

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

Number of Tree(s)	Size of Tree(s)	Species of Tree(s) <i>(seedling purchases are not reimbursable)</i>

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 were involved in your observance _____
10. Share any unique activities or anything else you would like us to know about your observance.
Your observance 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 observance. (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

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WASHINGTON STATE DEPARTMENT OF
Natural Resources

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.