

ARBORETUM LEVELS

A tree is defined as a woody plant with single or multiple trunks capable of growing to a height of fifteen feet (15') or more.

Level 1 – 30 different species of trees labeled. A map with tree locations is preferred (with TUFC logo), but optional.

Level 2 – 60 different species of trees labeled. A pamphlet or map showing the locations of the trees must be available for self-guided tours, with TUFC logo.

Level 3 – 90 different species of trees labeled. A pamphlet or map showing the location of the trees must be available for self-guided tours, with TUFC logo. Part-time staff or volunteers must be available for special tours.

Level 4 – 120 different species of trees labeled. A pamphlet or map showing the locations of trees must be available for self-guided tours, with TUFC logo. Full-time staff or volunteers must be available for special tours. The arboretum must distribute a newsletter with at least two issues a year to at least 120 persons.

GENERAL REQUIREMENTS

(5-year period)

- Sites open to the public are preferred, for free or for fee. Special consideration for private sites is available.
- Management practices should include protection from mower & string trimmer damage, staff training, proper mulching, and/or herbicide treatment.
- Plant establishment should exemplify current best management practices for planting, protecting and maintaining trees.
- Tree labels must not be able to damage the tree, and must be obvious and near the tree. We prefer labels on stakes in the ground, but may be hang-tags on limbs, or put on trunks with aluminum nails or screws at readable height. Steel screws or nails are no longer recommended. Spacing-springs are optional, but may become ingrown by bark.
- Trees in or overhanging high-use areas in the arboretum must be in safe condition, and inspected regularly for potential hazards. Take proper arboricultural steps to remedy the hazards.
- Presence of hazard *conditions* will delay certification approval until corrected. NOTE: This is NOT the same as a Hazard Tree Determination.
- The Tennessee Certified Arboretum sign must be posted and maintained.

- All labels must have botanical name (in *italics* or underscored) and common name. The current edition of Dirr's *Manual of Woody Landscape Plants* is the Style Manual for names and labeling format. Other descriptive information is not required.

- Re-certification is required every 5 years to ensure that the arboretum maintains certification standards.
- Contacting a Certified Arborist to inspect all trees in accessible areas is encouraged before applying.
- Checking with your insurance carrier concerning public use of your property is also encouraged.

WHAT DO CERTIFIED ARBORETA RECEIVE?

- A listing on the TUFC website, www.tufc.com.
- An email copy of TUFC newsletter, *Branching Out*.
- A statewide and local news release announcement.
- A certification sign: *The Tennessee Urban Forestry Council has confirmed this site as a Certified Arboretum*. A custom sign upgrade is available.

*This sign must be displayed at all times during the certification period of 5 years. *If stolen or destroyed, it will be replaced at arboretum's expense. Additional and custom signs may be purchased.*

APPLICATION REQUIREMENTS:

How to Begin:

1. Prepare a **Tree List**, presented alphabetical by scientific name (*Genus specific epithet*) & then with common name. Verify your list against the Style Manual (Dirr), not other books or local nursery/garden center listings. We suggest you receive TUFC approval of this tree list before making labels. Send your list to jillsmith.tufc@gmail.com. (Your tree list used on a map or pamphlet, a list for public use, and/or labels may have common names listed first. But for certification, provide the list as described above - preferably in an Excel database file.)

Next - After Tree List Approval:

2. Complete (no blanks) and mail an **Arboretum Application**- accompanied by the following:
3. A TUFC reviewed/corrected **Tree List** using the same format as above.
- 4a. A **60-100 Word website description (print & email)**.

4b. A 2-page-maximum **narrative of the arboretum**. You may include information on how and why the arboretum was started, explain who maintains the site and how, and describe what an arboretum visitor can expect.

5. **Pictures** of the arboretum site. Please send (print & email) a few photos that show the site's uniqueness and confirm the labels' format and installation.

6a. For Levels 2,3,4-Include the **map** or pamphlet showing all the tree locations (print & email).

6b. For Level 3, 4 **list staff** for special tours.

6c For Level 4 - Include a **copy of a newsletter**.

7. A **check or money order** payable to Tennessee Urban Forestry Council (see Fee Schedule). Fee is non-refundable.

PLEASE - do not use folder covers, plastic sleeves, or binders to contain the application – just use sheet paper, corner stapled.

NOTE: Please verify that trees have been labeled, with proper spelling, and are ready for inspection before submitting application.

ARBORETUM CATEGORIES:

A wide variety of arboreta have been certified throughout Tennessee since 2000. The current categories are now based on entry fees and site uses. Businesses (private or public) can apply for Corporate Arboreta status. Private residences may apply for Tree Sanctuary status. Please consult our website for these applications. Most certified arboreta allow free public access, but some arboreta have entry fees. For sites with entry fees, consider offering a discount to our TUFC membership

Our intent is to expand the likelihood and ability of the public to see many varieties of trees; to discover their different names, appearances and uses; and to learn of the benefits that trees provide to our environment, our public, our communities, and our state. We hope you learn to love and touch trees.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. © TUFC, March 2016



With support by Division of Forestry
Tennessee Department of Agriculture

1. Arboretum information:

Name: _____
911 Address: _____

City/Zip/County: _____

2. Contact Name: _____
E-mail: _____
Address: _____
Title: _____
Cell (____) _____; Phone: (____) _____

3. Maintenance Name: _____
(If different from initial contact person)
Phone: (____) _____

4. Desired Level: 1, 2, 3*, 4*
* For Levels 3 & 4, list the # of staff _____, and # of volunteers _____ available for special tours.

* For Level 4, please enclose copy of newsletter.
5. Category: (check each section as appropriate):

- a. ___ Free Entry ___ Entry Fee*
*Would you offer a member discount? _____
- b. ___ Public Access ___ Private Access
List access limitations: _____
- c. ___ Restrooms available ___ Picnic Tables
 ___ Parking Lot ___ ADA Accessible

6. Include: 60-100-word description for website.
Please email WORD file to jillsmith.tufc@gmail.com

7. # of Tree Species: _____

PLEASE submit an EXCEL file Tree Listing (alphabetically by botanical name, then common name) BEFORE making labels.
Email to jillsmith.tufc@gmail.com

8. Signature: _____
Date: _____

For Level Changes & Re-certification

A new application & fee are required
to change from one level to another.

Every 5 years a Tennessee certified arboretum must be re-certified. This is required to retain arboretum status and to ensure that certification standards are maintained.

A certified arboretum that chooses not to re-certify will be required to remove and return the Certified Arboretum Sign(s).

Last year the arboretum was certified? _____

Fee Schedule

(Certify, Level Change & Re-certify)

(Fees bank for 3 years & are NOT refundable)

Application Fee includes 1 Standard Sign. You may buy extra standard signs or up-grade to custom sign of your own wording.

- Level I - \$125.00 _____
- Level II - \$200.00 _____
- Level III - \$300.00 _____
- Level IV - \$400.00 _____
- Extra Sign- \$35 _____
- Custom Sign- + \$40 _____
- Total: _____

Enclose check made payable to TUFC

Send Application to:
TUFC Arboretum Certification Program
P.O. Box 58443 Nashville, TN 37205
?s call Jill Smith: 615-638-8027

Tennessee
Arboretum
Certification



The Tennessee Urban Forestry Council coordinates the Arboretum Certification Program throughout the State of Tennessee. The purpose of the program is to define minimum standards for public educational purposes of an arboretum, and to confirm these standards are met.