

Finding “It”

USING THE FNPS WEBSITE TO FIND IMPORTANT
INFORMATION AND HELPFUL TOOLS



You Can Print This and Share It !

Please download this presentation and share it with your chapter board.

It will make your Chapter team more powerful in using the tools that FNPS provides to our chapters.

To download, click this link: <https://fnps.org/assets/pdf/docs/finding-it-2019.pdf>

The file will likely land in your “downloads folder” – or tell it to open in the browser. When it does, print it.

Overall Site Organization

<https://fnps.org>



Public and
Members

FNPS
Management



The screenshot shows the homepage of the Florida Native Plant Society (FNPS). At the top is a navigation bar with links: Who We Are, What We Do, Native Plants, Resources, Events, Chapters, and Join / Support. Below the navigation bar is a large featured image of pink flowers with a 'Join' and 'Donate' button. The main content area includes a 'News' section with articles about the 40th Annual Conference, FNPS 2020 Awards Applications, and a call for research track papers. On the right side, there are social media links (Facebook, Twitter, Flickr, YouTube, Instagram, LinkedIn), a 'Find Plants' map, an 'amazon smile' logo, and a 'Leave a Legacy' button. The footer contains a detailed list of resources categorized by Society, Chapter, Committee, and Member, along with contact information and a copyright notice for 2013.



Public and Members – Menu Overview

[Donate](#)[Join or Renew](#)

Florida Native Plant Society

[Who We Are ▾](#)[What We Do ▾](#)[Native Plants ▾](#)[Resources ▾](#)[Events ▾](#)[Chapters](#)[Join / Support ▾](#)[Contacts](#)[Mission](#)[History](#)[Business and Not-for-Profit
Supporters](#)[Conservation](#)[Natural Lands](#)[Policy](#)[Research](#)[Education](#)[Landscaping](#)[Grants and Awards](#)[Native Plant Definition](#)[Gardens with Natives](#)[Hot Spots](#)[Interpretive Trails](#)[Native Plant Communities](#)[Native Landscape Plants for
Your Area](#)[Books](#)[Downloadable Documents](#)[Sabal Minor](#)[The Palmetto](#)[Chapter Newsletters](#)[Google Custom Search](#)[Native Plant Month](#)[Annual Conference](#)[Society Calendar](#)[Join or Renew](#)[Leave a Legacy](#)[Donate Now!](#)

Important for FNPS leaders to know about



Public and Members – Powerful Search !

[Donate](#)[Join or Renew](#)

Florida Native Plant Society

[Who We Are](#) ▼ [What We Do](#) ▼ [Native Plants](#) ▼ [Resources](#) ▼ [Events](#) ▼ [Chapters](#) [Join / Support](#) ▼

[Home](#) > [Events](#) > Society Calendar



Find it Anywhere !

Includes fnps.org, forum, handbook, blog

FNPS Society Management

Society Resources

[Forum](#)

[Handbook](#)

[On the Vine](#)

[Support Documents](#)

[Logos and Logo Use Policy](#)

Chapter Resources

[Support Documents](#)

[Council of Chapters](#)

Member Resources

[Renew/Join](#)

[Member Address/Email/Phone Changes](#)

[Contact FNPS](#)

[Login](#)



[FNPS blog](#)



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[Flickr Photos](#)

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Forum – contains upcoming events & history

<https://forum.fnps.org>

Open to everyone

Contains:

