Indiana Tree City USA
Annual Work Packet

Mail 2 complete application sets and related materials
to:
State Urban Forestry Coordinator
(call for address)
317-915-9390
For more information:
urbanforestry@dnr.IN.gov

Deadline for application into the Tree City USA program is
December 31
Indiana Tree City USA

Four things a community must do to become or recertify as a Tree City USA

The four standards explained

1. Community must have a legally designated Tree Board or municipal department or individual who is responsible for the tree care program.
   - If community has a tree board—include date board was established, names of tree board members; date of meetings and minutes must be included.
   - If community does not have a tree board—must submit a description of person in department who is responsible for the tree care program and the qualifications of that person.

2. Community must have a specific Tree Ordinance in effect.
   - Whoever is responsible for the tree care program must be specified in the ordinance.

3. Community must have annual urban forestry expenditures that equal or exceed $2 per capita.
   - Must include narrative or work plans of goals and objectives. Were they met? Also include the plan for the coming year.
   - A good way to figure tree budget costs is to include anything done in your community that is for the good of the trees. Be sure to figure out what tree costs other city departments may have incurred and include that.
   - Utility line trimming costs are eligible ONLY if that utility is a partner in the tree program and is NOT TOPPING.

4. Community must have an Arbor Day proclamation and celebration each year. This is where most communities fall short in promoting the urban forest in their tree city. Be sure to include citizens...a good way to do that is to invite a civic group to sponsor and plan Arbor Day each year.
   - Please include news clippings, photos or other media flyers with the Tree City application or RECERTIFICATION application. High quality, creative digital photos are sent onto the USDA Forest Service, Northeastern Area and the National Arbor Day Foundation for inclusion in national publications.
Indiana Tree City USA

Budget information
How to get that $2.00 per capita

**ELIGIBLE EXPENDITURES**

- Contract work
- Tree Board time (volunteer, use $10/hr)
- Leaf and brush pick up-in conjunction with a mulching/composting program
- Biomass recycling
- Computer inventory software
- Arbor Day Program (including supplies, prizes, rentals, etc.)
- Tree Care conferences and workshops attended by municipal workers
- Membership and donations to tree organizations
- Equipment maintenance
- Equipment rental (chippers, stump grinders, bucket trucks, etc.)
- Large equipment purchases (new vehicles, chippers, stump grinders, bucket trucks - depreciate over life of vehicle)
- Public education materials
- Administrative time (% based on job description)
- Insurance
- Volunteer labor (use $10/hr)
- Grant funds/donations (note purpose of funds)
- City forester salary
- Urban forestry internships
Standard 3 Worksheet—Transfer these two numbers to Standard 3 on the application and attach this sheet to the application.

COMMUNITY: _______________________________ YEAR: ____________

Number of trees planted: ________________ □ Do not know □ Do not record data

Number of trees pruned: ________________ □ Do not know □ Do not record data

Number of trees removed: ________________ □ Do not know □ Do not record data

Inventory/management plan ________________ □ Yes □ No □ In process

Urban forestry storm response plan _________ □ Yes □ No □ In process

MUNICIPAL COMMUNITY FORESTRY EXPENDITURES

Tree Planting and Initial Care
Include cost of tree purchases, labor and equipment for planting, planting materials, stakes, water, mulch

____________________

Tree Maintenance
Include pruning, insect and disease control, storm response, fertilization, watering, etc.

____________________

Tree removals
Include cost of stump removal, equipment, supplies, labor, etc.

____________________

Management
Include salaries (or % based on job description), public education professional training, memberships, survey and inventory expenses, utility line clearance, etc.

____________________

Other
Include any other expenses not already noted above.
Briefly describe.

________________________________________________________

________________________________________________________

*TOTAL MUNICIPAL EXPENDITURES* ___________________________

$________________________

*COMMUNITY POPULATION* ____________________________
Arbor Day Proclamation

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, and produce oxygen provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and the beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW, THEREFORE, I ________________________ Mayor of the City of ________________, do hereby proclaim ________________ as Arbor Day

in the city of ____________________________, and I urge all citizens to Celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this ________________ day of ________________ in the year ________________________

Mayor ____________________________________________