

# Instructions for Online.....

## Profile Changes:

Please keep your name and contact information UPDATED. This profile information goes into the annual Volunteer Directory, and it allows us to notify volunteers when necessary.

## Waivers & Agreements (including Background Check):

Every volunteer must enter the Waiver and Agreement information (including the Background Check Permission) one time to be accepted as a volunteer.



# Report Your Hours

Members are responsible for tracking and reporting Advanced Training and Volunteer Service hours. All Master Naturalist Chapters use the Volunteer Management System (VMS) to report their hours. Click on the button below to enter your hours. **Remember to enter your hours weekly. You have 45 days from the date of your service/training to enter your hours.**

Report Your Hours here

## Requesting a New Opportunity:

The current list of opportunities for chapter Advanced Training and Volunteer Service may be found at this link:

[Current Opportunities with descriptions as of 8/2021](#)

Email [GBAC Membership](#) if you need an opportunity added to your profile or if you need additional help.

## Training and Reference Materials

Below are several tools to help you update your information and enter hours:

[VMS Training Presentation- power point](#)

## Chapter news!!

- [Volunteers needed for Dolphin Challenge](#)
- [George Kyame reaches 5,000](#)
- [End of Year Chapter Meeting](#)
- [Two New GBAC End of Year Contests](#)
- [TMN Annual Meeting](#)

## Our Blog Archives

Select Month ▾



# Volunteer Login

Not yet a TPWD volunteer?

[Opportunity Search](#)  
[FAQ](#)  
[Log in](#)

If you are already a Texas Master Naturalist volunteer, please log-in here.

User ID

Your username

Password

Your password

Enter your login user name you use to report hours

Enter the your password.. If you forget your password, click "*Forgot your password?*", and a temporary one will be emailed to you.

Log in

[Forgot your password?](#)

To login as Texas Master Naturalist Chapter Organization, please log-in [here](#).

\_\_\_\_\_ or \_\_\_\_\_

New volunteers please start here to apply

Start here!

## Welcome, Dorothy Hogg



### Find Opportunities

Look for ways to serve on a one-time or regular basis.



### View My Schedule

See the shifts where I have signed up.



### Report my Service

Submit volunteer hours.



### View My Log Book

View my volunteer transaction history.



### My Placements

View opportunities I have applied for that have been approved.



### My Referrals

View opportunities I have applied for that are pending approval and placement.



[Edit My Profile](#)



[Log out](#)

### Summary

#### Approved Hours

TMN Life: 1894.75  
TMN Year: 0  
AT Year: 0

[General Information](#)

[Privacy & Security](#)

[Accessibility Policy](#)

[Linking Policy](#)

[Submit a Question](#)

[Open Records](#)

[Complaint Process](#)

[Report Fraud](#)

Texas Parks and Wildlife Department

# Instructions for Waivers and Agreements Sections

<u>MANDATORY: Agree/Yes</u>	<u>OPTIONAL: Yes/No</u>	<u>NOT IN USE</u> (Ignore)
Background Check	Media Waiver	Parental Release
Confidentiality Agreement		
Alternative Workforce Waiver		

[FAQ](#)  
[Log out](#)

## Waivers & Agreements

### Background Check

In connection with the evaluation of my suitability for volunteer service, I give my consent for Texas Parks and Wildlife Department (TPWD) to obtain criminal history and driving record information related to my application for volunteer service. I understand that criminal history information includes any criminal conviction records for deferred adjudication, misdemeanor or felony offenses at age 17 or older. I understand that driving record information includes a driver's license verification and driving history of the past 12 months, and lists all convictions for traffic violations. Any such information will be used solely for volunteer-related considerations and not for any other purpose.

**I authorize, consent, and grant permission to any person or entity to release to TPWD or its agent(s) any and all information regarding my criminal history and driving record. I WAIVE any and all claims I may have with respect to providing such information. I understand that TPWD and its agent(s) are not responsible for the accuracy or completeness of the information contained in such reports. I RELEASE TPWD and its agent(s) from any and all liability, claims, and lawsuits with respect to the information obtained from any or all the sources used by TPWD and its agent(s).**

I understand that this authorization is not an offer or acceptance of my volunteer service by TPWD and that any false or misleading information I have provided to TPWD may result in a refusal to accept or continue volunteer service. I also understand that this authorization is a continuing authorization and will remain valid until such time as I inform TPWD in writing that I revoke this authorization.

