

Bee City USA®

RENEWAL APPLICATION INSTRUCTIONS

Thank you for your commitment to conserving pollinators and enhancing our planet's resilience! We look forward to sharing your annual reports with all Bee City USA affiliates and on the website.

Our Mission

To galvanize communities to sustain pollinators--responsible for 1 in 3 bites we consume and 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 CITY USA® Annual Renewal Works: Step-by-Step

Bee City USA recertification recognizes work completed by the community during the previous year. Renewal applications are due annually by January 31, after a community has been certified at least twelve months. All photographs submitted to BEE CITY USA will be used for promotional and educational purposes without compensation.

Please email this completed renewal application (form and report saved as Word documents) with requested attachments to **beecityusa@gmail.com** with RENEWAL APPLICATION in the subject line. For 2017 renewals, we are introducing an Excel spreadsheet to capture your achievements by the numbers. This information will be invaluable for us as we gauge our collective impact in years to come and as we raise funds both nationally and locally for habitat enhancement and raising awareness of the urgency for pollinator conservation.

Please mail a check to **BEE CITY USA, 34 Courtland Avenue, Asheville, NC 28801** for the annual renewal fee based on the schedule below. Businesses, civic groups, and local government departments are sometimes willing to pay the renewal fee, which is vital to sustaining the BEE CITY USA program. For affiliates certified before August 2016, the renewal fee is optional, although highly encouraged.

<u>Population</u>	<u>Initial & Annual Fee</u>
<4,999	\$100
5,000-9,999	\$150
10,000-24,999	\$200
25,000-49,999	\$300
50,000-99,999	\$400
100,000-249,999	\$500
250,000-499,999	\$750
500,000-999,999	\$1,000
>1,000,000	\$1,500

Bee City USA is an independent 501(c)(3) non-profit organization.

Questions? Contact Phyllis Stiles, Director, BEE CITY USA at beecityusa@gmail.com.

RENEWAL APPLICATION FORM

_____ (City/town or county and State), herewith makes application for this community's certification as BEE CITY USA to be renewed for _____ (year), having met the Bee City USA commitments noted below.

1: Publicly Acknowledge Your Bee City USA Certification

- Install at least one Bee City USA street sign using artwork provided by Bee City USA
Attach photo(s) of and provide location(s) of Bee City USA street sign(s)

- Maintain a page on the municipality's/county's website including at minimum your Bee City USA liaison(s); committee members, meeting time, and location; a summary the pollinator-friendly activities the municipality/county has undertaken or accomplished in previous years (or linking to the annual report of the same); and linking to your signed resolution and the national Bee City USA website; and
- Provide URL for website (which we will link to the national Bee City USA website):
_____ (Seattle has a nice webpage at <http://commonacre.org/bee-city-seattle/>)

2: Designate a municipal or county department as the municipality's/county's Bee City USA sponsor and an employee from that department as the Bee City USA "**local government liaison;**" and **assign facilitation of the local Bee City USA program** either to (a) a new or existing city commission or (b) a non-profit organization, to encourage and coordinate local pollinator habitat and awareness activities.

CONTACT INFORMATION

APPLICANT [PERSON FILLING OUT THIS FORM AND FACILITATING THE BEE CITY USA PROGRAM]

Name _____
Title _____
Organization or Department _____
Address _____
City/State/Zip _____
Phone _____
Email _____

LIAISON [EMPLOYEE OF THE LOCAL GOVERNMENT] & SPONSORING DEPARTMENT

check here if same as above
Name _____
Title _____
Organization or Department _____
Address _____
City/State/Zip _____
Phone _____
Email _____

PERSON WHO HANDLES MEDIA ISSUES

Name _____

Title _____

Phone _____

Email _____

The members of the committee are identified below. Ideally, the committee should invite broad-based community involvement in your quest to make your community as pollinator-friendly as possible. In addition to representatives of city/county departments and members of garden clubs and service groups, committees may include experts in volunteer engagement, native plants, invasive exotic plant removal, pollinators (wild bees, honey bees, butterflies, monarch butterflies, etc.), and least toxic integrated pest management. The committee should have a chair, vice chair, and secretary to take minutes and other officers as needed.

