

## FNPS Chapter Activity Waiver Form Instruction Guide

**FNPS insurance requires that all attendees of chapter activities sign a form indicating that they understand the nature of the activity and waive liability associated with their participation.** This is for everyone's financial protection.

Please use the waiver form for each field trip activity that your chapter organizes. Refer to the [Insurance Coverage Guide](#) and [Insurance Coverage FAQs](#) for specific information on what activities are covered by our policy. For any other questions, please email Administrative Services at [info@fnps.org](mailto:info@fnps.org).

### Instructions:

1. Download the [FNPS Chapter Waiver - Print Form](#). (Note: Your chapter may use an online waiver form instead of the print form- see #6)
2. Fill in the chapter name, date, location, and activity in the designated spaces. Make sufficient copies for all participants to sign the front page. (Note: Do not add signatures to the back page or additional blank sheets. **The signature is only valid if it is on the same page as the waiver text.**)
3. Inform participants ahead of time that signing the liability waiver will be required (e.g. when you publicize the activity).
4. Designate someone to ensure all participants sign the waiver form and to collect all signed forms.
5. The signed forms **must be submitted to FNPS Administrative Services** through the online Google form, as digital copies, or hard copies:
  - Digital copies: Scan/take a clear picture and upload to the [Google Drive](#).
    - Please include the chapter and date in the name of the file.
  - Hard copies: Mail the signed forms to Admin Services within 6 weeks after the chapter activity.
    - Mailing Address: PO Box 5007 Gainesville, FL 32627
  - The signed forms will be kept in FNPS Administrative Services records for 5 years
6. Your chapter may also use an online waiver form instead of the print form. You can find the link to the Google form here: [FNPS Chapter Waiver - Online Form](#)

*\*\*Activity Types include the following:*

*Native Landscaping (demonstration and community gardens, garden grants, landscaping ordinances)*

*Land Management Reviews (formal reviews per request of land manager)*

*Habitat Restoration (plant rescues, restoration planting, invasive removal)*

*Field Trips (natural areas, yard visits, native nursery and garden tours)*

*Conservation & Research (Citizen Science, grant research, plant surveys, land acquisition and management)*

*Outreach (plant sales, festivals, tabling events)*