



# NWQMC

## Volunteer Monitoring Experience Submission Form

(Website) <http://acwi.gov/monitoring/vm/>  
(NWQMC Newsletter) <http://acwi.gov/monitoring/newsletter>  
(VM Newsletter) <http://acwi.gov/monitoring/vm/newsletters.html>

**Instructions:** Submit your completed form (with optional attachments) to the NWQMC volunteer monitoring representatives:

Barb Horn at [barb.horn@state.co.us](mailto:barb.horn@state.co.us) and Danielle Donkersloot at [Danielle.Donkersloot@dep.state.nj.us](mailto:Danielle.Donkersloot@dep.state.nj.us)

### Program (or Organization) Contact Information

Program Name		Program Website
Program Contact First Name		Program Contact Last Name
Telephone Number	Extension	Program Contact E-mail Address

### Author of the Story Contact Information: Provide *only* if different than above.

Author Contact First Name		Author Contact Last Name
Telephone Number	Extension	Author E-mail Address

### Type of Story: Check the box that best describes the type of experience that was written.

- Action/decision as a result of monitoring activities
- Collaboration/partnerships for monitoring or other related activities
- Volunteer management
- Field or laboratory method applications
- Data management
- Data sharing or exchanges
- Funding (including, source opportunities and fundraising ideas)
- Other types of stories

### Title of Your Story: Please, provide a title of your submission; if left blank, one will be chosen for you.

--

**Background Information:** Give a few statements to introduce your program and what you are/were working on. This section will give context to the experience that you will be describing.

**Experience Summary:** In this section, describe the type of challenge(s) or obstacle(s) that you or your team faced but ultimately overcame. Your experience could be about learning from mistakes or failures.

**Lessons Learned:** Describe how you or your team overcame the challenges or obstacles described above. In this section, you may also summarize the top lessons learned and explain key strategies others can apply to overcome similar objectives.

**Other Thoughts:** In this *optional* section, you can describe any other information that is relevant to your story such as how long something took, any costs or savings that were involved, considerations to keep in mind, or who was involved that led to your success.

**Attachments:** *optional* section

As they say, "A picture is worth a thousand words." Help enhance your story by also sharing digital photos, maps, or other resources. If interested, simply attach the files along with this form when emailing your story submission.

For digital photographs, please provide the additional information:

1. Name of person that took the photograph
2. Year or date that the photo was taken
3. Image location
4. Brief caption of what the image is showing

Please check whether you have included attachments.  Yes or  No

**Permission to Share on the NWQMC Website or newsletters**

We would like to share your story with others. We find that the exchange our experiences can help one another. By checking the box below and providing your name and date, you give the NWQMC Volunteer Monitoring Coordinators, Barb and Danielle, permission to make your experience story available in the NWQMC website and/or newsletters.

YES, I give permission to the NWQMC  
to share this story

Name of Owner/Authorized Representative  
(Print or Type)

Date signed

*And thank you for you sharing your experience!*