

VMS Admin Newsletter: 4th Quarter, 2019

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TMN VMS Support Team Newsletter

End of Year Reminders

- Update your new chapter leadership roles in VMS. The changes are made in the User Profile - TMN Officers/Committees group
- Remind your volunteers to get their 2019 hours in as soon as possible. Annual reports are run on Feb 15th, 2020.

2019 Data Review - Complete!

The 2019 Data review is complete and the numbers look great.

Averages:

- 101 Projects/Chapter (Median=95), or 71 Active Projects
- 110 Active/In Training volunteers/Chapter (Median=81)

Stats:

- We looked at 318,037 LBEs (Logbook Entries)
- 88% of our Active Volunteers have put in Hours (^)
- 84% of our Active Opportunities have hours recorded against them (^)
- 2.15% of entries were put in after the 45 day cutoff (v)
- .4% of entries were put in before the start date (v)
- Average number of days to put in an LBE = 13
- Average number of days to approve an LBE = 11 (v)

Areas for improvement: be sure to remove approvals from In-Active volunteers and expired opportunities.

We looked at the number of people in training and added it to the number of interns that certified since 1/1/2018 and it appears that we are converting 47% of our interns into certified Master Naturalists. (perhaps that can be a new channel in the Slack app....)

Slack Communication Tool...



Based on interest at the Annual Meeting, Bert Stipelcovich (Coastal Prairie) has agreed to setup a slack site for Master Naturalists. There is a channel for VMS Admins, Annual Meeting and General topics.

The new site can be found at txmn.slack.com. Bert will also be joining our Statewide VMS Admin Team to make sure that issues identified in the Slack app can be addressed by the support team. You can contact Bert at bert@coastalprairie.org for more information.

The 45 Day Rule...

Some clarification from the Annual Meeting:

The 45 day rule applies to new volunteer logbook entries (LBEs), not Admin approvals or edits and fixes to existing entries.

Requests for and application of 45 day individual volunteer LBE exceptions will vary a bit from chapter to chapter. In general, we don't like to do it. And we never put in

new hours for a previous year after February 15th of the current year. (That messes up our federal grant hours and historical reporting.)

Consistent volunteer violations of the 45 day rule should be run past your chapter leadership (your board or appropriate committee) for corrective action.

Reminder: that only Admins with the 45 Day LBE role can put in or modify entries prior the 45 day cut-off. Each chapter is allowed one Admin with that role. If your chapter does not yet have a 45-Day Admin, have your president put in a help desk request authorizing one of your existing Admins for the role.

Impact Data for Master Naturalist's Training

Do we record Impact Data when Master Naturalists are the audience?

No - You do not need to record impact data for Intern Classes (they are already being counted as trainees)

Yes - You should record data for classes or AT at chapter meetings.

Field in Focus - Milestone Date vs. Rewarded

A screenshot of a web form. On the left is a vertical list of tabs: 'Certifications', 'Contact', 'Photo/Video/Map', 'TMN Officer/Committee', 'Discovery Date', 'New Master Specialist ID', 'Recognition', 'See Center awards', and 'Safety'. The 'Photo/Video/Map' tab is selected. To the right of the tabs are two input fields. The first is labeled '2016 TMN Hours' and contains a text input with a value of '0'. The second is labeled '2016 TMN Hours Awarded' and contains a dropdown menu with '0' selected.

The Milestone date should be the date that the milestone was earned, while the Milestone award should indicate whether the award pin has been given to the volunteer.

When we confirm award recipients for the annual meeting we may have to modify the Award date to the date that the milestone

New Grid: TMN Standard - Training Class

We've added a new grid to help monitor your Training Classes.

It incorporates the new field Certifications:Classroom Training Complete Date.

Agency/Group Report Requests

Did you know... Master Naturalist hours should never be used to qualify for federal grant funding of other agencies or groups.

Quick Links

Get quickly to the help desk: [TXMN.org/help](https://txmn.org/help)

Check your public facing chapter page: [TXMN.org/apply](https://txmn.org/apply)

Login Page: [TXMN.org/hours](https://txmn.org/hours)

Admin Login Page: [TXMN.org/coordinator](https://txmn.org/coordinator)

Don't forget to report your Texas Master Naturalist volunteer time!

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