The Boone’s Lick Chapter Member Manual is a resource guide for chapter members. It provides information and guidelines related to the program including requirements for certification, and for recording and reporting volunteer service and advanced training hours. Contact information for chapter members and local partners is included in the Boone’s Lick Chapter Directory. This information will be updated periodically and distributed to members.

This Member Manual is a “quick-start” guide to your membership; it and is to be used in conjunction with Boone’s Lick Chapter Bylaws and other documents provided by the Missouri Master Naturalist statewide program.

Field training for Master Naturalists

**Dragonfly Logo**

The official logo for the Missouri Master Naturalist program consists of the program name, and a drawing of a Cyrano darner dragonfly (*Nasiaeschna pentacantha*), at top of page.
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MISSOURI MASTER NATURALIST PROGRAM

Program Mission

To engage Missourians in the stewardship of our state’s natural resources through science-based education and community service.

Program Objectives:

1. Improve public understanding of natural resources ecology and management by developing a pool of local knowledge about natural ecology that can be used to enhance education efforts within local communities.
2. Enhance existing natural resources education and outreach activities by providing natural resources training at the local level, thereby developing a team of dedicated and informed volunteers.

Program Overview

The Missouri Master Naturalist program exists as a collection of local chapters across Missouri that adhere to a set of objectives, procedures and minimum requirements that are set at the state level. At the state level the Missouri Master Naturalist Program is jointly sponsored by the University of Missouri Extension/School of Natural Resources and by the Missouri Department of Conservation. State Program Coordinators are Syd Hime, Education Outreach Coordinator, Missouri Department of Conservation and Robert A. Pierce, Extension Fish and Wildlife Specialist, University of Missouri Extension.

State Advisory Committee

The State Advisory Committee (SAC) is composed of Certified Missouri Master Naturalist volunteers and Missouri Department of Conservation and University of Missouri Extension personnel. The SAC sets the minimum standards and curriculum requirements of the statewide program. The SAC also reviews and approves new chapter development and training curricula.

The State Advisory Committee Representative serves on a regional, not a chapter, basis. Boone’s Lick Chapter is a member of the Northeast Region. Two SAC representatives are elected to represent our region for two-year overlapping terms.
BOONE’S LICK CHAPTER

The Boone’s Lick Chapter was one of two chapters which held Missouri’s first training classes of the Missouri Master Naturalist Program in 2004. The Boone’s Lick Chapter is based in Columbia, Missouri and includes the surrounding area.

The Missouri Master Naturalist Boone’s Lick Chapter was named after the Boone’s Lick Trail which passed through Boone County and the surrounding areas. In 1804, Lewis and Clark reported the presence of many saltwater springs in the area. The largest of these salt springs was one located in the southwest corner of Howard County. The Boone’s Lick Trail was established from St Charles through Boone County to the lick in 1805 when Nathan and Daniel Morgan Boone, sons of famous frontiersman Daniel Boone, formed a partnership with James and Jesse Morrison to produce salt. The area around this spring was ideal for settlement and for many years "Boone's Lick Country" was a primary destination for pioneers moving west.

Chapter meetings are usually held the second Thursday of every month at the MU Extension Office on County Highway UU, west of Columbia. Meetings in other locations or field trips will be included in the chapter newsletter, The Dragonflyer, and/or on the website calendar at http://extension.missouri.edu/masternaturalist/columbia/calendar.htm.

Boone’s Lick Chapter Advisors

At the state level, the Missouri Master Naturalist Program is sponsored jointly by the University of Missouri Extension (MU Extension)/School of Natural Resources and the Missouri Department of Conservation (MDC). Our local advisors are:

Kent Shannon, University of Missouri Extension Service, Boone County
Robert A. Pierce, Extension Fish and Wildlife Specialist, University of Missouri Extension.

Chapter Advisers assist the Chapter in upholding the missions, goals, objectives, operational framework and activities of their respective agency/organization and the Master Naturalist statewide program and are responsible for implementation of the initial MMN training classes in conjunction with the Chapter Training Committee.

Local Partners

Partnership with local organizations is the key to a successful Master Naturalist chapter. Local partner organizations provide the Master Naturalists with service opportunities and they benefit from local service projects that the Master Naturalists perform. New partners are added each year. The following is a list of our current local partners.