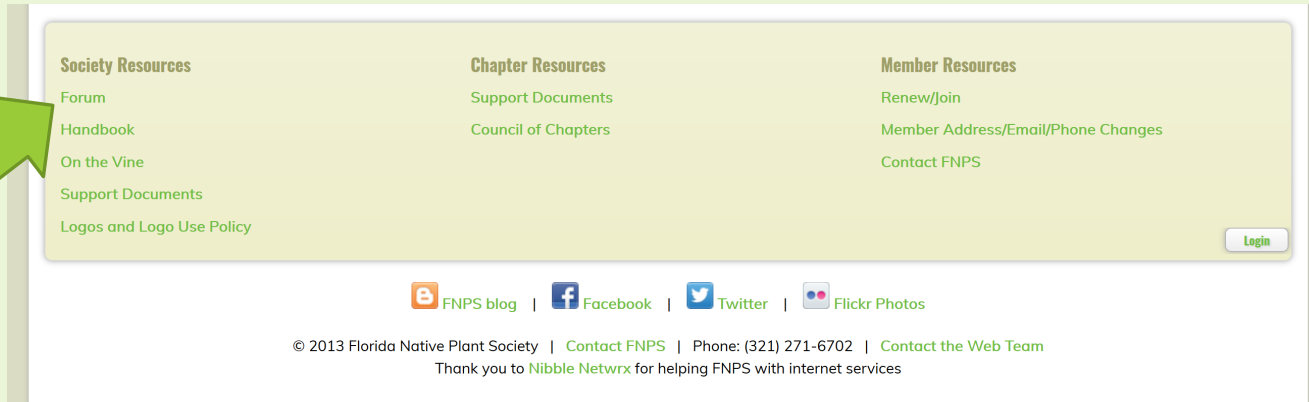
- Meeting announcements
- Committee reports
 - Committies have protocols for submitting reports – please ask first
- Meeting minutes

No login required to view

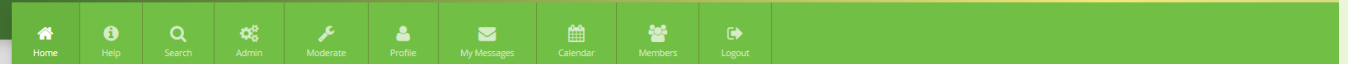
Login required to edit or file committee or board member reports

Login is required to edit

To get a login, contact Webteam@fnps.org



Forum.fnps.org



fnps.org

About This Discussion Board

	Using This Forum
	Other Topics

FNPS Administration

	Annual Meeting Minutes and Agendas Minutes from Annual General Membership meetings
	Board of Directors
	BOD Minutes
	Executive Committee
	Executive Committee Minutes Minutes from the ExComm meetings beginning July 2011. notes from prior meetings
	In-Person Meeting Presentations of the Board and Council Here you will find PowerPoint presentations and notes from the various sessions held at the joint in-person meetings of the Board of Directors and Council of Chapters.
	Financial Statements
	Bylaws and Articles of Incorporation Bylaws and amendments
	Wiki Updates
	General Information
	Awards 2019 Award Votes , 2018 Award Votes , 2017 Award Votes , 2016 Awards , 2015 Awards , 2014 Award Votes , 2013 Award Votes , 2012 Award Votes , 2011 Award Votes , 2010 Award Votes , 2009 Award Votes , 2008 Award Votes
	Old Stuff Stuff of past relevance 2014 Annual Report , 2011 Executive Director Reports

Council of Chapters

	General Information Moderators: Richard Browncombe, Julie Becker
	Voting
	Meetings Moderators: Richard Browncombe, Julie Becker
	Discussions Moderators: Richard Browncombe, Julie Becker
	Support Materials Instructional materials for Chapter Representatives and Chapters.
	Speakers Bureau A list of speakers who would like to speak to your Chapter
	Volunteer Hours Recording



Handbook

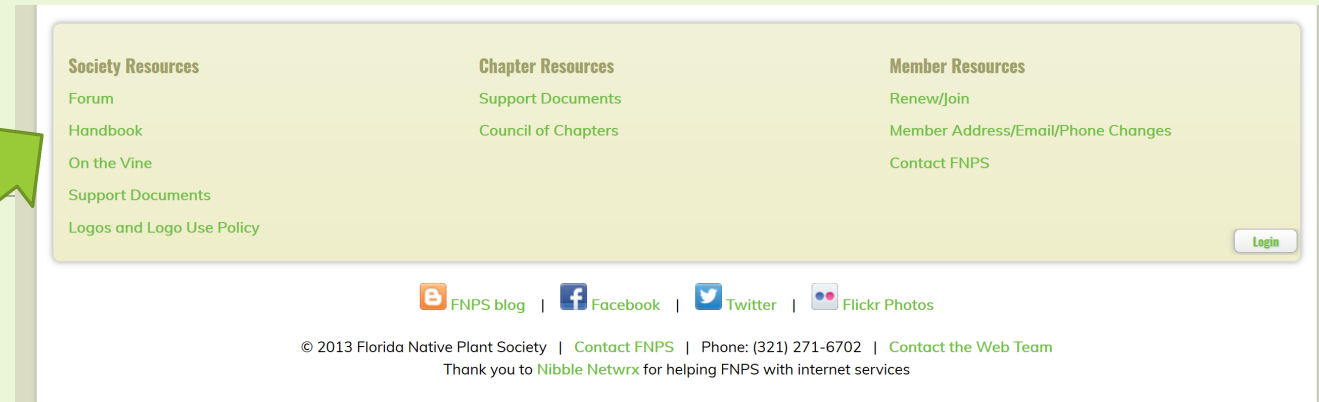
<https://handbook.fnps.org>

Open to Everyone

Contains:

