TIPS for completing the Tree City USA Application

1. <u>Note the deadline for submission</u> of your application.   You may submit the application ON-LINE at www.arborday.org   *or*   *submit a HARD COPY.*

2. <u>HARD COPIES: Send the completed application</u> and all necessary paperwork **to your local contact**, NOT directly to the ND State Forester, and NOT directly to the National Arbor Day Foundation. Forms can be downloaded from www.arborday.org

3. <u>Standard 1</u>: Include the names of the current tree board members, and dates of meetings held the past year.

4. <u>Standard 2</u>: If your city tree ordinance has been amended during the past year, include a complete copy of the revision. **HINT:** This qualifies as a Growth Award activity.

5. <u>Standard 3</u>: A summary of activities and forestry expenditures for the past year (a separate worksheet is included, and can be used to itemize expenses). If your community has a program budget for each year, attach a copy. *Attach a copy of your annual workplan*, or summarize forestry activities for the past year in a narrative. Highlight any special projects or activities. **HINT:** Special projects or any new community forestry efforts might qualify as Growth Award activities.

6. <u>Standard 4</u>: Arbor Day for the past year – **Include a copy of the signed proclamation,** and a summary of how your community celebrated Arbor Day. Include newspaper clippings, snapshots, digital photos, a copy of the program, or anything else that documents the occasion. **HINT:** Keep a file of these items so they are easily accessed for future reference

7. <u>Signature</u> – The application should be *signed by the official* whose title is listed at the top of the application (city forester, city auditor, tree board member, etc.)

8. <u>City Forestry contact</u> – The person listed here can be the city forester, the city auditor, or the chairperson of the tree board, etc. This person will be receiving all information from the National Arbor Day Foundation regarding the Tree City USA program, and will receive all information mailed out to Tree Cities from the ND Forest Service (information on workshops, forestry grants, etc.)

9. <u>Consider applying for a Tree City USA Growth Award</u> if: your town has qualified for Tree City USA status for at least the second consecutive year, has spent at least as much on your community forestry program this year as last year, and has earned at least 10 points in the completion of eligible community forestry activities. Contact a CF staff person for details. *NOTE: CTAP inventories qualify as a Growth Award activity.*

Please call a ND Community Forestry staff member if you have any questions

NOTE: Forms may be downloaded from this website:
www.arborday.org