Missouri Department of Conservation
  • University of Missouri Extension Office
  • Missouri Department of Natural Resources/ Stream Team
  • Missouri Department of Conservation-Prairie Fork Restoration Project
Master Naturalists Membership Categories

Master Naturalists provide a wide variety of volunteer services, educational programs, and they implement projects in cooperation with our partners. Master Naturalist volunteers are either certified or are working towards certification in a given year. A trained volunteer, whether certified or working towards certification, is always considered a Master Naturalist.

1. Missouri Master Naturalist in Training: Participant in a training course from the first day of class to the end of the training period.

2. Missouri Master Naturalist Member: “Member” is a participant who has successfully completed the initial forty hour training requirements. The participant may have completed, or have yet to complete, their service or certification requirements for the given year (see below).
   a. Missouri Master Naturalist Intern: Member who has completed the initial training, but has not yet certified.
   b. Certified Missouri Master Naturalist: Member of a completed training class who has completed forty hours of volunteer service and eight hours of advanced training within fifteen months after the start of the training program or previous Certified Missouri Master Naturalist who has completed forty hours of volunteer service and eight hours of AT by the end of the current calendar year. Once initially certified, volunteers will receive a name badge, state awarded certificate, and a dragonfly pin.

Certification Requirements

Initial Certification
To become a Certified Master Naturalist, a trainee must complete the following:

- The state advisory committee-approved core training with a minimum of forty of combined field and classroom instruction.
- A minimum of eight contact hours of chapter-approved advanced training.
- A minimum of forty hours of chapter-approved volunteer service.

Volunteers must in no more than fifteen consecutive months from the start of training complete the above requirements and to become a certified Master Naturalist. Once certified, volunteers receive a name badge, state awarded certificate, and colored dragonfly pin. If volunteers do not
finish the above requirements within the allotted fifteen months, they will remain Master Naturalist interns for the next 12 month period, at which time they may complete the requirements and become certified.

Anytime during the new member’s initial certification period they can report their hours, using the chapter timesheet, to the Volunteer Opportunities Committee by emailing their timesheet to MMNVolOpss@gmail.com, mailing it to the UMC Extension Center, or hand delivering it to one of the Volunteer Opportunity Committee members. New members may turn in their timesheets twice: once when they reach initial certification and again at the end of the year. Continuing members will turn in their spreadsheets at the end of the year.

The Volunteer Opportunity Committee will analyze the submitted timesheets to determine if the new member has met the requirements for initial certification.

The names of any new member qualifying for initial certification will be submitted to the UM Extension Chapter Advisor who will order the pin, certificate, and nametag. The chapter member will be recognized at the next available General Membership Meeting after pin, certificate, and nametag have arrived.

**Recertification**
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.

Every year that volunteers successfully recertify, they receive a specially designed pin that is available for that year only. These pins are limited editions; each is only available during a given year. The pins represent native Missouri plants or animals that were drawn by an MDC artist. Volunteers who are active but unable to recertify in a given year are still considered Master Naturalists, but they won’t be considered certified and will not receive the limited edition pin for that year. Every Master Naturalist has the opportunity to (re)certify every year.

At the end of each calendar year (December 31), chapter members will report their yearly hours, using the chapter timesheet, to the Volunteer Opportunities Committee by emailing their timesheet to MMNVolOpss@gmail.com, mailing it to the UMC Extension Center, or hand delivering it to one of the Volunteer Opportunity Committee members.

In the month of January of each year, the Volunteer Opportunity Committee will review the submitted timesheets to determine if the chapter member has successfully completed the required 40 hours of service and eight hours of advanced training. The names of any member qualifying for re-certification will be submitted to the UM Extension Chapter Advisor who will order the pin. The chapter member will be recognized at the February General Membership Meeting.

The Volunteer Opportunity Committee will analyze the submitted timesheets and provide the data to the chapter president for the annual chapter report. This is to be completed within the first two weeks of January.
Volunteer Service

Volunteer service hours are direct contact hours spent on Missouri Master Naturalist projects approved by the Volunteer Opportunities Committee. Time spent on chapter leadership positions, such as serving on the state advisory committee or as a chapter officer, also receive service hour credit.