- FNPS management
- FNPS committee management
- Chapter management

No login required to view



handbook.fnps.org

Florida Native Plant Society Handbook

HANDBOOK FNPS FACTS + SOCIETY GOVERNANCE + COUNCIL OF CHAPTERS + CHAPTERS + ACTIVITIES +

Handbook

Welcome to the FNPS Handbook!

The purpose of the FNPS Handbook has always been to augment the bylaws with procedure: the nuts and bolts of how things are done. In this handbook, you will find out how the Society runs, and find all kinds of documents to help your Chapter be more effective. As times change, our strategies change as well. Although the content is steeped in the rich history of FNPS, this is a living document, and we hope you will use your experience as a member of the Florida Native Plant Society to contribute to its quality.



How to use the Handbook

This handbook is divided into four main sections: general information about FNPS, Society Governance, Council of Chapters, and Chapters. Each section has multiple pages which you can access either from the top menu or from a menu for the specific subsection on the right.

On each page, you will be able to read about the topic, and access supplemental material through links as you go along. It is a beautiful thing. Content has been chunked out to make it more discrete and digestible. Much has been added that was not addressed in the previous handbooks; much is still under development. We can guarantee that this handbook will grow with the new convenience of editing in this format.

We look to the Chapters to help the FNPS Board members prioritize what should be added or updated. That said, we think it is a good start, and hope you find value in it.

Proposing Changes

The content of this handbook is intended to be a living document. It will change with time. All content comes from FNPS members active in the management of the society — FNPS officers, committee chairs, and board members, representatives to the Council of Chapters, chapter leaders. Before becoming part of the handbook, changes must be approved by the FNPS Board of Directors.

To propose a change

1. Go to the page where you would like the change
2. Highlight the entire main text
3. Create a MS Word document
4. Copy the text into the document
5. Turn on track changes
6. Make your proposed edits
7. Save
8. Email the document to handbook@fnps.org

Once approved, the change will be made by a designated editor. If you have basic website editing skills, we encourage you to volunteer to be a designated editor. Just send an email to handbook@fnps.org with your name and contact information. You must be a member of FNPS. You do not need to be in a leadership role.



On-the-Vine

<https://fnps.org/news/on-the-vine>

Open to Everyone

Contains:

