

Missouri  
Master Naturalist



# Conducting a Core Training Course

## Missouri Master Naturalist Program Mission

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

The purpose of this publication is to provide an overview of the Master Naturalist Program Core Training objectives and serve as a resource on conducting the Training to be most successful. The State Coordinators, Chapter Advisors, and Missouri Department of Conservation's Volunteer Education Coordinator are available to assist in planning and conducting the Core Training which is hosted at the Chapter-level.

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## Overview of the Core Training

The Master Naturalist Core Training Course consists of a minimum of 40-hours of instruction. The Training is designed to expose students to a wide variety of natural resource disciplines with the goal of providing a high-quality learning experience so that perspective volunteers have a strong background in the conservation and management of Missouri's natural resources.

Missouri has a diversity of ecological and natural communities, wildlife populations, and habitat types that are unique to each area of the state. Sessions are conducted during the Training which focus on a variety of natural resource topics. Learning objectives have been identified for each of the session topics and these are included and presented during each session –

and form the basis for the subject-matter and curriculum covered during the core training course. Flexibility is given so that the Training organizers are able to conduct sessions that provide core subject- matter information as well as sessions that feature the conservation and management of ecosystems that are important in their area of the state.

University of Missouri Extension (MU Extension) and Missouri Department of Conservation (MDC) Chapter Advisors and selected Chapter leaders organize and conduct the Master Naturalist Core Training at a frequency that is determined at the Chapter-level. Chapter partners can also be involved in planning various aspects of the Training and provide opportunities for field experiences to be conducted as part of the curriculum.

# Planning & Conducting a Core Training Course

## Organize a Chapter Core Training Committee

A Chapter Training Coordination Committee should be organized by the Chapter Advisors and members to plan the schedule well in advance of conducting the Training. This Committee should use expertise from MDC, MU Extension, local universities, nature centers, and research centers, as well as other local expertise for providing instruction during the sessions that will be conducted. With oversight from the Chapter Advisors, the Training Coordination Committee should plan and facilitate the training sessions so that class and field sessions adequately cover the established learning objectives – which are identified in a later section.

This Committee will also determine the time, location and methods for delivering the subject-matter that will be covered. Training sessions are generally held once a week with field sessions integrated into the curriculum during the course of study. This time-frame is generally for 11-14 weeks; but is variable based on what has been planned. Field training sessions will usually last longer than a class period, and for that reason are generally held on a weekend.

## Determining the Core Training Course Delivery Method

A variety of delivery methods have been successful in conducting the Core Training Course. While online and hybrid trainings can be designed to be engaging and effective for all participants, the preferred and encouraged platform for delivering a Core Training Course is **in-person**.

**In-Person:** In-person is the preferred format for delivering a Core Training Course. In-person sessions allow face-to-face interaction with peers and presenters and collaboration on a set schedule. In-person classes foster

more personal connections with trainees, presenters, and Chapter members.

**Hybrid:** This format combines face-to-face lectures and remote learning components. The Training Committee should decide which sessions are for face-to-face lectures and which ones could be done remotely. Hybrid class format gives a Chapter the opportunity to interact directly during session and convenience of remote learning/instructing.

**Online/Remote:** Sessions are entirely over video communications, such as Zoom, with presenters giving information and other materials online. The Training Committee must be prepared to provide the course and session expectations for each trainee and develop a method for keeping attendance. Field sessions are still required with online delivery. Online training requires a specific approach with intentional design, technology and content to be successful.

Technology to deliver an online and/or hybrid course has developed exponentially over the last few years. Virtual training allows for a more flexible and equitable learning experience. When deciding if a virtual modality is appropriate for your training, consider the following:

- Does the training require a hands-on experience that cannot be achieved virtually?
- Will the speaker and participants have adequate internet access for a quality virtual experience?
- Will the speaker and participants have access to the training platform (i.e. Zoom)?
- Does the Chapter have a member to facilitate the training?
- Does the Chapter have a member to moderate chat and assist with technology?

