

Request for Approval of a Volunteer Opportunity Project or Event

Submit completed form to Kathy Cox at KcoxAu79@gmail.com

Purpose: To request approval for a volunteer project or activity that has not previously been approved, and to enable the hours served to count toward Certification or Recertification.

Member Name: _____ **Phone:** _____

Member E-mail address: _____

Event name or brief description: _____

Event Organizer (if different from member) and contact information:

Name: _____ **Phone:** _____

Organization Name: _____ **Email:** _____

A. Nature of Request: *Attach a separate page if more space is required.*

1. Which of the following categories and examples most closely aligns to your proposed Volunteer Opportunity? See *Chapter Management and Operations Protocols*, Article VI, for full descriptions of these opportunities.

- Outreach: training and education, e.g. leading workshops, writing articles, being a docent.
- Technical Guidance: e.g. serving on conservation committees, advising on natural resource management in written form or site visits.
- Natural Resource Management: e.g. activities that improve, restore, or clean natural areas, including field-based activities and management of public access to natural areas.
- Field Research: e.g. field surveys, banding and tagging, species watch, CoCoRaHs.
- Chapter and Program Support: e.g. activities related to managing and running the chapter or committees, including activities approved by chapter not defined above which align to the TMN mission.

2. Describe your proposal and how it will enable LPMN to achieve our mission as stated on page two.

B. Calendar (schedule of date and time)

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 (physical address or if virtual) _____

D. Support Needed: Check as applicable ___ Yes ___ No

1. Volunteer(s): Approximately how many volunteers will be needed? _____
 Have you already recruited volunteers and have they accepted the job? ___ Yes ___ No
2. What will the volunteers be doing? (for example presenting, set-up, clean-up, and so on)

3. What equipment and supplies are required?

To avoid rejection of your request, please complete all fields on page 1 of this form.

Texas Master Naturalists 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.

Volunteer Project Approval Form Submission Instructions

Step 1. Idea and Project Submission

Member or member-sponsor describes and completes the information on the *Volunteer Project Approval Form* and sends to Vice President via email. **Important:** For recommendations of *Advanced Training* opportunities use the separate *Advanced Training Proposal Approval Request* form.

Step 2. Proposal Review

Vice President reviews the completed *Volunteer Project Approval Form* and distributes to committee(s) for review.

Step 3: Project Approval Committee Review and Approval/Recommendation

Project Approval Committee process:

(Note: Some proposals may require collaboration from additional committees.)

- A. Reviews proposal
- B. Sends approval/rejection to the VP and notifies project originator of decision
- C. OR, Contacts originator for more information, if required,
- D. OR, Recommends further study and approval by the board for complex projects and those that need funding.

Step 4: Final Approval and Recruitment by VP (or Board)

- A. Approves/Rejects or Recommends changes
- B. Meetup: VP sends approval notice to Meetup coordinator to post project or event
- C. VMS System: VP sends approval notice to VMS coordinator for addition to system if required

Expected Turn-Around Time

For most proposals, turn-around time will be short, 7 – 10 days or less.

For complex projects—that is, 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.

Helpful Hints

What helps decrease turn-around time for approval?

- Complete and clear information provided on the Volunteer Project Approval Form
- Meets the 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 and VP may recruit specific LPMN members to help organize the project or post on Meetup.