- Meeting summaries
- From our FNPS Executive Director to you

No login required to view



Support Documents – Stuff You Need - Such as Letterhead

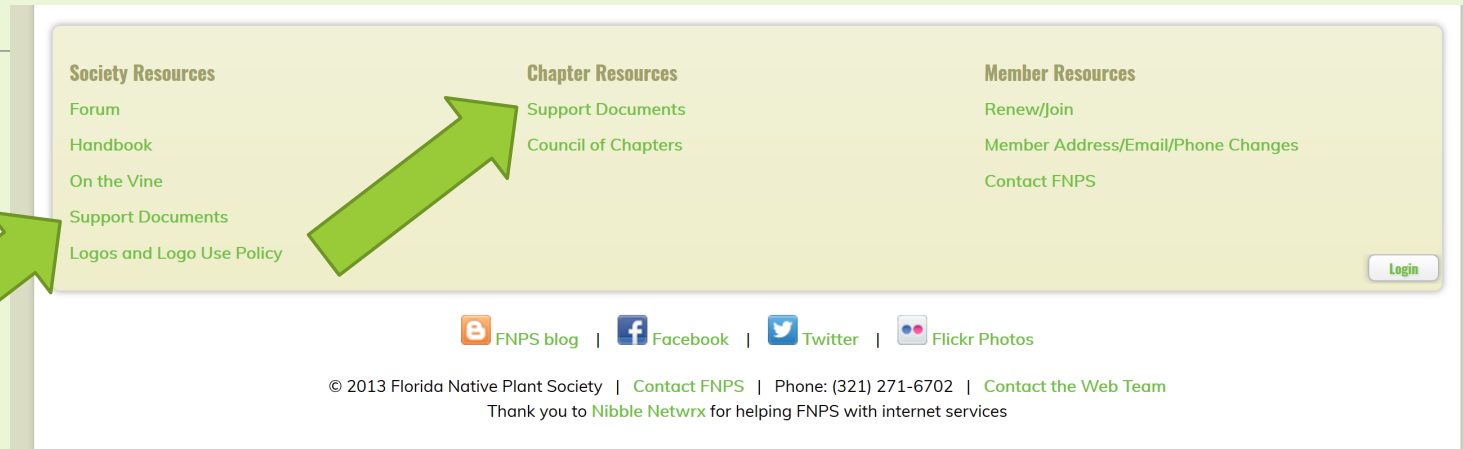
<https://fnps.org/society/docs>

Open to Everyone

Contains:

- Letterhead
- Powerpoint templates
- Business card templates

No login required to view



<https://fnps.org/society/docs>

Support Documents – stuff you need - such as letterhead



Chapter Docs

- Chapter Letterhead by FNPS
- Chapter Model Bylaws
- Chapter Program Press Release Sample
- Chapter Representative Duties and Expectations
- Consensus Making
- Council & Chapter Representative Resources
- Council of Chapters Responsibilities and Purpose
- FNPS ByLaws
- Guest Register
- Land Management Review Reporting Form (2017-2018)
- Photograph and Video Release Form
- Policy Advocacy Handbook
- Solicitation Language for 501(c)(3)
- Volunteer Hours Tracking Spreadsheet

Document Templates

- Business Card - image
- Business Cards - 10 per page
- FNPS Letterhead Word 2016 by FNPS Branding Committee
- FNPS Letterhead Word 2003
- FNPS Letterhead Word Template 2016 by FNPS Branding Committee
- FNPS Letterhead Word Template for Versions Back to 2003
- FNPS PowerPoint standard format
- FNPS PowerPoint Widescreen format

Field Trips

- Best Field Trip Checklist
- FNPS Field Trip Waiver Form
- How to Lead the Best Field Trip Ever

Membership Docs

- Membership Recruitment (pdf - 4.4mb) by Shari Blissett-Clark
- Membership Recruitment (ppt - 8mb) by Shari Blissett-Clark
- Membership Strategies for Chapters (211 kb) by Shari Blissett-Clark
- MembershipForm by FNPS

Publicity

- Banner by FNPS
- Chapter Program Press Release Sample
- Sample Advertisement
- Sample Public Service Announcement
- Tips for Spokespeople
- Writing an Opinion Piece for the Press

Science Standards

- Plant Survey Standards by FNPS Conservation Committee

Society Docs

- Annual Report 2010
- Annual Report 2011
- Annual Report 2012
- Annual Report 2017
- Annual Report 2018
- Chapter Representative Duties and Expectations
- Consensus Making
- Council & Chapter Representative Resources
- Council of Chapters Responsibilities and Purpose
- FNPS ByLaws
- FNPS Identity Standards
- Gift Certificates
- Photograph and Video Release Form
- Policy Advocacy Handbook
- Sales Tax Instructions by FL Dept. of Revenue
- Solicitation Language for 501(c)(3)

