

Tree Campus USA Application



Complete this form and submit with any visual or additional written documentation no later than December 31.

Tree Campus USA designation is in recognition of work completed by the college during the calendar year.

Submissions can be sent: electronically to treecampus@arborday.org

Or mail to: **Tree Campus USA, Arbor Day Foundation, 211 N 12th Street, Lincoln NE 68508**

I am submitting this application on behalf of the college listed below to be officially recognized and designated as a Tree Campus USA college for the year _____, having achieved the standards set forth by the Arbor Day Foundation as noted below.

Standard 1: Campus Tree Advisory Committee

This committee must include a representative from each of the following audience:

- Student (undergraduate or graduate).
- Faculty.
- Facility Management.
- Community — for example — city forester, municipal arborist, community tree board member.

Date of committee establishment _____

Meeting dates for the past year _____

Attach list of committee members, groups they represent (ie, students) and e-mail.

Standard 2: Campus Tree Care Plan

All of the following criteria must be addressed in your Campus Tree Care Plan:

1. Clearly stated purpose.
2. Responsible authority/department — who enforces the Campus Tree Care Plan.
3. Establishment of a Campus Tree Advisory Committee, terms of the representatives, and role committee plays.
4. Campus tree care policies for planting, landscaping, maintenance and removal including establishing and updating a list of recommended and prohibited species; managing for catastrophic events.
5. Protection and Preservation policies and procedures — include process for implementing tree protection plan including step-by-step process that every project must follow including construction and trenching.
6. Goals and Targets — develop at least one goal and target for your Campus Tree Plan. These could include (but are not limited to) tree canopy target, development of a link between the Campus Tree Plan and other green

initiatives on campus or in the community; completion of a campus-wide tree inventory, etc. Include how the goal will be measured.

7. Tree damage assessment — enforcement, penalties, and appeals.
8. Prohibited practices.
9. Definitions of terminology related to campus trees.
10. Communication strategy — how the campus tree care plan will be communicated to the college community and contractors to heighten awareness about policies and procedures as well as the goals of the institution.

Date Campus Tree Care Plan established _____

Attach Plan.

Standard 3: Dedicated annual expenditures for the Campus Tree Care Program

Total Campus Tree Care Program expenditures _____

Attach Expenditure Worksheet.

Standard 4: Arbor Day Observance

Date observance held _____

Attach a summary of the Arbor Day Observance including pictures and/or media coverage.

Standard 5: Service Learning Project

Date(s) Service Learning Project held _____

Attach summary of the Service Learning Project including pictures and/or media coverage.

Note: Application will not be processed without documentation.

General Information

College/University Name (as you would like it to appear on your recognition plaque)

Contact _____ Title _____

Address _____ City _____ State _____ Zip _____

E-mail _____ Phone _____

Communications Office Contact

University President/Chancellor's Office

Name _____ Name of President/Chancellor _____

Address _____ Address _____

Email _____ City _____ State _____ Zip _____

Signature _____ Date _____

Partnership of

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Arbor Day Foundation®

Campus Tree Care Program Expenditure Worksheet

College/University _____ Application Year _____

Please provide the following expenditure information about your Campus Tree Care Program:

Tree Planting and Initial Care:

Include cost of tree purchases, labor and equipment for planting, planting materials, staking, watering, mulching, competition control, etc.

\$ _____

Campus Tree Management:

For example: include pruning, public education, professional training, association memberships, campus tree inventory, pest management, fertilization, tree removals (if needed), and all associated costs

\$ _____

Volunteer time:

Value of volunteer labor (hours x \$18) and other contributions from student and civic organizations. (Value of volunteer labor taken from www.independentsector.org.)

\$ _____

Other activities:

Briefly describe other undefined costs not already mentioned.

\$ _____

TOTAL CAMPUS TREE CARE PROGRAM EXPENDITURES

\$ _____

_____ Number of trees planted

_____ Number of trees pruned

_____ Number of trees removed and reason (i.e., storm, construction, etc) _____

_____ Number of volunteer hours

_____ % of tree canopy (if known)

_____ Full-time student population

Applications will not be processed without the following:

- Completed application form
- Copy of the Campus Tree Care Plan
- Breakdown of Campus Tree Program Expenditures
- Documentation of Arbor Day Observance and Service Learning Project including pictures and/or media coverage