

MCTMN VMS Reporting Categories

- AT (**A**dvanced **T**raining): Continuing education/training members choose to take in their own areas of interest
- CB (**C**hapter **B**usiness): Chapter administrative tasks
- FR (**F**ield **R**esearch): gathering research data and reporting; citizen science
- NPA (**N**ature **P**ublic **A**ccess): educating people about the natural world or allowing them easier access to it
- OT (**O**ther): Helping a Partner carry out its own mission, even though only indirectly related to the TMN mission [limited use]
- PO (**P**ublic **O**utreach): Indirect education—educating the public in an informal setting
- RM (**R**esource **M**anagement): Managing natural resources; improving wildlife or habitat for wildlife
- TG (**T**echnical **G**uidance): Providing technical guidance or expertise to a Partner organization
- TMN Virtual Volunteer Service: Statewide virtual service—not place-based, in our area
- TR (**T**raining): Direct Education—lectures, presentations, and demonstrations—we provide to the public

Opportunity Title	Description in Volunteer Management System (VMS) of TMN Opportunities
Advanced Training (AT) opportunities offered by Chapter Partners and other agencies on topics approved as AT for members.	
AT: Lecture Series presentation	Approved sessions that are part of a series offered by AgriLife, Bay Education Center (BEC), HummerBird Celebration (HBC), UTMSI, or other Partners or agencies. Report name of series & session in “Describe your training.” Example: AgriLife Brownbag - Propagating plants
AT: Single presentation	Approved training that is not part of a series and not directly related to a project. Report source and title. Example: the annual Welder Wildflower Workshop
AT: Specific-Project	Approved training for a specific Chapter project &, generally, for a specific Partner. May include equipment operation, interpretation, or other skills needed. Parts may be online and not directly interactive, but you will be able to interact with authorities to get questions answered. Specify Partner and project in “Describe your training” when you report. Examples: ANWR – heavy equipment training; PAIS Sea Turtles – turtle patrol training
AT: TMN Tuesday	Virtual AT developed by State. Report session title in “Describe your training.” Do not report as other AT types
AT: TX Waters	Training for obtaining Texas Waters Certification
AT: with Chapter Meeting	Training offered at a chapter meeting. Report AT & meeting attendance (CB: Chapter Business) separately
AT: with State Meet	Advanced Training provided at the annual State TMN meeting. Report State-meeting AT sessions individually.
Service Opportunities—CB, FR, NPA, OT, PO, RM, TG, and TR—meet the TMN mission and benefit our communities	
CB: Chapter Business—any task connected with running the Chapter. Choose from the Chapter Administration dropdown list: <div style="display: flex; flex-wrap: wrap; padding: 10px;"> <div style="width: 25%;">▪ Chapter Meeting</div> <div style="width: 25%;">▪ Treasurer Duties</div> <div style="width: 25%;">▪ Communications</div> <div style="width: 25%;">▪ Recruiting</div> <div style="width: 25%;">▪ Board/Committee Work</div> <div style="width: 25%;">▪ Secretary Duties</div> <div style="width: 25%;">▪ Website/Social Media</div> <div style="width: 25%;">▪ Training Classes</div> <div style="width: 25%;">▪ President Duties</div> <div style="width: 25%;">▪ Hours Management</div> <div style="width: 25%;">▪ Photographer</div> <div style="width: 25%;">▪ Fundraising</div> <div style="width: 25%;">▪ Vice-President Duties</div> <div style="width: 25%;">▪ Hospitality</div> <div style="width: 25%;">▪ Project Management</div> <div style="width: 25%;">▪ State Meeting</div> </div>	
Examples: <ul style="list-style-type: none"> ▪ Board/Committee Work – working a task for the Projects committee ▪ Fundraising – tasks related to business aspects of the Chapter plant sale, not educational aspects (PO: MCTMN Plant Sale). 	
Field Research (FR) for ANWR, Mad Island, M-A NERR, TPWD, WWF, or Other Partners that <i>only</i> applies to the Partner and does not fit aquatic, insect life, or bird populations research. Planning, leading, or participating in data collection, reporting, or analysis of natural resources. Specify in “Describe your service.”	
FR: Aquatic Life	Field research collecting and reporting data for blue crab larvae, phytoplankton, eels, and all other aquatic life, including TPWD gillnet work and fishing surveys. Report Partner, type of aquatic life, or project name. Example: TPWD – fish survey at Port Aransas dock

