

CHAPTER MEMBERSHIP MANUAL



Lindheimer Chapter Texas Master Naturalist Program

<http://txmn.org/lindheimer>

Texas Master Naturalist Program™
THE LINDHEIMER CHAPTER OF COMAL COUNTY

MEMBERSHIP MANUAL
(Revised September 2010)

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A. MISSION:

1. The mission of the Texas Master Naturalist Program™ (TMNP) 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.
2. The Lindheimer chapter works to carry out this mission within Comal County..

B. GOAL AND OBJECTIVES:

The goal of our chapter is to create a self-administered and self-sustaining volunteer based program. The chapter is a nonprofit organization, organized under Internal Revenue Service 501(c)(3) rules. Its objectives shall be to:

1. Provide volunteers to coordinate and implement beneficial natural resource projects in urban parks, natural areas, and public open spaces;
2. Assist residents of Comal County and the neighboring areas in the beneficial management and interpretation of natural systems;
3. Offer classroom training in the traditional disciplines of the naturalist to increase the general public's knowledge and understanding of the management of natural resources, and to provide a source of new members for the chapter;
4. Work with schools and other organizations to incorporate hands-on educational programs that will increase the member's understanding and appreciation of the natural environment.

C. ORGANIZATION:

1. The TMN State Program is the parent organization for the TMN Program. The sponsors for the TMNP are the Texas Parks and Wildlife Department (TPWD), and the Texas AgriLIFE Extension (TAE). The State Program establishes all requirements, guidelines, and standards. The State Program is comprised of: the Program Coordinator, the State Advisory Board, and the Volunteers' Representative Council.
 - The TMN Program Coordinator makes decisions regarding the statewide organization with advice from the Statewide Advisory Board and the Volunteer Representatives Council.
 - The State Advisory Board is comprised of volunteers who are Certified Master Naturalists and employees of the Texas Parks and Wildlife Department and

the Texas Cooperative Extension. The Statewide Advisory Board sets the minimum standards and curriculum requirements of the statewide program.

- The Volunteer Representatives Council is designed to voice the desires of each chapter individually, with each chapter having equal representation. Our Lindheimer Chapter has equal representation, as does every other TMN Chapter on the Volunteer Representative Council. Comments regarding the operation of TMNP should be routed through the Board of Directors of the Lindheimer Chapter, to be addressed at the next Volunteer Representative Council Meeting.
2. At local levels, the TMNP exists as chapters encompassing a county or a group of counties. Lindheimer Chapter volunteers live and volunteer in Comal County and the surrounding area.
 - The Lindheimer Chapter is led by a Board of Directors (Board). Carrying out the necessary duties of the organization are the various chapter committees: Education, Membership/Records, Communications, Projects, Out and About, and Budget.
 - By-laws. Ask the Board Secretary for a copy of the By-laws.
 3. The officers of the Board of Directors are the President, Vice President(s), Treasurer, Secretary, and Past President.
 - a. The duties of the President shall be to:
 - Preside at all meetings of the Chapter.
 - Serve as Chair of the Board of Directors.
 - Subject to the Board's approval, appoint and dismiss committees and committees' chairs.
 - Be an ex-officio member of all committees, except the nominating committee.
 - Work with the Budget Committee.
 - Be a signatory on checks with the Board Treasurer and sign all board-approved documents that may be legally binding on the chapter.
 - Co-sign checks with another officer in the absence of the Treasurer.
 - Present the annual report at the last annual meeting of the chapter.
 - Become Immediate Past President upon completion of term as President.
 - b. The duties of the Vice-president(s) shall be to:
 - Assist the President and act for the President in his or her absence.
 - Chair the By-laws Committee.

