

Tree City USA Annual Work Plan for North Carolina

This form is REQUIRED as documentation for Standard 3 and MUST be submitted with your application.

The annual work plan outlines the work carried out during the past calendar. Indicate the month the activity occurred. Use the middle column to add activities not listed in the first column or provide explanation of activities completed. Consider using a copy of this form to plan next year's actions. **Community Name:** _____

Activity (check the appropriate activity)	Other Activities	Month(s) Accomplished
1. Annual planning and review session Develop new work plan for upcoming year Prioritize work to be done Organize activities, people, dates Budget planning; budget hearings, etc. Review/Submit TCUSA application		
2. 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		
3. Tree pruning Survey trees, decide which to prune Schedule crew, equipment, supplies Schedule contract tree crews Supervise pruning and disposal of brush		
4. 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, reseedling		
5. 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 Education/training for public benefit: #sessions _____ # attendees _____ Distribute educational publications: #	Title or theme of workshop/training provided to public:	
6. Other tasks Water most vulnerable trees during droughts Fertilize deficient trees Control diseases and insects as needed Clean up storm damage Education/training for staff or tree board: #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 Conduct tree inventory and/or risk assessment	Title or theme of workshop/training attended by staff or tree board:	