As a volunteer, you can choose to help with opportunities that are presented to the chapter, or you may see a need and design your own project. You are encouraged to design projects that are interesting to you and that capitalize on your individual talents. For assistance in submitting a volunteer opportunity check our website at http://extension.missouri.edu/masternaturalist/columbia/Projectapproval.htm.

There are few constraints, other than that volunteer service must be pre-approved the Chapter Volunteer Opportunity Committee and must be dedicated to the beneficial management of natural resources and natural areas within your community. One of the purposes of pre-approving the project is to allow you to be covered by Missouri University Extension liability insurance while performing the activity.

No matter how little or how much volunteer service you provide the chapter within a year, you are always considered a Missouri Master Naturalist member. Volunteers in any given year are either "certified" or working towards certification for that year.

How to count volunteer service hours

- Each hour you spend on approved volunteer service work counts as one hour. The number of hours spent preparing for and providing the service also need to be recorded. For example, if you are preparing for a presentation, any time spent researching and preparing your presentation can be recorded, as well as the time spent giving the presentation.

- Travel time to a volunteer service event counts as volunteer service hours.

- Service hours should be recorded in half hour increments.

- Service hours for individual certification or individual volunteer incentives, or to meet the requirements of another program, the hours should only be reported to one program. For example Master Naturalist, Master Gardner and MDC Nature Center volunteers all report service hours toward individual certification and/or individual incentives, and/or program requirements. In these instances the service hours may only be counted toward one entity.

- Projects on private lands can be counted for service hours if the project has been pre-approved by the Chapter Volunteer Opportunity Committee and you are not the land owner.

- If an individual is receiving financial compensation or other compensation in exchange for service those hours cannot be counted toward the Master Naturalist program.
• You may count one hour of service for attending a chapter meeting. Record these hours under meeting/administrative hours. Travel time related to chapter administration and meetings may also be counted.

• Any time you spend serving on chapter groups or committees, working on newsletters, manuals, assisting with training, etc. counts for service on a one-to-one basis. If you spend two hours at a group or committee meeting, you may log two hours.

Travel Time – Your travel time to any Missouri Master Naturalist volunteer service activity counts toward volunteer service hours. You may not count travel time for any event that is for advanced training only.

It is important to log your service hours with the chapter, not only for working toward your certification/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. Logging our service hours demonstrates the value of the program for our sponsoring organizations. The logged hours can be used to highlight 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!

You are not limited to forty hours per year; the more hours accumulated, the faster you can reach special Master Naturalist milestone pins.

Milestone Pins for Volunteer Service
The Master Naturalist program offers a series of pins commemorating different milestone achievements within the program. The milestone pins honor volunteers who have given:

- 250 hours (bronze dragonfly pin)
- 500 hours (pewter dragonfly pin)
- 1,000 hours (gold dragonfly pin)
- 2,500 hours (silver dragonfly pin) and
- 5,000 hours (polished gold dragonfly pin with diamond) of service.

These hours are cumulative. Volunteers may reach a milestone within one year or over the course of several years. Volunteers will receive the appropriate pin as they reach these milestones within the program. Given the significant of these milestones, it is important that all service hours above and beyond the forty-hour minimum are reported. Advanced training hours do not count toward Milestone Pins.
Advanced Training

A minimum of eight hours of advanced training are required annually to achieve and maintain certification. Hours are counted as one hour for each hour of advanced training completed. Please record training hours after the required eight have been acquired. Travel time is not included in reporting advanced training hours.

The purpose of advanced training is to provide an opportunity to focus your knowledge on topics that interest you, and to allow you to better support local service projects. Advanced training on an annual basis promotes continued learning and development. Advanced training is a benefit in itself, providing you with tools to work in more advanced volunteer efforts.

Advanced training courses may be made available directly through the local MU Extension or MDC offices, or may include any number of short courses provided by universities, nature centers, etc. Chapters can also sponsor their own advanced trainings. Chapter members are encouraged to bring any ideas to the Advanced Training Committee for evaluation and approval. This approval must be obtained before an opportunity can be counted as advanced training hours. For assistance in submitting an advance training opportunity proposal, check our web site at http://extension.missouri.edu/boone/mnadvtraining.aspx

The Chapter Advanced Training Committee will notify members of training opportunities and make available opportunities at general meetings and at other occasions throughout the year. Members may suggest advanced training to the committee. Advanced Training opportunities must meet these five criteria. It is suggested that the remaining criteria also be a part of the opportunity.

