



Washington Arboriculture Exchange Program

Helping each other become better urban foresters

OVERVIEW

The Washington Arboriculture Exchange Program (WAEP) is designed for those interested in developing or expanding urban and community forestry programming in their community. The Department of Natural Resources Urban and Community Forestry Program (DNR) will fund travel and basic expenses for successful applicants for these professional exchanges. Each participant will spend at least one and up to two full days job-shadowing another city's urban forestry program. An exchange may be reciprocal, paired participants taking turns visiting each other; or one-way, a selected participant visiting a host city. Host cities must be approved by DNR.

PURPOSE

WAEP facilitates the exchange of urban forestry expertise, management ideas and technology through direct on-site experience between working municipal arborists. The program will facilitate the transfer of knowledge, develop an understanding of and commitment to local urban forestry programs, expand the urban and community forest information network, and enhance the health and viability of the state-wide urban and community forest resource.

FUNDING SUPPORT

WAEP provides financial assistance for round-trip travel and expenses for approved exchange participants, including overnight accommodations, if warranted, and meal expense up to the State per diem limit. Receipts are required. Alcoholic drinks are not an approved expense. Staff time and/or salary is not reimbursable. DNR staff reviews applications and assists with exchange logistics.

GOALS

- Inspire and motivate emerging urban and community forestry program leaders.
 - Facilitate the exchange of technical information and program management expertise between communities with successful urban and community forestry programs and those with developing programs.
 - Build a knowledge base in communities that have limited resources available for hiring or training tree care personnel.
 - Create a state-wide support network in the arboricultural community.
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PARTICIPANT RESPONSIBILITY

- Submit a complete application packet, including Additional Questions.
- Submit a written report post-visit describing experiences and lessons learned as a direct result of the exchange.
- Invoice DNR UCF for allowable expenses, including travel, overnight accommodations if warranted, and meal expense up to the State per diem limit. Receipts are required. Alcoholic drinks are not an approved expense.

Participant Attributes

- Participant's community must be currently recognized as a TCUSA or working toward that designation.
- Must be actively involved in urban forestry programming or management in his or her own community,

HOST CITY RESPONSIBILITY

- Share information and expertise by allowing a participant to job-shadow for at least one and up to two full days.

Host City Attributes

- Must be a strong vibrant program actively engaged with the community.
- Must be a Tree City USA (TCUSA).

EXCHANGE DETAILS

- Anticipate one- to two-day exchanges. Length of exchange is dependent on participant's interests, goals and available time.
- Round-trip travel and lodging is arranged by the participant. Travel expenses and one night's accommodation are reimbursed by DNR. Mileage is reimbursed at current DNR rates and meal expense up to the State per diem limit. Receipts are required. Alcoholic drinks are not an approved expense.
- The number of participants in the program is limited by available funding.

FAQs

Who may apply?

- An applicant must be city staff or an individual involved in or responsible for program development, tree planting, tree care and/or maintenance within a community. City staff in parks, public works and planning departments, as well as tree board members and elected or appointed officials interested in developing or expanding their community's urban forestry program, are encouraged to apply.

How do I apply?

- Complete and submit an application form. The application form is attached to this document and may also be found [online](#).

How will selections be made?

- Participants will be selected based on interest in arboriculture and urban forestry as demonstrated in the application, along with the potential for learning and growth through the exchange opportunity. Exchange pairings will be made on a “best match” basis: participants and hosts will be paired based on applicant goals, programmatic needs, community size, and availability of mentors.

How soon will I know if my application is successful?

- Successful applicants will be notified within 4 weeks of receipt of the application. The exchange dates and schedule will be negotiated by the participants and hosts in conjunction with DNR staff.

What is required from selected participants?

- Participants will spend at least one and up to two full work days with the host city’s urban forestry program, urban forester or municipal arborist. Participants will organize their own transportation and lodging for the exchange, and submit an invoice for reimbursement of round-trip travel expenses, one night’s lodging and meal expense up to the State per diem limit. Mileage is reimbursed at current DNR rates; receipts are required for all other reimbursable expenses. Alcoholic drinks are not an approved expense. Staff time and/or salary is not reimbursable. Participants will submit a written report to DNR about their experiences and what he or she learned from the exchange. The report may be excerpted for an article in the Tree Link electronic newsletter.

What is required of selected hosts?

- Hosts will share expertise and experience based on the interests of the participant in a job-shadowing format. An urban forester, program manager or municipal arborist should plan to spend the full day(s) engaged in urban forestry activities with the participant.



Sponsored by Washington State Department of Natural Resources Urban and Community Forestry Program in cooperation with US Forest Service Urban and Community Forestry Program.

Washington Arboriculture Exchange Program Application

Contact Information

Please print clearly

Name: _____

Title/Position: _____

Mailing Address: _____

Email: _____

Desk Phone: _____ Mobile Phone: _____

Personal Interest

Please print clearly

1) How long have you been involved with or interested in urban forestry? _____

2) Briefly describe your current involvement (job, volunteer, tree board): _____

3) Please provide your educational background and training: _____

4) Which Washington State city or region would you choose to visit for this exchange?

First choice: _____

Second choice: _____

5) If your application is successful, are you willing to be assigned to an exchange location anywhere in the State at

the discretion of Dept. of Natural Resources Urban and Community Forestry staff? _____

Community Program Information

Please print clearly

6) What is the population of your city or town? _____

7) How many full-time employees does your city forestry program employ? _____ Part-time? _____

Seasonal? _____

8) What is your City's annual urban forestry budget? _____

9) Does your City employ private contractors to perform urban forestry tasks? _____

10) Does your City have a written tree management plan? _____

11) Does your City have a tree protection ordinance? _____

12) Does your City have a citizen tree committee or tree board? _____

13) If volunteers play a part in your City's urban forestry programming, please describe their role: _____

14) Does your City have a street tree inventory? _____ Is it maintained as a computer database? _____

15) What is the approximate tree population of your City? _____

16) Please list the ten most common street or park trees in your community. _____

17) Approximately how many trees are planted in your City annually? _____

18) Are trees pruned regularly? _____ Has a regular pruning cycle been instituted? _____

How long is the pruning cycle? _____

19) Briefly describe pest or disease problems your City's trees may have: _____

Additional Questions

Please attach your answers to the following questions on a separate sheet of paper; double-spaced, 12-point font.

20) Describe the greatest needs and challenges of your City's urban forestry program. What would you like to learn from other municipal arborists? How will this exchange program benefit you and your city?

21) What are the unique physical features of your urban forest or city environment? For example, parks or park system, greenbelt, trail system, river or waterfront, historic areas, industrial, etc.

22) Describe how your City's urban forestry program is unique. What efforts are you most proud of? What would you most like to share with other municipal arborists?

Mail completed application to: Washington State Department of Natural Resources
Urban and Community Forestry
PO Box 47037
1111 Washington Street SE
Olympia, WA 98504-7037

For more information, contact Ben Thompson at (360) 902-1382 or Ben.Thompson@dnr.wa.gov.

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