



Tree Care Advisors

### **Tree Steward City Application**

The Tree Steward Program is coordinated by the University of Minnesota and the Tree Care Advocate program. The intent of this program is to engage citizens in their community's urban forest in cooperation with the local government unit. Tree Stewards are trained in curriculum selected by the local government unit and the Tree Care Advocate Program (see Curriculum). The Tree Steward class will be held for 3-9 hours (depending on the curriculum selected and field time required) and cost volunteers \$25 to attend (pre-register with payment to the TCA Program). Class sizes are limited to a minimum of 10 people and a maximum of 20 people to ensure specialized attention. During training, the University will provide samples and equipment, but the city will be responsible for providing equipment when volunteers begin field work in their community. Participants must be 18 years or older, confirmed with a valid photo I.D. or have signed parental consent.

**Name of Municipality/Organization:** \_\_\_\_\_

**Mailing Address (Street Address, P.O. Box):** \_\_\_\_\_

**Mailing Address (Suite, Unit, etc.):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

*We request that all communities involved with this program have a liability waiver.*

**Does your community currently have a liability waiver form?**

Yes     No

**If your community does not currently have a waiver would you like assistance in creating one?**

Yes     No

**Only one contact needed, more are optional:**

Name of Contact: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Duty within program? *(Check boxes that apply)*

- Contact for Volunteers
- Contact for the University of Minnesota Tree Care Advisor Staff
- Mobilize tools for Volunteers (i.e. Maps)

### **Optional Contact**

Name of Contact: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Duty within program? *(Check boxes that apply)*

- Contact for Volunteers
- Contact for the University of Minnesota Tree Care Advisor Staff
- Mobilize tools for Volunteers (i.e. Maps)

### **How will you manage when volunteers go out to prune?**

- Flexible: Maps will consistently be available so that volunteers can prune whenever convenient. (This means that brush pickup must also be flexible)
- We will organize weekly/monthly outings where staff is present

### **How will you manage the brush created during pruning?**

- Organized weekly outings will have staff removing brush on site
- Volunteer will call with street address for city pickup *(Check box that applies)*
  - It will be picked up once a week by staff
  - It will be picked up once every other week

### **How will you manage when volunteers monitor tree health independently and need to report trees?**

- Volunteers will fill out a pre-made, paper report card with details and drop it off at a location where city staff can access and address the issue(s) reported
- There is a designated e-mail address that volunteers can report trees of concern that will be accessed only city staff
- There exists a online, city-hosted system where volunteers will fill out a form that will be directed to the appropriate city staff
- Need to be discussed more with appropriate staff to set up a system

### **Do you have a system for volunteers to get involved with watering public trees?**

- No
- Yes. Please explain \_\_\_\_\_

### **Post-Training Volunteer Commitment**

Tree Stewards are expected to complete 10 hours of volunteerism or attend three city hosted pruning events every calendar year. Hours need to be recorded and delivered to the program coordinator no later than January 15 of the following year. Volunteers will receive a notice of competition recognizing and confirming the volunteers' status as an active Tree Steward for the upcoming year. Volunteers that do not complete and submit the 10 hour minimum and do not apply for temporary inactive status (due to major life changes) will become inactive and can no longer represent the Tree Steward Program.

Volunteers must pass recertification by completing 10 volunteer hours each calendar year and passing the renewal competency assessment with 75% correct answers every 3 years. Renewal competency assessments are available through the Tree Care Advocate Program online or through postal mail at no cost. Recertification is issued at the end of each calendar year and is valid for 3 years.