Logos and Logo Use Policy

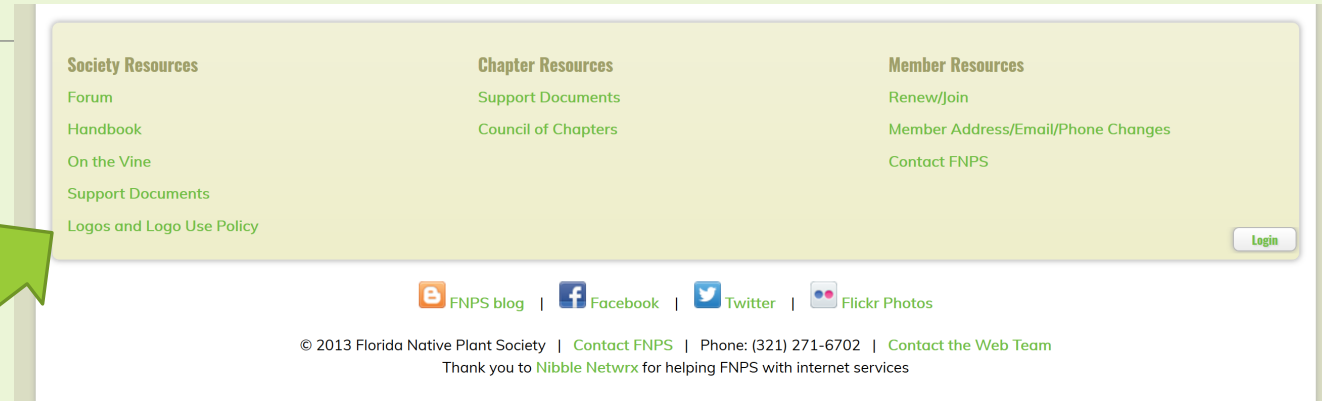
<https://fnps.org/society/logos>

Open to Everyone

Contains:

- FNPS in various formats
 - Old logos should never be used in new documents
- FNPS policy for logo use