- c. The duties of the Secretary shall be to:
- Conduct all chapter correspondence.
 - Record, publish, and preserve the minutes of all meetings of the Board of Directors, General Membership meetings, or special meetings.
 - Furnish the minutes to all board members and make them available to other chapter members as requested.
 - Keep a record of attendance at each meeting and whether a quorum is present.
 - Maintain a hard copy file of all minutes and correspondence.
 - Bring to each meeting the book of minutes, a copy of the by-laws, roles and policies, a list of all committees, and a copy of the parliamentary authority adopted by the board.
- d. The duties of the Treasurer shall be to:
- Maintain budget and accounting records.
 - Receive all monies for the chapter and maintain them in a separate chapter bank account.
 - Keep account of all income, expenses, disbursements, and other financial matters.
 - Pay all bills upon receipt of a written statement or receipt. Bills greater than \$250.00 must be approved by a resolution of the Board of Directors.
 - Make a monthly report to Board.
 - Present financial records for audit on or before the last day of the fiscal year.
 - Submit all annual financial records and audits as required by law.
- e. Duties of the Immediate Past President shall be to:
- Assist the President, as required.
 - Chair the Nominating Committee.
 - Provide continuity from the prior Board of Directors.
 - Act as the State Volunteer Representative for the Chapter if that position is not otherwise filled.

4. The Standing Committees and their duties:

- a. Education Committee
- Develop the curriculum of the Lindheimer Chapter for each class.
 - Plan the lectures, activities, and field trips for each class.
 - Plan, coordinate, and execute the graduation ceremony for each class.
 - Certify the completion of 40 hours of combined field and classroom instruction for each student.

- b. Membership/Records Committee
 - Record all volunteers' Advanced Training and Volunteer Service hours.
 - Keep records of class attendance and make-up sessions.
 - Record total number of people and acres impacted by volunteer efforts.
 - Notify Board when members meet certification and threshold hours requirements
 - Maintain member's demographic information

- c. Communications Committee
 - Maintain Lindheimer Chapter website
 - Serve as the communication system for the Board of Directors and other committees of the Lindheimer Chapter
 - Publish notices of Chapter meetings and field trips
 - Oversee production of chapter newsletter

- d. Project Committee
 - Review and approve or disallow all requests for Advanced Training and Volunteer Service.
 - Advise the Communication Committee, Board of Directors, the Out and About Committee, and Membership/Records Committee of all approved opportunities.

- e. Out and About Committee
 - Maintain list of sources applicable to Master Naturalist mission and goals.
 - Research sources and inform Chapter members of details of Advanced Training (AT) opportunities.
 - Remind Chapter members of pre-approved volunteer or AT opportunities

- f. Community Recognition Committee
 - Annually, recognize area businesses/organizations as stewards of natural resources
 - Identify uniform criteria and categories for recognition
 - Organize recognition ceremony

- g. Publicity Committee
 - Gain community recognition for Texas Master Naturalist program
 - Notify media outlets of chapter meetings and events
 - Maintain current list of media contact

- h. Historian
 - Preserve all records relating to chapter activities
 - Organize an annual scrapbook

- i. Budget Committee
 - Prepare an annual budget for the Lindheimer Chapter

D. MEETINGS

All meetings are held at the AgriLife Extension Service Office, Comal County, 325 Resource Drive, off Hwy 46W, in New Braunfels.

1. Class Meetings (Training Sessions)
 - Classes meet on the first Tuesday of each month at 6:00 p.m.
2. Chapter Meetings
 - Chapter meetings will be held monthly on the third Thursday at 7:00 p.m.
 - The last chapter meeting of the year will be the Annual Meeting.
 - The chapter meetings are open to all volunteers and to the general public.
3. Board of Directors Meetings
 - Board of Directors meetings is required to meet at least once quarterly.
 - Each meeting is open to all volunteers.

E. ELECTION PROCESS:

1. The Nominating Committee is chaired by the Immediate Past President with at least two additional ad-hoc members who are selected by the President with board approval. It shall submit a slate of candidates for officers and publish the slate to the membership at least fifteen days prior to the Annual Meeting before the end of the calendar year.
2. Additional nominations for all positions will be accepted from the floor at the Annual Meeting.
3. The election shall take place by secret ballot at the Annual Meeting and the winners determined by a simple majority of those present and voting.
4. If only one candidate is nominated for an office, that candidate may be elected by voice vote.
5. The elected Board of Directors shall assume their duties immediately after election.
6. A nominee for any office shall be a certified TMN or have completed at least 40 hours of volunteer service for that calendar year.
7. Only active members may vote at chapter meetings. (See definition of “active member” below.)

