

THE XERCES SOCIETY'S BEE CITY USA INITIAL APPLICATION

IMPORTANT! YOU MUST SAVE (i.e. "Submit") YOUR WORK EACH TIME BEFORE LEAVING THIS FORM! Before you get very far when you begin your application,, click through all sections to the end and click "Submit" to be sure your application is saved to prevent losing all of your hard work.

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 see 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 City's 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

Generally, applicants must be either an incorporated municipality, a county, or a county and all of that county's municipalities. (Louisiana refers to counties as "parishes" and Alaska refers to counties as "boroughs.") When merited, we make exceptions for communities that function much like municipalities, such as a military base.

PREPARING TO COMPLETE THIS APPLICATION

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

QUESTIONS?

Contact apply.beecity@xerces.org.

November, 2019

* Required

1. **Email address ***

2. **Your first name ***

3. **Your last name ***

4. **Applicant city or county as it should appear on Bee City USA website ***

5. Applicant mailing address city (This may or my not be same as "Applicant city or county as it should appear on Bee City USA website.)

6. Applicant 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
- Other

7. Applicant zip code

APPLICANT

Please complete each appropriate section below. For questions, contact apply.beecity@xerces.org.

8. Incorporated applicant entity type (Please select one)

Mark only one oval.

- Town
- Township
- City
- Village
- County/Borough in Alaska/Parish in Louisiana
- County and all incorporated municipalities in county
- County and some incorporated municipalities in county

9. If you chose "County and all incorporated municipalities in county," or "County and some incorporated municipalities in county," please list municipalities here.

10. City or County department sponsoring this application

11. Sponsoring City or County department street address

CONTACT INFORMATION FOR PERSON COMPLETING THIS FORM

12. Your professional title

13. Your organization/department

14. Your preferred phone

15. Your e-mail address

16. Your role with the Bee City USA Committee: Please check all that apply.

Check all that apply.

- Liaison from city or county applicant's sponsoring department
- Applicant's Bee City USA Committee chair
- Applicant's Bee City USA Committee Co-Chair
- Media contact for applicant city or county
- Member of applicant's Bee City USA Committee
- Applicant only--None of the Above

BEE CITY USA LIAISON QUESTION

Each Bee City USA applicant should have a city staff member from the city's sponsoring department who serves as the Liaison between the city and the Bee City USA committee. The Liaison may or may not serve on the Bee City USA committee, but they facilitate communications between the city, the city staff and elected body, and the Bee City USA committee as needed. If the person submitting this application serves as the Liaison for the applicant city or county, skip the following section.

17. Are you the BEE CITY USA Liaison from the sponsoring City or County department?

Mark only one oval.

- Yes *Skip to question 24.*
- No *Skip to question 17.*

BEE CITY USA LIAISON FROM SPONSORING PUBLIC DEPARTMENT

18. **Liaison's first name**

19. **Liaison's last name**

20. **Professional title**

21. **Department**

22. **Preferred phone**

23. **Email address**

24. **Please check all that describe other roles of Liaison:**

Check all that apply.

- Media contact for applicant city or county
- Applicant's BEE CITY USA committee chair
- Applicant's BEE CITY USA committee co-chair
- Member of applicant's BEE CITY USA committee
- Chair of applicant's BEE CITY USA committee

MEDIA RELATIONS/PUBLIC INFORMATION QUESTION

If person submitting this application or Liaison serve as the Media Relations contact for the applicant city or county, skip the following section.

25. **Are you or the Liaison also the media relations/public information contact for the applicant city or county?**

Mark only one oval.

- Yes *Skip to question 32.*
- No *Skip to question 25.*

MEDIA RELATIONS/PUBLIC INFORMATION CONTACT FOR YOUR BEE CITY USA NEWS

26. **First name of media relations person for applicant city or county**

27. **Last name of media relations person for applicant city or county**

28. **Professional title**

29. **Department**

30. **Phone**

31. **Email address**

32. **Please check all that describe other roles of media relations contact**

Check all that apply.

- Applicant's BEE CITY USA committee chair
- Applicant's BEE CITY USA committee co-chair
- Member of applicant's BEE CITY USA committee

BEE CITY USA COMMITTEE CHAIR QUESTION

If person submitting this application, Liaison, or Media Relations contact serve as committee chair, skip next section.

33. **Are you the chair or co-chair of the applicant's Bee City USA Committee?**

Mark only one oval.