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FR: Bird Populations	Field research collecting and reporting data for all bird populations including research for the chapter or a specific partner (Examples: WWF - MAPS bird-banding; ANWR - Bird Census). Includes: the Mid-Coast Birding Survey Project, Whooping crane reports to ICF or other agencies, Christmas bird-counts, GCBO monitoring, others. Specify organization or project name & location in "Describe your service" Examples: <ul style="list-style-type: none"> ▪ MCBS (Mid-Coast Birding Survey) - Lamar Peninsula ▪ ICF – Whooping crane monitoring or game-camera work on Lamar Peninsula
FR: Insect Life	Research on Emerald Ash Borer, Cactus Moth, Monarch butterfly, and other insects. Report insect and the agency the research is for. Example: U.S. Forest Service – bark beetle trapping
FR: Water Quality	Collecting/reporting water-quality data at various locations for various organizations: StreamTeam, Colorado River Watch Network (CRWN), others. Report project & location. Check "TX Water Specialist activity" if you have that certification. Example: StreamTeam – Little Bay, Rockport water monitoring
Nature Public Access (NPA) —Service at ANWR, Aransas Pathways (AP), Coletto Creek, WWF , and other Partners/locations that is more about educating people about the natural world or allowing them easier access into nature than about managing wildlife or habitat (RM). Note: State VMS administrators and grant auditors specify use of NPA rather than RM if 1) Creating or maintaining trails or any other work that allows people easier access to a property OR 2 ~Working on interpretive or pollinator gardens on a public property Report Partner and activity. Examples: <ul style="list-style-type: none"> ▪ NPA: Goose Island SP – removed fallen tree; cleared hurricane debris from trails; mowed birding trail ▪ NPA: AgriLife Partner—Calhoun Co Extension – designed new Monarch waystation; planted or maintained native-plant garden 	
OT: Partner Organization Performing work that allows a Partner organization to carry out "Other" work that is only indirectly related to the TMN mission. Specify Partner and activity. Note: Do not use OT if the activity is TMN-mission-related. State reviews its use for appropriateness. <ul style="list-style-type: none"> ▪ HBC – vendor setup or planning meetings not related to education ▪ ANWR – Friends of Aransas and Matagorda Island (FAMI) support Note: Every service a Partner requests is not automatically approved. Partners may want services we cannot do within TMN Guidelines .	
Public Outreach (PO) Indirect, informal education at Partner locations: AgriLife, ANWR, Aransas Pathways, Coletto Creek, MBNP, MCBNC, Mission-Aransas NERR, Texas State Aquarium, WWF, Other Events/Partners Planning, preparing, leading, or assisting with an indirect educational activity where participants come and go. Does not include work on interpretive or pollinator gardens (NPA) or formal, scheduled direct educational events such as lectures and presentations (TR). Specify Partner and activity. Click "Yes" beside Impact Data to add contact numbers. Examples: <ul style="list-style-type: none"> ▪ PO: ANWR—Tower – roving interpreter; work at the front desk or in the Nature Store ▪ PO: Coletto, WWF, Other – Assisting staff with 5th grade field day 	
PO: HBC	Leading or assisting with an educational activity at the Hummer/Bird Celebration where participants come and go, including Partner booths but not including the MCTMN Plant Sale (PO: MCTMN Plant Sale) or the Chapter Outreach booth (CB: Chapter Business/recruiting). Specify activity and click "Yes" beside Impact Data to add contacts. Seminar presenters at HBC report as TR. Examples: <ul style="list-style-type: none"> ▪ Native Plant Society of Texas butterfly tent staffing ▪ Hummer home lead, Bus tour guide, Assisting speakers
PO: Incidental	Performing indirect education for the public in which you cannot know who will be affected: <ul style="list-style-type: none"> ▪ Writing a nature-related article for a local newspaper ▪ Building a display that is designed to educate the public at a Partner site
PO: MCTMN Plant Sale	Performing tasks related to educating the public about the value of native plants rather than financial tasks (CB: fundraising). Includes: handouts, signs, labels, interactions with customers, other educational activities. If the activity included interacting with the public, click "Yes" beside Impact Data to add contacts.
PO: Other Events/Partners	Indirect public education for Partners not otherwise specified. Report event and Partner. Example: Texas Zoo - showed/talked to visitors about a Texas tortoise
Resource Management (RM) at ANWR, Aransas Pathways, ARK rescue/rehab, Coletto Creek, Goliad SP, Goose Island, Mad Island, MBNP, PAIS Sea Turtles, Tejaso Wetlands, TMSN, WRC, WWF —Planning, leading, or participating in activities that improve the health of Partner's natural areas or wildlife. Please specify Partner and activity when you report. Examples: <ul style="list-style-type: none"> ▪ RM: Aransas Pathways site – removing invasive plants ▪ RM: ARK or WRC – rescuing or caring for injured wildlife ▪ RM: PAIS Sea Turtles – volunteering in any aspect of the endangered sea-turtle program on Padre Island National Seashore ▪ RM: ANWR – Boathouse-planting wolfberries for whooping cranes 	

