

TMN-COT VMS Opportunity Codes rev. 2021

VMS Code (Hours Type)	Description	Examples of Activities for COT
AT: I Received Training (Advanced Training)	Advanced Training you attend as a participant	<ul style="list-style-type: none"> - Attend COT meeting presentations, special COT training workshops, approved presentations or workshops at partner or other nature organizations, training on modules at DEEP, etc. - Attend presentations or workshops at TMN State meeting - Participate in approved webinars or similar on-line training that has a mechanism for instructor/trainee interaction <p><i>Note – if you are working on the Texas Water Specialist Certification, there is an additional AT code that needs to be added to your opportunity list (AT: TX Water Certification Training).</i></p> <p><i>Note – NO TRAVEL time may be included with AT codes.</i></p>
CB: Chapter Meetings and Admin (Chapter Admin)	Activities related to managing and running a master naturalist chapter and its committees	<ul style="list-style-type: none"> - Attend general or other scheduled meeting - Participate in hosting activities at chapter meetings and training events including set-up and take-down, organization of room, etc. [should be used by chapter members that sign up to assist at each meeting] - Chapter Board and committee duties of elected and appointed officers or for other assigned chapter projects or programs - Chapter activities to participate in, support, facilitate, or organize intern training classes including recruiting [note - presenting training is reported under TR code.] - Management of web site, Facebook, Newsletter, or other media activities - VMS database management - Represent Chapter and/or assist with state MN programs, projects, or events
FR: Field Research/Citizen Science (Service Project)	Planning, leading, or participating in data collection and/or analysis of natural resources where the results are intended to further scientific understanding. Data must be entered into a public accessible database.	<ul style="list-style-type: none"> - Field surveys and data or photo documentation for Species Counts (Audubon Christmas Bird Counts, GCBO, BBSP, Cornell Lab Project Feeder Watch, Smith Point Hawk Watch, etc.), for invasive or endangered species (TPWD), for species reporting (BAMONA, Lady Bird Johnson wildflowers.org, iNaturalist, etc.) - Conduct bird banding and tagging for USFWS or GCBO - Texas Stream Team water quality analysis and reporting - Participate in defined projects e.g., GCBO Motus tower installation, GCBO oystercatcher/Plover program activity, etc.

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<p>NPA Nature/Public Access: Parks/Other (Service Project)</p>	<p>Improve how the public is able to enjoy a nature site via creation or maintenance of trails, signage, or additional nature gardens except at a USFWS site</p>	<ul style="list-style-type: none"> - Manage or improve wildscape/nature gardens, including water gardens that are intended to enhance the enjoyment or improve the access by the public. - Create or maintain nature trails, boardwalks, signage, etc. that allows the public better/improved access to nature. - Sites may include partner sites such as GCBO, Sea Center Texas, or Brazos Bend State Park, schools, etc. Does not include nature/public access at USFWS sites.
<p>NPA Nature/Public Access: USFWS (Service Project)</p>	<p>Improve how the public can enjoy a nature site via creation or maintenance of trails, signage, or additional nature gardens at a USFWS site</p>	<ul style="list-style-type: none"> - Manage or improve wildscape/nature gardens, including water gardens that are intended to enhance the enjoyment or improve the access by the public. - Create or maintain nature trails, boardwalks, signage, etc. that allows the public better/improved access to nature. - Sites may include USFWS sites such as Brazoria NWR or San Bernard NWR units. Does not include, parks, schools or other partner sites.
<p>PO: Public Outreach (Service Project)</p>	<p>Leading, organizing, or staffing an educational activity where participants come and go and are able to inquire on a broad set of topics, writing an educational nature article or brochure that is available to the public; provide technical guidance to partners or the public</p>	<ul style="list-style-type: none"> - Brazoria County summer library program events, e.g. Reptiles, Sea & Shore, USFWS Migration Celebration, USFWS KBR Kids Day, GCBO XHX, GCBO Spring Fling at Quintana Bird Sanctuary, etc. - TMN-COT booth and nature exhibits at public events such as Fishin' Fiesta, Kids Day at Brazos Mall, Coastal Expo (Freeport), Brazoria County Juneteenth Celebration, etc. - Staff GCWR Hotline - Participate as Board or committee member for partner organization such as Friends of Brazoria Wildlife Refuges, GCBO, or GCWR - Write newspaper or COT newsletter nature-related article, write brochures or nature guides for partner organizations, manage web for Friends of Brazoria Wildlife Refuges
<p>RM: Managing Natural Resource Areas & Wildlife (Service Project)</p>	<p>Activities that improve the health of a public natural area or resource, natural resource management, and wildlife species programs</p>	<ul style="list-style-type: none"> - Participate in sponsored events to remove invasive species, Texas Adopt-a-Beach or other sponsored trash pick-up programs, or to collect seed, propagate plants or restore prairies or native species, e.g. Nash Prairie seed collection projects, or restore/build wetlands, e.g. Texas Community Watershed Partners projects - Wildlife species programs such as Beach Sea Turtle Patrol or other species management that leads to species restoration - Birdhouse or animal habitat build/install with partner organizations <p><i>Note - ALL 'hands-on' Animal rescue, animal transport, and animal rehab hours should be reported under special assigned code "OT: Animal Rescue/Rehab."</i></p>