No login required to view



Council of Chapters

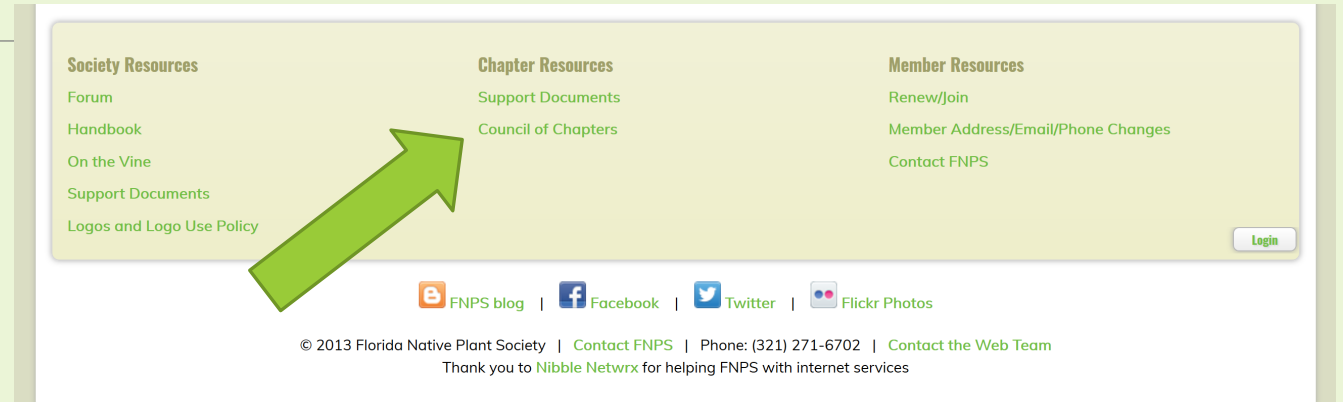
<http://council.fnpschapters.org/>

Open to Everyone

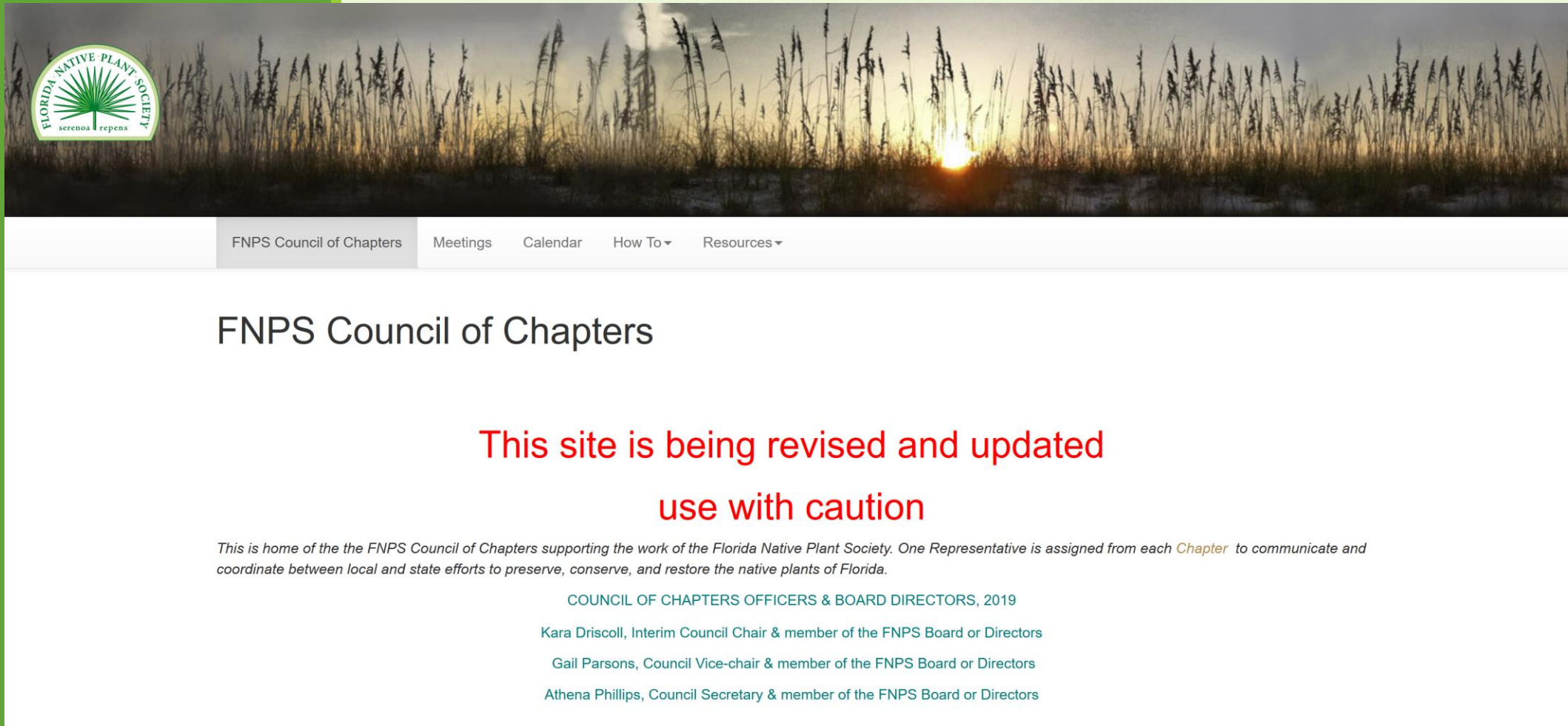
Contains:

- Information on the operation of the Council of Chapters

All changes require a login



<http://council.fnpschapters.org>



FNPS Society Management –Log in for More

Society Resources

[Forum](#)

[Handbook](#)

[On the Vine](#)

[Support Documents](#)

[Logos and Logo Use Policy](#)

Chapter Resources

[Support Documents](#)

[Council of Chapters](#)

Member Resources

[Renew/Join](#)

[Member Address/Email/Phone Changes](#)

[Contact FNPS](#)

[Login](#)



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Click button on lower right

Enter user name

Enter password – password is case sensitive

Do not attempt to change your password



FNPS Society Management – if Logged in

Society Resources

[Forum](#)
[Handbook](#)
[On the Vine](#)
[Support Documents](#)
[Logos and Logo Use Policy](#)
[Volunteer Hours Tracking](#)
[Society Member List](#)

Chapter Resources

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[Chapter Membership Tools](#)

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[Renew/Join](#)
[Member Address/Email/Phone Changes](#)
[Contact FNPS](#)

[Logout](#)

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Chapters - Make sure your Membership Manager, Chapter President, person who sends out your newsletter, and Chapter Representative have the login info

FNPS Board Members – NEVER share your login with anyone

Volunteer Hours Tracking



The screenshot shows the FNPS website interface. A large green arrow points to the 'Volunteer Hours Tracking' link under the 'Society Resources' section. Another green arrow points to the 'Volunteer Hours Tracking' link under the 'Chapter Resources' section. The 'Logout' button is visible in the bottom right corner of the main content area.

