

Revised 1-5-2026

Opportunity / Category Title (Designated by TMN Federal Grant)	Description	Used for:
<b>Advanced Training and Chapter Administration</b>		
<b>Category AT: Advanced Training</b>	<p>All chapter-approved advanced trainings</p> <p>No travel time allowed for any advanced training classes.</p> <p>Do not include break/meal time.</p> <p>Pre-training social time should not be counted.</p>	<p>Include title/brief description, speaker name, sponsor and location.</p> <p>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.)</p>
AT: Bat Project - Acoustic Monitoring Training	Advanced training associated with the Bat Project Acoustic Monitoring	Training by Texas Nature Trackers staff and Chapter Coordinators. Includes training on use of Kaleidoscope software, plus time for review of recordings as needed.
AT: Presentations	In-person and online approved advanced training, including AT held at/after chapter meeting	In-person and online approved advanced training, including AT held at/after chapter meeting
AT: TMN Statewide	Annual TMN State Conference and other training sessions provided by the state.	List name of workshop/topic and the instructor's name.
AT: TMN Tuesday	<p>Normally held on the Second Tuesday of each month, but other times as specified.</p> <p>The TMN State Office offers an hour-long virtual advanced training event.</p>	<p>Current year recorded programs are accepted for AT credit. Use date of viewing as service date and include name(s) of presenter(s) and topic.</p>
AT:TX Waters Certification Training	This curriculum informs and educates about the most precious natural resource Texas possesses, its water and allows members to earn a Texas Waters Specialist designation	<p>Includes all webinars designated for this certification, whether or not you plan to obtain this certification.</p> <p>List topic of webinar and instructor's name when entering hours.</p> <p>Current year recorded programs are accepted for AT.</p>
<b>Category CB: Chapter &amp; Program Business/Administration</b>	Chapter Administrative Work	Chapter Business
CB: Chapter Business AAMN	Includes Board of Directors and Committee duties, Chapter Newsletter, Website management, Hours reporting, Chapter reporting, representing Chapter at multi-chapter events, Assistance to State Program and State Program Office.	<p>This is volunteer service for chapter administration. It is NOT for Advanced Training.</p> <p>Select the appropriate sub-category.</p>

Revised 1-5-2026

Opportunity / Category Title (Designated by TMN Federal Grant)	Description	Used for:
<b>Service hours for Other Organizations</b>		
The actual activity/work done determines which VMS category to use. For activities that belong in two categories, <u>record your hours under the category where you spent the most time.</u>		
<b>Category FR:</b> <b>Field Research</b>	Planning, leading, or participating in data collection and/or analysis of natural resources where the results are intended to further scientific understanding.	<b>Note: Some types of Field Research have their own categories. Use the specific category if available.</b>
Bat Project Acoustic Monitoring  Note: Bat Acoustic Monitoring does not bear the FR prefix but it is field research. It is a TMN managed category.	Citizen science project initiated by Texas Nature Trackers to do acoustic monitoring of bats statewide.	List location when entering service hours. Place acoustic monitors to detect bat frequency audio and relocate monitors and review audio files in Kaleidoscope app from a file retrieved file to detect bat presence.
FR: Field Research - AAMN	Field surveys must have specific purpose. Includes banding and tagging, species watch.  Use FR: Bird Counts for bird surveys Use FR: iNaturalist Observations for bioblitzes Use FR: Camera Trap Loan Program for TNT/Camera Trap program	List <b>location</b> in the description field. 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. Entries should be made by location. <b>Examples:</b> Monarch Larva Monitoring, Nestbox Monitoring, Heron Rookery Monitoring, Plant Surveys, Frog Surveys, Climate Watch Survey, Lights Out San Antonio, Golden Cheeked Warbler Survey, Butterfly surveys, Dove banding, Herbarium - Witte Museum, Hardberger Camera Trap Program
FR: Bird Counts	Formal bird surveys, must be in Texas. No service hours are earned for casual, incidental, or personal birding trips. Record service time only. Do not include time for eBird entry.  If data is later entered in eBird, only one person per survey can count the submittal time - up to 15 minutes.  Use FR: Project Feeder Watch for the Cornell feeder watch program	Include in service description: Location (first item in VMS entry), Duration of survey, Number of participants, Distance covered (approx.), Number of birds/species detected  Example: Guadalupe River State Park monthly survey for 2.5 hrs., 5 people, 1.5 miles, 30 birds/7 species
FR: Camera Trap Loan Program	Special projects for tracking urban wildlife.  Note: Do not use for Hardberger Park Conservancy Camera Trap Project, Instead, use FR: Field Research-AAMN.	Texas Nature Trackers, TPWD to provide training, supervision and guidance.

