

Logging Volunteer Service Hours for the TMN Virtual Volunteer Service Fair

Logging Hours for ATTENDING the “TMN Virtual Volunteer Service Fair”

- If not already approved, volunteers may be approved for this service opportunity by their chapter VMS admins or volunteers may sign themselves up using the link below – either action will add “**TMN Virtual Volunteer Service Fair**” to their Drop Down list so they can begin recording hours.
 - <https://tpwd.samaritan.com/recruiter/index.php?recruiterID=1450&class=OppDetails&opportunityID=221386>
- If the Fair is a multi-day event, please create a separate logbook entry for each day you attend.
- Use the opportunity “**TMN Virtual Volunteer Service Fair**” to log hours for ONLY those project sessions you attend each day of the Fair.
- If listening to the recorded event – use the “**TMN Virtual Volunteer Service Fair**” to log time for only those sessions listened to.
- Record your hours in 15 minute (0.25 hour) increments.
- For “Service Performed”: *“reviewed/attended project intros at Virtual Volunteer Fair”*
- During the Fair, two different type of service opportunities will be presented:
 - Virtual Service Projects
 - Placed-Based Service Projects

Logging Hours for participating in VIRTUAL Service Projects

- For all truly VIRTUAL Service Projects (as listed in this document), all volunteer service hours are to be reported under the Statewide opportunity “**TMN Virtual Volunteer Service Fair**”.
 - For the “Service Performed”: enter the title of the Virtual Service Project and other information that would be helpful to the hours approver.
- To report Virtual Service Project hours, you must be signed up for or be approved to the “TMN Virtual Volunteer Service Fair”; if that opportunity is not in your drop-down list, you may sign up for it here:
 - <https://tpwd.samaritan.com/recruiter/index.php?recruiterID=1450&class=OppDetails&opportunityID=221386>

Logging Hours for PLACE-BASED Service Projects

- For PLACE-BASED Service Projects, log your hours under the appropriate local chapter opportunity that has previously been set up by your chapter VMS admins for this service.
 - Depending on the Region or State Park, many of those opportunities may already be in your local chapter Opportunities list (drop-down list).
 - Check with your local Chapter VMS admin if you are selecting a project that is not within your chapter’s service area or that is otherwise not currently in your drop-down list of approved opportunities before you participate in the opportunity.

Notes for VMS Admins: (opportunities, volunteer approval, hours approval)

VIRTUAL Service Projects

Attending any, or all, of the Statewide Virtual Volunteer Service Fair presentations, or viewing the recorded session later when unable to attend in person, you should report your time to the nearest quarter hour (0.25) increment.

Similarly, when you participate in any of the virtual volunteer opportunities that you signed on for, report your hours to the “TMN Virtual Volunteer Service Fair” opportunity. In the notes element include the title of the opportunity you attended.

The full catalog of Virtual Service Projects will be available on the state program website (<https://txmn.tamu.edu>).

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PLACE-BASED Distanced Service Projects

Place-Based opportunities are chapter based (as opposed to Statewide) opportunities. Chapter approved Place-Based events should already have opportunities at your chapter so that hours may be recorded just as you would any other opportunity. Your chapter VMS admins can approve you for these service opportunities if you are not already approved for them. For opportunities that are out of your chapter’s service area, please contact your chapter leadership to obtain approval before you participate.

The Place-Based opportunities have a large element of Place-Based service associated with them that are likely best served by the chapters local to and trained in the ecoregion of these specific locations.

The full catalog of Place-Based Service Projects will be available on the state program website (<https://txmn.tamu.edu>).

