

## 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, but optional.

*Level 2* – 60 different species of trees labeled. A pamphlet / 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 / 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 / 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)

- The site **must** be open to the public.
- Management practices must protect trees from mower & string trimmer damage: staff training, mulching, or herbicide treatment. Provide maintenance plan and schedule with application.
- 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 to be mounted separately in the ground. Labels may be hung from aluminum nails at readable height on the trunk. Steel screws or nails are not 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. Inspect 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 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. Family name, country of origin and/or descriptions will add interest, but are not required.

## WHAT DO CERTIFIED ARBORETA RECEIVE?

- A listing on the TUFC website, [www.tufc.com](http://www.tufc.com).
- An email copy of TUFC newsletter, *Branching Out*.
- A statewide and local news release announcement.
- Economic development certification points towards Governor's Three Star Program.
- A certification sign: *The Tennessee Urban Forestry Council has confirmed this site as a Certified Arboretum.*

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 signs and frames may be purchased.*

## APPLICATION REQUIREMENTS:

1. A completed (no blanks) Arboretum Application Form.
2. 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 approval of this application listing before making labels.  
  
Your tree list on a map, a list for public use, and/or labels may have common names used first. But for certification, provide list as described: alphabetical by scientific names, then common names.
3. The trees must be labeled **prior** to the inspection of the arboretum, with proper spellings.
4. A 2-page-maximum narrative of the arboretum. 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 photos that illustrate the site's uniqueness, and photos that confirm the labels' format and installation.

6. For Level 2, 3, 4 - Include the map and/or pamphlet showing all tree locations for the self-guided tour.

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.

8. Submit the original and two (2) complete copies of the application, tree list, pictures, narrative, etc. Pictures in copy sets may be photocopies (b & w).

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

**HINT: send Tree List to [dairhart@tntech.edu](mailto:dairhart@tntech.edu) for review-verification prior to sending application.**

## ARBORETUM CATEGORIES

Category designations differentiate the programming of the arboretum for the public's benefit.

*Demonstration / Research* – Arboreta in this category are designed to increase the visitor's knowledge of trees. They illustrate or explain tree related issues such as what species grow in the area, how to plant the right tree in the right place, and how to identify trees.

*Nature Trail / Garden* – Arboreta in this category are designed to bring the public outdoors to enjoy the aesthetic benefits that nature provides. They usually are designed to educate the public about different tree species. Most arboreta in this category do not offer additional education besides tree identification.

*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.*

**ARBORETUM APPLICATION FORM**

**First-Time Certification**

**1. Arboretum**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**2. Application**

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

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

Cell Phone:(\_\_\_\_)-\_\_\_\_\_

Fax:(\_\_\_\_)-\_\_\_\_\_

E-mail: \_\_\_\_\_

County: \_\_\_\_\_

**3. Maintenance Contact: \_\_\_\_\_**

(If different from initial contact person)

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

**4. Circle the Level applying for:**

1                      2                      3\*                      4\*

Category applying for:

Demonstration/Research

Nature Trail/Garden

**5. # of Tree Species: \_\_\_\_\_**

(Submit a Tree Listing presented alphabetically by botanical name, then common name)

\* For Levels 3 & 4, list the # of staff and volunteers available for special tours: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**For Re-certification**

A new application & fee are required when changing levels. Please complete the application information in the first column.

Every 5 years a Tennessee certified arboretum must be recertified. This application must be completed for your recertification to occur, along with the following:

- Brief narrative (2 pages or less) of success stories and/or problems encountered, trees added or lost, other news, and most memorable visitor (s) since last certification. New pictures are welcomed but not required.
- The last year certified: \_\_\_\_\_
- Need a new sign?  
 Yes       No

**Fee Schedule (Certification & Re-certification)**

(Fees are good for 5 years & are NOT refundable)

Level I - \$125.00                      \_\_\_\_\_

Level II - \$200.00                      \_\_\_\_\_

Level III - \$300.00                      \_\_\_\_\_

Level IV - \$400.00                      \_\_\_\_\_

Sign Frame (optional) - \$25.00                      \_\_\_\_\_

Additional Sign - \$25.00                      \_\_\_\_\_

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

Enclose check made payable to TUFC  
(Payment plans and some scholarships are available with explanation of financial needs)

Send Application & 2 copies (due May 31 each year) to:

**TUFC Arboretum Certification Program**  
**c/o P.O. Box 5034, Tennessee Tech University**  
**Cookeville TN 38505**  
**931-372-3288**

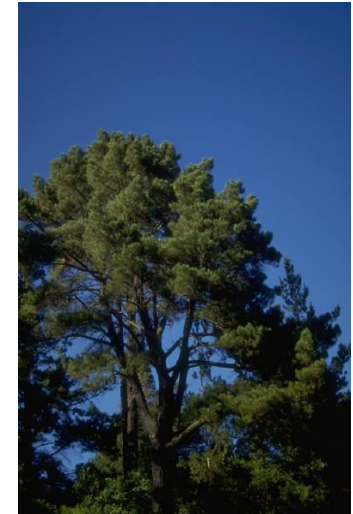


**Supported by**  
**Tennessee Department of Agriculture**  
**Division of Forestry**

**2011 Application Form**



**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.