



2018 Arbor Day Accomplishment Report and Reimbursement Request

(available to Tree City USA communities and Tree campus USA institutions)

PLEASE NOTE: This form must be submitted to WA DNR Urban & Community Forestry program *within 30 days of your event*. Failure to do so will result in forfeiture of grant reimbursement.

Applicant: _____ Contact Person: _____

Phone: _____ Email: _____

Remit reimbursement to: Name: _____ DUNS #: _____

Address: _____ City: _____ Zip: _____

1. Date proclamation was read (cities only; leave blank if campus) _____
2. Actual date of Arbor Day celebration _____
3. DNR will reimburse the City up to \$500 for expenses related to an Arbor Day ceremonial tree planting. **Reimbursable costs may only include landscape-sized trees and materials directly related to tree planting and care, such as mulch and stakes.** (*seedling purchases are not reimbursable; staff time is not reimbursable*). The applicant must provide and document a minimum 50% in "matching funds" (e.g. \$250 if requesting the maximum \$500). "Match" can include staff time, donated materials, equivalent cost for use of donated equipment, and volunteer labor.
4. List all expenses incurred during the Arbor Day event. Expenses paid for by the City above \$500, and/or the value of all donations of time and materials can count as match. Match items may include donated plant material, (including seedlings), supplies, equipment and labor. Labor may include staff and/or volunteer time at planning meetings, and/or for site preparation and planting. (Note: The current national *adult* volunteer value per hour is \$27.54.)

Description of expenses: reimbursement and match	*Reimbursement Request (not to exceed \$500)	<u>Value of required Match</u>	
		City	Other
TOTALS	\$	\$	\$

***NOTE:** **Reimbursable costs include landscape-sized trees and materials related to tree planting and care** such as mulch and stakes, (*seedling purchases are not reimbursable*). Receipts are required for reimbursement. Please attach them to the completed form.

5. List the number and kind of tree(s) you planted as part of the Arbor Day celebration:
(Make sure the cost of these trees has been included in the expenses detailed above.)

Number of Trees	Types of Tree(s) (seedling purchases are not reimbursable)

6. Where did you plant the tree(s) _____
7. Are there overhead utilities in the vicinity? If yes, did you plant trees that mature at 25 feet or less?
_____ Or are trees sufficiently sited so they will not interfere with overhead lines? _____
8. Who has the responsibility to water and care for the tree(s) _____
9. Estimated # of people at your celebration _____
10. Share any unique activities or anything else you would like us to know about your celebration. Your celebration may be highlighted in the Tree Link newsletter, (add additional pages, as appropriate).

Please include a photo of the tree(s), a place name or address that can be used to locate the tree, and any newspaper clippings, handouts or other materials used in your Arbor Day celebration.
(Note: We love photos of children; however DNR requires a signed parental consent form in order to publish the photo. See attached photo release form.)

Signature of Contact Person: _____

Thanks for participating and KEEP UP THE GOOD WORK!

Return this form and all attachments to:
Linden Lampman, Urban & Community Forestry Program Manager
linden.lampman@dnr.wa.gov
Washington State Department of Natural Resources
P. O. Box 47037, Olympia, WA 98504

Funds for this grants were provided by the USDA Forest Service Urban and Community Forestry Program, administered through the State of Washington Department of Natural Resources Urban and Community Forestry Program.
The USDA is an equal opportunity provider and employer.



PHOTO RELEASE

I, _____, hereby authorize and consent to the use of my visual image by the State of Washington for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications, and websites. I give this consent with no claim for payment.

Signature _____ Date _____

Phone _____ (in case we need to contact you).

**For a child under 18 years of age,
complete the form below.**

PHOTO RELEASE

I, _____, Parent/Guardian of _____ hereby authorize and consent to the use of his/her visual image by the State of Washington for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications and websites. I give this consent with no claim for payment.

Signature _____ Date _____

Phone _____ (in case we need to contact you).

DNR Policy on Publication of Photographs

A signed release must be obtained from every subject photographed, with the following two exceptions:

- *Adults attending a public meeting, event, or gathering*
- *Employees of the Washington State Department of Natural Resources*

For children enrolled in grades K-12, the release must be signed by a parent or guardian. Ordinarily, for school-connected activities, the parents sign a blanket release that is kept on file at the school. It is our responsibility to confirm this with the teacher, school, or organization in every case of a field trip, volunteer activity, or situation that we might want to photograph; and, if there is no release on file, we must obtain individual releases and keep them permanently on file.