# Planning Timeline

- **At least 8 weeks prior to the course start date:** A draft training curriculum [schedule](#) should be sent to the State Coordinators and the MDC Volunteer Education Coordinator for review and approval.
  - [MasterNaturalist@mdc.mo.gov](mailto:MasterNaturalist@mdc.mo.gov)
  - [PierceR@missouri.edu](mailto:PierceR@missouri.edu)
- **After the training curriculum is approved:** MDC and MU Extension have communication and media specialists that will assist in producing and distributing promotional materials and media releases advertising the training. This should be coordinated locally.
- **At least 4 weeks prior to course start date:** Consider offering an orientation/informational session for participants to familiarize them with the expectations and requirements of the Program. This type of information can also be given during the first session.
- **At least 4 weeks prior to course start date:** Registration deadline should be set a minimum of four weeks, if possible, prior to the start of the course to ensure procurement of training course resource materials.
- **As soon as registration closes:** Submit [order for resource materials](#) to the MDC Volunteer Education Coordinator.



# Registration and Training Course Fees

- MU Extension uses an online registration process to register participants for various educational programs that are conducted throughout the state. Registering participants for the Master Naturalist Program Core Training can use this process as well. The MU Extension Chapter Advisor will set up the registration process using the Cvent platform and handle the registration fees that are required.
- More complete information on using Cvent should be accessed at:  
<https://extension.missouri.edu/media/wysiwyg/Extensiondata/ExtensionWay/Docs/muco-UsingCventForEventReg.pdf>
- This is a fee-based Program. The registration fee paid by participants helps to cover a portion of the Program cost. The registration fee is set at \$110.00.
  1. A portion of the registration fee (\$3.00) goes towards a transaction cost for use of a credit card when using Cvent. Another portion (\$50.00) goes into an account managed by the MU Extension State Coordinator to cover various expenses for conducting the Core Training and Program, such as name badges, purchase of books and other statewide Program promotional expenses that may be required. This parsing of the total registration fee is conducted automatically when Cvent is used. (Note: If Cvent is not used for registering participants then the MU Extension Coordinator will invoice the MU Extension Center that is hosting the training directly for the \$50.00 per participant state fee.)
  2. After training course expenses (approximately \$53.00) are covered the remaining \$57 of the registration fee remains in an account at the MU Extension Center to cover any additional training expenses (such as those defined on Page 4) and on behalf of the Chapter – and can be used for approved Chapter activities.
  3. The Chapter Advisors and Chapter Training Coordinating Committee should identify additional training expenses such as:
    - administrative costs for printing, mailing, copying, record keeping, etc.
    - presenter stipend or mileage (if applicable)
    - equipment rental (such as canoes for an aquatic study)
    - meeting space (if applicable)
    - refreshments and other items that may be required

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# Educational Materials & Ordering Process

The materials received during the Master Naturalist Core Training are provided by MDC and MU Extension, and paid for by course fees. The topics covered during the training are supported by educational publications that are provided and which span the breadth of natural resources found in Missouri. Some of the materials are tailored to each specific Chapter in order to focus on the unique ecosystems in the local area.

## Core Training Materials

A variety of educational materials are provided by MDC and these should be ordered well in advance of the training. To order materials, submit the Core Training Order Form at: <https://sites.google.com/view/missourimasternaturalist/home>

Educational materials developed by MU Extension can also be used as handouts during the Program. These can be downloaded from various MU School of Natural Resources

Extension webpages at:

- MU Wildlife Ecology and Management Extension Program: <https://extension.missouri.edu/programs/wildlife-ecology-and-management>
- MU School of Natural Resources: <https://snr.missouri.edu/extension/>

(Includes additional links to forestry, agroforestry, soils, wildlife, climate and other educational resources for use)

## Nature Shop Books

Each participant can request up to two books from the MDC Nature Shop, which is paid for by the course fees. One month into training, share a link to the Nature Shop Order Form with all participants. These books will be handed out at graduation. The order form can be found at: <https://sites.google.com/view/missourimasternaturalist/home> . A QR code linked to the order form is also available at this website, which can be printed and provided at a training.

## Notes

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# Code of Conduct Policy

## MU Extension Volunteer Code of Conduct Policy

MU Extension has a volunteer code of conduct policy for all volunteer programs, including the Master Naturalist Program. All trainees and currently active volunteers must agree to these standards of conduct by signing an MU Extension agreement and submit this form on an annual basis. The MU Extension Chapter Advisor can provide additional information about this policy to Chapter members.

