

UNIVERSITY OF
MARYLAND
EXTENSION



Maryland Master Naturalist Volunteer Training Program Orientation

University programs, activities, and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class

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USDA
United States Department of Agriculture

AND JUSTICE FOR ALL

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 725-2600 (voice and TTY) or contact USDA through the Federal Relay Service at: (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 832-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1420 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(833) 256-1865 or (202) 690-7442; or
email:
otism@usda.gov.

This institution is an equal opportunity provider.

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La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieren medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center de USDA al (202) 725-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, en cualquier oficina del USDA, llamando al (866) 832-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR), por sus siglas en inglés, sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
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Esta institución ofrece igualdad de oportunidades.

Form 03/18/18, Assisted/Phone Based 03/2020



JUST How does this Master Naturalist program work?



Objectives for this Presentation

Review:

- Structure of program
- Volunteer service
- Training: curriculum & requirements
- Questions



College of
**Agriculture and
Natural Resources**



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Your Host Site:

HOST SITE
LOGO

Communications:

- **PRIMARILY from your HOST SITE**

Host Site Program Facilitator(s) will let you know what communications methods they'll use (email, listserv, website, Facebook group, etc.)

- Statewide communications via **LISTSERV**

★ Maryland Master Naturalist



maryland-master-naturalist@googlegroups.com

Description

This group serves as a forum for Maryland Master Naturalists to share information, ask questions, and start discussions with their peers. It is also a method for distributing information about upcoming events, training, and volunteer opportunities.

Certified Maryland Master Naturalist

- Certified Maryland Master Naturalists are required to:
 1. complete at least **60 hours of basic training** (including the 8-hr field trip),
 2. pass the course's **Final Exam**, and
 3. volunteer at least **40 hours of service**

... each year to remain a MD Master Naturalist

Volunteer Service Requirement:

Minimum of 40 Hours per Year to Obtain and Retain Certification

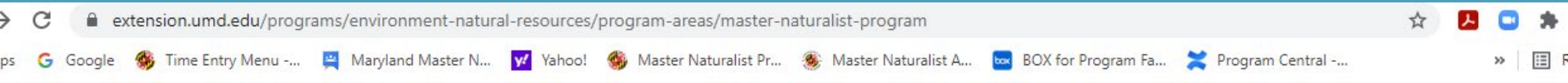
- Intern Year (Your First Year) to Obtain Certification: Complete 40 hrs. by 1st Anniversary of Your Last Day of Class
- Subsequent Years: Complete 40 hrs. each Calendar Year to Retain Certification

Volunteering

- Request that you provide your first 40 hours of service @ your training program host site
- Volunteer somewhere other than host site?
- **Can I accept a payment/honorarium?**

Volunteer Activity Log

In your manual, there will be a *Volunteer Activity Log*, and it's also accessible on our website under the Resources tab:



