

2017 Arbor Day Accomplishment Report and Reimbursement Request

PLEASE NOTE: This form must be submitted to WA DNR Urban & Community Forestry program *within 30 days of your event*. Failure to do so will result in forfeiture of grant reimbursement.

COMMUNITY: _____

CONTACT: _____ PHONE: _____

1. Date proclamation was read _____
2. Actual date of Arbor Day Celebration _____
3. DNR will reimburse the City up to \$500 for expenses the City paid for. The City must provide and document a minimum 50% (\$250 if requesting the maximum \$500 allowed) in "matching" funds that can include donated items and volunteer labor. Reimbursable costs include landscape-sized trees (seedling purchases not reimbursable) and materials related to tree planting and care such as mulch and stakes.
4. List all of the expenses occurred during the Arbor Day event including those that were paid by the City and the value of all donated activities for your celebration. Include donated plant material, supplies, equipment and labor. Labor includes staff and volunteer time at planning meetings, site preparation and planting. The current national *adult* volunteer value per hour is \$27.54.

Expenses	Reimbursement Request (not to exceed \$500)	<u>Required Match</u>	
		City	Other
TOTALS	\$	\$	\$

Note: Receipts are required for reimbursement. Please attach them to the completed form.

5. List the number and kind of tree(s) you planted as part of the Arbor Day celebration:
(Make sure the cost of these trees has been included in the expenses detailed above.)

Number of Trees	Types of Tree(s) (seedling purchases are not reimbursable)

6. Where did you plant the tree(s) _____
7. Are there overhead utilities in the vicinity? If yes, did you plant trees that mature at 25 feet or less?
_____ Or are trees sufficiently sited so they will not interfere with overhead lines? _____
8. Who has the responsibility to water and care for the tree(s) _____
9. Number of people who were involved in your celebration _____
10. Share any unique activities or anything else you would like us to know about your celebration. Your celebration may be highlighted in the Tree Link newsletter.

Please include a photo of the tree(s) and any newspaper clippings, handouts or other materials used in your Arbor Day celebration. (Note: We love photos of children; however DNR requires a signed parental consent form in order to publish the photo. See attached photo release form.)

Signature of Contact Person: _____

Remit reimbursement to: Name _____

Address: _____

City: _____ **Zip:** _____

City Tax ID # _____ **City DUNS #** _____

Thanks for participating and KEEP UP THE GOOD WORK!

Return this form and all attachments to:
Linden Lampman, Urban & Community Forestry Program Manager
Washington State Department of Natural Resources
P. O. Box 47037; Olympia, WA 98504

Funds for this grants were provided through a U. S. Forest Service grant under CFDA# 10.664 in partnership with DNR, an equal opportunity provider.



WILDFIRE

PHOTO RELEASE

I, _____, hereby authorize and consent to the use of my visual image by the State of Washington for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications, and websites. I give this consent with no claim for payment.

Signature _____ Date _____

Phone _____ (in case we need to contact you).

**For a child under 18 years of age,
complete the form below.**

PHOTO RELEASE

I, _____, Parent/Guardian of _____ hereby authorize and consent to the use of his/her visual image by the State of Washington for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications and websites. I give this consent with no claim for payment.

Signature _____ Date _____

Phone _____ (in case we need to contact you).

DNR Policy on Publication of Photographs

A signed release must be obtained from every subject photographed, with the following two exceptions:

- *Adults attending a public meeting, event, or gathering*
- *Employees of the Washington State Department of Natural Resources*

For children enrolled in grades K-12, the release must be signed by a parent or guardian. Ordinarily, for school-connected activities, the parents sign a blanket release that is kept on file at the school. It is our responsibility to confirm this with the teacher, school, or organization in every case of a field trip, volunteer activity, or situation that we might want to photograph; and, if there is no release on file, we must obtain individual releases and keep them permanently on file.