F. STANDARDS FOR GRADUATION, CERTIFICATION, AND RE-CERTIFICATION:

1. Graduation cannot occur before a student has completed at least 40 hours of combined classroom and field instruction.
2. Students have 15 months from first class to earn certification requirements. For example, students in classes beginning in November must meet certification requirements by the end of January in the year following graduation.
3. Certification is earned when a student has graduated and has completed 40 VH (Volunteer Hours) and 8 ATH (Advanced Training Hours).
4. When a student is certified, all ATH and VH completed to that point may not be counted toward re-certification. In order to be re-certified within the same calendar year, a member must complete an additional 40 VH and 8 ATH.
5. The record keeper must have recorded 40 VH and 8 ATH for a student by the end of the 15th month after the start of class (where the month of the first class is "month one") or the member must begin again to accumulate ATH and VH, on an annual basis, for certification.
6. Recertification is granted to a member upon completion of 40 volunteer hours and 8 advanced training hours in any calendar year.
7. A member may submit evidence of hours completed in any year for up to 30 days after the end of that year.
8. A member may appeal a refusal to certify, or a loss of certification, to the chair of the Membership Committee on the grounds of exceptional circumstances within 30 days of such refusal or loss. The chair will refer the appeal to the Board of Directors with a recommendation for resolution.

G. DEFINITIONS OF MEMBERSHIP:

1. An active member is a student or a member who has reported ATH or VH in the past 12 months.
2. An inactive member is one who has not reported ATH or VH in the past 12 months.
3. A lapsed member is one who has not reported ATH or VH in the past 24 months.
4. A former member is one who has died or who has given notice of withdrawal from the chapter.

5. An honorary member is one who has been granted membership in the chapter by an approving vote by the members at the annual meeting.
6. Change of address, transfer, resignation, and removal from membership:
 - If your mailing address, email address, or telephone number changes, and you wish to receive Lindheimer Chapter announcements, please communicate those changes to the Communications Committee.
 - If you move to a different part of the state or wish to become active in an alternate chapter, you may transfer to another chapter. You should communicate your desire in writing to the Board of Directors. You will receive a letter from the Lindheimer Chapter that indicates your status, Volunteer Service hours, and Advanced Training hours. Membership in more than one chapter is not allowed.
 - Your desire to voluntarily terminate membership in the Lindheimer Chapter should be communicated in writing to the Board of Directors.
 - Disciplinary action against any member must be approved by the Board of Directors in accordance with Article VIII of the bylaws.

H. NEW MEMBER TRAINING:

1. Applications

- a. Applications for training to become a LCTMN will be obtained from the TAE Office at 325 Resource Drive, New Braunfels, Texas 78133.
- b. Completed application and Liability Release Form can be submitted in person, by mail, or electronically by FAX or email to the TAE Office.
 - FAX number.....830-620-3446
 - Email address.....www.co.comal@tamu.edu
- c. Applications for a class will be considered on a first come first served basis.
- d. Each class will have a maximum of 20 students.

2. Orientation

- a. An orientation will be conducted in the month prior to the first class meeting.
- b. All fees and tuitions will be due at that time.
- c. The agenda for the orientation will be developed by the Education Committee (EC).
- d. The Orientation will be conducted by the EC and guest speakers.

3. Classes

The Education Committee will provide a qualified speaker for each class. Generally, these will be at a college level. Expense reimbursement is available upon request for speakers traveling from outside Comal County. Reimbursement will be calculated at the IRS mileage rate (currently \$0.55 per mile), to a maximum of \$100.00.

- a. Students are required to attend a total of 40 hours of classroom and field trip activities.
- b. Classes will meet the first Tuesday of each month for 12 months.
- c. Classes will be 6 pm to 9 pm, with a break. Snacks will be provided by the students.
- d. Classes will be held at the TAE Meeting room unless otherwise directed by the EC.
- e. Field trips will be scheduled by the EC and notice will be given to the students.
- f. The classes will be based on the State Guidelines and the Course Materials provided by the State office.

4. Attendance

- a. Students are expected to attend all classes and field trips.
- b. Students missing more than two (2) classes will not graduate with the class unless the student make up plan has been approved by the EC.
- c. Students are responsible for informing the EC in advance of missed classes.
- d. Students are responsible to complete any EC approved makeup sessions and report completion to the EC.
- e. Students are expected to attend one Board of Directors meeting within the training period.
- f. Students are expected to begin working on the Requirement for Certification of 40 hours of Volunteer Activities and 8 hours of Advanced Training within the training period.
- g. Students achieving perfect attendance will be recognized by placement of a star on their permanent name badge.