 **This paragraph is no longer valid. Texas now requires ALL volunteers to agree to a background check.**

*Applicants who wish to volunteer for the Game Warden Chaplain positions will be required to go through a rigorous law enforcement background check. Volunteer Chaplains candidates will be contacted by a local Game Warden and asked to sign a separate authorization to release information form before this background check is conducted.*

**\*I accept these terms** ☒ Yes ☐ No

**\*Drivers License Number**

**\*Drivers License State (Abbreviation)**

**\*Legal name as it would be signed**

**\*Date electronically signed**

**MUST be Yes**

**Enter the date you are filling this out**

Confidentiality Agreement

I understand that during the course of my volunteer service and scope of my duties with TPWD, I may have access to data and confidential information concerning resources, finances, volunteers, employees, and/or users. This requires a commitment to confidentiality to protect individual and agency privacy and sensitive information. Unauthorized use of and/or disclosure of certain data and other sensitive information may create legal liability, put sensitive natural and cultural resources at risk, and cause a loss of public confidence in TPWD.

I HEREBY AGREE THAT I WILL NOT USE THE FOLLOWING TYPES OF INFORMATION IN AN UNAPPROVED MANNER. I FURTHER AGREE THAT I WILL NOT DISCLOSE SUCH INFORMATION TO PERSONS WITHIN OR OUTSIDE OF TPWD WITHOUT AUTHORIZATION FROM MY SUPERVISOR:

- 1. Personally identifiable information, including home addresses, email addresses, telephone numbers, Social Security numbers, driver's license numbers and birthdates of TPWD employees, volunteers, or customers. This includes personally identifiable information stored in TPWD or non-TPWD hosted electronic files and data systems (i.e. computers, phones, databases, spreadsheets, etc.), including passwords.
- 2. Information about the nature or location of any area, structure or feature (natural or man-made) that TPWD considers to be sensitive. This includes but is not limited to information on the location of archeological sites, on the location of non-publicized cave or cave-like features, or on the location of or data about endangered species.
- 3. Information or data stemming from conducting or assisting with archaeological site monitoring, surveys, testing and excavations; flora/fauna surveys and studies; and other scientific research.
- 4. Proprietary information, including information related to revenue or revenue systems, data or data collection systems, or scientific or surveying processes.

I understand that it is my responsibility to protect sensitive agency information throughout and after my term as a volunteer. I understand that any unauthorized disclosure or use of data or information, physically or electronically, will be subject to disciplinary action. These actions may include the termination of my participation as a volunteer and/or legal action according to applicable laws and TPWD policies and procedures.

\*I accept these terms

☒ Yes

MUST be Yes



## Media Waiver

I agree to be photographed or videotaped as a TPWD volunteer. I authorize my likeness to be edited, duplicated, re-used and distributed in whole or in part for all informational and promotional purposes through any media worldwide.

I understand that TPWD, its employees, subcontractors, and agents, have no obligation to air or use my likeness. Without any compensation to me, I authorize the rights granted herein. I understand that my appearance in photographs or videotapes confers upon me no rights of use, ownership, or copyright.

**I RELEASE TPWD, its employees, subcontractors, and agents, from all liability for any claims by me or any third party in connection with my participation in the photography or videotaping.**

**I accept these terms**

☒ I agree ☐ I disagree

You may choose "disagree", but please realize that many volunteers take candid photos of other volunteers, and many will not know who you are. Please be sure to always make other volunteers taking pictures aware if you have checked "disagree."

Also be aware that members of the public are unrestrained and legitimately may take and use pictures at will from public events and locations.

Alternate Workforce Waiver

I, in consideration of being accepted as a volunteer for TPWD volunteer services, hereby RELEASE, DISCHARGE and AGREE TO HOLD HARMLESS TPWD, its agents, employees, officers and successors, from and against all liability, claims, demands, and judgments which the undersigned may have, or which my heirs, executors, administrators or assigns may have or claim to have, against TPWD, its agents, employees, officers or successors for all personal injuries (including death), property damage, or other damages caused by or arising out of activities in the above described volunteer services.

I also agree to:

- Faithfully fulfill my obligation as a volunteer;
- Seek and accept the guidance and support needed to complete all assigned tasks;
- Present a positive image that speaks well of TPWD;
- Actively participate as a team member with others on the staff and at the work site; and
- Abide by the Conduct, Operation and Safety rules that exist within TPWD and at the work site.

Restrictions:

- A volunteer may not be placed in any duty situation considered hazardous.
- A volunteer will take no law enforcement actions.
- TPWD is not responsible for damages to a volunteer's personal property. Therefore, the volunteer should use work site equipment and/or insure his or her own property equipment when possible.

I understand that either TPWD or myself may cancel this agreement and my participation at any time. I have carefully read this agreement and release and understand all its terms. I execute it voluntarily and with full knowledge of its legal consequences.

By submitting this electronic application I hereby agree to the terms of the Alternative Workforce Waiver.

**\*I accept these terms** ☒ I agree

**\*Enter your name as it would be legally signed**

**\*Date agreed**

Parental Release Forms

If under 18, Volunteer will need to print the following documents and bring completed and signed by parent or legal guardian to the event.

