

**TMN-COT Activity Codes for the VMS System [effective 1/15/17]**

<b>VMS Code (Hours Type)</b>	<b>Description</b>	<b>Examples of Activities for COT</b>
<b>AT: I Received Training (Advanced Training)</b>	Advanced <b>Training you attend</b> as a participant	<ul style="list-style-type: none"> <li>- Attend COT meeting presentations, special COT training workshops, approved presentations or workshops at partner or other nature organizations, training on modules at DEEP or HWEPP, etc.</li> <li>- Attend presentations or workshops at TMN State meeting</li> <li>- Participate in approved webinars or similar on-line training that has a mechanism for instructor/trainee interaction</li> </ul>
<b>CB: Chapter Meetings and Admin (Chapter Admin)</b>	Activities related to managing and running a master naturalist chapter and its committees	<ul style="list-style-type: none"> <li>- Attend general or other scheduled meeting</li> <li>- Participate in hosting activities at chapter meetings and training events including set-up and take-down, organization of room, etc. [should be used by chapter members that sign up to assist at each meeting]</li> <li>- Chapter Board and committee duties of elected and appointed officers or for other assigned chapter projects or programs</li> <li>- Chapter activities to participate in, support, facilitate, or organize intern training classes including recruiting [note - actual training is reported under TR code.]</li> <li>- Management of web site, Facebook, Newsletter, or other media activities</li> <li>- Samaritan VMS roll-out and management of database</li> <li>- Represent Chapter and/or assist with state MN programs, projects, or events</li> </ul>
<b>FR: Field Research/Citizen Science (Service Project)</b>	Planning, leading, or participating in data collection and/or analysis of natural resources where the results are intended to further scientific understanding.	<ul style="list-style-type: none"> <li>- Field surveys and data or photo documentation for Species Counts (Audubon Christmas Bird Counts, GCBO, BBSP, Cornell Lab Project Feeder Watch, etc.), for invasive or endangered species (TPWD), for new species reporting (BAMONA, Lady Bird Johnson wildflowers.org, etc.)</li> <li>- Conduct bird banding and tagging for USFWS or GCBO</li> <li>- Texas Stream Team water quality analysis and reporting</li> <li>- Participate in defined projects e.g., GCBO Motus tower installation, GCBO Oystercatcher/Plover program activity, etc.</li> </ul>
<b>PO: Public Outreach (Service Project)</b>	Leading, organizing, or staffing an educational activity where <b>participants come and go</b> and are able to inquire on a broad set of topics, writing an educational article or brochure that is available to the public; provide technical guidance to partners or public	<ul style="list-style-type: none"> <li>- Brazoria County summer library program events, e.g. Reptiles, Sea &amp; Shore, USFWS Migration Celebration, USFWS KBR Kids Day, GCBO XHX, GCBO Spring Fling at Quintana Bird Sanctuary, etc.</li> <li>- TMN-COT booth and nature exhibits at public events such as Fishin' Fiesta, Kids Day at Brazos Mall, Lake Jackson Festival of Lights, Coastal Expo (Freeport), Brazoria County Juneteenth Celebration, etc.</li> <li>- Staff GCWR Hotline</li> <li>- Participate as Board or committee member for partner organization such as Friends of Brazoria Wildlife Refuges, GCBO, or GCWR</li> <li>- Write newspaper or COT newsletter nature-related article, manage COT nature photo gallery, write brochures or nature guides for partner organizations, manage web for Friends of Brazoria Wildlife Refuges</li> </ul>
<b>RM: Managing Natural Resource Areas &amp; Wildlife (Service Project)</b>	Activities that improve the health of a public natural area or resource or access to it. Natural resource management, restoration, rescue and rehabilitation	<ul style="list-style-type: none"> <li>- Participate in sponsored events to remove invasive species, In Texas Adopt-a-Beach or other sponsored trash pick-up programs, or to collect seed, propagate plants or restore prairies or native species, e.g. Nash Prairie</li> <li>- Beach Sea Turtle Patrol</li> <li>- Manage or improve wildscape gardens at USFWS, GCBO, Brazos Bend State Park, school nature gardens, or other designated sites</li> <li>- Create or maintain nature trails, boardwalks, signage, etc., e.g. in USFWS wildlife refuge units, GCBO, Quintana Neotropical Bird Sanctuary, etc.</li> <li>- Birdhouse or animal habitat build/install with partner organizations</li> <li>- 2017 Note - ALL 'hands-on' Animal rescue, animal transport, and animal rehab hours should be reported under special assigned code "OT: Animal Rescue/Rehab."</li> </ul>
<b>TR: I Trained Others (Service Project)</b>	<b>Leading, organizing, instructing</b> or staffing an educational activity where participants have a planned learning objective and generally stay for the full event (e.g., planned start and end times with a single agenda).	<ul style="list-style-type: none"> <li>- Presenting AT topic at a COT meeting or new intern training class</li> <li>- Present Nature Notes topic at COT meeting (note- up to 2 hours prep time plus .25 presentation time allowed)</li> <li>- Facilitate training or lead field trip event for new intern training class</li> <li>- Lead module(s) at DEEP, HWEPP, Birds of Prey program at schools or other scheduled USFW events, Nature Camp at Camp Mohawk, GCBO Bird Camp, AgriLife Ag Awareness Day, Evening Brazoria County Library events, etc.</li> <li>- Conduct guided nature tours where participants mostly stay for entire tour</li> </ul>