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RM: Other Locations	<p>Wildlife habitat improvement on any public property not specifically listed as a Partner location. Includes removing invasives, planting natives, and cleanups. Includes: Aransas First, Coastal Bend Bays and Estuaries Program projects (including Nueces Delta Preserve), Egery Flats, Green Lake, Powderhorn Ranch, beach cleanups, and monitoring monofilament collection bins. Specify location and Partner organization (if applicable) when you report. Examples:</p> <ul style="list-style-type: none"> ▪ Green Lake – removing invasive black mimosa ▪ Egery Flats – removing trash to improve habitat
<p>Technical Guidance (TG) activities at ANWR, Aransas Pathways, City or County, Mad Island, WWF, Other Partner Organizations</p> <p>Providing the volunteer's own technical or TMN-mission-related expertise, guidance, or service to a Partner, the public, or other agency. Examples:</p> <ul style="list-style-type: none"> ▪ TG: ANWR ▪ TG: City of County - Specify <p>OR</p> <p>Providing TG volunteer service that requires serving on the board of—or attending meetings in an advisory capacity with—another organization in order to provide TMN-mission-related resource management technical expertise or guidance. Such a member must be approved as a designated Mid-Coast chapter technical advisor/consultant, consulting with or advising the organization while promoting the Texas Master Naturalist program/organization. Specify Partner and activity when you report. Examples:</p> <ul style="list-style-type: none"> ▪ Setting up a bird-census database ▪ Advising project manager on habitat improvement ▪ Providing expertise to city, county or other organization boards or committees ▪ Developing/maintaining a website to promote nature activities ▪ Performing a plant or wildlife survey on a property ▪ Serving on the board of a partner organization as a chapter- approved advisor/consultant 	
<p>TMN Virtual Volunteer Service</p> <p>TMN Virtual Volunteer Fair sessions highlight <i>virtual</i> and <i>place-based</i> service opportunities to the statewide TMN Program. <i>Virtual</i> service does not require going to a specific place to perform work related to that place and should be reported as TMN Virtual Volunteer Service. <i>Place-based</i> service does require doing work at a property in the Chapter area and should be reported using the appropriate MCTMN opportunity. Examples:</p> <ul style="list-style-type: none"> ▪ Virtual (requested at the fair; to be done for any area of the state without leaving home): <ul style="list-style-type: none"> ~ Spanish Translation of Public Outreach Materials requested at the fair ~ Wildlife Camera Photo Review requested at the fair ▪ Place-based (requested at the fair, but requires service at a real place in our local areas): <ul style="list-style-type: none"> ~ Report Adopt-a-Loop data collection and reporting as FR: TPWD and specify Adopt a Loop: Loop/Site Name in the description. ~ Report improving habitat on an adopted loop as RM: Other Locations and specify loop/site name in the description. 	
<p>Training (TR): direct education/training at or for Partners: ANWR, Coletto Creek, Mad Island, WWF, Other Partners/Organizations</p> <p>Planning, preparing, or leading formal, scheduled direct-education activities such as lectures, presentations, or demonstrations. Report Partner/organization and activity and click "Yes" beside Impact Data to add your audience count. Examples:</p> <ul style="list-style-type: none"> ▪ TR: ANWR – shuttle bus tour, lecture/presentation to an audience ▪ TR: WWF – public tour of the Refuge 	

If you have questions about how to report AT or VS, please [ask the hourskeeper!](#)