

## HOW TO APPLY to the Rivanna Chapter of the Virginia Master Naturalists

### ALL DOCUMENTS ARE DUE BY JANUARY 5th, 2021

**1. RMN Applicant Questionnaire.** This form is specific to the Rivanna (RMN) chapter. Download this document to your computer as a WORD document. Fill it out and send to us as an email attachment, due by January 5, 2021. This document does not need to be signed.

**2. VMN Volunteer Enrollment Agreement.** This form is required by the Virginia Master Naturalist (VMN) Program. To complete this form, you must list the names and contact information of **three references**. References should vouch for your willingness to be an active volunteer. The Enrollment Agreement is located on the RMN website homepage and under Training at <http://www.vmn-rivanna.org/>

You can download the Enrollment Agreement to your computer as a WORD document, fill it out (with references listed), print it, and sign (wherever requested), then scan or photograph, and send to [rivannamnapplications@gmail.com](mailto:rivannamnapplications@gmail.com) with the RMN Applicant Questionnaire, as an email attachment, due by January 5, 2021.

**3. Volunteer Reference Form.** Download and send the 2021 RMN Volunteer Reference form to each of the three references you listed on the Enrollment Agreement. They can fill it out and send it to us as an email attachment, due by January 5, 2021. This document does not need to be signed. **It is your responsibility to get the forms to your references and remind them of the deadline, which is a firm deadline. If your submission lacks three references, it can disqualify your application.**

#### 4. Submitting the Application

Attach the VMN Enrollment Agreement and Applicant Questionnaire described above to an email with subject line "Application" and send by the deadline, January 5, 2021, to [rivannamnapplications@gmail.com](mailto:rivannamnapplications@gmail.com)

Don't forget to follow up with your three references, reminding them of the deadline,

If you have any questions about the program's content or format, please write Sandy at [rmncurriculum@gmail.com](mailto:rmncurriculum@gmail.com)

If you have any problems with emailing the documents or following up your references, please let us know at [rivannamnapplications@gmail.com](mailto:rivannamnapplications@gmail.com)