

## 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)

Activity (check the appropriate activity)		Month(s) Accomplished
<b>1. Annual planning and review session</b> <input type="checkbox"/> Review/Submit TCUSA application <input type="checkbox"/> Develop new work plan for upcoming year <input type="checkbox"/> Prioritize work to be done <input type="checkbox"/> Organize activities, people, dates <input type="checkbox"/> Budget planning; budget hearings, etc.	<b>Other:</b>	
<b>2. Tree planting</b> <input type="checkbox"/> Survey potential planting sites <input type="checkbox"/> Specify locations, species, cultivars <input type="checkbox"/> Notify adjacent property owners <input type="checkbox"/> Announce and hold public hearings <input type="checkbox"/> Order trees <input type="checkbox"/> Receive, inspect, store trees <input type="checkbox"/> Plant trees, prune and stake <input type="checkbox"/> Water as needed	<b>Other:</b>	
<b>3. Tree pruning</b> <input type="checkbox"/> Survey trees, decide which to prune <input type="checkbox"/> Schedule crew, equipment, supplies <input type="checkbox"/> Schedule contract tree crews <input type="checkbox"/> Supervise pruning and disposal of brush	<b>Other:</b>	
<b>4. Tree removals</b> <input type="checkbox"/> Survey trees, decide on removals <input type="checkbox"/> Notify adjacent property owners <input type="checkbox"/> Announce and hold public hearings <input type="checkbox"/> Schedule crew, equipment, supplies <input type="checkbox"/> Schedule contract tree crews <input type="checkbox"/> Stump grinding, reseeded	<b>Other:</b>	
<b>5. Public relations</b> <input type="checkbox"/> Report to municipal officials <input type="checkbox"/> News releases <input type="checkbox"/> News and television coverage of events <input type="checkbox"/> Develop UF grant project <input type="checkbox"/> Complete UF grant application <input type="checkbox"/> Plan and hold Arbor Day celebration <input type="checkbox"/> Conduct education/training for public or staff #sessions _____ # attendees _____ <input type="checkbox"/> Distribute educational publications: # _____	<b>Other:</b> Workshop/training target/title:	
<b>6. Other tasks</b> <input type="checkbox"/> Water most vulnerable trees during droughts <input type="checkbox"/> Fertilize deficient trees <input type="checkbox"/> Control diseases and insects as needed <input type="checkbox"/> Clean up storm breakage <input type="checkbox"/> Education/training for tree board/commission #sessions _____ # attendees _____ <input type="checkbox"/> Training and safety education of tree workers <input type="checkbox"/> Removal of stakes and tree wrap <input type="checkbox"/> Adopt/Revise Tree Ordinance(s) <input type="checkbox"/> Develop/Update Tree Management Plan	<b>Other:</b> Workshop titles attended:	