[Parental Release form](#)

[Media Waiver](#)

[Alternate Workforce Waiver](#)

Save

Continue →

**Save then Continue**

**MUST Agree**

**Enter the date you are filling this out**

**No action needed**

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Report Your Hours

Texas Parks & Wildlife Department

New Tab

tpwd.samaritan.com/recruiter/index.php#1

TEXAS PARKS & WILDLIFE

← Back

Save

Continue →

Step 2 of 5

Volunteers

[Volunteer Dashboard](#)  
[Search Opportunities](#)  
[FAQ](#)  
[Log out](#)

Login Information

\*User ID

\*Password

\*Password Verify

Personal Information

\*First Name

Middle Name or Initial

\*Last Name

Nickname

\*Birth Date

Gender

----- None -----

Are you a TPWD Employee?

☐ Yes

☒ No

If you are associated with a group, please indicate the name

TMN Galveston Bay Area

Use your assigned ID and the Password you use to report your hours. Do NOT try to change these.

Fill in all boxes

## Address

**\*Mailing Address**

**Apt. #**

**\*City**

**State** Texas ▼

**Zip**

**County** Choose a county ▼

**Country** United States ▼

**\*Is your physical address the same as your mailing address?** ☒ Yes ☐ No

## Contact Information

**Home Phone**

**Cell Phone**

**\*Email Address**   
If you do not have an email address, enter "None" or "N/A" (case-insensitive).

**Verify Email**

**When is the best time to contact you?** ---- None ---- ▼

**How would you like to be contacted?** ☐ Email ☐ Telephone ☒ Text

Save

Continue →

Fill in all boxes

Save then Continue

▲  
BACK  
TO  
TOP

Languages

Please enter any languages other than English that you can speak, read, or write

Click to add

To view more languages start typing.

Work History & Experience

Work History/Experience

Licenses/Certifications/Skills

References

Please fill out both references if you are applying for a State Park Host or a Texas Game Warden Chaplaincy opportunity.

Reference #1

Delete

First Name

Last Name

Title

Organization

Day Phone

Email Address

Reference #2

Delete

First Name

Last Name

Title

Organization

Day Phone

Email Address

Not required



## Emergency Contact Information

Primary Emergency Contact  
Name

Primary Emergency Phone

Primary Alternate Phone

Relationship

Secondary Contact Name

Secondary Emergency Phone

Second Alternate Phone

Secondary Contact  
Relationship

Please include in  
case of emergency

Optional secondary  
contact

← Back

Save

Continue →

Step 3 of 5

Save then Continue

## Voluntary Disclosure of Diversity Data

TPWD prohibits discrimination on the basis of race, color, national origin, sex (gender/orientation), religion, disability and age pursuant to state and federal law. Our goal is to create an environment that is inclusive, drawing upon the strengths of a diverse volunteer force to exceed the expectations of TPWD's customers. Your response is voluntary. Your decision to disclose or not disclose the following information in no way affects your ability to volunteer with TPWD.

- Race, Color or National Origin**
- ☒ (Optional)
  - ☐ American Indian / Alaskan Native
  - ☐ Asian or Pacific Islander
  - ☐ Black
  - ☐ Hispanic
  - ☐ Other
  - ☐ White

### Disability

An individual with a disability is defined by the Americans with Disabilities Act as a person who has a physical or mental impairment that substantially limits one or more major life activities; a person who has a history or record of such an impairment; or a person who is perceived by others as having such an impairment.

- I identify myself as having a disability**
- ☒ I prefer not to answer.
  - ☐ Yes
  - ☐ No

- Nature of my disability**
- ☐ Hearing
  - ☐ Vision
  - ☐ Mobility
  - ☐ Cognitive
  - ☐ Other

### Military Service

- Are you a veteran?**
- ☒ I prefer not to answer.
  - ☐ Yes
  - ☐ No

\*I have voluntarily provided the above information. I understand that my participation in TPWD programs is not predicated on my disclosure of my status or information in any way.

- ☒ I agree.

TPWD receives funds from the U.S. Fish and Wildlife Service (USFWS.) As a result, USFWS requires that TPWD request information about the status of certain individuals associated with TPWD. To request an accommodation or obtain information in an alternative format, please contact TPWD on a Text Telephone (TDD) at (512) 389-8915 or by Relay Texas at 7-1-1 or (800) 735-2989. If you believe you have been discriminated against by TPWD, please contact TPWD or USFWS, Office for Diversity and Workforce Management, 5275 Leesburg Pike, Falls Church, VA 22041.

