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The ArbNet Arboretum Accreditation Program provides standards and guidelines for the establishment and development of an arboretum. The goals of the accreditation program are to:

1. *foster the establishment and professionalism of arboreta;*
2. *identify arboreta capable of participating or collaborating in certain scientific, collections, or conservation activities; and*
3. *advance the planting, study, and conservation of trees to improve the world.*

Arboreta that are accredited are encouraged to become leaders and serve as models to promote professional development and engagement with other arboreta.

Different levels of accreditation have been established to recognize arboreta at varying degrees of development, capacity, and professionalism. Accredited arboreta are encouraged to continue their growth and development to achieve higher professional standards and can apply to upgrade to a higher level when they are ready at any point after their initial accreditation. Accreditation must be renewed every five years and arboreta will receive a renewal reminder several months prior to the arboretum contact listed on this form.

Arboreta and public gardens are eligible to apply for accreditation by submitting this application along with supporting documentation to demonstrate their level of achievement according to the specified standards. Once the application is completed, a decision will usually be made within four weeks.

The ArbNet Arboretum Accreditation Program is sponsored and supported by The Morton Arboretum, Botanic Gardens Conservation International (BGCI), and the American Public Gardens Association (APGA).

For resources and information related to creating, running, and growing an arboretum, please see the ArbNet Resources pages, which include resources on Starting an Arboretum and Accreditation, among many other topics. Additionally, here are links to sample applications that will allow you to see the full application in its entirety, along with sample responses:

- Level I sample application
- Level II sample application
- Level III sample application
- Level IV sample application

If you have any concerns about being able to reach particular criteria, please reach out to us.
For more information regarding specific accreditation requirements
For more information regarding specific accreditation requirements:

Visit: **https://www.arbnet.org/arboretum-accreditation-program**
Email: **arbnet@mortonarb.org**

Call: **630-310-7013**

Arboretum Information

Name of Arboretum
Sample Level I Arboretum

Address or PO Box
Sample Address

City   State/Province   ZIP/Postal Code (If applicable)
Sample City **Sample State**

Country
United States

Latitude and Longitude
41.40338, 2.17403
For information on how to find your Latitude and Longitude see Google Maps Support Page

Acres   Hectares
40

Is your mailing address different from above?
No

Website
www.sample.org

Type of Organization (REQUIRED)

Is acting as an arboretum and / or botanical garden the primary purpose of your organization?
No

What other roles does your organization have? Please check all that apply
- Business / Corporate Campus
- Cemetery
- Community / Organization / Neighborhood Group
- Golf Course
- Historical Site
- Hospital / Medical Campus
- Museum
- Nature Preserve
✓**Nonprofit**
- Place of Worship
- Public Park
- Retirement Community
- School
- Town / City
✓**University/College**
- Zoo
- Other

If you selected "Other", from the checklist above, please briefly describe:

Arboretum Contact (for ArbNet purposes)

Prefix	First Name	Last Name	Title	Phone	Email Address
	Ted	**Tree**	**Arborist**	**0**	**Ted@Sample.org**

Is the person submitting this application different than the contact listed above?
No

Authorization and Verification

The chairperson or leader of the applicant arboretum's governing board, organizational group, or authority (corresponding to Section I. below) must approve this application, specifically verifying the accuracy and authenticity of the information it contains.

Approval is indicated by placement below of this individual's name, title or role at arboretum, and contact information.

Authorizing / Verifying Governance Leader (other than individual submitting application):

Prefix	First Name	Last Name	Title	Phone	Email Address
	Thomas	**Tree**	**Director**	**0**	**Thomas@Sample.org**

How did you hear about ArbNet?

Check all that apply:
- **Website**
✓ **Newsletter**
- **Facebook**
✓ **Instagram**
- **Arborist**
- **Another Arboretum**
- **ArbNet / Morton Arboretum Representative**
- **Conference / Symposium / Workshop**
- **Other**

Other source that you heard about ArbNet

ARBORETUM ACCREDITATION STANDARDS

Accreditation standards are outlined on the ArbNet website and described in each of the following application sections.
FOUR LEVELS OF ACCREDITATION
Please use this chart as a reference. The levels of accreditation recognize arboreta with different degrees of development, capacity, and professionalism.