The Volunteer Code of Conduct form for volunteers can be accessed and signed electronically at: [https://missouri.qualtrics.com/jfe/form/SV\\_3XcCMH9n9Og9M6F](https://missouri.qualtrics.com/jfe/form/SV_3XcCMH9n9Og9M6F)

## Class Attendance

Participants enrolled in the training are expected to attend each session. However, it is understood that there are circumstances in which attendance may not be possible. Each Chapter should set a standard for the maximum number of classes that may be missed during a given training course. Chapters are encouraged to keep this standard to a minimum. If a volunteer must miss more classes than the local standard allows, the Chapter may consider an exception to their rule in special circumstances, such as medical problems, family illness, accidents, etc.

### **Missed Classes**

Missouri Master Naturalists in Training who do not complete the required minimum 40 hours during the training class sessions, must make

up the hours to receive certificate of completion. The hours must be made up within 12 months of the class graduation. With approval, a student can take the same subject class presented during the next training course or attend the same subject session at a neighboring Chapter, with adequate prior notification and availability of space. Until the class(es) are made up, a student cannot be designated an Intern or Certified Master Naturalist but may log/earn volunteer service hours or advanced training (AT) hours.

The Chapter can also allow advanced training (AT) session(s) to count as make-up. If AT is approved as make-up, then for that student, the hours do not count as AT requirement for certification but documented as hours for the Initial Training course.

# Training Topics and Learning Objectives

The State Coordinators and the MDC Volunteer Education Coordinator have sample outlines that can be used for organizing the sessions that constitute the Master Naturalist Core Training Course. Below are suggested categories and themes of topics to cover:

## **Roles, responsibilities, and benefits of being a Missouri Master Naturalist**

Trainees should understand the purpose and mission of the Program. They should understand this is a volunteer program and commit to participate as a volunteer. This information can be discussed during a training course orientation that may be conducted prior to the start of the first training session, or be conducted during that first session. The goals and objectives of the Program and the missions of both MDC and MU Extension should be continually reinforced throughout subsequent training sessions. It is the responsibility of the Chapter training coordinators or other appropriate Chapter representatives to inform and enforce the Program Code of Ethics and Standards of Conduct as well as ensure that volunteers have agreed to the MU Extension Volunteer Policy to the new Missouri Master Naturalist trainees of each class.

## **Historical perspectives of naturalists in Missouri**

Master Naturalist training should include programs designed to create an appreciation for the role that early naturalists played in Missouri and the history of our country. Because many of the early naturalists kept accurate records of what they observed, this study can provide an interesting way for people to realize the changes in our landscapes over time. Furthermore, studying those early “master naturalists” creates a sense of appreciation that goes along with the title of Missouri Master Naturalist.

## **Traditional disciplines of a naturalist**

The original naturalists were botanists, biologists, entomologists, ornithologists, mammologists, herpetologists, paleontologists, geologists, hunters, and trappers. Many of these disciplines can be incorporated into training sessions as well as through outdoor field trip experiences. Inviting natural resource professionals and others with this type of knowledge during field sessions is an effective way for Master Naturalists to be exposed to these disciplines first hand. Many of those enrolled in Master Naturalist training may also have some formal training in these disciplines.

## **Ecological concepts**

Ecological concepts may be discussed in a classroom situation – but when combined with case studies and/or field demonstrations, these concepts take on more relevant meaning. Missouri Master Naturalists should come away from their training sessions with an accurate baseline understanding of what is meant by some of the ecological concepts and ideas that need to be understood to effectively manage and conserve Missouri’s natural resources. These include the functional definitions of ecosystems, communities, populations, species assemblages, ecological succession and concepts related to biodiversity and to the basics of natural resource conservation. Training sessions should expose the dynamics of natural systems, including succession, natural and human disturbances, impact of invasive species as well as restoration and management. The information provided during this session provides a background for each subsequent training topic that will be covered.



**Ecoregions of Missouri**

Missouri Master Naturalists should be trained to understand the basic differences among the various ecoregions found within the state. In addition, training should include information that provides an understanding of the unique character and interactions among the geology, climate, water, soils, flora, fauna, and major land uses within their local ecoregion.