**Revised 1-5-2026**

<b>Opportunity / Category Title (Designated by TMN Federal Grant)</b>	<b>Description</b>	<b>Used for:</b>
FR: CoCoRaHS	Community Collaborative Rain, Hail & Snow Network (CoCoRaHS) Field Research, including surveys, for CoCoRaHS. Activities include daily readings and recordkeeping.	CoCoRaHS precipitation collection and reporting. Reporting precipitation online daily in CoCoRaHS app. Report service time in VMS monthly: (5 minutes a day = 2.5 hrs/mo.)
FR: Hawk Watch	Hawk Watch International  Held annually each fall	Location: Hazel Bazemore Park (Corpus Christi area)
FR: iNaturalist Observations	Minimum of 15 minutes observation time. Time spent making Observations for an existing project using iNaturalist.	Must include: A chapter approved iNaturalist project name and the specific location of the observations. Project list: <a href="http://tinyurl.com/AAMN-iNat-Approved-Proj-Doc">http://tinyurl.com/AAMN-iNat-Approved-Proj-Doc</a>  Verifiable observations must be in Texas with either photos/and or sound observations, with observation date, location within 500m, and wild organism and NOT captive or cultivated. For plants/vegetation, the venue should be natural areas. NO landscaped areas, formal gardens, demo gardens or botanical gardens. For wildlife, NO zoos, aquariums, or game preserves.
FR: iNaturalist TNT Identification	Minimum of 30 minutes reporting time for curation.	List chapter project name that ID's were made for. Identification (curation) of Texas wild flora and fauna observations within TNT (Texas Nature Trackers) iNaturalist projects as coordinated with TNT staff.  Should prioritize Species of Greatest Conservation Need. ID of common flora and fauna (ex. Cardinal, White-tailed Deer, Hackberry, etc.) is permitted.  This is a separate activity from reporting observations and is reported based on time invested to research and verify observations.
FR: Project FeederWatch	National program to count backyard birds. Data is reported mid-Nov - mid-April. Requires registration with Cornell. <a href="http://feederwatch.org">feederwatch.org</a>	Can observe 1 or 2 consecutive days. Must then skip 5 or more days before counting again. Specify location (zip code) where observations were reported when reporting service hours.
FR: Water Quality	Stream Team, Water Quality Monitoring	Specify location when entering service hours.

Revised 1-5-2026

Opportunity / Category Title (Designated by TMN Federal Grant)	Description	Used for:
Category IT: Initial Training	For trainees only	
IT: Initial Training-Classes	Class sessions only	<b>Classes</b> - Include topic and instructor's name. Example: Mammals led by Dara Karelus and Birds led by Patsy and Tom Inglet. Should have 2-3 instructors for each week's class. One entry per weekly class.
IT: Initial Training-Field Trips	field trips only	<b>Field trips</b> - Include location and instructor's name. Example: Medina River Natural Area, leader Cheryl Hamilton.
Category NPA: Nature/Public Access	<p>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.</p> <p><b>Note the differences between NPA and RM.</b> NPA is used for creation and maintenance <u>of spaces for public access</u> - example: gardens and trails RM is used for <u>improving the health of a natural resource</u> - example: invasive plant removal and restoration of native grass prairie.</p>	<p>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.</p> <p>Includes working at AAMN Demo Garden</p>
NPA: Access Nature - AAMN	Use for service at any location that does not have their own category listed	
NPA: Access Nature - Bulverde Oaks Nature Preserve	Green Spaces Alliance	
NPA: Access Nature - Cibolo Conservation Center		
NPA: Access Nature - Canyon Gorge		
NPA: Access Nature - Government Canyon		
NPA: Access Nature - Guadalupe River St Park		
NPA: Access Nature - Headwaters-Incarnate Word		
NPA: Access Nature - Kendall County Parks Partnership	Kreutzberg Canyon Natural Area, James Kiehl Park, and Joshua Springs Park	
NPA: Access Nature - Laurel Canyon Ranch		
NPA: Access Nature - Lockett Property	Green Spaces Alliance	
NPA: Access Nature - Mitchell Lake Audubon Ctr		
NPA: Access Nature - SA Botanical Garden		Includes working in the greenhouse, weeding and watering in the gardens. Rare and endangered species project.
NPA: Access Nature - SA Parks and Recreation	All city parks and natural areas	Must include park name Examples: Maintaining Butterfly Learning Center at Phil Hardberger Park, wildflower and pond area at Friedrich Park, Tree Buds Program volunteer hours
NPA: Access Nature - SA River Authority		
NPA: Access Nature - Stone Oak Property Owners Assoc		
NPA: Access Nature - Witte Museum		Witte Pollinator Garden maintenance

