

VOLUNTEER SERVICE REPORTING

WNPS Native Plant Stewardship Training: South Sound, Spring 2016



INSTRUCTIONS

Report each volunteer service activity to your Stewardship Coordinator (see contact information at the end of these instructions). Email reports – as email attachments -- to the Coordinator on a monthly basis (if you've had no activity during a particular month you don't need to file a report for that month).

1. Name:

Include both your first and last name

2. Class Year: 2016

Enter the year you started your stewardship training.

3. Chapter: South Sound

Enter the WNPS chapter where your stewardship training took place.

4. Date Submitted:

Enter the date the form was completed and submitted to WNPS.

[Note: If you are reporting multiple activities at one time, you need to complete items 1-4 just once for the entire report]

5. Date of Activity:

Enter the month and year that the activity occurred. If work on a particular project and activity occurred over a period of days during a month, volunteer hours can be combined into a single entry for the month. However, please use a separate line for each activity within a project (see activity codes below).

6. Project Name (if any):

Using correct project names (if any) will assist WNPS in maintaining accurate records.

7. Sponsor's name:

Name of the organization, land trust, public agency, or other entity who owns or manages the land you are working on (land-based projects) or sponsors the activity you are carrying out or assisting with.

8. Activity or Activity Code:

Please select the activity code from the list that best describes the volunteer activity.

Activity codes help us document the benefits of the Stewardship Program and the interests of stewards. If more than one activity occurs in a day, please use separate lines for reporting each code and associated hours. Activities are broadly defined.

Do your best to fit your activity into one of these categories.

A01 -- Planning, administration, fundraising

A02 -- Plant salvage and propagation

A03 -- Project site preparation and planting

A04 -- Site inventory & vegetation monitoring

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- A05 -- Invasive plant removal and maintenance
- A06 -- Native plant cultivation and maintenance
- A07 -- Education: Project oriented presentations
- A08 -- Consultations: Landscaping with native plants
- A09 -- WNPS office assistance and recordkeeping
- A10 -- WNPS board/committee activities
- A11 -- WNPS fundraising (plant sale, workshops, etc.)
- A12 -- Education and outreach: School presentations
- A13 -- Education and outreach: Public presentations
- A14 -- Education and outreach: Staffing WNPS booth
- A15 -- Education: Assisting stewardship training
- A16 -- Other (specify):

9. Activity Hours:

Enter the number of volunteer hours, excluding travel, to the nearest half-hour, using decimals (for example, 0.5). The time that you spend preparing reports also counts as volunteer time and should be included as part of the project or activity hours.

10. Travel Hours:

Enter the travel time to and from each project to the nearest half-hour, using decimals (for example, 0.5).

11. Number Reached:

If applicable, enter the number of persons you actually taught, led, supervised, trained, advised or who otherwise received or benefited from information that you provided. Do not include other Native Plant Stewards or staff of a sponsoring agency or organization.

Expect some revisions to this reporting process as we go forward! Please contact me if you have any questions or comments.

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State Stewardship Program Manager

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