5. Class Responsibilities

- a. Select a class leader.
- b. Select an approved class name.
- c. Select and complete a Projects Committee approved project
- d. Select a representative for the Nominating Committee.

6. Graduation

- a. A student will graduate when the student has completed 40 hours of classroom and fieldtrips as affirmed by the EC.
- b. The class graduation will be held at the next Chapter meeting following the last scheduled class.
- c. Each Graduate will receive a name badge and graduation certificate.

I. VOLUNTEER SERVICE PROJECTS:

1. Volunteer Service hours are those direct contact hours spent on Lindheimer Chapter projects approved by the Projects Committee. Time spent on chapter leadership positions, such as serving as a board member, may count as service hours credit. Administrative hours completed for organizations other than the LMN Chapter may count as volunteer hours to a maximum of five per calendar year if approved by the Project Committee for the individual member.

The following organizations have been approved for five annual volunteer hour credits for LMN members that participate in these organization's administrative activities. Volunteer hour credits for these organizations will not require individual Project Committee approval. All other organizations require prior Project Committee approval.

Gorge Preservation Society, Canyon Lake Gorge.
Native Plant Society of Texas, Lindheimer Chapter.
RavenStar, New Braunfels, Texas.
Heritage Museum of Texas Hill Country, Sattler, Texas.
The Friends of Guadalupe River and Honey Creek, Inc.

Volunteer service projects may be a series of short experiences such as serving on a speaker's bureau, or they may involve the long-term efforts of an entire volunteer team. For a Texas Master Naturalist, the opportunity to do meaningful and interesting work is the reward. TMN volunteers are encouraged to design volunteer projects that are interesting to them and capitalize on their individual talents. There are few constraints, except that volunteer service must be dedicated to the beneficial management of natural resources and natural areas within their communities and surrounding area. Volunteer Service hours credited for the TMNP may not be credited from or to another Master Volunteer or other volunteer program.

2. As indicated, volunteers are encouraged to submit self-selected and designed projects for Volunteer Service hours. Volunteers should submit proposed project descriptions to the Projects Committee and include the following:

Name of volunteer submitting, date of the submission, a brief description of the project, date(s) of the project, time, location, sponsor or partner, funding, whether the project is one time or ongoing, how many volunteers will be needed for the project to be successful, special equipment required, who is to provide the equipment, how many people and/or acres will be impacted, and what specific activities will be performed by the volunteers.

3. The Projects Committee will review the proposed project. The Projects Committee will inform the submitter whether the proposed project was approved or disapproved within a reasonable time, not to exceed seven days.

- The Projects Committee will report approved and rejected projects to the Board of Directors at the next meeting
- The submitter may appeal a decision of the Projects Committee to the Board of Directors at its next meeting by submitting a request in writing to the Board of Directors.

J. ADVANCED TRAINING:

1. Advanced Training is meant to provide TMNP volunteers an opportunity to focus their interests on one or a few specific topics that interest them.
2. Advanced Training opportunities must be approved in advance by the Projects Committee.
3. Acquiring Advanced Training Hours:
 - a. Advanced training courses may be made available directly through TAE, TPWD, chapter-sponsored activities, or any number of short courses provided by universities, conservation groups, or nature centers, etc.
 - b. The Projects Committee must review and pre-approve all advanced training. Educational television shows are not a form of advanced training and will not be approved.
 - c. The Projects Committee will use the following criteria when reviewing and approving Advanced Training:

Does the Advanced Training opportunity:

1. Promote continued learning and development of naturalist skills?
2. Provide the Texas Master Naturalist with knowledge and skills to work in volunteer efforts?
3. Directly train volunteers toward specific programs in need of their services?
4. Provide practical information and training for application in volunteer efforts?
5. Take advantage of local partnerships?
6. Provide the Master Naturalists an opportunity to focus their interests in one or a few specific topics?
7. Build on the core curriculum initially provided by the local chapter?
8. Provide natural resource management issues and information applicable to Texas?

Note: Advanced Training opportunities must meet criteria 1, 2, 6, 7, and 8. It is suggested that the remaining criteria also be a part of the opportunity.