	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
Arboretum plan	■	■	■	■
Organizational or governance group	■	■	■	■
Labeled tree and woody plant taxa				
25+	■			
100+		■		
500+			■	■
Staff or volunteer support				
Volunteer or paid	■			
Paid management		■	■	■
Curator			■	■
Scientific or conservation staff				■
Public dimension				
Public access and at least one event per year	■	■	■	■
Enhanced public and educational programs		■	■	■
Substantial educational programming			■	■
Collections policy		■	■	■
Collaboration with other arboreta			■	■
Collections data sharing with networked collections			■	■
Tree science, planting, and conservation activities			■	■
Substantial and integrated woody plant conservation				■

Arboretum accreditation level sought
Level I

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If you wish to share additional arboretum planning or guiding documents, there will be the opportunity to attach more files at the end of the application, or you may email them to arbnet@mortonarb.org.

GENERAL ACCREDITATION REQUIREMENTS

1. Arboretum Plans

Documentation such as an organizational plan, strategic plan, site plan, or other, that defines the mission and purpose of the arboretum, its audience(s), the types of plants that are to be grown to achieve that purpose and serve those audiences, provisions for the maintenance and care of the plants, and provisions for the continuing operation of the organization through time with a clear succession plan. A sample organizational plan can be found here on ArbNet's website.

Provide the mission of your arboretum and a brief description or outline of the type and scope of the plan for your arboretum. Attach or link to the planning documents (organizational, management, comprehensive/site plan, strategic plan, sustainability plan/ policy, etc.), if applicable.

Mission Statement
The mission of the Sample Level I Arboretum is to provide a place of recreation, education and beauty.

Brief description or outline of plan(s):
The purpose of the Sample Level I Arboretum is to celebrate, enhance and maintain the 361 acres of trees, shrubs and wildlife habitat areas of the Sample Level I Arboretum. In our plan, we propose to manage our campus acres so as to nurture and instruct young and old, teachers, students, staff, and neighbors. Plantings will reflect a goal of building collections for scientific study as well as aesthetic appreciation, with sustainable maintenance and ecological awareness as guiding principles in what we do.

Optional: Attach your arboretum planning / guiding document or policy here (max individual file size 25MB; max aggregate / total file size for application 35MB):

Optional: Attach another planning/guiding document here (max individual file size 25MB; max aggregate / total file size for application 35MB):

Optional: Link to your arboretum planning / guiding document here:

Optional: Link to another planning/guiding document here:

2. Organizational or Governance Group

A governing board, group of people, or authority that is dedicated to the arboretum plan and its continuation beyond the efforts of a single individual. Such an organizational/governance group will affirm fulfillment of standards and authorize participation as an accredited arboretum.

Describe the nature of your governance board or authority.
The Sample Level I Arboretum has been placed in trust to the university, and the university president and administration have contributed to and approved the plan as part of that trust agreement.

Optional: Number of people in your governing group:

Optional: Attach any relevant governing documents or policies (max individual file size 25MB; max aggregate / total file size for application 35MB).

Optional: Additional documents or policies relating to the Governance Group, if needed.(max individual file size 25MB; max aggregate / total file size for application 35MB)

Optional: Provide link to any relevant governing documents or policies

Optional: Additional link to your Governing Documents, if needed.

3. Arboretum Staff or Volunteer Support

Resources and examples about staff and volunteer management can be found on the Arboretum Management Resources page of the ArbNet website.

a. Level I

Employees or volunteers who ensure fulfillment of the arboretum plan and provide for the basic needs of the arboretum collection and functions of the arboretum.