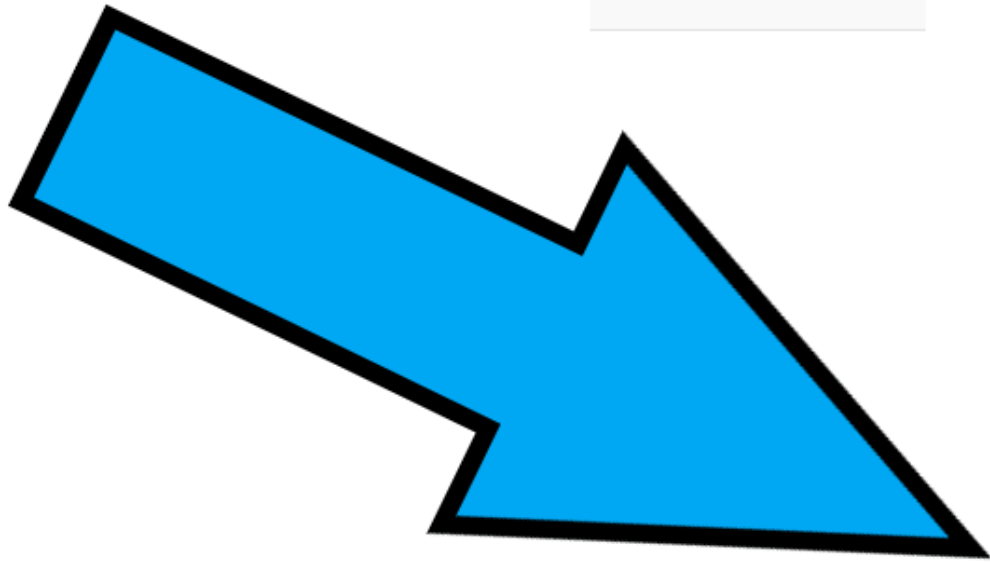
Master Naturalist Program



Resources

Home > UME Programs > Environment & Natural Resources > Program Areas > Master Naturalist Program > Resources

- < Master Naturalist Program
- Become a Master Naturalist
- Policies and Guidelines
- Resources
- Support the Program
- Train Master Naturalists



There is always more to learn about the environment and the natural history of Maryland. This list consists of voluntary contributions from various sources and is meant as a reference for beginners and experts alike. Inclusion in this listing does not represent an endorsement of materials, programs, or products by University of Maryland Extension or the Maryland Master Naturalist Program. If you would like to add an item please email Joy Refey at jrefey@umd.edu. Thank you!

Advanced Training for Certified Master Naturalists ▾

Forms/Paperwork for Trainees, Interns & Certified Master Naturalists ▾

Available in both fillable MSWord and Excel formats

Advanced Training for Certified Master Naturalists

Forms/Paperwork for Trainees, Interns & Certified Master Naturalists

Files:

Volunteer Agreement Form: This document is completed/submitted upon acceptance into a training program

Volunteer Photo Release Form: This document is completed/submitted upon acceptance into a training program

Volunteer Activity Log for Tracking/Reporting Hours (in MSWord format)

Volunteer Activity Log for Tracking/Reporting Hours (in Excel format)

2021 Volunteer Hours Policy

Volunteer Activity Log

- Program recordkeeping requirement
- Capture as much information as possible
- Paper reporting form and/or host site reporting method
- Periodically, report hours to facilitator as requested
- Facilitator will review/approve your hours
- End of year, your facilitator will report your hours to state office
- See facilitator if unable to complete 40 hours
- **No “double dipping”**

Curriculum

Three sets of information:

