**Standard 3 Supplement: Annual Work Plan**

***Upload this form as part of your application within the section for Standard 3.***

The annual work plan outlines the work carried out during the past calendar year: Indicate the month the activity occurred. Use the middle column to add activities not listed in the first column. Consider using a copy of this form to plan next year’s actions.

**Mission Statement:** (Do you have a simple statement that indicates what your tree board or department is trying to accomplish)

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| **Activity** (check the appropriate activity) |  | **Month(s) Accomplished** |
| 1. **Annual planning and review session**   🞏 Review/Submit TCUSA application  🞏 Develop new work plan for upcoming year  🞏 Prioritize work to be done  🞏 Organize activities, people, dates  🞏 Budget planning; budget hearings, etc. | **Other:** |  |
| 1. **Tree planting**   🞏 Survey potential planting sites  🞏 Specify locations, species, cultivars  🞏 Notify adjacent property owners  🞏 Announce and hold public hearings  🞏 Order trees  🞏 Receive, inspect, store trees  🞏 Plant trees, prune and stake  🞏 Water as needed | **Other:** |  |
| 1. **Tree pruning**   🞏 Survey trees, decide which to prune  🞏 Schedule crew, equipment, supplies  🞏 Schedule contract tree crews  🞏 Supervise pruning and disposal of brush | **Other:** |  |
| 1. **Tree removals**   🞏 Survey trees, decide on removals  🞏 Notify adjacent property owners  🞏 Announce and hold public hearings  🞏 Schedule crew, equipment, supplies  🞏 Schedule contract tree crews  🞏 Stump grinding, reseeding | **Other:** |  |
| 1. **Public relations**   🞏 Report to municipal officials  🞏 News releases  🞏 News and television coverage of events  🞏 Develop UF grant project  🞏 Complete UF grant application  🞏 Plan and hold Arbor Day celebration  🞏 Conduct education/training for public or staff  #sessions \_\_\_\_\_\_\_\_\_\_ # attendees \_\_\_\_\_\_\_\_  🞏 Distribute educational publications: #\_\_\_\_\_\_ | **Other**:  Workshop/training target/title: |  |
| 1. **Other tasks**   🞏 Water most vulnerable trees during droughts  🞏 Fertilize deficient trees  🞏 Control diseases and insects as needed  🞏 Clean up storm breakage  🞏 Education/training for tree board/commission  #sessions \_\_\_\_\_\_\_\_\_\_\_ # attendees \_\_\_\_\_\_\_\_  🞏 Training and safety education of tree workers  🞏 Removal of stakes and tree wrap  🞏 Adopt/Revise Tree Ordinance(s)  🞏 Develop/Update Tree Management Plan | **Other:**  Workshop titles attended: |  |