- Yes *Skip to question 39.*
- No *Skip to question 33.*

BEE CITY USA COMMITTEE CHAIR/CO-CHAIR

34. **Committee chair's/co-chair's first name**

35. **Committee chair's/co-chair's last name**

36. **Committee chair's/co-chair's professional title**

37. Committee chair's/co-chair's organization/department

38. Committee chair's/co-chair's preferred phone number

39. Committee chair's/co-chair's email address

BEE CITY USA COMMITTEE

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

40. Has a Bee City USA Committee been formed?

Mark only one oval.

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

41. Name of committee

42. Description of committee (Select one)

Mark only one oval.

- Existing city or county commission/committee
- New subcommittee of existing city or county commission/committee
- New city or county commission
- Board of non-profit organization empowered by the applicant to serve as affiliate's Bee City USA committee
- New committee of non-profit organization empowered by the applicant to serve as affiliate's Bee City USA committee

43. Date committee was first convened:

Example: December 15, 2012

44. Meeting schedule (Select one)

Mark only one oval.

- Weekly
- Monthly
- Quarterly
- Other

45. If you chose "Other," please explain.

46. Please list your BEE CITY USA committee members by first and last name and email address separated by commas following this format: Firstname Lastname <xxxxx@xxxx.xxxxx>, Firstname Lastname <xxxxx@xxxx.xxxxx>, Firstname Lastname <xxxxx@xxxx.xxxxx>,...NOTE: By including an email address here, you are giving Bee City USA permission to add these emails to our E-News and listserv lists, our main educational vehicles for affiliates.

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

RESOLUTION

48. Have you emailed your draft Resolution to apply.beecity@xerces.org, following the template provided at <https://www.beecityusa.org/application-city.html>, with "Draft Resolution" as the subject line? Select one.

Mark only one oval.

- Yes
- No
- Other

49. If you did not email a draft Resolution and/or selected "Other", please explain.

50. When is the Resolution scheduled for adoption?

Example: December 15, 2012

INITIAL APPLICATION FEE

The application fee and an annual renewal fee help engage communities across the nation in enhancing pollinator habitat and raising awareness of the vital role pollinators play in sustaining people and the planet.

FEE BASED ON POPULATION:

<9,999 (\$100)
 10,000 - 24,999 (\$200)
 25,000 - 49,999 (\$300)
 50,000 - 99,999 (\$400)
 >100,000 (\$500)

**51. How many people reside in your community?
(Population)**

52. Please indicate the application fee amount to be paid. (Select one.)

Mark only one oval.

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

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

If necessary, please request a W9 and/or an invoice from beecityapplications@xerces.org. Note: While in most cases, a local government department is able to pay the application fee, If the city or county affiliate is unable to pay the fees, individuals, organizations or companies may pay the fee on behalf of the applicant.

Mark only one oval.

- Payment by credit card. Please make payment via our secure payments page: <https://xerces.org/bee-city-usa-payments>. Choose the Bee City USA payment button, identify the size of the applicant city or county and associated fee, and enter the name of the applicant city or county in the text box.
- Payment by check. Checks should be made payable to The Xerces Society and mailed to: Attn: Bee City USA Applications, 628 NE Broadway, Suite 200, Portland, OR 97232. To facilitate processing, please include a printed copy of the completed first page of this application form with your check.
- Other

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

CONTACT INFORMATION FOR ELECTED BODY

To certify a new affiliate, BEE CITY USA emails a congratulatory email to the elected body that adopted the BEE CITY USA Resolution. Unless otherwise requested, those elected officials will not be contacted again.

55. Name of highest elected official (e.g., Mayor, Chair of Commission, Chair of Board of Aldermen)

56. Title

57. Email address

58. Please provide a list of email addresses separated by commas for the other members of the elected body who adopted your Resolution.

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

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

Mark only one oval.

No, I am still working on it. (Continue to last section and click "Submit." 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. (Continue to last section and click "Submit." You can normally expect a response from Bee City 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 City USA has reviewed our draft Application and Resolution and granted permission for us to vote on our Resolution and finalize our application.(Continue to last section and click "Submit.")

You did it! Thank you! BEE CITY USA tries to respond to draft applications promptly, usually within five business days. The certification cannot be finalized until BEE CITY USA receives a scanned copy of the adopted Resolution and payment of the application fee.

The Xerces Society is an independent 501(c)(3) non-profit organization.

Questions? Visit the Frequently Asked Questions at <https://www.beecityusa.org/faqs-city.html> or contact apply.beecity@xerces.org.

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

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