

# THE XERCES SOCIETY BEE CAMPUS USA INITIAL APPLICATION FORM

**\*IMPORTANT! YOU MUST SAVE YOUR WORK EACH TIME BEFORE LEAVING THIS FORM!\***

This form has been designed for you to work on, save (i.e. "Submit"), and return to, if needed. Complete as much as you can and click through the sections to the end in order to "Submit" (i.e. "save") your work. You will then receive an email from Google Forms with a link to your form. (Check your Spam folder if you don't find it.) When you receive the email, you may print a PDF and/or share the entire form for others to view. After opening the link, click on "Edit Response" at the top of the first section to continue your work, saving and editing as many times as you like.

BEE CITY USA & BEE CAMPUS USA are initiatives of The Xerces Society, Inc. Bee Campus' mission is to galvanize communities to sustain pollinators, responsible for the reproduction of almost 90% of the world's flowering plant species and 1 in 3 bites we eat, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides.

## ELIGIBILITY

The Bee Campus USA program is generally designed for institutions of higher education, which are ideally suited for serving as demonstration sites for pollinator-conscious ornamental landscaping.

## PREPARING TO COMPLETE THIS APPLICATION

Have you reviewed the application FAQs at <https://www.beecityusa.org/faqs-campus.html>? If not, please close this application and review that document first as it will provide you with a list of the items and information you'll need to complete this application.

## QUESTIONS?

Contact [beecampusapplications@xerces.org](mailto:beecampusapplications@xerces.org).

December, 2018

\* Required

1. **Email address \***

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2. **Your first name \***

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3. **Your last name \***

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4. **Your institution's name as it should appear on Bee City USA website \***

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5. **Your institution's city \***

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**6. Your institution's street address \***

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**7. Your institution's state \****Mark only one oval.*

- Alabama - AL
- Alaska - AK
- Arizona - AZ
- Arkansas - AR
- California - CA
- Colorado - CO
- Connecticut - CT
- Delaware - DE
- Florida - FL
- Georgia - GA
- Hawaii - HI
- Idaho - ID
- Illinois - IL
- Indiana - IN
- Iowa - IA
- Kansas - KS
- Kentucky - KY
- Louisiana - LA
- Maine - ME
- Maryland - MD
- Massachusetts - MA
- Michigan - MI
- Minnesota - MN
- Mississippi - MS
- Missouri - MO
- Montana - MT
- Nebraska - NE
- Nevada - NV
- New Hampshire - NH
- New Jersey - NJ
- New Mexico - NM
- New York - NY
- North Carolina - NC
- North Dakota - ND
- Ohio - OH
- Oklahoma - OK
- Oregon - OR
- Pennsylvania - PA

- Rhode Island - RI
- South Carolina - SC
- South Dakota - SD
- Tennessee - TN
- Texas - TX
- Utah - UT
- Vermont - VT
- Virginia - VA
- Washington - WA
- West Virginia - WV
- Wisconsin - WI
- Wyoming - WY
- Washington, DC
- Other

**8. Your Institution's Zip Code**

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**9. If your institution has multiple campuses, list all that are included in this application.**

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**CONTACT INFORMATION FOR PERSON COMPLETING THIS FORM**

**10. Your professional title**

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**11. Your department**

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**12. Your preferred phone number**

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**13. Please indicate all that apply to you.***Check all that apply.*

- Bee Campus USA committee chair
- Bee Campus USA committee member
- Institution's Media Contact
- Student
- Faculty
- Grounds/Facilities Staff
- Sustainability staff/administrator
- Administrator

**INSTITUTIONAL MEDIA RELATIONS/PUBLIC INFORMATION QUESTION****14. Are you the media relations/public information contact for your campus?***Mark only one oval.*

- Yes     *Skip to question 21.*
- No     *Skip to question 14.*

**INSTITUTIONAL MEDIA RELATIONS/PUBLIC INFORMATION CONTACT****15. Media contact first name**

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**16. Media contact last name**

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**17. Media contact position title**

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**18. Media contact email**

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**19. Media contact phone**

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**20. How will you communicate your Bee Campus USA activities and news to your community and the general public?**

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**21. If you have a Bee Campus USA webpage, Facebook page or other social media account already established, please provide the URLs here.**

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## **BEE CAMPUS USA COMMITTEE**

Please review the Bee Campus USA FAQ for information about who should be on the Bee Campus USA Committee. If you don't yet have a committee formed, please establish that committee first and then complete this application.

