attend presentations at the monthly meetings. Topics must meet CTMN guidelines for AT.

_AT:Audubon Society

Attend monthly meetings of the Audubon Society. Attend and participate in birding trips or other educational training and presentations.

_AT:Blackland Prairie MN Chapter

Attend meetings, presentations, or prairie tours presented by the Blackland Prairie Master Naturalists. Maximum one hour of AT.

_AT:Bluebird Conference

Attend lectures and programs at regional or state meetings of the Texas Bluebird Society and related groups.

_AT:Bob Jones Nature Center

Attend naturalist-led tours and workshops at Bob Jones Nature Center in Southlake.

_AT:Botanical Research Institute of Texas

Attend classes, lectures, or workshops on composting, water conservation, native plants and other topics relevant to the Cross Timbers region.

_AT:ButterFlies in our Lives

Training about butterflies & pollinators & their value to our ecosystem. Often taught at FWNC&R and other nature centers

_AT:Butterflies in the Garden

Training for "Butterflies in the Garden" program

_AT:Chisholm Trail Community Park

Attend naturalist-led prairie tours and presentations held at Chisholm Trail Community Park.

_AT:Citizen forester Presentations and training

Programs, Presentations & Initial training and follow-up training for the Citizen Science Program

_AT:Composting training

Attending composting classes at local parks and other areas. Includes state sponsored Master Composter course.

_AT:CTMN approved Online Presentation/s

Attending Online Presentation/s meeting the CTMN mission statement and approved by CTMN. Live presentations as long as there is some way to interact with others– Live chat or live Q&A. Recorded presentations okay only if there is some way to interact with speaker and/or other audience viewers. Exceptions: TMN Tuesdays, TMN Annual Meeting presentations.

_AT:CTMN Monthly meetings- 1 hr max

Attend regular monthly meetings with speaker. One hour of Advanced Training is reportable.

_AT:Elm Fork MN Chapter

Attend monthly meetings of Elm Fork Master Naturalists. Maximum one hour of AT.

_AT:Fort Worth Botanic Gardens

Attend classes, lectures, or workshops on composting, water conservation, native plants and other topics relevant to the Cross Timbers region.

_AT:Fort Worth Nature Center and Refuge

Attend walk or other program led by Nature Center staff, naturalist, or docent.

_AT:Greater Fort Worth Sierra Club

Advanced Training at Monthly meetings. Must meet CTMN requirements for local ecosystem or acceptable generic topics.

_AT:Higher ed courses

Attend college or university classes with science-related topics. **Must be pre-approved.** Hours reporting **cannot** be related to a requirement for your employment.

_AT:INaturalists Presentations and training from the INaturalists Program

_AT:Invaders of Texas

Attend the training for the Invaders of Texas program on invasive plants. Attend any field trips with teaching or training involved

_AT:Lake Mineral Wells Hikes and Events training

Training to lead hikes and events at Lake Mineral Wells State Park in Parker County.

_AT:Master Gardeners

Attend lecture, presentation, or workshops, advance training classes provided by local Master Gardeners. Topics may include native plants, landscape design, water conservation, etc.

_AT:Molly Hollar Wildscape lectures

Attend lectures and mini classes taught by Molly Hollar Wildscape volunteers.

_AT:Mussel Watch training

Attend the class room and field training to become a field researcher for the Texas Mussel Watch/Monitoring program, Part of the TX Parks & Wildlife Texas Nature Trackers program.

_AT:NAI Certification Training

Take the class to become a Certified Interpretive Trainer. Training is to certify that an individual has the skills and knowledge to effectively perform as an interpretive professional.

_AT:Nature Guided walks or field trips in the Cross Timbers ecosystem

Nature walks and field trips held at any natural area in the Cross Timbers ecosystem.

_AT:Nature walks led by area naturalists

Nature walks and field trips led by area naturalists in local ecosystems and nature areas.

_AT:North Central Texas MN Chapter

Attend a monthly meeting of the North Central Texas MN meeting

_AT:Not otherwise listed

Acceptable AT not otherwise listed. Must detail the activity, location, and speaker/leader

_AT:NPAT

Attend presentations of Fort Worth Chapter of the Native Prairie Association of Texas meetings.

_AT:NPSOT conferences

Attend State or Regional Conference meetings and lectures on Native Plant Society of Texas

_AT:NPSOT lectures

Monthly meetings of Native Plant Society of Texas. Report one hour of AT for lectures presented at a given meeting.

