

New FMNP Chapter Checklist

To establish a new FMNP Chapter, please submit the first five checklist items to the FMNP State Office at info@masternaturalist.org. If your Chapter is approved, you will continue with the last three checklist items.

Proposed name of Chapter:

Chapter names should indicate general location. Example: Florida Master Naturalist – St Lucie Chapter.

Chapter Facilitator:

Chapter Facilitators are Master Naturalist Lead Instructors or UF/IFAS Extension Agents responsible for complying with UF/IFAS policies and Chapter operations within the spirit of the Florida Master Naturalist Program.

Chapter Facilitator should:

- Look for opportunities for Chapter involvement and help facilitate functions. Provide overall program oversight and make sure things are run in accordance to UF/IFAS standards.
- Find volunteer activities that meet program needs. Chapter members also determine volunteer opportunities.

Written request/proposal for the formation of a new Chapter

Mailing address for Chapter business.

List of individuals who would like to be Chapter members and potential Board Officers (to establish initial Chapter support)

Draft Chapter bylaws (these must be approved by the FMNP State Office)

Examples of Chapter bylaws are available [here](#) and [here](#).

Elect Officers: President, Vice President, Secretary and Treasurer (only required if Chapter funds are generated) and establish Board members

Understand that active Chapters must:

- Commit to a minimum of three meetings per year
- Elect officers
- Conduct themselves according to bylaws approved by the FMNP State Office
- Commit to a minimum of 25 hours of volunteer service per chapter per year