1. Pre-reading material

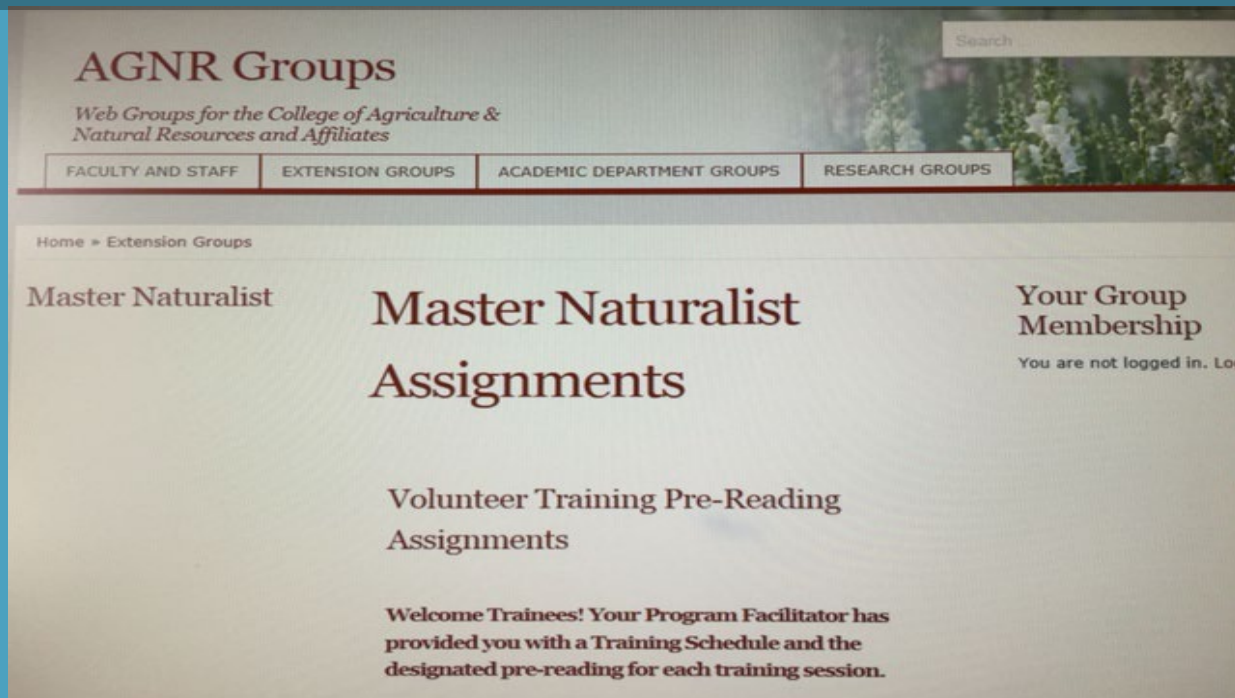
2. Manual

3. Class

- In-Class Instruction/Field Work
- Extended Field Trip
- Group Project
- Attendance Policy – *no more than 2 missed classes*

Pre-Reading Material

<https://agnrgroups.umd.edu/master-naturalist-assignments>



The screenshot shows the AGNR Groups website. At the top, there is a search bar and a navigation menu with four items: FACULTY AND STAFF, EXTENSION GROUPS, ACADEMIC DEPARTMENT GROUPS, and RESEARCH GROUPS. Below the navigation menu, the breadcrumb trail reads "Home » Extension Groups". The main content area features a large heading "Master Naturalist Assignments" and a sub-heading "Volunteer Training Pre-Reading Assignments". To the right of the main heading, there is a link for "Your Group Membership" and a login status message: "You are not logged in. Log". Below the sub-heading, a welcome message reads: "Welcome Trainees! Your Program Facilitator has provided you with a Training Schedule and the designated pre-reading for each training session."

Pre-Reading Material

- Refer to class schedule
- Basis for subject
- Not aligned with syllabus
- Not Instructor's presentation
- Supplemental readings are "extra"

Manual

- Reference
- Goals & learning objectives
- Basic info
- Keys
- Fact sheets
- Activities

Final Exam

A final exam is REQUIRED for Certification

- Take home
- Week to complete
- Turned in and graded for certification
- 70% correct to pass
- Retake? **YES**

Summary of Requirements

- 52 hours of classroom training (plus 8 hours field trip)
- Final Exam
- 40 hours volunteer service *annually*
- 8 hours advanced training (after the first year)
- Ongoing communication with facilitator
- Activity log updated

Master Naturalist Designations

Find *Levels of Master Naturalist* in your manual:

- You are a **TRAINEE** while completing the 60 hrs. of classroom/field studies
- You are an **INTERN** once you complete the training and embark on your first year of volunteer service
- You are **CERTIFIED** once you complete the first 40 hrs. of volunteer service (though you may not receive your certificate/official badge until the 1-yr anniversary date of your training program end date)
- You **remain Certified** by continuing to provide a minimum of 40 hrs. of volunteer service AND acquiring a minimum of 8 hrs. of Advanced Training

Advanced Training

Requirement: 8 hours per year (after your Intern year) required to maintain Certified Maryland Master Naturalist Status

What Advanced Training is **NOT**:

- Watching “Nature” on PBS
- Reading a book

What Advanced Training **IS**:

- Class
- Field Studies
- Lots of opportunities are posted to the MD Master Naturalist Listserv

If you have NOT received a registration confirmation email from me, please send an email to jrafey@umd.edu

ALSO, if you need a RECEIPT, please email me with your request once the charge/check has cleared your account



Questions?

Joy Rafey – jrafey@umd.edu
Program Coordinator

<https://extension.umd.edu/programs/environment-natural-resources/program-areas/master-naturalist-program>

11975 Homewood Road, Ellicott City, MD 21042-1545
410-531-5973

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