**22. Has a Bee Campus USA Committee been formed?**

*Mark only one oval.*

- No, I'm still working on it - I'll skip this section and return to it later
- Yes - I'll complete the remainder of this section

**23. Name of your Bee Campus USA committee**

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**24. Committee chair's first name**

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**25. Committee chair's last name**

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**26. Committee chair's title**

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**27. Committee chair's department**

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**28. Committee chair's preferred phone number**

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**29. Committee chair's email**

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**30. Frequency of your Bee Campus USA committee meetings (Select one)**

*Mark only one oval.*

- Monthly
- Bi-monthly
- Quarterly
- Each semester
- Other

**31. If you selected "Other," please explain.**

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**32. Please list your Bee Campus USA committee members by first and last name, title/type (student, faculty, grounds staff, sustainability staff, other staff) and email address in this format: Firstname Lastname title/type <xxxxxx@xxxx.xxxx>, Firstname Lastname title/type <xxxxxx@xxxx.xxxx>, Firstname Lastname title/type <xxxxxx@xxxx.xxxx> NOTE: By providing committee members' email address to Bee City USA, the applicant is giving Bee City USA permission to add these emails to our E-News and listserv lists, our main educational vehicles for affiliates.**

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**33. If you did not provide your committee list, please explain.**

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## **WHY YOUR CAMPUS SHOULD BE CERTIFIED AS A BEE CAMPUS USA AFFILIATE**

Each institution brings unique expertise and creativity to their pollinator conservation work. Think of this as your 1-page opportunity to capture a baseline for your pollinator conservation program. This statement serves as background for any press releases or other promotional materials Bee Campus USA or your institution choose to develop. Years after your campus has been a certified Bee Campus USA affiliate, you can read back over this justification of interest and celebrate the gains made since that time.

**34. Why is your campus interested in and prepared for applying for Bee Campus USA certification?**

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## INITIAL APPLICATION FEE

The application fee and an annual renewal fee help us engage campuses across the nation in enhancing pollinator habitat and raising awareness of the vital role pollinators play in sustaining people and the planet. The application fee is based on total enrollment as listed below.

- <3000 (\$100)
- 3000 -5000 (\$200)
- 5,001 - 10,000 (\$300)
- 10,001 - 20,000 (\$400)
- >20,000 (\$500)

**35. How many students are enrolled as indicated by the National Center for Education Statistics (NCES) website at <https://nces.ed.gov/collegenavigator> (Click on the Enrollment link once you select your institution).**

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**36. Please indicate the application fee to be paid (Select one)**

*Mark only one oval.*

- \$100
- \$200
- \$300
- \$400
- \$500

**37. Fees may be paid either by credit card or by check. Please indicate your payment method below.**

If needed, please request a W9 or invoice from [beecampusapplications@xerces.org](mailto:beecampusapplications@xerces.org). In most cases, the institution is able to pay the application fee. If not, then student clubs, businesses, civic groups and individuals are sometimes willing to pay the fee on behalf of the institution.

*Mark only one oval.*

- Payment by credit card: We have paid via Xerces' secure payments page: <https://xerces.org/bee-city-usa-payments>.
- Payment by check. We have mailed a check payable to The Xerces Society and to Attn: Bee Campus USA Applications, 628 NE Broadway, Suite 200, Portland, OR 97232. To facilitate processing, please include a printed copy of the first page of this application form with your check.
- Other: \_\_\_\_\_

38. If you selected "Other", please explain.

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## ENDORSEMENT BY INSTITUTION'S HIGHEST OFFICIAL

This section should not be completed until after Bee Campus USA has emailed approval of your draft application. It is the last step in the application process.

39. Name of highest official at your institution  
(president, chancellor, headmaster...)

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40. Title

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41. Email address

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42. By checking the box below and submitting the application, you are verifying that: (a) Bee Campus has reviewed your draft application and given you permission to finalize it; (b) your institution's highest official has reviewed and approved this application; and (c) your institution's highest official is prepared to meet Bee Campus USA's commitments outlined in the FAQs (<https://www.beecityusa.org/faqs-campus.html>).

*Check all that apply.*

This application has the full support of our highest official.

43. Date

*Example: December 15, 2012*

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## TO SUBMIT OR NOT TO SUBMIT? (Hint: The answer is always YES because "submitting" the form saves it.)

You will receive an email from Google Forms that allows you to continue editing. Check your Spam folder if you don't find it.

44. Please choose the best description of your application status from the list below.

*Mark only one oval.*

No, I am still working on it. (You will receive an e-mail with a URL that will allow you to continue working on the application until you are ready for it to be reviewed.)

Yes, I am ready for it to be reviewed. (You can normally expect a response from Bee Campus within five working days. You will also receive an e-mail with a URL that will allow you to make changes to the application if need be.)

Bee Campus USA has given us permission to finalize our draft Application and the application has been endorsed by our highest official.

**THANK YOU! You did it! BEE CAMPUS USA tries to respond to draft applications promptly, usually within five business days. The certification cannot be finalized until the Endorsement section is completed above and BEE CAMPUS USA receives payment of the application fee. You will receive an email from Google Forms that allows you to edit your application after you "submit." (If you don't see it in your email, check your Spam folder.)**

Questions? Contact [beecampusapplications@xerces.org](mailto:beecampusapplications@xerces.org).

A copy of your responses will be emailed to the address you provided

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