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<p>TR: I Trained Others (Service Project)</p>	<p>Leading, organizing, instructing, or staffing an educational activity where participants have a planned learning objective and stay for the full event (e.g., planned start and end times with a single agenda).</p>	<ul style="list-style-type: none"> - Presenting AT topic at a COT meeting or new intern training class - Present Nature Notes topic at COT meeting (note- up to 2 hours prep time plus .25 presentation time allowed) - Facilitate training or lead field trip event for new intern training class - Lead module(s) at the USFWS Discovery Environmental Education Program (DEEP), Birds of Prey program at schools or other scheduled USFW events, Nature Camp at Camp Mohawk, GCBO Bird Camp, Quintana Beach Camp, presentations at county library events, etc. - Conduct guided nature tours where participants mostly stay for entire tour
<p>SPECIALTY CODES - YOU WILL ONLY SEE THE CODES BELOW IF YOU PARTICIPATE IN THESE ACTIVITIES. IF YOU VOLUNTEER FOR THESE ACTIVITIES BUT THE CODES ARE NOT SHOWING IN YOUR DROP-DOWN LIST IN VMS. NOTIFY THE VT COORDINATOR TO ADD THE SPECIALTY CODES THAT YOU NEED.</p>		
<p>Initial Training</p>	<p>Participation in formal training classes and field trips required to complete master naturalist intern training as designated by the Training Director</p>	<p>Intended for use by new TMN interns as they participate in training classes and field trips. All reportable initial training hours will be designated by the Training Director. When training is complete and the trainee has moved to the 'pledge' state, the 'Initial Training' code will be removed from their opportunity code list.</p>
<p>FR: SCT for TMN Hours (Service Project)</p>	<p>Planning, leading, or participating in data collection and/or analysis of natural resources where the results are intended to further scientific understanding.</p>	<p>Intended for use by TMN volunteers at Sea Center Texas (SCT) who want to code their field research service hours to TMN rather than to SCT</p> <ul style="list-style-type: none"> - Field surveys and data for species counts organized by Sea Center Texas
<p>PO: SCT for TMN Hours (Service Project)</p>	<p>Leading, organizing, or staffing an educational activity where participants come and go and are able to inquire on a broad set of topics <or> writing an educational article or brochure.</p>	<p>Intended for use by TMN volunteers at Sea Center Texas (SCT) who want to code their public outreach service hours to TMN rather than to SCT</p> <ul style="list-style-type: none"> - assist with youth fishing or other scheduled SCT events - provide knowledge about aquarium, touch tank, or hatchery to SCT visitors

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<p>OT: Animal Rescue/Rehab (Service Project)</p>	<p>Animal rescue and transport to an approved facility, work at a Wildlife Rescue facility and animal rehabilitation activities should be reported with this code.</p>	<p>Intended for use by TMN volunteers that participate in 'hands-on' animal rescue and transport, work at a Wildlife Rescue facility or who rehabilitate animals at home on behalf of an animal rescue facility such as Gulf Coast Wildlife Rescue</p>
<p>ENTERING TIME:</p>		
<p>DESCRIBE YOUR SERVICE OR TRAINING, i.e., WHAT DID YOU DO?</p>	<p><u>YOU MUST</u> DESCRIBE YOUR SERVICE OR TRAINING WITH ENOUGH DETAIL SO THAT THE MEMBERSHIP DIRECTOR HAS ENOUGH INFORMATION TO APPROVE YOUR HOURS. DO NOT LEAVE THE DESCRIPTION FIELD BLANK!!!</p>	<p>Enter Partner or Location: brief activity description.</p> <ul style="list-style-type: none"> • Example 1: USFWS: DEEP • Example 2: GCBO: Spring Fling at QNBS • Example 3: BCLS: Angleton library summer program <p>If the description field is blank the entry will be rejected by the chapter VMS Administrator.</p>