Revised 1-5-2026

Opportunity / Category Title (Designated by TMN Federal Grant)	Description	Used for:
Category PO: Public Outreach	<p>Leading, organizing, or staffing an educational activity <u>where participants come and go</u> and are able to inquire on a broad set of topics. Writing an educational article or brochure.</p> <p><b>Note the differences between PO and TR.</b> Public Outreach is used when you are interacting with the public where they can come and go from your station (such as at a wildlife education table). TR is used when you are leading or co-leading an educational program or hike where the group stays with you for the duration.</p>	Manning a booth/visitor center/AAMN table. Providing info at native tree give-aways. Includes any prep work. Also, writing articles, brochures/newsletters. Wildlife Hotline.
PO: Public Outreach - AAMN	Any location that does not have their own listing	Hometown Habitat property owner assistance, 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 (and similar program in San Antonio), Native Plants Directory in Elm Creek, Wild at Heart pre-school education.
PO: Public Outreach - Cibolo Conservation Center		Includes being the Visitor Center Naturalist
PO: Public Outreach - Canyon Gorge		
PO: Public Outreach - Guadalupe River St Park		Includes volunteering at Discovery Center Assisting with public bird banding demonstrations
PO: Public Outreach - Headwaters-Incarnate Word		
PO: Public Outreach - Kronkosky State NA		
PO: Public Outreach - Mitchell Lake Audubon Ctr		Includes being the Visitor Center Naturalist, assisting at the
PO: Public Outreach - SA Parks and Recreation		<b>Must include park name.</b> Includes Adopt A Loop Project initial survey to check signage, facilities for the public, trail accessibility. Starting Out Wild and Growing Up Wild programs.
PO: Public Outreach - Witte Museum	Docent at Texas natural resources exhibits only. Non Texas exhibits are not approved for MN hours.	White Shaman rock art tours are reported as TR: Guide/Docent - Witte Museum
Category RM: Natural Resource Management	<p>Activities that improve the health of a public natural area or resource. Natural resource management, restoration, rescue and rehabilitation.</p> <p><b>Note the differences between NPA and RM.</b> NPA is used for creation and maintenance of spaces for public access - example: gardens and trails</p> <p>RM is used for improving the health of a natural resource - example: invasive plant removal and restoration of native grass prairie.</p>	Invasive species or trash removal, plant and/or endangered species rescue, restoring or improving natural habitat, wildlife houses, towers, chimneys, developing an ecosystem plan, tree planting

Revised 1-5-2026

Opportunity / Category Title (Designated by TMN Federal Grant)	Description	Used for:
RM: Animal Rescue - AAMN	Animal rescue - NOT rehab.  For animal rehab, use OT: Animal Rehab	List location when entering service hours. 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	Development of an eco-system plan.	Rarely used. Consult with VMS admin before using this category.
RM: Habitat Restore	Habitat restoration and improvement. <b>The actual activity/work done determines which VMS category to use.</b> This is especially true for the Weed Warriors, the SA River Authority Watershed Warriors, and the Parks & Rec activities. <b>Not every activity is habitat restore for VMS!</b>	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.
RM: Habitat Restore - AAMN	Any location that does not have their own listing	Examples: Kirchoff Family Farm Restoration, Sea Turtle Patrol, Padre Island May include construction of water features.
RM: Habitat Restore - Bulverde Oaks Nature Preserve		
RM: Habitat Restore - Cibolo Conservation Center		
RM: Habitat Restore - Canyon Gorge		
RM: Habitat Restore - Government Canyon		
RM: Habitat Restore - Guadalupe River St Park		
RM: Habitat Restore - Headwaters-Incarnate Word		
RM: Habitat Restore - Kronkosky State NA		
RM: Habitat Restore - Laurel Canyon Ranch		
RM: Habitat Restore - Mitchell Lake Audubon Ctr		
RM: Habitat Restore - SA Botanical Garden		
RM: Habitat Restore - SA Parks and Recreation	All city parks and natural areas	Must include park name
RM: Habitat Restore - SA River Authority		Includes building beaver dams at MRNA for erosion control.