[← Back](#)

[Save](#)

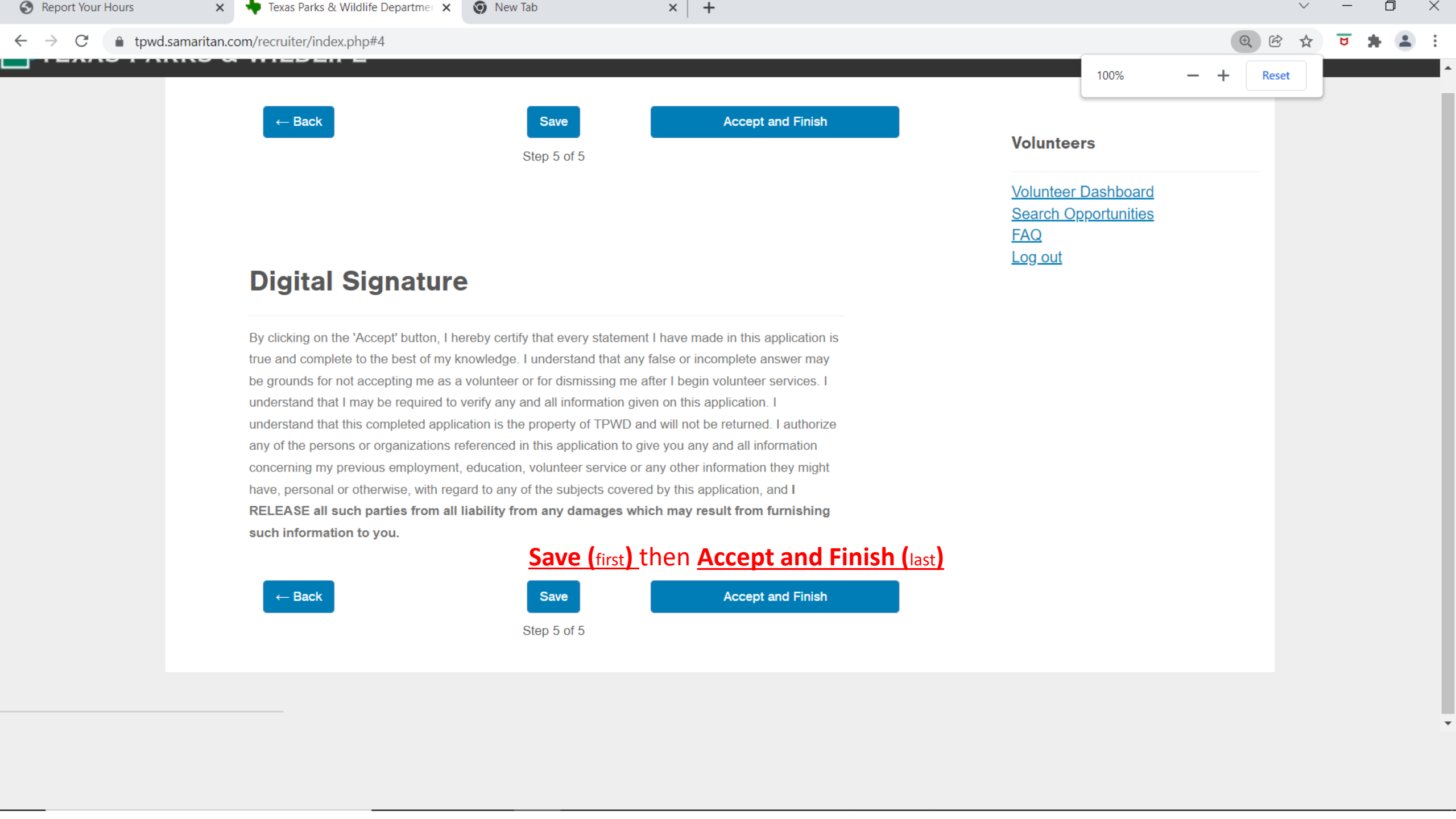
[Continue →](#)

Step 4 of 5

Save then Continue

Make a  
selection  
or prefer not  
to answer

Agree



← Back

Save

Accept and Finish

Step 5 of 5

## Digital Signature

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not accepting me as a volunteer or for dismissing me after I begin volunteer services. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of TPWD and will not be returned. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, volunteer service or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I **RELEASE all such parties from all liability from any damages which may result from furnishing such information to you.**

← Back

Save

Accept and Finish

Step 5 of 5

### Volunteers

[Volunteer Dashboard](#)

[Search Opportunities](#)

[FAQ](#)

[Log out](#)

**Save (first) then Accept and Finish (last)**



# THANK YOU!

This completes the task and sends you back to your dashboard.

To **REVIEW** your entry, click “Edit my profile” and click ([Continue](#)) just to run through all the screens again.

If you make **CHANGES**, [Save](#) then [Continue](#) each screen where you make a change, then when you get to the last screen, [Save](#) then [Accept and Finish](#) again.

Otherwise, you can just run through the screens to view them, and go back to the dashboard or log out using the upper-left Menu:

## Volunteers

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[Volunteer Dashboard](#)

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