**Management of natural systems**

Master Naturalist trainees should be exposed to the management of natural systems, including forest ecology and management, grassland ecology and management, wetland ecology and management, urban habitat ecology and management and aquatic ecology and management. These applied fields are each represented by natural resource professionals with the qualifications to lead these sessions. Because not all parts of the state have land types suitable for these managed systems, training sessions should focus on those managed systems that are a dominant feature in the local area.

**Interpretation and communications**

Missouri Master Naturalists are volunteers who represent the Program’s efforts to the public. Through their training, Master Naturalists should be given an opportunity to develop presentation skills and active learning techniques. The Missouri Master Naturalist Chapter should function as a reservoir of teaching resources and materials for use by Chapter members. The availability and effective use of these resources should be reviewed as part of the initial training.

The Training Committee is encouraged to reach out and discuss methods and topics for sessions that have been successful as well as identifying speakers that can cover these with other chapters. Sample training course schedules and outlines are available from the State Program Coordinators and the MDC Volunteer Education Coordinator. All training course schedules must be approved by the State Coordinators, Chapter Advisors, and MDC Volunteer Education Coordinator prior to promotion and implementation of training.

**Notes**

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# Required Learning Objectives

Learning objectives consist of expected educational outcomes that result from each of the course sessions and constitute the “curriculum” for the course. Listed beneath each heading are the knowledge and skills trainees are expected to demonstrate as a result of their participation:

- **An Introduction to Conservation**

- Explain the reasons for conservation: economic, political, aesthetic, scientific, and moral.
- Compare and contrast preservation, restoration and management.
- Gain an increased appreciation of the role of science and education in improving our knowledge and ability to manage forests, woodlands, wildlife, fisheries and other natural resources.
- Be able to explain the missions of the sponsoring agencies (MDC, MU Extension) and how the Master Naturalist Program supports these missions.

- **The Role of Naturalists in Conservation**

- Identify several naturalists who have influenced our knowledge of Missouri resources.
- Start a nature journal.
- Describe characteristics of naturalists and the study of various naturalist disciplines.
- Be able to use a dichotomous key for identification.

- **Historical Overview of Resources and Use** (emphasis on local stories)

- Know that what they see on the landscape today is different than what it was 50, 150, 200 years ago.
- Understand how humans have modified natural processes that lead to changed ecosystems (i.e., through the use of fire, timber harvest, channelization, agriculture, increased urbanization).
- Explain how we know what was here prior to settlement (Lewis and Clark, other

early explorers, survey notes, Steyermark, etc.).

- Explain how exploitation of resources led to conservation as it exists today.

- **Ecological Concepts**

- Describe processes involved in ecological succession including water cycle and food webs.
- Describe the concepts of limiting factors and carrying capacity and why they are important.
- Be able to define succession.
- Describe influences and impacts on biodiversity and why it is important.
- Describe the difference between a habitat and a niche and why it is important.
- Describe the differences between indigenous, exotic and invasive species and their impacts.
- Describe how resource professionals use ecological concepts and principles to effectively manage and conserve natural resources in Missouri.

- **Ecoregions Overview**

- Describe and locate ecoregions in the state.
- Describe in detail a land type association in their location.
- Explain how slope and aspect influence natural communities.
- Describe the various impacts that have occurred which influence existing land types.

- **Ecosystems and Natural Communities**

- List some of the characteristics that define ecosystems.
- Identify two or three characteristics of one ecosystem.
- Describe a current human activity and how it impacts an ecosystem in your location.
- Identify representative plants, animals and natural communities in an ecosystem in your location.

- **Management Concepts**
  - Describe some ways in which natural communities are renewable.
  - Describe the role of harvest in managing plant and animal populations.
  - Describe the processes of species and/or habitat manipulation as population and community management tools.
  - Explain how natural resource agencies strive to balance natural resource management and public recreation for the benefit of both.
- **Natural Resource Education and Interpretation**
  - Be able to apply principles of natural resource interpretation.
  - Understand that your role is to provide balanced information, as opposed to advocacy.
- Know it is better to say “I don’t know” than communicate inaccurate or false information.
- Know where to find information.
- **Program Administration**
  - Understand the expectations for your participation in the Master Naturalist Program.
  - Know how to find out about advanced training and service opportunities and how to get them approved.
  - Be able to accurately record your Advanced Training and Volunteer Service hours in the appropriate manner.