Describe the scope of staff or volunteers engaged in or supporting the work of the arboretum.
Our arboretum is largely run by volunteers. Students, alumni members, community members, and staff members are all volunteers

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4. Arboretum Collections

Information and resources related to plant collections management and curation is available on the Tree Collections Resource page of the ArbNet website.

a. Collections Activities Checklist

Please check all activities that your arboretum participates in

Please describe your woody plant collections management activities not covered by the above checklist:

- Collections policy (covers records management, accessioning, deaccessioning, etc.)
- Regular collections evaluation
- Conducting or participating in woody plant evaluation trials
- Collections manager or curator
- Herbarium
- Seed bank
- Plant exploration program
- Collections conservation (holding and safeguarding

plants of collections or conservation value on behalf of the collective interests of the profession - ex: rare and endangered plants, legacy cultivars, etc.)
- Woody plant nursery
- Woody plant breeding program
- Accredited or officially recognized collection(s) (describe below in part g.)
- Collections strategic plan (develops and plans for the themes and direction of your collections - could be a standalone plan or part of your greater organization-wide strategic plan or expanded collections policy)
- Other activities not listed that support woody plant collections management (describe below)

b. Labeled Tree and Woody Plant Taxa

The number of species, subspecies, cultivars, varieties, etc. being grown as part of the collection in accordance with the arboretum plan. Plants in the arboretum's collection must be labeled in some way (by physical or, digital labels, walking map or website map with ID) to identify them taxonomically, including scientific name and cultivar if applicable, and documented in some way so that information on their acquisition (if available - source or origin, date of acquisition, etc.) is available for access. Minimum numbers of labeled woody taxa (species, subspecies, cultivars, varieties, etc) are:

- **25+ (Level I)**
- **100+ (Level II)**
- **500+ (Levels III & IV)**

Indicate the number of different woody plant taxa in the collection that are labeled:
25 to 99

c. Woody Plant Taxa

Indicate the total number of tree and other woody plant taxa in your collections (both labeled and unlabeled):
30

d. Optional: Individual Woody Plants

Indicate the total number of trees and other woody plant individuals in your collections:
300

e. Describe the method for labeling and documenting the number of trees/woody plant taxa
All of our trees are digitally labeled via a publicly accessible online plant map here: www.sampleuniversity/arboretum/collections.org

f. Collections database

Provide the link to your collections database, if possible.

Is this a searchable, open access database (e.g., collection list uploaded to BGCI PlantSearch)?

If your collection species list is not shared or accessible online, please attach here: (optional, attachment)(max individual file size 25MB; max aggregate / total file size for application 35MB)

g. List any special taxonomic, geographic, ecological, or conservation collections of note (e.g. oaks; Acer; dwarf conifers; halophytes; woody plants of Madagascar; etc.):
State Champion Bur Oak

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If you wish to share additional arboretum planning or guiding documents, there will be the opportunity to attach more files at the end of the application, or you may email them to arbnet@mortonarb.org.

5. Public Dimension / Educational and Public Programming

Examples and resources are available on the Education and Public Engagement and Community and Urban Forestry resource pages of the ArbNet website.

a. Education & Community Engagement Tree Activities Checklist

Please check all activities that your arboretum participates in:

Open public access and events
☑ **Annual tree events (Arbor Day, International Forestry Day/week)**
☑ **Self-guided walking tours**
 - Giving engagement and outreach presentations for other organizations and groups
 - Hosting conferences or similar events
 - Exhibitions and/or interpretive signage

Recurring public programming
☑ **Guided walking/ tram tours**
 - Docent training & opportunities
 - Conference (or similar venue) presentations
☑ **Course/class/workshop offerings**
 - Hosting webinars/ seminars
 - Community/citizen science programs
 - Children's Garden
 - School programs

Extensive / enhanced educational programming
 - Articulated engagement philosophy or interpretive plan with intended outcomes and assessment plan
 - Plant selection, care, and/or pest/disease consultation & support
 - Educational and outreach publications
 - Digital content - podcasts, online courses, social media outreach, etc
 - Ethnobotanical engagement (indigenous knowledge content & co-creation with community partners)

- Accredited educational or training programs
- Internship opportunities
- Summer/ seasonal camps

Urban & community forestry
- Urban and community agricultural and food forest programs and projects
- Environmental justice and tree equity programs and projects
- Urban and community greening efforts
- Supporting the creation of new accredited arboreta

Other
- Other activities not listed that support education and engagement with trees and other woody plants (describe below)

Please describe your educational and engagement activities not covered by the above checklist:

If Level I accreditation is selected:

b. Arboretum Public Dimension

A public dimension that includes some level of public access, and at least one public event or educational program each year focused on trees, forest ecology, or arboretum purposes (for example, an Arbor Day observance).

