

# Bee Campus USA

## INITIAL APPLICATION INSTRUCTIONS

Thank you for your interest in conserving pollinators to enhance our planet's resilience!

### Our Mission

To galvanize academic institutions to help sustain pollinators, responsible for the reproduction of 90% of the world's wild plant species, by providing them with healthy habitat, rich in a variety of native plants and free, to nearly free, of pesticides.

### How the BEE CAMPUS USA Certification Program Works: Step-by-Step

1. **(Applicant)** Email a draft application (form below) to [beecampususa@gmail.com](mailto:beecampususa@gmail.com) with "APPLICATION" in the subject line, including your committee list and one page statement of why your campus would make a good Bee Campus USA affiliate,
2. (BEE CAMPUS USA) We will notify you of any further needs or adjustments. Upon a favorable review, we will place your application in PENDING APPROVAL status and notify you.
3. **(Applicant)** Once your institution's highest official (president, chancellor, etc.) signs the application, send a signed electronic copy to us, noting any changes to the previously approved draft along with a spreadsheet of committee members with email addresses in one column, and mail a check for the application fee to BEE CAMPUS USA, 34 Courtland Avenue, Asheville, NC 28801 or submit on the Bee City USA donation page at <http://www.beecityusa.org/donate.html>. The fee helps BEE CAMPUS USA engage institutions across the nation in enhancing pollinator habitat, and follows a sliding scale (below) based on total enrollment as indicated by the National Center for Education Statistics (NCES) website at <https://nces.ed.gov/collegenavigator> by clicking on the Enrollment link.

Total Enrollment	Initial Application & Annual Renewal Fee
<3,000	\$100
3,000 - 5,000	\$200
5,001 - 10,000	\$300
10,001 - 20,000	\$400
>20,000	\$500

4. (BEE CAMPUS USA) After receiving the signed application and application fee, we will promptly request any clarification necessary, and given a satisfactory response, formalize your status as APPROVED by email, add your community to the list of certified BEE CAMPUS USA affiliates on our website, and provide you with a certificate, logo and bookmark artwork, a press release template, and annual renewal instructions,
5. **(Applicant)** Keep BEE CAMPUS USA apprised of your news, questions or needs. Each January after you have been certified at least twelve months, email BEE CAMPUS USA an annual renewal application, including a report of activities from the previous year and mail BEE CAMPUS USA an annual renewal fee payment (based on the fee schedule above) to help support the program's administration and maintain your status. (Note: All photographs submitted to BEE CAMPUS USA will be used for promotional and educational purposes without compensation.) Enjoy the benefits of belonging to a network of academic institutions taking a stand for pollinators and serving as resources to one another!

**Bee Campus USA is a program of Bee City USA, a 501(c)(3) non-profit organization.**

**Questions? Contact Phyllis Stiles, Director, at [beecampususa@gmail.com](mailto:beecampususa@gmail.com).**

# Bee Campus USA

## **A) APPLICANT INFORMATION**

Proposed Bee Campus USA (Educational Institution)  
Name (person filling out this form and overseeing the proposed program)  
Title  
Organization/Department  
Address  
City/State/Zip  
Phone (Office)  
Phone (Mobile)  
Email  
Number of acres managed by institution  
Number of students (annual enrollment)  
Media Contact Name  
Media contact email  
Media contact phone

Please attach a brief explanation (no more than 1 page) stating why you believe your campus is a good candidate for certification as a Bee Campus USA.

## **B) BEE CAMPUS USA COMMITTEE**

Date Established:

Meeting Dates:

Please attach a list of Bee Campus USA Committee Members, affiliations, and email addresses (Excel format preferred)

## **C) COMMITMENTS**

I, the undersigned, attest that our institution is making the following commitments to become a Certified Bee Campus USA institution:

1. Establish/maintain a Bee Campus USA Committee or Subcommittee comprised of the landscape director and other staff, administrators, faculty and students, charged with developing a Campus Pollinator Habitat Plan to include a locally native, pollinator-friendly plant list with regional sources for such plants and a least toxic integrated pest management (IPM) plan. The plant list and IPM plan should be publicized and available on the web to offer a valuable landscape-management model applicable to other local landscapes.

2. Host an annual campus event(s) to raise awareness of the importance of pollinators and to acknowledge the institution's certification as a BEE CAMPUS USA institution. National events that would fit well include National Pollinator Week (the third week of June), Earth Day/Week (week of April 22), National Garden Week (1<sup>st</sup> full week of June), and/or Arbor Day (last Friday in April). Events may be workshops on pollinators, planting pollinator gardens, presentations about pollinators, garden tours, films about pollinators,

etc.

3. Annually sponsor and track student service-learning and/or service projects to enhance pollinator habitats on-and off-campus. Service learning projects may or may not be part of courses.

4. At least biennially offer a pollinator protection course and/or workshop and/or incorporate pollinator protection topics into the curriculum. Examples of possible topics include Pollinator Ecology, Integrated Pest Management and/or Landscaping for Pollinators. Workshops may provide continuing education credits for professional pesticide applicators and/or landscape designers.

5. Post signage regarding pollinators to educate the campus and broader community about pollinator-friendly landscaping principles. For example, signage next to plantings might explain how beneficial insects provide a natural process for pest management and pollination, or signs in the cafeteria might explain the role of pollinators in food production. Signage may or may not be permanent.

6. Maintain a webpage on the institution's website to share your BEE CAMPUS USA news and activities.

7. Annually apply for renewal of the institution's designation and submit a brief report of the previous year's BEE CAMPUS USA activities following the format provided.

#### **D) SIGNATURE**

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

Name:

Title:

(Should be institution's highest official: Chancellor, President, Headmaster...)

Email:

Date:

#### **E) PROCESS**

1. (Applicant) Contact Bee Campus USA at beecampususa@gmail.com to discuss your interest in applying.
2. Email this completed application in PDF format with requested attachment to beecampususa@gmail.com with BEE CAMPUS USA APPLICATION in the subject line.
3. (Bee Campus USA) We will notify you of any further needs or adjustments. Upon a favorable review, we will notify you and add your institution's name to the list of certified institutions on the Bee Campus USA website.
4. (Applicant) Keep us apprised of your news or any questions or needs. Send an end-of-year report of activities and renewal application to maintain your status. Enjoy the benefits of belonging to a network of educational institutions that are taking a stand for pollinators and serve as a resource to one another.

THANK YOU!