Criteria

1. Training and education must be preapproved to count as advanced training hours.
2. Educational television shows are not a form of advanced training and therefore will not be approved as such.
3. Training must be detailed enough that you are able to teach others or use new knowledge and/or skills in applicable areas of natural resource management.
4. Training must meet the goals of the Master Naturalist program.
5. Nature and bird hikes may or may not fit the criteria for approval as advanced training. Submit information for pre-approval to the chapter advisors and/or the advanced training group.

The Chapter Advanced Training Committee uses the answers to the following questions when reviewing and approving advanced training opportunities:

Guidelines

Does the opportunity

- Promote continued learning and development of naturalist skills?
- Provide Master Naturalists with knowledge and skills to work in volunteer efforts?
• Provide Master Naturalists an opportunity to focus their interests in one or a few specific topics?
• Build on the core curriculum initially provided by the local chapter?
• Provide natural resource management issues and information applicable to Missouri?
• Direct trained volunteers toward specific programs in need of their services?
• Provide practical information and training for application in volunteer efforts?
• Take advantage of local partnerships?

**Boone’s Lick Chapter Administration**

Our chapter is self-governing with the guidance of our chapter advisors. We have an Executive Committee including a President, Vice President, Secretary, and Treasurer as outlined in the Chapter Bylaws. These officers, assisted by committee chairpersons, guide the operation of the chapter. The chapter holds annual elections at the end of the year, members vote on officers. According to the By Laws of the Boone’s Lick Chapter, voting membership in the Chapter shall be extended to Missouri Master Naturalist Members and Certified Missouri Master Naturalists who have logged at least one hour within the last 12 months. For a description of the offices and the election process, see the Chapter By-Laws.

Five standing committee chairs are: Advanced Training (AT; co-chaired with Vice-President), Volunteer Opportunities Committee (VolOpps), Communications (including our newsletter, the *Dragonflyer*), Historian. Members are encouraged to contribute to the leadership of our chapter by serving on a committee.

**Appointment**  Standing committee chairs are appointed by the Chapter President at the first Chapter meeting of the calendar year. They must be Missouri Master Naturalist members at the time of appointment.

**Duties**  Committee chairs appoint members for their respective committees.

1. **Advanced Training Committee:** Two co-chairs, the Vice President and Committee Chair) and two or more additional members form the committee that approves advanced training prior to the event by following state and chapter criteria. The committee maintains a list of pre-approved and approved training and ensures chapter membership of regularly notification of AT opportunities. One member of the committee will maintain and bring it to the meetings a record copy of all previously approved Advanced Training Opportunities.

2. **Volunteer Opportunity Committee:** The committee follows State MMN and Chapter guidelines in assembling a list of Volunteer Service (VS) project opportunities. A Volunteer Project Approval Form is completed and voted on by the committee. The committee maintains a list of VS projects and ensures chapter membership of regular notification of VS opportunities. One member of the committee will maintain and bring to the meetings a record copy of all previously approved Volunteer Service Projects.
3. **Communications**: The committee will supervise publication of the monthly newsletter, the *Dragonflyer*.

4. **Historian**: Chapter historian will maintain a record of chapter business including copies of the monthly newsletters, agenda, monthly programs and presenters with contact information, news publications regarding the chapter, and list of all previous AT and Approved Projects/VS, etc.

5. **Hospitality**: Recognizing the need for sustenance, this committee recruits volunteers to bring refreshments to our meetings.

**Amendment of Member Manual & Guidelines**

A. The Executive Committee is responsible for providing a current Member Manual at the beginning of each calendar year.

B. **Amendments**: Proposals for amendments to the Manual may be submitted to the executive committee for consideration at any time.

C. **Approval**: In order to ensure consistency, continuity and adherence to statewide guidelines, all proposed amendments to this document must be approved by the Chapter Advisors and then the State Coordinators of the Missouri Master Naturalist program.