

# Missouri Master Naturalist Guidelines for Recording Volunteer Service and Advanced Training Hours



## **Initial Certification**

Volunteers have a maximum of fifteen consecutive months, or less, from the first training session to complete a minimum of forty hours of approved volunteer service and eight hours of approved advanced training to become certified as a Missouri Master Naturalist.

## **Annual Certification**

To *retain* the title of Certified Missouri Master Naturalist during each subsequent year, volunteers must complete a minimum of eight hours of approved advanced training per year and provide a minimum of forty hours of approved volunteer service.

## **Volunteer Service**

Volunteer service hours are those direct contact hours spent on Missouri Master Naturalist projects approved by a chapter advisor and/or the chapter project and service group. Time spent on chapter leadership and administration also receives service hour credit.

## **Advanced Training**

Advanced Training is an opportunity to focus your knowledge on topics that interest you, and to allow you to better support local service projects. The eight hours, of annual required advanced training can consist of one all-day course, two half-day courses, or several shorter courses. Hours are counted as one hour for each hour of advanced training completed.

## **Recording Hours**

Volunteer service and advanced training hours should be recorded on the Missouri Master Naturalist Timesheet. When recording hours provide your name, your chapter name, the date(s) the activity took place, an activity name or description with enough detail to clearly convey the nature of the activity, the number of hours, and for service projects the appropriate project code. Select the code that most closely represents the project. In some instances the service project time may need to be separated between project codes and/or advanced training.

It is important to log your service hours and advanced training hours with the chapter, not only for working toward your initial certification, annual recertification, and milestones, but also because many of the chapter's local partner organizations that rely on grant funding use volunteer hours as in-kind match for their funding. Most rewarding, though, is the hours logged can be used to note the success of the Master Naturalist program in serving the local community and to celebrate the positive impact your chapter has on the local natural resources!