Revised 1-5-2026

Opportunity / Category Title (Designated by TMN Federal Grant)	Description	Used for:
RM: Invasives	Invasive species removal	<b>Primary focus is removing invasive plants</b> (ex. ligustrum, nandina, chinaberry trees, cats claw vine) from a large area. Creating//maintaining trails, gardens belongs under NPA: Access Nature.
RM: Invasives - AAMN	Any location that does not have their own listing	
RM: Invasives - Bulverde Oaks Nature Preserve		Invasive species removal
RM: Invasives - Cibolo Conservation Center		
RM: Invasives - Canyon Gorge		
RM: Invasives - Government Canyon		Includes cowbird trap support
RM: Invasives - Guadalupe River St Park		
RM: Invasives - Headwaters-Incarnate Word		
RM: Invasives - Kendall County Parks Partnership		
RM: Invasives - Laurel Canyon Ranch		
RM: Invasives - Mitchell Lake Audubon Ctr		
RM: Invasives - SA Botanical Garden		
RM: Invasives - Salsa Squad/Invaders		Include location name.
RM: Invasives - SA Parks and Recreation	All city parks and natural areas	Include park name
RM: Invasives - SA River Authority		Includes invasive species removal including apple snails.
RM: Invasives - Stone Oak Property Owners Assoc		
RM: Plant Rescue - AAMN	Plant rescue	Example: Saving plants from land scheduled to be developed
RM: Trash Removal- AAMN	All locations	Litter pick-up. Use for Basura Bash, SA River Authority trash clean-up along the river after a rainstorm or similar activities. List organization sponsoring the clean-up
RM: Wildlife House - AAMN	Any location that does not have their own listing	Construction of wildlife houses, towers
RM: Wildlife House - Cibolo Conservation Center		
RM: Wildlife House - Government Canyon		
RM: Wildlife House - Guadalupe River St Park		
RM: Wildlife House - Mitchell Lake Audubon Ctr		
RM: Wildlife House - SA Botanical Garden		
RM: Wildlife House - SA Parks and Recreation	All city parks and natural areas	Include park name.
RM: Other	Natural resource management tasks NOT related to tree planting, invasive species or trash removal, restoration/improvement or habitat, or construction of wildlife houses.	Example of usage:Turtle Patrol / Kemp's Ridley Sea Turtles Rescue (endangered species)

Revised 1-5-2026

Opportunity / Category Title (Designated by TMN Federal Grant)	Description	Used for:
Category TG: 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. Consult with VMS admin before using this category. Oftentimes PO: Public Outreach is appropriate.
TMN Virtual Volunteer Service Fair Project (TMN managed category)	Series of short project sessions highlighting virtual and distance service opportunities to assist TMN chapters across the state to fulfill TMN goals. After selecting a project. The member may count volunteer hours served for that particular project.	Used to record service hours for viewing the State's Volunteer Service Fair webinar and working on any volunteer activities where an existing AAMN category is not applicable. Ex. Researching information for Rangelands of Texas Virtual Herbarium
Category TR: Training & Educating Others	Leading an educational activity	YOU are training/teaching 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) <b>Note the differences between PO and TR.</b> Public Outreach is used when you are interacting with the public where they can come and go from your station (such as at a wildlife education table). TR is used when you are leading or co-leading an educational program or hike where the group stays with you for the duration.	Examples: Working with school groups, nature camps, assisting with hikes/events where registration is required.
TR:Guide/Docent - Field Guides/Docents	Trail guide, trail advisor, or docent. PLEASE SPECIFY actual location.	
TR: Guide/Docent - AAMN	Any location that does not have their own listing	Includes assisting at schools with field trips
TR: Guide/Docent - Bulverde Oaks Nature Preserve	Green Spaces Alliance	
TR: Guide/Docent - Cibolo Conservation Center		Outdoor Classroom, Nature Box Docent, working with kids at Herff Farm
TR: Guide/Docent - Canyon Gorge		
TR: Guide/Docent - Government Canyon		
TR: Guide/Docent - Guadalupe River St Park		
TR: Guide/Docent - Headwaters-Incarnate Word		
TR: Guide/Docent - Kendall County Parks Partnership		
TR: Guide/Docent - Lockett Property	Green Spaces Alliance	
TR: Guide/Docent - Mitchell Lake Audubon Ctr/Audubon		
TR: Guide/Docent - OTSP		Assist with bat viewing programs
TR: Guide/Docent - SA Botanical Garden		
TR: Guide/Docent - SA Parks and Recreation	All city parks and natural areas	Include park name
TR: Guide/Docent - SA River Authority		
TR: Guide/Docent - Witte Museum		Rock Art Tours-White Shaman Preserve, Museum Walks

