**Virginia Master Naturalists Course Information for Applicants**

**[**Xxxx] Chapter – [class term]

**Template for chapter to change as needed**

**Thank you for your interest in becoming a Virginia Master Naturalist (VMN) with the [xxxx] Chapter.** The VMN training class prepares you to become a Certified Virginia Master Naturalist volunteer. The VMN Program is a statewide corps of volunteers providing education, outreach, and service dedicated to the beneficial management of natural resources and natural areas within their communities.

***Please note****: VMN is a volunteer training and service-based program. If you do not intend to be an active volunteer and help to support our local natural resources through your volunteer service, then this class and organization are not for you.*

The basic training course covers the background knowledge and skills to prepare you for service as a VMN volunteer. This includes a wide range of topics in many areas relating to the natural sciences. Initial certification, as well as annual recertification, requires 8 hours of approved continuing education and 40 hours of approved volunteer service within a year following completion of your basic training course. You can complete your volunteer service in any of four key areas: citizen science, stewardship, education and outreach, and chapter administration.

**Basic Training Course details are provided below:**

* Classes run [month] [date] – [month] [date] on [day of week] from [time]
* Classes meet at [location and address]
* [Number] field trips will be held on [day of week] during the course, from [time]
* Attendance at the [nbr] classes and [nbr] field trips is mandatory for graduation and VMN membership. Up to [nbr] classes (or [nbr] classes and [nbr] field trips) may be missed. These are to be made up within 12 months of completion of basic training in one of the following ways: during the next training cycle if yearly, with another VMN chapter, or by making special arrangements with approval from the Training Committee Chair.
* It is highly recommended that trainees have an email address and internet access, since program communications and volunteer hour reporting are usually done in this manner.
* Program is targeted toward adults, 18 or older. Youth, age 14-17, may apply under specific conditions. [Chapter should describe any specific conditions for accepting youth and their required guardian, in keeping with the VMN Volunteer Policy Handbook.]
* Class size is limited to [nbr] trainees.
* Course fee of [$xxx] covers basic training and course materials. A limited number of need-based scholarships are available. To request a scholarship, attach a letter to your application stating your need and the portion of the course fee that you can pay. [Or however your chapter wants to offer this.

Send your completed Applicant Questionnaire and signed Enrollment Agreement, along with a check for [$xxx] made payable to [xxxxx] to the address below. **It must be postmarked by [month/date].**

[Chapter name] Master Naturalists Application, c/o [person]

[add address here]

*[Mandatory ADA statement, to add your advisor to:] Individuals with disabilities desiring accommodations in the application process should notify the Chapter Advisor, [name] at (xxx) xxx-xxx [chapter advisor’s phone nbr] or (TDD number 1-800-828-1120) by the application deadline.*

All applicants will be notified by email of their selection status.

Questions? Send an email to [xxxxxx at xxxxxx.]