K. REPORTING HOURS:

1. Volunteer Service hours may include travel time to and from the volunteer service. Maximum travel time is 30 minutes one way to the volunteer service opportunity.
2. Volunteers should report all hours to the Membership/Records Committee monthly.
3. Volunteers should maintain their own person record of all Volunteer Service and Advanced Training hours.
4. Travel time is not allowed in Advanced Training hours.
5. All hours must be reported to the Membership/Records Committee before the end of January for them to be credited toward certification in the preceding year.

L. LEGAL ISSUES

1. The title of the Texas Master Naturalist Program™ is a trademark of the TMNP and is to be used only by individuals trained through their local recognized Texas Master Naturalist Chapters. This membership includes all approved programs that are officially affiliated with and operating under the certification, training, and curriculum policies established by the Texas Master Naturalist State Advisory Committee. The TMNP title may not be used in advertising or other business purposes. The TMNP is a public service program operated by TAE and TPWD to provide accurate, unbiased natural resources information. The TMNP title may not be identified with any particular political viewpoint and may not be used by groups or individuals if they participate in political advocacy. The title is to be used only when doing unpaid volunteer work associated and approved by the program. When TMNP volunteers speak before groups on natural resource subjects they may accept unsolicited reimbursements or gifts. Violation of the policy concerning the use of the TPMN title is grounds for removing the certification of a member or possible grounds for revoking the charter of a local chapter.
2. TMNP volunteers shall at all time follow the TMNP Standards of Conduct. (See appendix 2 for standards.)
3. Each volunteer in striving to meet the mission, goals, and objectives of the Master Naturalist program pledges to follow the TMNP Code of Ethics. (See appendix 1 for code.)
4. Each volunteer is expected to sign a Liability Release Form. (See appendix 3 for form.)

Appendix 1

Texas Master Naturalist Code of Ethics

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

1. Subscribe to the highest standards of integrity and conduct.
2. Promote and support the statewide and local Master Naturalist program
3. Respect the state sponsors of Texas Parks & Wildlife and Texas Cooperative Extension and 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 Master Naturalist volunteer
6. Promote competence as a Master Naturalist 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 Master Naturalist program.
9. Know and follow established program guidelines and policies
10. Abide by chapter bylaws
11. Avoid use of the Master Naturalist 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.

Appendix 2

Texas Master Naturalist - *Standards of Conduct*

Master Naturalist program volunteers shall at all times:

1. Uphold the Commitment made to the program and the required volunteer and advanced training hours required by the program.
2. Uphold the dignity and integrity of the Master Naturalist program. They shall endeavor to avoid even the suspicion of dishonesty, fraud, deceit, misrepresentation, or unprofessional demeanor.
3. Conduct themselves appropriately to context and setting at all times.
4. Be considerate and respect other's points of view.
5. Keep accurate records of volunteer service, training and research, and regularly notify your local chapter of these records.
6. Avoid performing service when such service is judged to be contrary to the Code of Ethics or detrimental to the well-being of the program and its sponsors.
7. Provide maximum possible effort in the best interest of each client and/or volunteer project regardless of the degree of remuneration.
8. Be mindful of their responsibility to society and the program.
9. Studiously avoid discrimination in any form, or the abuse of program authority, certification, or membership for personal satisfaction. Avoid advocacy, lobbying or promoting political issues.
10. Cooperate fully with professionals and other Master Naturalist volunteers in the best interest of our natural resources.
11. Refrain from advertising in a self-laudatory manner, beyond statements intended to inform prospective clients or members of qualifications, or in a manner detrimental to the Master Naturalist program and its volunteers.
12. Avoid all use of alcohol and controlled substances while on duty as a Master Naturalist volunteer. Reporting for service while under the influence of alcohol or a controlled substance will result in termination from volunteer service.
13. Accept responsibility for decisions made and actions taken based on these decisions.

T E X A S



Appendix 3

**Texas Master Naturalist™
Lindheimer Chapter
Liability Release Form**

I understand that in consideration of being accepted as a participant in the Texas Master Naturalist volunteer program I hereby release, discharge, and agree to hold harmless the program and its sponsoring state agencies, their successors, employees, or officers for all personal injuries (including death), known and unknown or damage to property caused by or arising out of activities performed under the Texas Master Naturalist Program.

