



An Arbor Day Foundation Program

## Tree Campus Higher Education Recognition Program Frequently Asked Questions

- **What is the link to apply for recognition?**  
<https://applications.arborday.org/community/campus>
- **How does a first time college/university create a new account?**  
To create a new account, please [visit the application portal](#) and click on “Find/create your campus.” Search your campus name and state and if nothing appears, click on the “get started” link on the right. Here you can fill out the information for your institution’s new account.
- **This is my first time filling out an application for my campus. What is my login information?**  
To update the account login information, please [visit the application portal](#) and click on “Find/create your campus.” Search your campus name and state. When you see your campus name, click on it. On the right side, click on “change login contact info” and update the login credentials to the new login contact. At the bottom of the page, please note your auto-generated username and input a new preferred password. When you press submit you will be signed into your application.
- **What is my login username?**  
Your login username is always your campus name and your state abbreviation with no spaces. Your username is not your email address. To view your username, please [visit the application portal](#) and click on “Find/Create your campus.” Search your campus name and state. When you see your campus name, click on it. Your login username will be listed under the account information on the right.
- **How do I view past applications?**  
You can view your past applications by signing back into your Tree Campus Higher Education account and clicking on the “My events” tab in the upper right hand corner. You will click on the year (2018-present) you wish to view, then click on application and you will be able to see what was entered for that year.
- **If my institution used to be a Tree Campus in the past and has lapsed out for a few years, do we need to start a new account and year 1 of recognition?**  
No, if approved this year, you will be recognized for the number of years your campus was last approved for plus 1. You do not need to create a new account when applying either, you can log on using your historical account.

- **What is the deadline to apply?**  
North Carolina's deadline is December 1<sup>st</sup>.
- **When I press submit, nothing is happening?**  
If you are not re-directed to a new page after you press submit, please scroll to the top of your application to see what information is missing/incorrect on the application.
- **When will I receive my recognition materials?**  
If you applied for recognition by the state deadline and were approved, you will be shipped your materials by your state deadline. Depending on the state recognition materials will either be shipped directly to the city forestry contact's shipping address from the application, or to the state and urban forestry coordinator to distribute out by mail or in person. If you applied for recognition after the deadline to apply and are approved, you will receive your materials on a final shipment in late spring.
- **Where do I get replacement materials (emblems, plaques, stickers, etc.)?**  
Please email [highered@arboday.org](mailto:highered@arboday.org) for any materials that are missing or need replacement. Emblems are free to replace. Plaques, plaque additions, and any other items will have a charge to replace.
- **We need additional resources to help us apply. Where can I find more information?**  
More information can be found at:  
[http://ncforestservice.gov/Urban/tcusa\\_application\\_process.htm](http://ncforestservice.gov/Urban/tcusa_application_process.htm). Resources include the [Tree Campus Higher Education Checklist](#). Additional resources including a program toolkit, sample tree care plan, and tree celebration toolkit are available on the [Tree Campus Higher Education](#) website.