## Additional Learning Topics

### Botany

- Study the flora of the state and improve your understanding of botanical nomenclature and plant ecology
- Discuss the differences and meanings of endangered, threatened, rare, and give examples of plant species that are imperiled
- Discuss taxonomic principles, including the importance of Latin naming convention
- Discuss the natural regions of Missouri
- Become familiar with and describe the major parts of herbaceous and woody plants
- Discuss the stages of succession in ecosystems
- Explain what an invasive plant is and give some examples
- Identify at least ten native plants and ten native trees
- Describe the classes of plants in Missouri (vascular and non-vascular)
- Paraphrase the benefits of plants and trees (such as urban forests, plant uses, timber

- uses, etc.) and their management
- Differentiate the strata of the forest (forest floor, herbaceous layer, shrub layer, understory, and upper canopy)
- Summarize the functions of fungi.

### Geology and Soils

- Recall the geologic history of Missouri
- Compare the important features of Missouri geology
- Describe the various landform regions of Missouri
- Discuss healthy soils and soil biology.
- Explain the physical and chemical properties of soil
- Summarize ways to prevent soil erosion

Additional training sessions can include information on these following topics:

- Outdoor skills and survival
- Meteorology and how climate variability impacts natural resources

- Astronomy
- Environmental education/interpretation
- Orienteering
- Volunteerism
- Photography
- Outdoor skills and hobbies
- Wildlife rehabilitation
- Local or regional topics of interest
- Energy (and the difference between renewable and non-renewable natural resources)
- Beekeeping
- Pollinator conservation
- Landscaping with native plants
- Hunting and/or trapping
- Urban ecology

### **Human Dimensions and Natural Resources**

- Explain the differences and meanings of, restoration, preservation, conservation and management of natural resources, including management tools (identifying indicator species, prescribed burns, timber stand improvement, etc.)
- Discuss the role of natural resource agencies at the local, state, and federal levels and their area of responsibility
- Discuss how people have benefited from and impacted natural resources in historical and modern times
- Identify Missouri's early naturalists and their accomplishments.
- Compare important naturalist authors (e.g. Leopold, Thoreau, Carson, Louv, Sanders, Porter, etc.)
- Discuss environmental ethics, philosophy, and stewardship
- Discuss natural resources related occupations and careers
- Discuss health and wellness benefits of spending time in nature
- Environmental education/interpretation

### **Water**

- Describe the hydrologic cycle
- Contrast Missouri's aquatic systems (rivers, lakes, ponds, streams)

- Explain what a watershed is and its characteristics
- Discuss land use effects on water quality.
- Summarize the threats and management to Missouri aquatic systems
- Define what a wetland is and their value and functions
- Compare the types of wetlands (natural and constructed) found in Missouri
- Relate water and wetland conservation efforts in Missouri

### **Zoology**

- Describe the differences and meanings of endangered, threatened, species of special concern, as they pertain to fisheries and wildlife.
- Summarize the principles of, and threats to, biodiversity (benefits, health, economics) in Missouri
- Explain taxonomic principles, including the importance of the Latin naming convention.
- List characteristics of major vertebrate and invertebrate animal groups
- Understand and describe the ecological niche and energy flow of animals (food chain, food web, and food pyramid)
- Define what an invasive animal is and give some examples
- Identify at least 5 species from each vertebrate group (birds, mammals, fish, reptiles, amphibian) and ten invertebrates (mollusks, arachnids, insects)
- Discuss habitats and habitat components (food, water, shelter, and special factors) and how change in these components effects the ecosystem
- State animal behavioral characteristics and their adaptations to environments and environmental changes (hibernation, migration, coexistence)
- Discuss management methods that can be used for pollinator conservation in urban and rural areas

