

# FNPS Volunteer & Event Attendance Reporting Guide

[Click Here for Reporting Form](#)

**Updates:** The reporting form has been updated to clearly distinguish between volunteer hours and event attendance. Previously, these were reported together in a single field - now each is captured separately to better reflect the true reach and effort of your chapter's work. We also added a Pro Bono Professional Service category to recognize members who contribute professional skills such as legal, tech, and design work.

**Reporting Instructions:** Report only 2026 hours and activities on the reporting form. Complete one activity entry at a time - the form will prompt you to add more as needed, up to 10 per submission.

Contact Cherice at [csmithers@fnps.org](mailto:csmithers@fnps.org) with any questions.

## Volunteers vs. Attendees: Know the Difference

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	Volunteers	Attendees
<b>Who?</b>	People who organize, plan, or labor to make an activity happen	People who participate in or attend an activity
<b>Examples</b>	Organizing a meeting, tabling at an event, pulling invasives, doing admin work, board meetings	Attending a presentation, joining a field trip, participating in a plant walk or program
<b>What to count</b>	# of volunteers + combined hours (including travel time)	# of attendees only (no hours needed)

## How to Fill Out the Form

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You can report up to 10 activities in a single form submission. For each activity, complete the following fields:

<b>1</b>	Select your Chapter from the dropdown list.
<b>2</b>	Select a Category: Chapter, Council of Chapters, Society At-Large, or FNPS Grant Funded Project.
<b>3</b>	Select the Month of Activity.
<b>4</b>	Select the Activity Type (e.g., Field Trips, Habitat Restoration, Education, Outreach Events, etc.).
<b>5</b>	Provide a brief Activity Description.
<b>6</b>	Enter Total # of Volunteers - count only those who gave labor or organizational time. Do not include attendees here.
<b>7</b>	Enter Total # of Volunteer Hours - combined hours across all volunteers, including travel time.
<b>8</b>	Enter Total # of Attendees (if applicable) - count everyone who participated or attended (meetings, field trips, plant walks, programs, etc.).
<b>9</b>	Indicate whether you'd like to add another activity entry.

## Activity Types

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Select the type that best describes your activity:

- Communications — emails, newsletters, websites, social media, writing articles
- Conservation & Research — citizen science, plant surveys, land acquisition and management
- Education — program meetings, presentations and materials development
- Field Trips — natural areas, yard visits, native nursery and garden tours
- Habitat Restoration — plant rescues, restoration planting, invasive removal
- Land Management Reviews — formal reviews per request of land manager
- Native Landscaping — demonstration and community gardens, garden grants, landscaping ordinances
- Operations/Management — governance, administration, coordination
- Outreach Events — plant sales, tabled events, Annual Conference
- Policy & Legislation — policy analysis and statements, advocacy
- Pro Bono Professional Service — legal, tech, design, etc.
- Other — provide details in the Activity Description field