



University of Idaho  
Extension

# IMFS Volunteer Activity and Continuing Education Records

*(Due by December 31 of current year for recertification in the next)*

Name (please print) \_\_\_\_\_ Reporting Period: \_\_\_\_\_

During the second year after completing core training, and every year after, Idaho Master Forest Stewards must complete 15 hours of volunteer activity and 15 hours of continuing education by December 31st to remain certified for the next (see pages 3-5 of this document for more details). Please complete this log periodically and send a copy to the University of Idaho Extension Office in Kootenai County (keep a copy for your own files too, as a back-up). These can be sent in as often as you desire, but at preferably before October 1<sup>st</sup> (for our annual UI Extension reporting process). Duplicate this sheet as necessary.

## IMFS Volunteer Activity Record

Date	Activity Description	Number of Contacts										Total People	# Hours
		Native American	Race			Ethnicity*		Age		Gender			
			Asian	Black	Caucasian	Hispanic	Non-Hispanic	Adult	Youth	Male	Female		

## IMFS Continuing Education Record

Date	Name of Event/Description	Primary sponsor	Location	# Credits

# IMFS Volunteer Activity and Continuing Education Record: *Example*

## IMFS Volunteer Activity Record

Date	Activity Description <sup>1</sup>	Number of Contacts										Total People	# Hours
		Native American	Race			Ethnicity*		Age		Gender			
	Asian		Black	Caucasian	Hispanic	Non-Hispanic	Adult	Youth	Male	Female			
3/15/15	Site visit to Joe Sylvan, forest owner				1		1	1		1		1	3
3/30/15	Answered questions at booth at forest owners conference				5		5	5		3	2	5	2
4/10/15	IFOA Board meeting												2
4/24/15	Tree ID talk to Lochsa County master gardeners		1		14	2	13	15		3	12	15	2
4/15/15	Led 4-H group on a nature walk on trees	1			17	2	16	1	17	10	8	18	4

## IMFS Continuing Education Record

Date	Name of Event/Description	Primary sponsor	Location	# Credits
3/6/15	Non-Timber Forest Products	UI Extension	Sandpoint	3.5
3/30-31/15	Family Forest Owners/Managers Conference	IFOA	Moscow	11
4/19/15	Book Report on "Breaking New Ground" by Gifford Pinchot (see attached)	Island Press	Home	6

<sup>1</sup> Note type of effort and audience. Examples of possible descriptions: One on one contact with another forest owner via personal contact, telephone, or e-mail, or on their property, volunteerism with forest owner associations (e.g., leadership in IFOA, volunteering on conservation district effort, etc.), development of publications, news articles or demonstration sites, etc., help with UI Extension programs (describe role). Duplicate this sheet as necessary.



## Idaho Master Forest Stewards Recertification

All University of Idaho volunteers, including 4-H Leaders, Master Gardeners, and Idaho Master Forest Stewards (IMFS) must be certified. After meeting initial training requirements, IMFS volunteers are certified for two years after their core training sessions. During the 2<sup>nd</sup> year after completing IMFS core training sessions (and every year after), volunteers can re-certify, a process with both continuing education and volunteer service components. Volunteer service and continuing education is tracked over the calendar year (i.e., hours are tracked from January 1 - December 31)

### The Value of Recertification as an Idaho Master Forest Steward

Continuing certification has many benefits:

- Recertification ensures liability and similar protections afforded to University of Idaho volunteers.
- Certified Idaho Master Forest Stewards can attend UI Extension Forestry programs (where UI is the primary organizer) for half-price.
- Staying on certified Idaho Master Forest Stewards mailing lists for information on educational opportunities such as webinars, new publications, and peer-to-peer learning opportunities among Idaho Master Forest Stewards.
- Opportunities to continue to help guide UI Extension programming and agency efforts for family forest owners.
- All the other volunteer rewards that come with being an Idaho Master Forest Steward!

Idaho Master Forest Stewards whose certification has lapsed can recertify by completing their continuing education hours then sending in the “IMFS Volunteer Activity and Continuing Education Record” (note: the half-price on Extension programs benefit does not kick in until logs for at least 15 hours of volunteer time are also received).

### Volunteer Service Requirements (*15 hours annually*)

During the second year after completing core training, and every year after, Idaho Master Forest Stewards must complete 15 hours of volunteer service by December 31<sup>st</sup> to remain certified for the next.

One of our tasks with the Idaho Master Forest Stewards program is to report on our activities to provide evidence of return on public investments made in the program. Extension offices are also periodically audited to make sure we are complying with federal civil rights policies. Ethnicity, gender and age counts are required by USDA (for more information, go to [http://www.csrees.usda.gov/about/offices/equalop\\_require.html](http://www.csrees.usda.gov/about/offices/equalop_require.html)) to provide part of the evidence that Extension programs have not actively or passively discriminated against any specific groups.

Idaho Master Forest Stewards are not required to target individuals of various ethnicities, etc., nor should they ask individuals if they are in these various groups. But if you see folks you believe fall within the groups listed in the form, try to capture that in the numbers you write down, so we have that information to help document our compliance with UI Extension civil rights policies.

## Other Notes:

- Only include hours spent actively volunteering. Participation in workshops or conferences is normally counted as continuing education towards re-certification (separate from volunteer time). Some time spent at conferences can count as volunteer time if one is helping or teaching at the event for some period of time (e.g., time spent helping to take registration, time giving a presentation, time being present to answer questions at a display or booth).
- Volunteers can include travel time in volunteer hours, in proportion to the amount of time spent volunteering. (i.e. if someone attends a conference, volunteers for 1 hour and spends the remaining 7 hours listening to presentations, etc. travel time to volunteering should be reduced proportionately)
- For articles published in newsletters or publications, the amount of time can be negotiated with the extension faculty, but a general rule of thumb is to count 1 hour per 100 words published. If you like, write up specific accomplishments, activities, or leadership roles that you are most proud of on the back of the log sheet - toot your own horn and let us know what you have done for your community!

## **Continuing Education Requirements (15 hours annually)**

During the second year after completing core training, and every year after, Idaho Master Forest Stewards must complete 15 hours of continuing education by December 31st to remain certified for the next. Credits can be obtained through:

- *Participation in continuing education events, online webinars or videos:* These can include extension programs, forest owner association and tree farm events, or any other program in which master forest stewards gain knowledge or skills they can apply to helping other forest owners or to their own forest land. Credit is counted on the basis of the number of hours of actual presentation/instruction (i.e., lunches, breaks, and travel to and from the event are not counted). Volunteers' repeated participation in programs they have also attended previously, counts towards these requirements.
- *Written materials and web sites.* Reading a book, article, webpage, and writing up a 1-page report (see attached form) on it or presenting on it at an Idaho Master Forest Stewards meeting. Reports will be posted to the Idaho Master Forest Stewards web site. Credit can be negotiated, but it is assigned based on 1 credit per four pages of written material, with no more than 6 credits for any particular document.
- *Additional shadowing case studies.* Use the same form that was used for initial training. 6 credits for at least half-day, plus report.

You are welcome to document as much of your continuing education as you like, but only 15 hours need be documented for IMFS recertification.

## Credits from Self-Study

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Title of the book or article, citation, and article length (*e.g.*, *Getting to know forest mushrooms, NW Woodlands, February, 2010. 4 pages*):

What did you learn from the publication?

How will you apply what you learned to interaction with other forest owners or to your own forest?

What new questions about the subject did the publication raise for you?

*Use the back of this form if you need additional space . . .*