Name of committee or non-profit organization _____

Meeting dates for past year: _____

List of Committee Members (use additional sheet if necessary; Word or Excel format preferred)

NAME	AFFILIATION	EMAIL ADDRESS

The committee serves as the intermediary between the citizenry and the municipality on matters of enhancing pollinator awareness, health and habitat, fulfilling the following minimum commitments:

3. Annually celebrate National Pollinator Week (third full week of June) or some other appropriate occasion with educational events, pollinator habitat plantings or restoration and/or proclamations or promotions that showcase the community's commitment to enhancing pollinator health and habitat.

- Attach a PDF of your signed annual Bee City USA proclamation.
- Date(s) observance(s) held _____
- Attach announcement of your Bee City USA annual observance(s).

4. Annually **apply for renewal** of the community's designation (which this report fulfills!) and attach a report of the previous year's BEE CITY USA activities using the following guidelines.

Submitted by: _____ **Date:** _____

INSTRUCTIONS FOR ANNUAL RENEWAL NARRATIVE REPORT

In no more than 3 pages, please summarize how you made your community more hospitable to pollinators this year.

Some suggested activities to enhance pollinator habitat and raise awareness of the importance of pollinators and how to help them follow below; however, communities are encouraged to be creative and use the resources at hand. In your description of each activity, please indicate who did what, when, where, and the audience and approximate audience size if appropriate. This will help us in a variety of ways, but especially for talking about the impact of the Bee City USA program. Reporters and funders frequently ask us about the program's impact.

Attachments and photos are welcome. We would like to use your photos to spread your good work. If you attach photos, please indicate the date of the photo and who's in the picture if possible. For crowd shots at public events you do not need permission from the people in the photo; however, if your photo clearly shows a few people's faces, it's best to get their permission if they did not knowingly pose for your picture.

Suggested Activities for Bee City USA Affiliates (Engaging children as much as possible)

- **Habitat:** Develop and implement a program to create or expand pollinator-friendly habitat, which can include, but is not limited to:
 - Work with nurseries and experts to develop Recommended Pollinator-Friendly Species List of attractive plants that: are native to your county, provide food or nesting materials for pollinators, and are available from local seed and plant suppliers.
 - Identify areas that can be enhanced for pollinator habitat.
 - Collaborate with public and private groups to hold planting and weeding days (especially for non-native invasive plant).
 - Tracking annual area of pollinator habitat created or enhanced by square footage and/or acreage.
 - Include educational signage with habitat whenever possible to encourage others to create their own habitat.

- **Policies & Practices:** Explore opportunities to update City or County policies and practices that support BEE CITY USA commitments:
 - Development and adoption of a Recommended Pollinator-Friendly Species List of attractive plants that: are native to your county, provide food or nesting materials for pollinators, and are available from local seed and plant suppliers.
 - Incentives for or requirements that developers use native, pollinator friendly plants in their landscaping.
 - Identification and inventory of City's or County's real property that could be enhanced with pollinator-friendly plantings.
 - Disincentives for or bans on using pesticides for cosmetic purposes on municipal property, or within the municipality's jurisdiction (similar to the [cosmetic pesticide ban](#) now in force in the province of Ontario, Canada or in Takoma Park, Maryland).

- Development of a least toxic integrated pest management (IPM) plan to use least toxic pesticides (insecticides, fungicides, herbicides) and avoid or reduce pesticide use for least ill effects on pollinators, scheduling treatments only during times when pollinators are not active. (Carrboro, NC, has a great IPM plan: <http://townofcarrboro.org/140/Least-Toxic-Integrated-Pest-Management-1>).
 - Review of the City's or County's Plan(s) and other relevant documents for ways they can support pollinator conservation using methods mentioned above.
- **Education & Outreach:** Dissemination of informational and educational materials to the public.
 - Creation of a recommended locally native species list to include forbs, grasses, vines, shrubs, and trees and a list of local suppliers for those species.
 - Provide staff development regarding managing landscapes to sustain pollinators.
 - Provide public education through workshops, brochures, websites, media, etc. regarding best practices to sustain pollinators.
 - Plant and/or label native, pollinator-friendly plants in highly visible locations.
 - Recognize businesses, residents, or neighborhoods for establishing and/or maintaining pollinator friendly habitats and demonstration gardens.
 - Encourage mowing lawns less frequently to allow dandelions and clover to bloom, or replace lawns or portions of lawns with clover or pollinator meadows.
 - If removal of honeybees is necessary, promote colony capture rather than destruction.
 - Report pollinator-friendly activities in the media and on your Bee City USA web page.
 - Collaborate with the Department of Transportation to make roadsides pesticide-free native pollinator meadows.
 - Host citizen science projects to inventory pollinators.