Request for Approval of an Advanced Training Opportunity
Submit completed form to Michal Hubbard @ michal_photog@yahoo.com
To avoid rejection of your request, please complete all fields on page 1 of this form.

Purpose: To request approval for a new Advanced Training opportunity that has not previously been approved, and to enable the hours served to count toward Certification or Recertification.

Member Name: _____ **Phone**: _____
Member E-mail address: _____
Event name or brief description: _____

Event Organizer (if different from member) and contact information:
Name: _____ **Phone**: _____
Organization Name: _____ **Email**: _____

A. Nature of Request: *Attach a separate page if more space is required.*

1. Which of the following categories and examples most closely aligns to your proposed Advanced Traning?
    See *Chapter Management and Operations Protocols*, Article V, for full descriptions of these opportunities.
☐ Promotes continued learning and development of naturalists skills.
☐ Provides Master Naturalists with knowledge and skills to work in volunteer efforts.
☐ Directly trains volunteers toward specific programs which require their services.
☐ Provides natural resource management issues and information applicable to Texas.
☐ Directly addresses the management of natural resources.
☐ Provides practical information and training for application in volunteer efforts.
☐ Encourages and mutually benefits local partnerships.
☐ Provides Master Naturalists an opportunity to focus their interests in one or a few specific topics.
☐ Builds on the core curriculum initially provided by the local chapter.
☐ Provides expertise by a recognized authority in a subject aligned to the TMN mission.

2. Describe your proposal and how it will enable LPMN to achieve our mission as stated on page two.

_____

B. Calendar (schedule of date and time)
1. When will this take place? List potential date(s): _____
2. How long will it last? List approximate duration of session/meeting: _____
3. Will it occur more than one time? If so, how frequently? _____

C. Location of event/program (physical address or if virtual) _____

D. Support Needed: Check as applicable ____ Yes ____ No
1. Volunteer(s): Approximately how many volunteers will be needed? _____
    Have you already recruited volunteers and have they accepted the job? ____ Yes ____ No
2. What will the volunteers be doing? (for example presenting, set-up, clean-up, and so on)

_____

3. What equipment and supplies are required?

_____

Texas Master Naturalists Mission
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.

Volunteer Project Approval Form Submission Instructions

Step 1. Idea and Project Submission

Member or member-sponsor describes and completes the information on the *Advance Training Approval Form* and sends to Vice President via email. **Important**: For recommendations for *Volunteer* Opportunities use the separate *Volunteer Project Approval Form*.

Step 2. Proposal Review

Vice President reviews the completed *Advance Training Approval Form* and distributes to committee(s) for review.

Step 3: Project Approval Committee Review and Approval/Recommendation

Project Approval Committee process:

(**Note**: Some proposals may require collaboration from additional committees.)
  A. Reviews proposal
  B. Sends approval/rejection to the VP and notifies project originator of decision
  C. OR, Contacts originator for more information, if required,
  D. OR, Recommends further study and approval by the board for complex projects and those that need funding.

Step 4: Final Approval and Recruitment by VP (or Board)

  A. Approves/Rejects or Recommends changes
  B. Meetup: VP sends approval notice to Meetup coordinator to post project or event
  C. VMS System: VP sends approval notice to VMS coordinator for addition to system if required

Expected Turn-Around Time

For most proposals, turn-around time will be short, 7—10 days or less.
For complex projects—that is, those that require funding or multi-event programs, more time may be needed, since board approval may be required. Expect a MAXIMUM of 3-4 weeks unless otherwise advised.

Helpful Hints

What helps decrease turn-around time for approval?
• Complete and clear information provided on the Volunteer Project Approval Form
• Meets the TMN mission
• Requires no funding
• Small project
• Prior recruitment of LPMN volunteers by the originator

Who will Recruit LPMN Volunteers?

• Originator of the proposed project may recruit LPMN volunteers (a major consideration for small projects).
• Committees and VP may recruit specific LPMN members to help organize the project or post on Meetup.