



WORKSHOP APPLICATION
 State Form 55143 (R / 4-19)
DEPARTMENT OF NATURAL RESOURCES
INDIANA MASTER NATURALIST™
JUNIOR INDIANA MASTER NATURALIST



Submit this form to the address below to schedule an Indiana Master Naturalist Workshop and receive workshop materials for your students. Basic workshop guidelines are provided on page two of this application form. Please review the IMN Curriculum and Host Manual for complete details.

Type of Workshop (Please check one):

Indiana Master Naturalist (for adults) Junior Indiana Master Naturalist (for ages 9-13)

Workshop Coordinator Information

Sponsoring Agencies or Organizations: _____

Name: _____ Title: _____

Address (number and street): _____ City, State, ZIP code: _____

Telephone number: _____ E-mail address: _____

Additional Contact(s): _____

As Workshop Coordinator, I have read through the most recent IMN curriculum and objectives from the IMN website and will ensure that instructors help students meet these objectives. Please initial: _____

Workshop Information

Workshop Dates (minimum eight (8) three (3)-hour sessions required for adult IMS or eight (8) two (2)-hour sessions for Junior IMN required to cover all eight (8) core topics; one (1) People and Natural Resources, one (1) Water, one (1) Geology/Soils, two (2) Botany, two (2) Zoology, and one (1) Miscellaneous) with tentative times and topics. Please indicate which core topics are being covered in each class.

Date (mm/dd/yy)	Time	Class topic(s)	Core topic(s) covered	Speaker(s), Title
3/10/08	6-9:30pm	Spider Biology	Zoology	Jody Heaston, IDNR Naturalist
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Workshop Location(s): _____

Number of Students Expected (Suggested Minimum 10 – Maximum 20 Junior IMN or 30 IMN): _____

Registration Fee, per student: \$ _____

Basic break down of your cost (speaker fees, class materials, room fee, etc.): _____

Junior IMN Safety Guidelines

How will your agency ensure the safety of the youth participating in your program? Please describe or attach a copy of your agency guidelines for group size, leadership evaluation and general safety rules. These must be included for Junior IMN Class advisory council approval. _____

Shipping Address for Materials

Name: _____ Telephone number: _____

Address (number and street): _____ City, State, ZIP code: _____

What is Expected of Students

- Participate in at least 80% of the required eight (8) course sessions, which means can only miss two (2) sessions.
- Complete volunteer service with a local or state natural resources organization. (Twenty-four (24) total hours needed for Adult IMN, twelve (12) total hours for Teen IMN, and six (6) total hours of service for Junior IMN.)
- Complete an open book quiz covering course content for adult IMN; complete a pre and post survey for Junior IMN.
- Pay registration fee required by sponsor.

What is Expected of Sponsors

- Natural resources agency or organization
- Use standard program materials (applications, certificates, etc.).
- Submit application for sponsorship to IMN state coordinator.
- Develop a course outline, with a minimum of eight (8) three (3)-hour sessions focused on the core curriculum topics: one (1) Geology/Soils, one (1) Water, two (2) Botany, two (2) Zoology, one (1) People and Natural Resources, and one (1) Miscellaneous – suggested list provided).
- Select qualified instructors for each course.
- Provide name of local course coordinator.
- Provide local publicity for course.
- Collect course fees, including a \$10 per person administrative fee for pins, materials, newsletter and other supplies.
- Assemble handouts and other resource materials for participants.
- Provide meeting site and audiovisual equipment.
- Provide course oversight and on-site host.
- Conduct an evaluation of the course and speakers.
- Return a review of the course to the IMN state coordinator along with \$10 per person administrative fee.
- Maintain a local list of class participants.
- Provide suggested locations for volunteer service.
- Track volunteer hours and submit names, addresses, and other contact information of those who complete volunteer service to the IMN state coordinator so pins, newsletters, etc. can be provided.
- Distribute certificates, pins, and other forms of recognition to graduates who complete service. (Note: This can be handled by IMN State Coordinator if you choose, but you must monitor volunteer service and provide names and addresses as required.)

For more detailed information about hosting a course, see the Curriculum and Host Guide for IMN or Junior IMN. This guide includes general course objectives to be met, a step-by-step guide to hosting a workshop, a list of forms and more. You can download guides and forms from the website at www.indianamasternaturalist.org.

Need More Information?

Contact: Jody Heaston, IMN State Coordinator

Division of State Parks

4930 E State Road 201

Bluffton, IN 46714

Telephone: (260) 824-0926

E-mail: Jheaston@dnr.in.gov



The mission of the Indiana Master Naturalist program is to bring together natural resource specialists with adult learners to foster an understanding of Indiana's plants, water, soils and wildlife, and promote natural resource volunteer service within the State of Indiana.



The mission of the Junior Indiana Master Naturalist program is to bring together natural resource specialists with young people, age 9-13 years, to foster an understanding of Indiana's plants, water, soils and wildlife, and promote natural resource volunteer service within the State of Indiana.