

AAMN Approved Activity Process

All Alamo Area Master Naturalist activities are approved by our Board each year. **Any new or ongoing event, project, or program must have an AAMN activity form submitted and approved by our Board for the next/upcoming year if the activity continues beyond the current year.** This process is followed by our partners, local organizations, and our members. (Ex. Mitchell Lake Audubon Society, Cibolo Nature Center, and the San Antonio Botanical Garden submit forms every year.)

Primary Reference for All Approved Opportunities: The AAMN online calendar found at <http://txmn.org/alamo/members/calendar/> All newsletter and email postings are listed in this calendar!

If you do not find an event posted but feel it should be in the calendar, email Pam Ball at activities@alamomasternaturalist.org to inquire if it has been approved for credit, either Advanced Training or volunteer service hours.

Pam will check the approval records for the current year and then advise if the event is approved. Reasons for a calendar event omission:

The event may have been approved but the specific details have yet to be provided by the organization (date, times, location, etc.).

An activity form may not have been submitted for the current year.

If you would like to submit an opportunity for Board approval this year, you need to complete the online activity form found at <http://txmn.org/alamo/online-activity-form/>.

Please note, an activity approval form must be submitted at least 5 days in advance of the event date.

Approved activity notices are communicated to the membership as follows:

The submitted form uploads to Pam. She will send it to the AAMN Activities Committee for review.

The AAMN Activities Committee uses state guidelines to make their activity approval decisions.

The approval process usually takes no more than 2 days. The submitter will be emailed the Activity Committee's decision.

The submitter must provide all details related to the activity.

Required details include: Date, times, location with full street address, a contact name with email and cell phone number and a short description of the activity.

Approved activity notices are communicated to the membership as follows:

Posted In the Activity Calendar usually within 24 hours, if all activity details have been provided.

In the newsletter, if emailed to Pam Ball by the 24th of the month, and all activity details have been provided..