Report Service

Please select from the following survey(s):

Select an opportunity to report hours/service

- Mammoth Site Nature/Public Access:TMN Report Hours
- Mammoth Site Public Outreach:TMN Report Hours
- Mayborn Museum Tours and Outreach:TMN Report Hours
- McBrayer Park: TMN Report Hours
- McLane Stadium Tours and Outreach:TMN Report Hours
- Mosasaurus Tex Dig:TMN Report Hours
- Mother Neff SP: Nature Walks and Classes (T&E):TMN Report Hours
- Mother Neff SP: Work Crew:TMN Report Hours
- Nature/Public Access: Other Approved Sites:TMN Report Hours
- New Opportunity:TMN New Opportunity
- NPSOT Resource Management Activities:TMN Report Hours
- Public Outreach Events:TMN Report Hours
- State Park - Natural Resource Mgmt:TEST: State Park Reporting
- State Park - Natural Resource Mgmt:TEST: State Park Reporting
- State Park - Natural Resource Mgmt-all:TEST: State Park Reporting
- State Park - Public Outreach:TEST: State Park Reporting
- State Park - Public Outreach:TEST: State Park Reporting
- TMN Virtual Volunteer Service Fair:TMN Report Hours**
- TX Archaeology Field School:TEST: TX Waters
- Wetlands Nature/Public Access Maintenance:TMN Report Hours

Report Service

Please select from the following survey(s):

Select an opportunity to report hours/service

- Compost Sale:TMN Report Hours
- Fort Parker SP: Field Research Projects:TMN Field Research Hours**
- Fort Parker SP: Natural Resource Mgmt Projects:TMN Report Hours
- Fort Parker SP: Public Outreach:TMN Report Hours
- Fort Parker SP: Trail Maintenance & Public Access Projects:TMN Report Hours
- Lake Whitney: Resource Mgmt:TMN Report Hours
- Lake Whitney: Trail Work and Public Access Areas:TMN Report Hours

(Stream Team Testing at Fort Parker)

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[For VMS Admins](#)

The “TMN Virtual Volunteer Service Fair” opportunity has been copied to each chapter folder; **please do not modify this opportunity** other than to approve your volunteers to it and to approve their hours. Volunteers may also sign up on their own using the link provided at the top of this document.

Each Place-Based local opportunity must be set up in the local chapter folder by the chapter VMS admins prior to the date of service(s) just as you would any other opportunity. Your chapter volunteers can then be approved to those opportunities just as you would approve them to any other local opportunity.

You will be able to see and approve hours that your volunteers have recorded when you open their logbooks (use the **Volunteers** tab and NOT the Opportunities tab for hours approval). When recording hours into the Fair opportunity, volunteers should put the event title and the location information into the notes field of the Logbook Entry.

If you want to know if a volunteer is approved for the Virtual Fair: use the Volunteers tab, select the volunteer, select Request/Approve and select All Folders in the top right corner of the window. In the lower right corner of the screen, scroll down the alphabetized listing to see if “TMN Virtual Volunteer Service Fair” is listed.

If you have questions or difficulties with administering the Fair in VMS, please submit a Help Desk ticket at (txmn.org/help).

The screenshot shows the VMS interface with search filters and a list of opportunities. The search filters section includes a radio button selection for "all folders" (selected) and "only current folder". Below this is a "Filters" dropdown menu, a "Find results for..." search box, and "Find" and "Show All" buttons.

	Starting Date	Chapter Name
	01/29/2019	Cross Timbers Master Naturalists
		Prairie Oaks Master Naturalists
	10/26/2016	Cross Timbers Master Naturalists
	12/20/2015	Cross Timbers Master Naturalists
	12/27/2015	Cross Timbers Master Naturalists

Approved Opportunities: Approve Unapprove

<input type="checkbox"/>	OpportunityTitle	Starting Date	Chapter Name
<input type="checkbox"/>	State Park - Public Outreac	06/13/2019	Heart of Texas Master Natural
<input type="checkbox"/>	State Park - Public Outreac	06/13/2019	Tierra Grande Master Naturali
<input type="checkbox"/>	TMN Virtual Volunteer Serv	08/27/2020	Statewide Master Naturalists F
<input type="checkbox"/>	TX Archaeology Field Schoc	01/01/2014	Heart of Texas Master Natural
<input type="checkbox"/>	Wetlands Nature/Public Ac	01/22/2019	Heart of Texas Master Natural

Number of Opportunities Placed: 54 Finish

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