**Revised 1-5-2026**

<b>Opportunity / Category Title (Designated by TMN Federal Grant)</b>	<b>Description</b>	<b>Used for:</b>
TR: Presentation - Classroom instruction, workshops, advanced training presentation. Includes preparation work.	Training/Educating Others at Schools or Social Groups.	Activities may include Starting Out Wild, Growing Up Wild, Flying Wild, terrarium programs, Nature Box programs, and spring break and summer camps.
TR: Presentation - Bulverde Oaks Nature Preserve		
TR: Presentation - Canyon Gorge		
TR: Presentation - Cibolo Conservation Center		
TR: Presentation - Government Canyon		
TR: Presentation - Groups	Training/Educating Others at Schools or Social Groups.  Any location that does not have their own listing	Activities may include Starting Out Wild, Growing Up Wild, Flying Wild, terrarium programs, Nature Box programs, and spring break and summer camps.. Includes NPSOT Native Landscape Certification Programs (prep work, class instruction)
TR: Presentation - Guadalupe River St Park		
TR:Presentation - Green Spaces Alliance		
TR: Presentation - Headwaters-Incarnate Word		
TR: Presentation - Kendall County Parks Partnership		
TR: Presentation - Mitchell Lake Audubon Ctr		
TR: Presentation - SA Botanical Garden		
TR: Presentation - SA Parks and Recreation	All city parks and natural areas	Include park name
TR: Presentation - SA River Authority		
TR: Training Class Presenters-Alamo Area Chapter		Only for members who lead initial training class sessions. Admin assistance for class is charged to CB: Chapter Business - Training Class
<b>Category: OT - Other</b>	Any activity approved by a chapter that is not defined above.	Consult VMS admin before selecting this category.
OT: Assist Sponsors - AAMN	Assistance to local TPWD office and/or AgriLife Extension office ONLY (administrative/clerical tasks).	Specify location when entering hours
OT: Other - AAMN	Service opportunity not fitting into other categories	Consult VMS admin before selecting this category. Example: Serving as a judge at School Science Fairs
OT: Wildlife Rehab - AAMN	Any location except Wildlife Rescue & Rehab (WRR)  Wildlife rehabilitation. Not animal rescue work. For animal rescue, use RM: Animal Rescue	List the location and sponsoring organization when reporting hours.
OT: Wildlife Rehab - Wildlife Rescue & Rehab	Wildlife rehabilitation work for Wildlifer Rescue & Rehabilitation (WRR). Not for animal rescue work.	List the location when reporting hours.

<b>Revised 1-5-2026</b>		
<b>Opportunity / Category Title (Designated by TMN Federal Grant)</b>	<b>Description</b>	<b>Used for:</b>
<b>Shadowing</b>		

If you have had some training as a field guide, you can ask to shadow an actual tour to gain further knowledge, see how a tour is conducted.

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)

If you primarily listen to the actual field guide, count this as advanced training. AT: Presentations

#### **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 communications via email, Slack and social media

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.

Chapter administrative/clerical tasks are approved for the AAMN Chapter (Board of Directors, Committee work) CB: Chapter Business

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

#### **Unapproved Activities**

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 (examples: check in at events, assisting with fundraising)