Society Resources	Chapter Resources	Member Resources
Forum	Support Documents	Renew/Join
Handbook	Council of Chapters	Member Address/Email/Phone Changes
On the Vine	Volunteer Hours Tracking	Contact FNPS
Support Documents	Chapter Membership Tools	
Logos and Logo Use Policy		
Volunteer Hours Tracking		
Society Member List		

[Logout](#)

[FNPS blog](#) | [Facebook](#) | [Twitter](#) | [Flickr Photos](#)

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The person entering the volunteer hours must be logged into FNPS



Volunteer Hours Tracking

The person entering the volunteer hours must be logged into FNPS



Florida Native Plant Society - Volunteer Hours

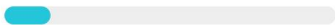
Use this form to enter all of the volunteer work that you perform for the Florida Native Plant Society.



Choose your Chapter (if you are a member of more than one, choose the one for which you are entering volunteer hours)

Choose ▼

NEXT



Page 1 of 7

Never submit passwords through Google Forms.

Chapter Member Info and FNPS Contacts

Society Resources

- [Forum](#)
- [Handbook](#)
- [On the Vine](#)
- [Support Documents](#)
- [Logos and Logo Use Policy](#)
- [Volunteer Hours Tracking](#)
- [Society Member List](#)

Chapter Resources

- [Support Documents](#)
- [Council of Chapters](#)
- [Volunteer Hours Tracking](#)
- [Chapter Membership Tools](#)

Member Resources

- [Renew/Join](#)
- [Member Address/Email/Phone Changes](#)
- [Contact FNPS](#)

[Logout](#)



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Chapters - Make sure your Membership Manager, Chapter President, person who sends out your newsletter, and Chapter Representative have the login info

Chapter Membership Information

List of members

Spreadsheet exports

Email lists

Mailing labels

New and dropped members

Upcoming renewals

Membership summary



Find Members

Go

Type the first few letters of the last name, first name, or organization then hit "go".

This is an exact match search, keep it short

Contact Information

[View and Print Members](#)

[Spreadsheet Exports](#)

[Email Lists](#)

[Mailing Labels](#)

Member Management

[New Members](#)

[Upcoming Renewals](#)

[Dropped Members](#)

Society Contacts

[Society Board of Directors](#)

[Society Committee Leadership](#)

[Chapter Presidents](#)

[Chapter Representatives](#)

[Chapter Rep and President Emails](#)

Reports

[Membership Summary](#)

Society Contacts

Names, email, and phone number

Board of Directors

Committee leaders

Chapter presidents

Chapter representatives



Find Members

[Go](#)

Type the first few letters of the last name, first name, or organization then hit "go".

This is an exact match search, keep it short

Contact Information

[View and Print Members](#)[Spreadsheet Exports](#)[Email Lists](#)[Mailing Labels](#)

Member Management

[New Members](#)[Upcoming Renewals](#)[Dropped Members](#)

Society Contacts

[Society Board of Directors](#)[Society Committee Leadership](#)[Chapter Presidents](#)[Chapter Representatives](#)[Chapter Rep and President Emails](#)

Reports

[Membership Summary](#)

Board Member Info and FNPS Contacts

Society Resources

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[On the Vine](#)
[Support Documents](#)
[Logos and Logo Use Policy](#)
[Volunteer Hours Tracking](#)
[Society Member List](#)



Chapter Resources

[Support Documents](#)
[Council of Chapters](#)
[Volunteer Hours Tracking](#)
[Chapter Membership Tools](#)

Member Resources

[Renew/Join](#)
[Member Address/Email/Phone Changes](#)
[Contact FNPS](#)

[Logout](#)

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Board Members – your login is unique to you

DO NOT SHARE IT



Society Membership Information

[Lists of members](#)

[List members of a chapter](#)

[Spreadsheet exports](#)

[Membership summary](#)

Society Contacts



Find Current Members

Go

Type the first few letters of the last name, first name, or organization then hit "go".

This is an exact match search, keep it short

Browse

[Alphabetically](#)

By Chapter

At Large Chapter

Filter

Spreadsheets

[Memberships](#)

[All Members](#)

Society and Chapter Leadership

[Society Board of Directors](#)

[Society Committee Leadership](#)

[Chapter Presidents](#)

[Chapter Representatives](#)

[Chapter Rep and President Emails](#)

Summary Statistics

[Membership and Member Tallies](#)

All membership Information is confidential

All contact information is confidential

NEVER give these lists to your entire chapter membership

NEVER sell these lists

NEVER give these lists away to other organization

And so on