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VMS Code (Hours Type)	Description	Examples of Activities for COT
<b>SPECIALTY CODES - YOU WILL ONLY SEE THE CODES BELOW IF YOU PARTICIPATE IN THESE ACTIVITIES. IF YOU VOLUNTEER FOR THESE ACTIVITIES BUT THE CODES ARE NOT SHOWING IN YOUR DROP-DOWN LIST IN VMS, NOTIFY THE VT COORDINATOR TO ADD THE SPECIALTY CODES THAT YOU NEED.</b>		
<b>Initial Training</b>	Participation in formal training classes and field trips required to complete master naturalist intern training as designated by the Training Director	Intended for use by new TMN interns as they participate in training classes and field trips. All initial training hours will be designated by the Training Director. When training is complete and the trainee has moved to the 'pledge' state, the 'Initial Training' code will be removed from their opportunity code list.
<b>FR: SCT for TMN Hours (Service Project)</b>	Planning, leading, or participating in data collection and/or analysis of natural resources where the results are intended to further scientific understanding.	Intended for use by TMN volunteers at Sea Center Texas (SCT) who want to code their field research service hours to TMN rather than to SCT - Field surveys and data for species counts organized by Sea Center Texas
<b>OT: Animal Rescue/Rehab (Service Project)</b>	Animal rescue and transport to an approved facility, work at a Wildlife Rescue facility and animal rehabilitation activities should be reported with this code.	Intended for use by TMN volunteers that participate in 'hands-on' animal rescue and transport, work at a Wildlife Rescue facility or who rehabilitate animals at home <b>on behalf of</b> an animal rescue facility such as Gulf Coast Wildlife Rescue
<b>PO: SCT for TMN Hours (Service Project)</b>	Leading, organizing, or staffing an educational activity where participants come and go and are able to inquire on a broad set of topics <or> writing an educational article or brochure.	Intended for use by TMN volunteers at Sea Center Texas (SCT) who want to code their public outreach service hours to TMN rather than to SCT - assist with youth fishing or other scheduled SCT events - provide knowledge about aquarium, touch tank, or hatchery to SCT visitors
<b>RM: TCWP Projects (Service Project)</b>	Activities that improve the health of a public natural area or resource. Natural resource management, restoration, rescue and rehabilitation	Seed or plant collections and processing, propagation, restoration, or recovery for Texas Coastal Watershed Program projects, e.g. Stormwater Wetlands, including building and/or managing wetlands nursery
<b>DESCRIBE YOUR SERVICE OR TRAINING, i.e. WHAT DID YOU DO?</b>	<b><u>YOU MUST</u> DESCRIBE YOUR SERVICE OR TRAINING WITH ENOUGH DETAIL SO THAT THE MEMBERSHIP DIRECTOR HAS ENOUGH INFORMATION TO APPROVE YOUR HOURS. DO NOT LEAVE THE DESCRIPTION FIELD BLANK!!!</b>	
	<b>Suggested Format for Service Project</b>	<b>Examples of 'Service Project' Description you might use</b>
	Enter Partner or Location: brief activity description	Example 1: USFWS: DEEP; Example 2: GCBO: Spring Fling at QNBS; Example 3: BCLS: Angleton Library
	<b>Suggested Format for Advanced Training</b>	<b>Examples of 'Advanced Training' Description you might use</b>
	Enter Organization: topic of workshop or presentation	Example 1: COT: Monarch presentation; Example 2: State Meeting: Plant Taxonomy; Example 3: TX Stream Team: Water Quality training
	<b>Suggested Format for Chapter Meetings and Admin</b>	<b>Examples of 'Chapter Meetings and Admin' Description you might use</b>
	Select Chapter activity from list in Chapter Admin drop-down list. Then put brief description in description field.	General meeting March Hosting for April meeting