_AT:Oliver Nature Park

Nature walks and other presentations at the Nature area. Presented by staff and local naturalists.

_AT:OS Gray Nature Area

Tours led by area Naturalists including birding and plant identification

_AT:Plant ID & BioBlitz

Attend Plant ID training and BioBlitz walks with trained naturalists

_AT:Project Wild training

Training for Project Wild, a TPWD program

_AT:Rio Brazos MN Chapter

Attend a Rio Brazos MN Chapter meeting report time of program or presentation

_AT:Riparian workshops or symposia

Workshops on the Riparian habitat taught by Tarrant Regional Water District, TPWD, or other agencies

_AT:River Legacy Docent Training & Guide-Led Tours and Walks

Docent or other training for leading groups in activities and Guide-Led Tours and walks.

_AT:Sheri Capehart Nature Preserve

Attend prairie walks and tours lead by area naturalists. Attend meetings of the Friends of the SWNP

_AT:Tandy Hills training

Training for CTMN members to lead wildflower tours, BioBlitz, or other lectures held at Tandy Hills. Often taught by FWNC&R staff or area Naturalists.

_AT:Texas Amphibian Monitoring training

Training for Texas Amphibian Monitoring program

_AT:Texas Bat Symposia

Annual State meeting to be held at various locations. report hours from programs and presentations

_AT:Texas Native Cats Presentations and Training

Presentations and Training

_AT:Texas Stream Team training

Attend the Training to become a member of the Texas Stream Team survey group.

_AT:TPWD Presentations and training

Any presentations and training provided by Texas Parks & Wildlife

_AT:Tx Metro Wildlife Training

Training on rehabbing squirrels. intake and release. A one-day program

_AT:TX MetroWildlifeRehab-intro

Introduction to Wildlife Rehabilitation

_AT:TXMN conference

Attend programs and presentations at state and regional Master Naturalist conferences

_AT:Urban forestry conference

Annual conference of the area Urban Forestry groups

_AT:VMS Training

Advanced Training, Volunteer Management System Training, bring your laptop if you have one

_AT:Water conservation

Attend lectures or workshops on local water conservation topics and techniques.

_AT:Whooping crane tour

Rockport, Tx, Aransas Nat'l Wildlife Refuge, and other coastal area birding routes to observe whooping cranes

2023 Board: Officers and Committee Directors

President	Sharon Hamilton	president@ctmn.org
Vice President & Webmaster	Mary Beth Lampe	vp@ctmn.org
Secretary	Glenda Walker	secretary@ctmn.org
Treasurer	Dee Ann McGinnis	treasurer@ctmn.org
Membership	Debbie Stilson	membership@ctmn.org
Programs	Mary Beth Lampe	programs@ctmn.org
Outreach	Sharon Hamilton	outreach@ctmn.org
Education	Melinda Wolfenbarger	training@ctmn.org
Hours – Vol & AT	Theresa Thomas	volat@ctmn.org
Records	Theresa Thomas	records@ctmn.org
Hospitality	Sandy Thornburgh	hospitality@ctmn.org
Newsletter	Evan Vaughn	newsletter@ctmn.org
Technology & Past Web	Frank Keeney	webmaster@ctmn.org
Diversity, Equity, Inclusion, Access (DEIA)	Gina Alexander	g.alexander@tcu.edu

Officers include the President, Vice President, Secretary, and Treasurer, who are elected to serve two-year terms. **Directors** are chosen by the President with agreement from the other Board members.

Texas Master Naturalist Chapter Governing Documents

Written by a committee of Texas Master Naturalist state staff and Master Naturalists from across the state, each chapter **must** abide by these governing documents.

[Cross Timbers Chapter Bylaws](#)

[Chapter Management and Operations Protocols](#)

The “CMOP” is the authoritative reference for the management and protocols for chapters. Topics include Overview and Structure of the Program; Membership; Training and Certifying Volunteers; Advanced Training Requirements; Volunteer Service Requirements; Chapter Donations; Volunteer Management System; etc.

[Chapter Operating Handbook](#)

The CTMN COH resource for all members of the chapter, detailing day-to-day operational procedures to be followed. All options, policies, and procedures contained in the COH must meet the requirements of Chapter Bylaws and the TMN Chapter Management and Operations Protocols.