

Tree City USA **DO's** and **DON'T's**

DO

- ✓ Make sure the mayor, town manager or equivalent city official signs the application page.
- ✓ Include supplemental documentation for Standard 3 (Budget Breakdown form and Annual Work Plan/Report form).
- ✓ Make sure your Arbor Day Proclamation references the year for which you are applying (i.e., not a copy from a previous years Arbor Day).
- ✓ Include documentation of your Arbor Day celebration.

DON'T

- ✗ Send your application directly to The Arbor Day Foundation.
- ✗ Send your ordinance unless it is new or has changed in the past year.
- ✗ Send every invoice or receipt for purchases made as a supplement to Standard 3.
- ✗ List an employee of the N.C. Forest Service (i.e., county ranger or Tree City USA Administrator) as the City Forestry Contact.
- ✗ Bind your application. A staple or paper clip is all that is necessary.
- ✗ Send more than 2-3 pieces of documentation for your Arbor Day celebration.

Growth Award **DO's** and **DON'Ts**

DO

- ✓ Use a separate sheet to describe your Growth Award activity.
- ✓ Write the activity number on each piece of documentation.

DON'T

- ✗ Include every activity that may be eligible. Only new or significantly improved activities will be considered.
- ✗ Send multiple pieces of documentation for one activity. One to two pieces is more than enough to document your Growth Award activity.