Virginia Master Naturalists

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 primary point of contact for this activity within that organization? If there are additional external contacts for the activity, please include them as well.
Name(s):   **Organization(s):**

Email(s):   **Phone Number(s):**

Activity Information

Activity Name:

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

Service Type: Within which of the 4 VMN service types does this activity best fit? Some activities may cross over service types, but please choose the one best primary type.

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

Location: Where will this activity take place?

Time Frame: Is this project ongoing for the foreseeable future or does it have a planned completion date? 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 offered as part of this activity, please describe that here as well.

Resources: What resources will the volunteers need to do the activity (for example, tools, supplies, access to software)? Which of these resources must the volunteers provide? Which will be provided to them? By whom?

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

Documentation

This information will be used in the volunteer opportunity listing within the VMN volunteer management system (Better Impact). We recommend that chapters paste the Description, To Participate, and Additional Information text into the Pre-Signup Description field in Better Impact and add links there to any related files, including this completed activity form. The Post-Signup Description may be pasted into the Post-Signup Description field.

Description: Provide the basic description you wish all volunteers to be able to see for this activity within 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.

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

Internal Chapter Section

Chapter leaders may use this section to document approvals, record comments, indicate the Category and Activity to be used within Better Impact, etc.

July 2024