# Tips for a Successful Training Course

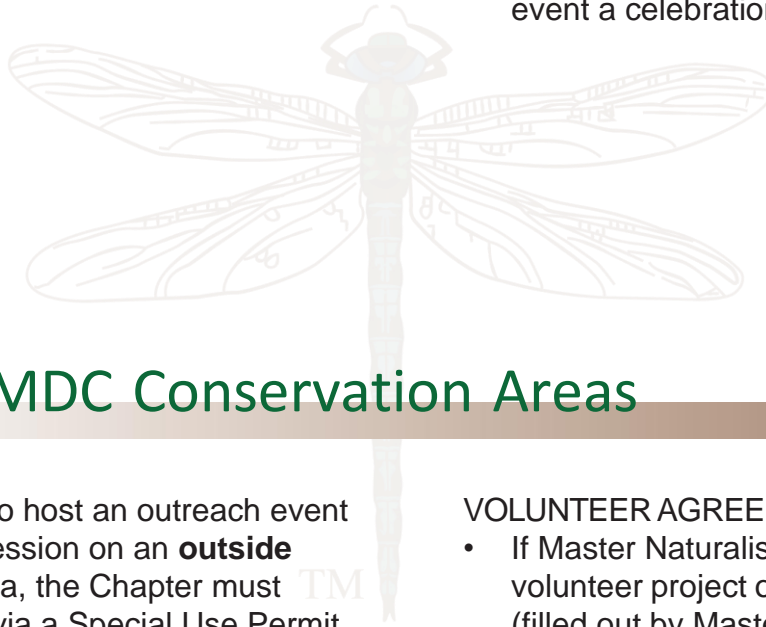
The following are suggestions for organizing training that will help sessions run smoothly and spread the responsibilities among members of the Training Coordinating Committee.

- Provide tent cards and/or name tags for participants, and name tags for speakers and Coordinating Committee members. Encourage trainees and Chapter members to wear their name tag each week.
  - Shortly after training begins; gather a list of the names of the participants spelled how they would like it to appear on their Master Naturalist intern name badge. The intern name badge should be presented during graduation. Submit badge orders at: <https://sites.google.com/view/missourimasternaturalist/home>
  - Contact speakers well in advance:
    - Once speakers have been contacted, send them a letter outlining the date and time for their presentation, the objectives you want them to cover, the audio/video equipment that will be available, directions to the meeting site, etc. Include a list of the materials on their topic the participants will receive, and the training schedule for the entire session so they can see who else is presenting.
    - Two weeks before the session at which they will speak, contact speakers to provide any last-minute information, make sure they have the equipment they need, identify hand out needs, and provide directions to the meeting space.
    - Ask participants to evaluate each session and provide that feedback to the speakers.
    - Follow-up with a thank you.
  - Assign a host for each week of the training sessions. This will help ensure that all of the training committee stays involved.
- Responsibilities include:
- Greet speakers the night of class and help them with set up
  - Introduce speakers
  - Moderate the session
  - Lead discussion on how content of the session connects to other course sessions
  - Review resource material for the following weeks session
  - Remind participants who have signed up for food
- Assign a field trip coordinator for each field training session. Responsibilities include:
    - Provide map and driving directions
    - Contact the location contacts two weeks ahead of time to confirm times, etc.
    - Arrange to have water, bug spray, a first aid kit, etc.
    - Discuss arrangements with the class during the meeting before the trip. Include what they need to bring, appropriate attire, where to meet, get a list of participants and who's driving, and provide maps and driving directions.
    - If the field trip will last all day, make sure participants know to bring a sack lunch or make arrangements to provide lunch.
  - Include social time in your training each week. Consider an informal snack time before or during each meeting.
    - Provide snacks the first night, and then ask participants to sign up to bring snacks for future meetings.
    - If your training is in the evening, make the snack as substantial as a light supper. This will be appreciated by busy participants, many of whom will be coming to training from work.
  - Make graduation fun and memorable.
    - Graduation is the time in which the Master Naturalist trainees become Master Naturalist Interns and receive their Master



- Naturalist Intern name badge.
- Invite a representative from each partner organization to speak briefly.
- Invite presenters who have been involved with the training.
- Have participants invite friends and family members.

- Have a cake decorated with the Master Naturalist logo.
- During the graduation ceremony, provide participants an opportunity to share some of their thoughts and experiences about the training and the Program. Make this event a celebration of accomplishments!



