



VMN Admin Info Sheet

Annual Re-enrollment in the VMN Program



This Info Sheet is intended for VMN chapter board members in the VMN Program

Info Sheet authored by Virginia Master Naturalist State Office

Overview

Beginning with the 2023 calendar year, the VMN Program will institute an annual Re-enrollment policy. All VMN volunteers must individually complete the Re-enrollment process in Better Impact between December 1, 2022 and January 31, 2023. Step-by-step instructions for how to Re-enroll can be found at the end of this document and will be emailed to every VMN volunteer. The Re-enrollment process should take a volunteer 5-10 minutes to complete. If a volunteer does not have access to Better Impact or an internet-connected device, they should call (540-231-0790) or email (masternaturalist@vt.edu) the VMN State Office.

In this document, you will find information on the following items:

- Explanation
- Annual Timeline for Re-enrollment
- Requirements for Re-enrollment
- Responsibilities for Volunteers, Chapter Boards, and the VMN State Office
- Instructions for How to Re-enroll in the VMN Program

Explanation

Re-enrollment is the practice of asking every VMN volunteer to renew their membership in the program on an annual basis. Annual Re-enrollment has always been a requirement of Virginia Cooperative Extension (VCE) master volunteer programs. In the past, the Virginia Master Naturalist (VMN) Program did not have a way to track Re-enrollment and so the program has not required it. With the transition to Better Impact as the online volunteer management system, VMN now has a way to track annual Re-enrollment and will implement it beginning with the 2023 calendar year.

Beginning in 2023, each VMN volunteer will need to complete their re-enrollment in Better Impact on an annual basis to remain a volunteer in good standing of the VMN Program. The VMN State Office will communicate to all VMN Volunteers when the re-enrollment needs to be done and how to do it. Re-enrollment will not apply to anyone who initially enrolled in the program in 2022.

What Happens if a VMN Volunteer does not Complete Re-enrollment?

If a VMN Volunteer does not complete their Re-enrollment in Better Impact by the deadline (see “Annual Timeline” section below), then they will be ‘archived’ in Better Impact. This means the individual is no longer enrolled in the VMN program, may not represent themselves as a VMN volunteer, and is no longer covered by the VCE liability insurance. The VMN State Office will inform any individuals who are archived what that change in status means.

If a VMN Volunteer has been archived for any reason, including not completing Re-enrollment, and they are interested in being reinstated in the VMN Program, they should contact the VMN State Office by email at masternaturalist@vt.edu or by phone at 540-231-0790.

Annual Timeline for Re-enrollment

NOTE: This timeline is for the 2023 Re-enrollment process and is subject to change in subsequent years.

- December 1 – Re-enrollment for the upcoming calendar year opens
- January 31 – Re-enrollment for the calendar year closes
- February 1-28 – The VMN State Office will do the following: 1) confirm Re-enrollment status for volunteers who have completed the process and mark them as Re-enrolled in Better Impact; 2) Reach out to any volunteers who have not completed the Re-enrollment process and ask if they plan to continue with the program.
- March 1 – The VMN State Office will begin the process of archiving all volunteers who did not complete the Re-enrollment process and notifying them what the change of status means. Notifications will be sent to each chapter board when this is complete.

Requirements for Re-enrollment

Who needs to Re-enroll?

Any VMN Volunteer who was enrolled in the VMN Program the previous year in any capacity. Re-enrollment does not have anything to do with whether a VMN Volunteer is certified or not or how many hours they have logged in the last year(s).

As far as the VMN State Office is concerned, dues are not required to be enrolled in the VMN Program. However, some chapters may require volunteers to be current on their dues payments to remain an active member of that chapter.

Steps to Re-enroll

VMN Volunteer will be required to complete 5 steps during the Re-enrollment process. Instructions for how to complete these steps can be found in the “How to Re-enroll in the VMN Program” section below.

These are the required steps of Re-enrollment:

1. Check and update all profile information, including contact info and emergency contact.
2. Self-disclosure of criminal history in the last 12 months
3. Express intention to be an active volunteer in the upcoming year
4. Agree to Code of Conduct
5. Agree to Volunteer Agreement

All VMN Volunteers who wish to remain in the VMN Program for the coming calendar year must complete the Re-enrollment process annually. This process will be done in Better Impact. If a volunteer does not have access to Better Impact, they may request a paper form from the VMN State Office by emailing masternaturalist@vt.edu or calling 540-231-0790.

Responsibilities

Individual Volunteer Responsibilities

Each VMN Volunteer must complete the re-enrollment process in Better Impact or request a paper form from the VMN State Office. Instructions for Re-enrolling in Better Impact are provided in this document and will be emailed directly every VMN volunteer.

VMN State Office Responsibilities

The VMN State Office will do the following:

- Alert chapter board members annually about when the Re-enrollment Period will be and if there are any changes to the process.
- Determine, based on enrollment dates, who needs to complete the Re-enrollment process for that year and who does not.
- Include information about Re-enrollment in Bi-weekly emails leading up to and during the Re-enrollment Period.
- Send emails to every VMN volunteer with instructions for how to Re-enroll and the deadline to complete the process.

- Add badges in Better Impact for everyone that completes Re-enrollment.
- Follow up individually with all VMN volunteers who do not complete Re-enrollment.
- Archive in Better Impact any volunteers who do not complete the Re-enrollment Process and communicate to those volunteers what the change in status means.
- Send a list to each chapter of the volunteers who did not complete the Re-enrollment Process.

Local Chapter Board Responsibilities

Chapter Boards can support individual volunteers by answering questions and explaining the process but they are not allowed to complete the re-enrollment questions for anyone. Each volunteer must complete the process for themselves.

When the list of volunteers who did not complete Re-enrollment is sent to the chapter, each chapter can decide if they would like to reach out to those volunteers individually. It is not required but if a chapter would like to do that they can.

After Re-enrollment is complete, chapter boards may need to update external communication tools (e.g., Google Groups or mailing lists) to reflect the current roster of enrolled volunteers on Better Impact, if those communications are intended to only go to current members.

Instructions for How to Re-enroll in the VMN Program

Actions the Volunteer Needs to take in Better Impact

1. Login to Better Impact.
2. At your main MyImpact page, click on “My Profile”.
3. From the drop-down menu, choose “Additional Info”.
 - a. For those who are members of more than one Organization in Better Impact, chose your VMN chapter from the drop-down menu and tap or click “Select Organization”.
4. Scroll down to the section labeled “VMN Re-enrollment 2023”.
5. Review the instructions at the top of the section.
6. Answer all five questions truthfully.
 - a. To see more information for any question (and to view the VMN Code of Conduct and/or the VMN Volunteer Agreement), click on the black and white “i” or Information Icon next to each question.
7. Once the questions have been answered, click “Save” at the top or bottom of the page.
8. Your VMN R-enrollment is complete.

Next Steps

- By the end of the Re-enrollment Period, the VMN State Office will confirm Re-enrollment status for volunteers who have completed the process and mark them as re-enrolled in Better Impact. This will result in a badge showing up on the volunteer’s MyImpact page showing that they are Re-enrolled for 2023.
- If anyone has any problems completing the steps above, send an email to masternaturalist@vt.edu describing the problem and a staff member from the VMN State Office will get back to you.

Visit Virginia Master Naturalist: virginiamasternaturalist.org

Visit Virginia Cooperative Extension: ext.vt.edu

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