Signature: _____

Date: _____

Address1: _____

Address2: _____

City: _____

State: _____

Phone: day _____ night _____

Fax: _____

Email: _____

**APPENDIX 4
LINDHEIMER CHAPTER – TEXAS MASTER NATURALIST
RECORD OF VOLUNTEER AND ADVANCED TRAINING HOURS**

MONTH OF:

PLEASE INDICATE IN THE COLUMN NEXT TO THE APPROVED PROJECT NAME THE TOTAL NUMBER OF HOURS (INCLUDING TRAVEL TIME) SPENT ON EACH ACTIVITY. VOLUNTEER SERVICE HOURS ARE THOSE DIRECT CONTACT HOURS SPENT ON LINDHEIMER CHAPTER PROJECTS APPROVED BY THE PROJECTS COMMITTEE AND ARE LISTED BELOW. ADMINISTRATIVE HOURS COMPLETED FOR ORGANIZATIONS OTHER THAN THE LINDHEIMER CHAPTER MAY COUNT UP TO A MAXIMUM OF FIVE HOURS PER CALENDAR YEAR IN ACCORDANCE WITH PARAGRAPH I OF THE MEMBERSHIP MANUAL. PROJECTS NOT SPECIFICALLY LISTED BELOW SHOULD BE RECORDED UNDER “MISC VOLUNTEER HOURS” AND THE ACTIVITY NAME PROVIDED IN THAT BLOCK.

PROJECT	HOURS	PROJECT	HOURS
AQUARENA SPRINGS		GUADALUPE RIVER DISC CTR	
ARBORETUM		HEADWATERS COAL	
AUDUBON SOCIETY		HERITAGE MUSEUM	
BAMBERGER RANCH		HONEY CREEK	
BILL BROWN ELEM SCHOOL		JOHN KNOX RANCH	
BIO WEST (COMAL RIVER)		LARVA MONITORING	
CORPS OF ENGRS		MESQUITE CREEK (ALL PROJECTS)	
CIBOLO NATURE CENTER		OLD TUNNEL	
CS INVASIVES		PROJ FEEDER WATCH	
CITIZEN WILDFIRE SPEC		PROJECT WILD	
EARTH DAY		RAVENSTAR	
FISCHER FARM		TYE PRESTON LIBRARY	
FOLKFEST		STREAM TEAM (GUADALUPE RIVER)	
FRIESENHAHN CAVE		WARBLER WOODS	
GORGE PRES SOCIETY		WILDLIFE RESCUE & REHAB	
GUADALUPE RIVER TRAIL		WILDSCAPE	
GUADALUPE RIVER PARK		MISC HOURS SPECIFY PROJECT:	
		MISC ADMIN	

MISC ADMIN INCLUDES HOURS INVOLVED IN ACTIVITIES THAT SUPPORT LINDHEIMER CHAPTER ADMINISTRATIVE OPERATIONS, SUCH AS BOARD MEETINGS, NEW STUDENT ORIENTATIONS, ETC.

**ADVANCED TRAINING HOURS THIS REPORTING PERIOD: (TOTAL):
YOUR NAME, EMAIL ADDRESS, AND DATE MUST BE TYPED IN BELOW.**

ELECTRONICALLY SIGNED BY:

EMAIL ADDRESS:

DATE:

Volunteer Hour and Advanced Training Hour Reporting Procedures

The Lindheimer Chapter reporting requirements comply with mandates by agencies that provide grants to support funding of the Texas Master Naturalist programs and must be adhered to.

Chapter members are required to provide signatures on their volunteer and advanced training hour reports. If you mail (USPS) your volunteer and advanced training hours to the Chapter's Membership Chair, please sign and date the form at Appendix 4 at the bottom. If you report your hours via email to the Chapter Membership Chair, please type in your name, email address, and submission date at the bottom of the form. It is highly recommended that members save a copy of this reporting form for their own records.

The reporting form contains all the projects currently approved for volunteer hours. Other projects not mentioned on this list may be submitted for approval by completing a request form located at the Lindheimer Master Naturalist website at <http://txmn.org/Lindheimer> and sending to the Special Projects Committee Chair prior to participating in the event. Once approved, these hours should be reported under "Misc Hours – Specify Project". The project list will be updated as necessary by the Special Projects Committee.

Please note that it is only necessary to report the total hours spent on each project during the month—it is not required to itemize hours by date. Advanced training hours should be reported as one consolidated number on the form at Appendix 4.

Volunteer and advanced training hour reports are due to the Membership Chair at the end of each month for the current month.