## Training on MDC Conservation Areas

If a Chapter wants to host an outreach event or training class field session on an **outside** MDC Conservation Area, the Chapter must make this request this via a Special Use Permit. However, if the Chapter is working closely with MDC staff and it's an MDC sponsored/promoted event, no permit is needed. Please contact your MDC Chapter Advisor, however, to check with the site manager/district supervisor.

If a Chapter wants to host an outreach event or training class session in an MDC building and **has not used** the facility previously, the MDC "Use of Department Meeting Facilities by Non-Department Groups Policy" must be followed. Please reach out to your MDC Chapter Advisor for the "Application for Use of Missouri Department of Conservation Meeting Facility by a Non-Department Group" form and to ask any questions.

### MDC Forms and When to Use Them

- Form 2a. CONSERVATION SERVICE VOLUNTEER AGREEMENT (INDIVIDUALS)
  - If a Master Naturalist volunteer is doing an individual project on a conservation area
- Form 2b. CONSERVATION SERVICE

### VOLUNTEER AGREEMENT (GROUP)

- If Master Naturalist Chapter is doing a volunteer project on a conservation area (filled out by Master Naturalist event coordinator)
- Form 2c. GROUP SERVICE VOLUNTEER LOG SHEET
  - If a Master Naturalist chapter is doing a volunteer project on a conservation area – filled out for each day on a conservation area (daily sign-in sheet) – must go with form 2c
- Form 2d. PARENTAL APPROVAL FORM – Form 2d
  - This form is required for all persons under the age of 18 that wish to participate in service volunteer activities at any MDC property.
  - For youth who are approved to participate in the initial core training, this form needs to be completed prior to the first field session.
  - The form is valid through the 12-14 week training. The form does not need to be completed for every field trip session. The form should be kept on file and updated at least annually, if needed.

# Core Training Course Check List

1. Review the demand and make sure that the Chapter Advisors (MU Extension and MDC) are ready to support and conduct the training.
2. Gauge how much interest there might be in a training.
3. Select a time frame that works best (most classes are held weekly in the evenings from 6-9 p.m. or 7-10 p.m., with several Saturday field trips.), however, timing can be flexible to meet local needs.
4. Determine the delivery methods that will be used for the Core Training Course (in-person, virtual, or hybrid).
5. Select a convenient location for the training class. Be sure to find out if any meeting room usage fees apply.
6. Coordinate activities to be conducted and locations used for field trips.
7. Tentatively schedule speakers for the sessions. Speaker topics should be within the framework established by the State Coordinators.
8. Submit a training schedule to the State Coordinators and MDC Volunteer Education Coordinator for approval. This should include dates, topics for each session and speakers, if possible.
9. After the training schedule and curriculum has been approved, begin publicizing it. Chapter Advisors will ensure that your training is publicized and can send an email notification to all those who have contacted the Chapter about training.
10. Ensure Chapter members are informed about the training and are available to handle general questions and give information.
11. If a class is full, establish a waiting list for future training classes.
12. Ensure that each speaker knows the meeting date, time, location and expected topic. Ensure that each speaker will provide appropriate handouts or will give you a single copy so you can provide handouts. Be sure to ask speakers about their audiovisual equipment and space needs for their sessions.
13. Put together trainee handouts and resource materials. Please request training materials as soon as training registration closes.
14. Plan for room setup to provide convenience for speakers and comfort/friendly atmosphere for participants. Parking, easy access to restrooms, comfortable chairs and tables to write on, ease of visibility of visuals such as slides, flip charts, etc. are some things to consider.
15. Don't forget to use name tags at each session—remember, each speaker is new even if the students aren't!
16. Plan for refreshments and breaks during each session.
17. Ensure that someone from your Chapter will be on hand throughout each session to serve as the host, timekeeper and speaker assistant. This individual should also keep track of attendance.
18. After each session, ask participants to complete a speaker evaluation form. This will help you evaluate speakers for future workshops.
19. At the first session, provide a quick overview of the Program.
20. Plan an icebreaker/get acquainted activity for the first session to help participants learn about each other and prepare for working together.
21. At the last session/graduation, make time to remind participants about the requirements for volunteer service. Ask participants to complete a course evaluation form.
22. Send thank you notes to each of your speakers.
23. Provide local media with the opportunity to photograph training sessions and field trips, as well as graduation - this will be good publicity for future trainings.



# Missouri Master Naturalist



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