

Texas Master Naturalist  
*El Camino Real Chapter*



Sign in Report Form – Meetings, Volunteer Services, Training/Advanced Training

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Chapter Coordinator: \_\_\_\_\_

Sponsoring Organization(s) if any: \_\_\_\_\_

Sponsor Signatures, if available: \_\_\_\_\_

**Meeting or Vol. Event:** Title: \_\_\_\_\_ Hours: \_\_\_\_\_

Acres Involved: \_\_\_\_\_ Trail Miles Maintained: \_\_\_\_\_ Travel time 1hr: Yes / No (circle)

VMS Service Opportunity Name (req'd): \_\_\_\_\_

**Training/Advanced Training:** Title: \_\_\_\_\_ Hours: \_\_\_\_\_

Instructor(s) \_\_\_\_\_

VMS AT Opportunity Name (req'd): \_\_\_\_\_

Description of Mtg / Event / AT (Use in VMS notes field): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructions, and additional names on the back, if needed. Print form in duplex mode on 1 sheet.

**PRINT NAME** (add \* if you provided hospitality services)

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

[OVER]

21. _____	26. _____
22. _____	27. _____
23. _____	28. _____
24. _____	29. _____
25. _____	30. _____

Instructions for Members, and Chapter Coordinator:

This sign in form is intended for historical and audit purposes to record all attendees at any administrative meeting, Chapter Member meeting, Volunteer Service event, Training or Advanced Training session for all attendees, public or otherwise. It will not result in any hours being entered in VMS on behalf of members. All members are to record their individual hours themselves in VMS.

Sometimes this form will be used for just one meeting, or volunteer event, or AT session, at a single given location, date and time, and the appropriate sections would be completed for that as appropriate. Sometimes we have a need to record multiple activities occurring at a single location and date / time, so some complexity is added, and special instructions are needed. The usual occurrences of this are:

1. An administrative chapter business meeting that also has an Advanced Training session, or
2. A new Initial Training class where some current members attend for purposes of Advanced Training, and others may attend for purposes of Class Mentoring. Class Mentors may also have other preparation and supporting service hours to record individually by themselves using VMS.

In the case of #1, the coordinator would fill in the pertinent data for each one, and the hours spent just for the business meeting, and the hours spent just on the AT session, and announce that to members. Each person who signs the sheet should enter both those respective hours in VMS themselves. No double counting of hours.

In the case of #2, the coordinator would fill in both the Meeting / Vol. Event data and the Advanced Training data with the total hours for the entire Class session noted for each one. Then each person signing in must decide which one of the two options pertains to them, and indicate beside their name either VOL or AT, and enter those hours in VMS accordingly. An instructional note to this effect should be made by the Coordinator on the front of this form in this case. No double counting of hours. Pick one or the other.

Travel time (1-hour round trip standard) can only be included for Volunteer Service and Citizen Science activities, and is not available for AT or administrative activities and chapter meetings. It is marked on form if appropriate. Members should put an \* by their name to indicate if they performed hospitality services for the event, and a standard time of 1 hour can be added as Admin hospitality time by the member when they submit hours in VMS. The Coordinator should explain at the beginning of the meeting / event any special instructions for members marking the form, and entering their hours.

For Community Outreach Vol Projects only, the chapter coordinator determines as best as possible and records the following stats for all attendees (members and guests) below and enters data in VMS as part of his/her personal entry: Adults 18+ / Youth \_\_\_/\_\_\_; Male / Female \_\_\_/\_\_\_; White \_\_\_; Black \_\_\_; Hispanic \_\_\_; Asian \_\_\_; American Indian \_\_\_.