



Metric Submission Guidance

What Counts for Metrics?

Your chapter can submit metrics that contribute to any event you host, as well as the hours associated that go into planning. It is important that metrics are not double counted, so be sure only one person from your chapter is responsible for tracking and inputting metrics. Some examples include:

- Budget meetings, planning meetings, webinars, tours, speaking events, networking events, community outreach, visiting schools, writing a publication, bowling.

What Doesn't Count for Metrics?

Do not count any events that are hosted by the NAYGN core or Regional Leads, these will be counted by the respective parties. Examples of what not to count towards metrics:

- Emails, newsletters, surveys, regional events, continental events, monthly LCL and Regional Calls, people reading a piece of written work.

Committee Metrics

Committee metrics are only to be submitted by committee leads as to avoid double counting. Count everything the committee does as long as it abides by the rules above.

Counting Metrics

When filling out metrics on the [website](#), use the following table. Do not double count hours between values. An event's hours can be split up hourly to the value that best defines it.

Value	Definition	Notes
PD	Professional Development	Total Hours = Members x Hrs. of Event
Netw.	Networking	Total Hours = Members x Hrs. of Event
PI	Public Information	Total Hours = Members x Hrs. of Event Reach = Total number of General Public Impacted
CS	Community Service	Total Hours = Members x Hrs. of Event Reach = Total number of General Public Impacted

If you have questions about if something should be counted, please contact your Operating Officer.