



## BIRD TRUNK PROCEDURE FOR DEVELOPING AN OUTREACH TRUNK FOR NTMN

**History** - The Bird Trunk Team (BTT) developed an outreach trunk as one of the projects for the 2014 North Texas Master Naturalist class. Members of this Bird Trunk Team volunteered to work on this community instructional tool. Nearing completion of the trunk, upon request, two of the team leaders of the BTT developed a written procedure, with a process improvement focus, to make it easier for other NTMN teams to develop new outreach trunks in the future.

1. Master Naturalist Chapter Board, after determining a need, will request that a Trunk Team (minimum of 8 members) develop a topic specific outreach trunk. Volunteer hours will be applicable for this activity.
2. The Trunk Team will be assigned a mentor(s), a NTMN member that has some experience developing and using outreach trunks if possible. This mentor will strategically work with the group according to need or until a leader(s) is chosen. She or he will:
  - Give the group this procedure to use to develop an outreach trunk.
  - Review with the team the mission of Texas Master Naturalist Program and the goals of the NTMN chapter to “provide education, outreach and service dedicated to the beneficial management of natural resources and natural areas within their community.”
  - Define the NTMN Board position related to any and all needed permits, state or Federal if applicable. She will specify which permit(s) (specific information), who (board member or Trunk Team member) will complete the application for the permit(s) and a timeline for permit application **at the first meeting**. The Mentor will act as liaison to the Board related to helping facilitate this application process.
  - Present a budget and reimbursement process, including treasurer contact information and related forms.

- Present, with Trunk Team discussion, a timeline, or tentative completion date goal for the outreach trunk.
  - Give the Trunk Team a list of possible chapter resources with name, email and phone number including Trunk Coordinator, their trunk subject matter experts, other trunk trained educators, etc.
3. At the first or second Trunk Team meeting, the team will discuss their individual strengths, weaknesses, and experience related to trunk topic or developing this type of educational tool to best use and allocate the team members' expertise. They will also decide when and where to meet.
  4. The Trunk Team will choose a leader, asks for volunteers, or use discussion to decide who is best suited (may choose co-leaders). Team also will choose a secretary who will take minutes, when needed, and report these minutes within 72 hours after meetings. Either secretary or another designee will be chosen to coordinate communication within the team via group emails.
  5. Trunk Team will determine the age span of the audience for this trunk.
    - Requests this information from mentor.
    - Contact Trunk Coordinator to request information about audience of similar trunks.
    - Contacts Festival/Events coordinator(s) to request suggestions related to present or future audiences from events related to trunk subject matter.
  6. Trunk Team or their designee(s) will audit similar NTMN outreach trunks to investigate:
    - Size and type of container that will hold the items
    - Trunk inventory and contents
    - Hands-on activities, manipulatives, all other instructional materials

- Table set up format, equipment and supplies
- Learn how trunks are checked out and secured for use

This information will be reported in writing to the Trunk Team at the next meeting.

7. After the Trunk Team identifies trunk audience, predominate age/ages, types of events or programs where trunk will be utilized, options related to education outreach and activities, they will develop goal(s) related to their assigned trunk topic (example, “ Bird Trunk participants will become actively aware of the attributes that make birds unique, understand their similarities and their diversity, appreciate how birds positively impact their lives and their community”).
8. Trunk Team will then define their areas of focus to reach their goal (example, for the Bird Trunk we focused on bird biology, habitat, migratory bird ecology, species identification and conservation).
9. Trunk Team will brainstorm suggestions of items to be in the trunk, either at a meeting , online or both (example, for the Bird Trunk we used discussion, a google.doc spreadsheet and email ).
10. Once there is a general consensus about the focus of the trunk and item categories, Trunk Team designee(s) will complete application for permit(s) if applicable to their trunk, secure fee and all necessary signatures from the Board and submit the application.
11. Trunk Team designee will purchase the trunk (container) of the appropriate size and type for the trunk’s purpose. (example: for the Bird Trunk we purchased a container that was heavy duty plastic, locking lid, had wheels and a pull handle)
12. Trunk Team will determine trunk contents making sure that individually and as a whole the selected items and activities are consistent with:
  - Master Naturalist mission and goals
  - Trunk goals and focus
  - All permit requirements

- Trunk predicted audience and application
  - Whenever possible “hands on learning “
13. Trunk Team members will volunteer to purchase (reimbursable), solicit donations of, or develop and make selected items and activities considering:
    - Trunk goals and focus
    - Clarity , simplicity of use and durability
    - Activities have clear objectives and/or directions
  14. Trunk Team will schedule ongoing progress meetings and group email communications to maintain activity toward completion of trunk assignments.
  15. Trunk Team designee will develop a master notebook containing pertinent information related to determined goals, focus, activities with specific objectives, extended activities for different venues, trunks contents inventory, set up and presentation information and permit if applicable.
  16. Trunk team will design and develop a numeric organizational system for all trunk items for quick inventory and ease of table set-up and presentation (trunk items will usually be set up on a 8ft table).
  17. Trunk team designee(s) will solicit and train trunk presenter volunteers, contact NTMN Trunk Coordinator and schedule training session for AT credit. (Contact AT coordinator for approval) Training will include:
    - Numeric organization of trunk materials and directions for set-up
    - Practice actual set up on a table
    - Copies of trunk goals and focus information
    - Review and discussion of master notebook, other workbooks, activities, extended activities and all items included in the trunk
    - Trunk Team names and contact information
  - 18 Trunk check-out and use will follow NTMN current policies and procedures.