

Request for Approval of an Event, Project, Training, or Volunteer Opportunity

Submit completed form to Paula Weisskopf at pjweisskopf@gmail.com.

Member Name: _____ Phone: _____

Member E-mail address: _____

Event name or brief description: _____

Event Organizer (*if different from member*) & contact information:

Name: _____ Phone: _____

Organization Name: _____ E-mail _____

A. Nature of Request: check if for approval of: Volunteer hours Advanced training, & go to A2.

1. How does this apply to Texas Master Naturalist mission/goals? (check 1 or more)

Outdoor/Environmental Education (for adults/children)

Environmental Stewardship (e.g., building/maintaining trails, habitat restoration)

Fundraising for existing projects & programs (e.g., silent auction, merchandise)

Outreach Activity (community events, e.g., booths, speaking on behalf of LPMN)

2. Briefly describe HOW this will help LPMN achieve our mission as stated on the reverse side of this form.
See Reverse for requirements. (If more space needed, attach a separate page.)

B. Calendar (dates & times)

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 (address): _____

D. Support Needed: check if not applicable

1. Volunteer(s): Approximately how many volunteers will be needed? _____

Have you already recruited volunteers & have they accepted the job? YES NO

2. What will the volunteers be doing? (e.g. presenting, set-up, clean-up, supervising children, etc.)

3. What equipment & supplies will be needed? (If more space needed, attach a separate page.)

To avoid rejection of your request, PLEASE review requirements on reverse (page 2).

TMN 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.

How does the Project Approval process work?

STEP 1: Idea and Proposal Submission

Member or member-sponsor describes project information on Request Form & sends to VP via email

Be sure to describe HOW the event will achieve the following: (**Advanced Training opportunities must meet criteria 1-5:** State TMN requirements.) Please include ALL that are applicable)

1. Promote continued learning and development of naturalist skills
2. Provide Master Naturalists with knowledge and skills to work in volunteer efforts
3. Provide Master Naturalists an opportunity to focus their interests in one or a few specific topics
4. Provide natural resource management issues and information applicable to Texas
5. Build on the core curriculum initially provided by the local chapter
6. Provide practical information and training for application in volunteer efforts
7. Take advantage of local partnerships
8. Direct trained volunteers toward specific programs in need of their services

STEP 2: Proposal Review

Vice President reviews completed Proposal Form & distributes to committee(s) for review.

STEP 3: Committee Review & Approval/ Recommendation

Committee(s) NOTE: *Some proposals may need collaboration from additional committees*

- A. Reviews proposal
- B. Sends approval/rejection to the VP & notifies project originator of decision
- C. OR contacts originator for more information, if needed
- D. OR recommends further study & approval by the Board (more complex projects & those that need funding)

STEP 4: Final Approval & Recruitment by VP (or Board)

- A. Approves/Rejects/ (May Recommend changes)
- B. Meetups: VP sends approval notice to Meet-up coordinator for posting
- C. VMS System: VP sends approval notice to VMS coordinator for addition to system

Expected turn-around time

- For most proposals, turn-around time should be short, 7 – 10 days or less.
- For complex projects, e.g., 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.
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Helpful hints

What helps decrease turn-around time for approvals?

- **Complete and clear** information on the request form
- Fits 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 & VP** may recruit specific LPMN members to help organize the project or post on Meet-up.

Contact Information: LPMN Vice President Paula Weisskopf: pjweisskopf@gmail.com
Education Committee Chair Kathryn Hedges: kathrynhedges@hotmail.com