**Standard 3 Supplement: Annual Work Plan**

***Upload this form as part of your application within the section for Standard 3.***

The annual work plan outlines the work carried out during the past calendar year: Indicate the month the activity occurred. Use the middle column to add activities not listed in the first column. Consider using a copy of this form to plan next year’s actions.

**Mission Statement:** (Do you have a simple statement that indicates what your tree board or department is trying to accomplish)

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| --- | --- | --- |
| **Activity** (check the appropriate activity) |  | **Month(s) Accomplished** |
| 1. **Annual planning and review session**

🞏 Review/Submit TCUSA application🞏 Develop new work plan for upcoming year🞏 Prioritize work to be done🞏 Organize activities, people, dates🞏 Budget planning; budget hearings, etc. | **Other:** |  |
| 1. **Tree planting**

🞏 Survey potential planting sites🞏 Specify locations, species, cultivars🞏 Notify adjacent property owners🞏 Announce and hold public hearings🞏 Order trees🞏 Receive, inspect, store trees🞏 Plant trees, prune and stake🞏 Water as needed | **Other:** |  |
| 1. **Tree pruning**

🞏 Survey trees, decide which to prune🞏 Schedule crew, equipment, supplies🞏 Schedule contract tree crews🞏 Supervise pruning and disposal of brush | **Other:** |  |
| 1. **Tree removals**

🞏 Survey trees, decide on removals🞏 Notify adjacent property owners🞏 Announce and hold public hearings🞏 Schedule crew, equipment, supplies🞏 Schedule contract tree crews🞏 Stump grinding, reseeding | **Other:** |  |
| 1. **Public relations**

🞏 Report to municipal officials🞏 News releases🞏 News and television coverage of events🞏 Develop UF grant project🞏 Complete UF grant application🞏 Plan and hold Arbor Day celebration🞏 Conduct education/training for public or staff  #sessions \_\_\_\_\_\_\_\_\_\_ # attendees \_\_\_\_\_\_\_\_🞏 Distribute educational publications: #\_\_\_\_\_\_ | **Other**:Workshop/training target/title: |  |
| 1. **Other tasks**

🞏 Water most vulnerable trees during droughts🞏 Fertilize deficient trees🞏 Control diseases and insects as needed🞏 Clean up storm breakage🞏 Education/training for tree board/commission #sessions \_\_\_\_\_\_\_\_\_\_\_ # attendees \_\_\_\_\_\_\_\_🞏 Training and safety education of tree workers🞏 Removal of stakes and tree wrap🞏 Adopt/Revise Tree Ordinance(s)🞏 Develop/Update Tree Management Plan | **Other:**Workshop titles attended: |  |