Tree City USA Application Guidelines

Application for Recertification Form

Community Information

- List name of community as it should appear on recognition materials (e.g., Town of Cary, City of Gastonia, Village of Pinehurst).
- List community website, if applicable.
- List mayor, town manager or equivalent city official and their contact information.
- Mayor, town manager or equivalent city official should sign and date the application (page 2).
- List the City Forestry Contact (person who is responsible for completing and answering questions about the application) and their contact information. The forestry contact should **not** be your local County Forest Ranger or the State Tree City USA Administrator.

Standard 1: Tree Board or Department

- List the tree board meeting dates.
- Provide the name, address, phone number and email address of the tree board chair person.
- List the names of the tree board members.
- If community has a department responsible for the care of the community's trees, provide the name of the department and name of the department manager.

Standard 2: Community Tree Ordinance

- List the date the current tree ordinance was established.
- First-time Tree City USA applicants check the NEW Applicants box and include a copy of your tree ordinance.
- Recertifying communities check the first box if your current ordinance is still in effect or check the second box if your ordinance has changed. Include a copy of your revised ordinance with revision date or date of approval by city council clearly marked.

Standard 3: Community Forestry Program with an Annual Budget of at Least $2 Per Capita

- List your community's population.
- List your tree care expenditures in the appropriate categories.
- Include the Budget Breakdown form as your supplemental documentation.
- List the number of trees planted, pruned and removed.
- Include the Annual Work Plan and Report form as supplemental documentation.
  Annual Work Plan Form
    - Check the appropriate boxes indicating activities completed in the past calendar year.
    - Use the middle column to write in any activities not listed in the first column.
    - Write in the months the activities were accomplished.

- Supplemental documentation should include brief descriptions of the activities accomplished.

Annual Report Form

- Write in the name of the community in the space provided at the top of the page.
- Write a brief mission statement in the space provided.
- Check the activities completed during the past year and where indicated, provide the numbers of trees planted, pruned, and removed, and the number of publications distributed.
- List any workshops city employees or tree board members attended during the past year and provide the number of attendees from the community.
- List any other activities in the space provided.

Standard 4: Arbor Day Observance and Proclamation

- List the date of Arbor Day observance.
- Limit documentation to 2-3 pieces.
- Documentation can include:
    - Newspaper articles about the event;
    - Pictures of event (please use captions where possible);
    - Program booklet or agenda;
    - City meeting announcements;
    - Tree board meeting minutes;
    - Type-written page describing the day's events.

Arbor Day Proclamation

- The proclamation should be on city letterhead or otherwise contain the city's seal.
- The proclamation should be for the year for which you are applying for Tree City status. **DO NOT** send a copy of previous year's proclamation.
- The proclamation should be signed by the mayor.

Tree City USA Growth Award

Growth Award Application Form

- Mayor, town manager or equivalent city official's **title** should appear at the top of the application form and their name and email address should be given in the space provided below the signature line.
- Mayor, town manager or equivalent city official should sign and date the application.
- City Forestry Contact should provide their contact information in the space provided.
- The form must state the expenditures for the year for which you are applying as well as the expenditures from the previous year. You must have spent as much or more than the past year to be eligible*.
- **Only new or significantly improved activities will be considered.**

- List the activity number, activity name and number of points for that activity on the form.
- Briefly describe the activity in the space provided. It is preferable that you attach a separate page with your description, as the form does not provide much room.
- Attach documentation for each activity listed and write the activity number on each piece of documentation. Some activities are hard to document, so make sure that your description is more detailed for those activities.
- The Certification block at the bottom of the application is to be left blank. It will be completed by the State Urban Forestry Program Coordinator.

*Exception to the expenditure rule applies if your community's forestry expenditures were affected by costs associated with storm damage cleanup. This expenditure is considered in excess of your normal operating budget. You will need to provide a letter stating why the expenditure from the previous year is higher than the year for which you are applying.