VMN Admin Info Sheet

Explanation of Recognition Item Documents

Virginia Master Naturalists

This Info Sheet is intended for Chapter Board Members in the VMN Program.
Authored by Virginia Master Naturalist State Office

Overview

As you all know, we currently have one document that explains all of our VMN volunteer recognition items and procedures. Over the last few years, we have been updating that document annually. Over the past six months we have been working to make these policies clearer and easier to navigate so that information on a specific topic can be found quickly. This has resulted in a new suite of documents that have been posted on the Volunteer Management page of the VMN website. In the sections below, we have listed what each document is and given a brief explanation for each one.

You will notice that we are now moving towards using "Admin Info Sheets" and "Volunteer Info Sheets". "Admin Info Sheets" are meant for volunteers in chapter administrative roles. "Volunteer Info Sheets" are for any VMN volunteer. We have tried to add the intended audience of each Info Sheet at the top, under the title (see above).

List of Recognition Item Documents

- VMN Admin Info Sheet_Recognition for BTC Graduation
- VMN Admin Info Sheet_Recognition of Certified VMN Status
- VMN Admin Info Sheet_Recognition for Service Hour Milestones
- VMN Volunteer Info Sheet_How to Request a Certification Check

Information about the suite of documents

Each document covers a different aspect of VMN volunteer recognition. In each document, you should be able to look at the "In this document, you will find…" section to know what topics are covered. If what you are looking for is not there, you can try the same section in one of the other documents until you find the topic you need. Once you have found the topic you want, you can skip to that section and read what is there. You should not have to read any or every document in its entirety to find an answer.

The three Admin Info Sheets are for chapter board members, specifically Membership Chairs and anyone else who wants this information. The goal would be that if a new Membership Chair were to read through all the documents when they take over the role, they would know exactly what to expect.

For anyone who does read through all three Admin Info Sheets, they will notice that there is a fair amount of redundancy between the documents. This is purposeful. We wanted chapter board members to be able to find all the info they need in any given section without needing to read more than that if they don't want to.

Information about each document:

VMN Admin Info Sheet_Recognition for BTC Graduation
- This document is meant for VMN chapter board members.
- This document explains all of the recognition associated with Basic Training Course graduation including diplomas, name tags and Better Impact badges.
- It also contains step-by-step instructions for updating the "VMN Training Qualification" when Trainees start, and graduate from, their BTC.

VMN Admin Info Sheet_Recognition of Certified VMN Status
- This document is meant for VMN chapter board members.
- This document explains all of the recognition associated with initial certification and recertification.
- There is a detailed explanation of the "Additional 40+8" policy.
- Procedures and Timelines for requesting certificates and recert pins are outlined in detail.

VMN Admin Info Sheet_Recognition for Service Hour Milestones
- This document is meant for VMN chapter board members.
- This document explains all of the recognition associated with lifetime volunteer service hours.
- There is a detailed explanation of when volunteers earn volunteer service hour milestones and when they reach the Golden Circle.
- Procedures and Timelines for requesting milestone pins are outlined in detail.

VMN Volunteer Info Sheet_How to Request a Certification Check
- This document is meant for all VMN volunteers.
- This is a *NEW* policy.
- Please note that this new procedure is a TRIAL and the VMN State Office reserves the right to change, tweak, update and/or do away with it.
- This document contains instructions for a VMN volunteer to request that their record be checked to see if they have achieved initial certification between bi-annual reports.
- VMN volunteers are not required to use this feature. The VMN State Office will catch all new certifications during Mid-year and End-of- year reports
- This new procedure is simply a way for VMN volunteers to receive their "Certified VMN" badge in Better Impact as it is earned instead of having to wait six+ months.
- It will be the responsibility of each volunteer to "Request a Certification Check" if they wish to do so.
- It is not the responsibility of chapter admins to request individual certification checks.
- In order to implement this new policy, a "VMN Request Certification Check" qualification has been added to all chapters in Better Impact.
- The information on how to Request a Certification Check will go out to all VMNs in our next bi-weekly email on July 12.
- We are focusing on initial certifications first since feedback indicates this is the most important item.
- If this goes well, we will think about adding milestones as a monthly update.
- Recerts will always be done at the end of the year so no changes there.

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June 2022