



# Proposal Form for Volunteer Activities

*All VMN volunteer activities must be approved by the local chapter before volunteers begin participating. This form collects the information needed for chapter leaders to make a decision about the activity, to advertise it to volunteers, and to document it as a service opportunity in the VMN online volunteer management system.*

## Contact Information

**Submitter:** Who is submitting this activity proposal?

**Name:**

**Email:**

**Chapter Lead:** Who will be the point of contact for this activity within the VMN chapter?

**Name:**

**Email:**

**External Lead:** If this activity is led by another organization, who is the point of contact for this activity within that organization?

**Name:**

**Organization:**

**Email:**

**Phone Number:**

## Activity Information

**Activity Name:**

**Purpose:** How will this activity contribute to natural resource education or conservation?

**Description:** What will volunteers do as part of this activity?

**Location:** Where will this activity take place?

**Time Frame:** When will this activity take place and what is the time commitment for the volunteer?

**Safety Hazards and Protocols:** What hazards might the volunteers encounter and what safety protocols need to be followed?

**Youth Supervision:** Will the VMN volunteers have sole supervision of youth, meaning that no parent, teacher, or other individual will be there to maintain responsibility for the youth? If so, the volunteers may need additional training and screening to stay in compliance with VCE volunteer policies.

**Diversity and Inclusion:** If applicable, describe how this activity will engage underrepresented populations and be relevant to diversity and inclusion efforts.

## Volunteer Information

**Training and Experience:** What prior experience, skills, or training must the volunteers have? If there is optional or mandatory training that is offered as part of this activity, please include that here as well.

**Resources:** What resources will the volunteers need to provide (for example, tools, access to software, supplies)?

**Benefits:** How will volunteers benefit from participation in this activity?

## Documentation

This information will be used in the volunteer opportunity listing within the online VMN volunteer management system (Better Impact) .

**Description (Pre-Signup):** Provide the basic description you wish volunteers to see before signing up for this activity in this VMN volunteer management system.

**Description (Post-Signup):** Provide any additional information you wish volunteers to see after they sign up for this activity in the VMN volunteer management system.

**To Participate In This Activity:** If volunteers wish to participate, what should they do?

**Additional Information:** List links to any websites or documents related to this activity. Attach files as needed.