

TMN/VMS Newsletter

T E X A S



FOR TEXAS MASTER NATURALISTS VMS ADMINISTRATORS

Volume 16

November, 2016

Audit Review Wrap Up

The Audit/Reviews are done! The average number of projects per chapter was 79, with several getting recommendations for consolidating opportunities. Most chapters had more inactive volunteers than they had active volunteers. As of November 27th, 79.5% of the active volunteers have reported data in 2016. That's an amazing number - and we expect it to go up by the end of the year.

Almost half of the chapters had potential volunteers in the inbox. Be sure to check the inbox on a regular basis.

Almost every chapter had logbook entries that were the wrong type. (i.e. service hours on an AT opportunity & vice versa). However, those errors were virtually eliminated after we added the type specific surveys to the system in late April.

About half of the chapters had non-field research logbook entries that had more than 14 hours. Be sure that your volunteers aren't lumping hours over more than one day. If they really did work more than 14 hours, be sure it's well documented so we can prove it to the auditors. Almost half of the chapter admins at some time approved their own logbook entries. And 26 out of 46 had logbook entries that were put in with a future date.

Almost all chapters needed some work on their organization name/contact fields. Once we had a lot of real data in the system we realized how important those fields are to us at the state level. We appreciate your help in helping us standardize that data.

Overall, the results of the review were a really pleasant surprise. Considering the amount of work that everyone did, and the time frame that we did it in, we really accomplished an amazing thing. Thank you all for your support.

Get Ready for Next Year

- ♦ Make sure your new officers are put in the system.
- ♦ Make sure your milestones and re-certifications are recorded.
- ♦ Confirm your Admin User information.
- ♦ Encourage your volunteers to put in their December hours quickly so we can run the annual reports in January. You don't have to put together annual reports any more!

Account

Change User Info

Logout

Special points of interest:

- ♦ AUDIT WRAP-UP
- ♦ GET READY FOR NEXT YEAR
- ♦ NEW CERTIFICATION LEVELS
- ♦ TRAINING CLASSES
- ♦ FIELD IN FOCUS: SERVICE PERFORMED
- ♦ UPDATE CBC DATA
- ♦ ADMIN HOURS APPROVAL
- ♦ YEAR END VOLUNTEER EMAIL

Year End Email to all Volunteers

We will be sending a year end email to all volunteers in December.

We will be checking for bad email addresses and will need your help to get bounced email addresses fixed.



Management Team

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Field in Focus: Service Performed Field

We use the service performed field notes to verify and validate that hours are applied to the appropriate for the category and opportunity.

When we pull our data for submission for our federal grants, we need to be aware of wording that could raise eyebrows or question the appropriateness of the hours.

We need to watch which words we use in the service performed field, especially for the end of the year parties, galas, celebrations and Holiday/Christmas events. These events in reality are volunteer recognition events/meetings and we need to call them as such. Volunteer recognition events are service hour opportunities, (parties, galas, celebrations are not).

Admin Reminder: **Don't approve your own hours**

The management team can approve your hours for you if there is no one available in your

Admin 2's: Update your Background Check data

If you have volunteers that are not using TPWD for their background checks, be sure to update their information and put in what agency issued their background check.

New Certification Levels

We have added two new milestone certification levels for your volunteers:
15,000 and 20,000 service hours.

Ongoing Training

Training is required for all new Admins, for Full Access and Read Only Access accounts.
New Admin training and refresher training is held throughout the month. Sign up through the help desk for any of these classes.

Need Help? Find it here: txmn.org/help

Quick Login for hours: txmn.org/hours -or- tpwd.samaritan.com

Quickly go to the search page: txmn.org/apply