

## **BUSINESS ARBORETA & ARBORETUM SPONSORSHIP**

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.

### **What is a Business Arboretum?**

A business arboretum is a collection of trees on a property that is privately owned by a business. It can be a site that has public access or is only available to its employees.

Businesses have an opportunity to support their local environment while making tree education part of their mission. By partnering with the Tennessee Urban Forestry Council to create and maintain an arboretum, you will enhance your property and contribute to the health and beauty of your community. Your business arboretum will join the website listing of Tennessee arboreta and will be featured in our newsletter as a green partner.

### **Sponsor an Arboretum**

Businesses that give a monetary donation to sponsor an arboretum will support the creation of new or renewing arboreta on public property in Tennessee. These business arboreta sponsors will be acknowledged on our website, on the custom arboretum sign at the location, and their commitment to building green Tennessee communities will be showcased in our monthly newsletter.

### **GENERAL REQUIREMENTS**

(3-year period)

- To become a Business Arboretum, you are required to have at least **30 different labeled tree species**. A map with tree locations is preferred (with TUFC logo), but optional.
- Sites open to the public are preferred but private, gated business sites can also apply for arboretum status.
- 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.
- Labels must have botanical name (in *italics* or underscoring) and common name, the order does not matter. 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 3 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 BUSINESS ARBORETUM RECEIVE?**

- A listing on the TUFC website, [www.tufc.com](http://www.tufc.com)
- TUFC newsletter recognition
- A statewide and local news release announcement
- A certification sign - This sign must be displayed at all times during the certification period of 3 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*), 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](mailto: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. For certification, provide the list as described above.)

#### **Next - After Tree List Approval:**

2. Complete an online (or mail) **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 a few photos that show the site's uniqueness and confirm the labels' format and installation.
  6. If a map is created: Include the **map** and/or pamphlet showing all the tree locations.
  7. Send a **check** payable to Tennessee Urban Forestry Council or **pay online** with application (see Fee Schedule). Fee is non-refundable.
- 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. 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. For more information about our program, visit our website:

<https://www.tufc.com/programs/tree/arboreta/>

*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, February 2018

**1. Business Arboretum Information:**

Business Name: \_\_\_\_\_  
Arboretum Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City/Zip/County: \_\_\_\_\_

**2. Contact** Name: \_\_\_\_\_

E-mail: \_\_\_\_\_  
Title: \_\_\_\_\_  
Cell (\_\_\_\_) \_\_\_\_\_; Phone: (\_\_\_\_) \_\_\_\_\_

**3. Maintenance** Name: \_\_\_\_\_

(If different from 2. contact name)

Phone: (\_\_\_\_) \_\_\_\_\_

**4. Category:** (check each section as appropriate):

- a.  Public Access       Private Access  
List access limitations: \_\_\_\_\_
- b.  Free Entry       Entry Fee\*  
\*Would you offer a member discount? \_\_\_\_\_
- c.  Restrooms Available     ADA Accessible  
 Parking Available       Other

**5. Include:** 60-100-word description for website.  
Please email WORD file to [jillsmith.tufc@gmail.com](mailto:jillsmith.tufc@gmail.com)

**6. # 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](mailto:jillsmith.tufc@gmail.com)

**7. Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

?s call Jill Smith: 615-638-8027

**For Re-Certification**

Submit a *new application & fee* to re-certify  
Every 3 years a Tennessee certified business  
arboretum must be re-certified. This is  
required to retain arboretum status and to  
ensure that certification standards are  
maintained.

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

Last year the arboretum was certified? \_\_\_\_\_

**Fee Schedule**

**(Certification, Re-certification & Sponsorship)**

(Fees last 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.

Business Arboretum -\$500.00 \_\_\_\_\_

Extra Sign- \$35.00 \_\_\_\_\_

Custom Sign- + \$40 \_\_\_\_\_

Sponsor an Arboretum

\$1000 \_\_\_\_\_

(Tree Level Sponsor, helps 4 arboreta)

\$500 \_\_\_\_\_

(Sapling Level Sponsor, helps 2 arboreta)

\$250 \_\_\_\_\_

(Seedling Level Sponsor, helps 1 arboretum)

Total: \_\_\_\_\_

**Enclose check made payable to TUFC**

Send Application to:

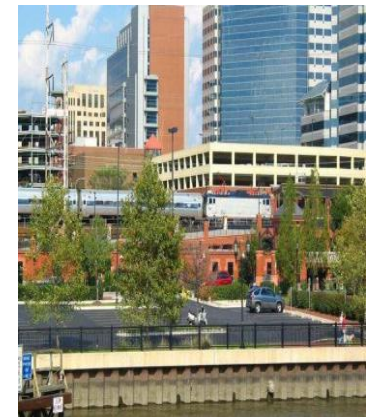
**TUFC Arboretum Certification Program  
P.O. Box 58443 Nashville, TN 37205**

**2018 Application Form**



**With support by Division of Forestry  
Tennessee Department of Agriculture**

**Tennessee  
Business Arboreta  
Certification Program**



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.