Describe how the arboretum is open or accessible to the public, and name and describe the public events or programs offered.
We held four public educational programs last year with a plan to increase this year. Our workshops include: Creating and Maintaining Rain gardens, Pruning and Ecosystems Habitat Walk and Talk as well as our Arbor Day celebration event.

Educational and public program file upload if applicable (max individual file size 25MB; max aggregate / total file size for application 35MB)

Additional educational and public program file upload if applicable (max individual file size 25MB; max aggregate / total file size for application 35MB)

Educational and public program document link if applicable

Additional educational and public program document link if applicable

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Optional additional accreditation comments or explanation
Additional Attachments
If you wish to share additional arboretum planning or guiding documents, there will be the opportunity to attach more files at the end of the application, or you may email them to arbnet@mortonarb.org.

Additional Document 1 (max individual file size 25MB; max aggregate / total file size for application 35MB)

Additional Document 2 (max individual file size 25MB; max aggregate / total file size for application

35MB)

> **Photos**
>
> Please attach at least two photos of your arboretum (high resolution JPEG format in landscape/ horizontal orientation) with your application for use on the ArbNet website.
>
> Landscape Image 1 (max individual file size 25MB; max aggregate / total file size for application 35MB)
>
> Landscape Image 2 (max individual file size 25MB; max aggregate / total file size for application 35MB)
>
> Landscape Image 3 (max individual file size 25MB; max aggregate / total file size for application 35MB)

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Data Information
In compliance with the 2018 EU "General Data Protection Regulations", ArbNet has to ensure that EU residents agree to ArbNet using your information provided for processing and evaluating your accreditation application. By instructing us to process your application, your data will be transferred outside of the European Economic Area to the United States, kept secure, and will not be shared with a third party. You have the right to revoke your consent at any time by contacting us at arbnet@mortonarb.org. If you chose to be reviewed for our reciprocal accreditation program with BGCI (BGCI Botanic Garden Accreditation), ArbNet will share your information with BGCI.

The uses of your information, dependent on the success of your accreditation application, are as follows:

If you are a successful applicant, any personal and institutional data you have provided will be kept by ArbNet for five years, the length of the accreditation period, so that we can contact you in relation to the set up and administration of your accreditation, to provide information useful to maintain and/ or upgrade your accreditation (e.g., new resources, opportunities, etc.), and to provide information on the accreditation renewal process as you approach the five year limit of your accreditation. ArbNet will use the institutional data provided in your application to create a website listing in the Morton Register, and potentially to promote your institution on our website, in our newsletter, and through our social media channels. ArbNet may also use your arboretum's institutional (not personal) de-identified aggregate summary data for sector-wide reporting.

If you are an unsuccessful applicant, the personal and institutional information you have provided will be kept by ArbNet for five years, so that we can contact you to help you achieve accreditation at a future date.

Mailing List Consent
✓**I want to be added to ArbNet's mailing list for quarterly newsletters and occasional informational updates.**

Data Consent
✓**ArbNet may use the institutional information (not personal data) I provide for conducting sector-wide analyses for the purpose of research on institutional capacities, networking, and strengthening the garden and arboretum community, as well as populating external datasets**

(e.g., BGCI GardenSearch; BGCI PlantSearch).

THE MORTON ARBORETUM EXPRESSLY DISCLAIM ANY RESPONSIBILITY WITH PERFORMING ANY OBLIGATIONS ON BEHALF OF THE MEMBER ORGANIZATION WHICH MAY BE REQUIRED HEREUNDER AND MEMBER ORGANIZATION RELEASES THE MORTON ARBORETUM FROM ANY LIABILITY IN CONNECTION WITH ANY SUCH OBLIGATIONS. MEMBER ORGANIZATION HEREBY ASSUMES ALL RISK IN CONNECTION WITH THE OBLIGATIONS REQUIRED OF MEMBER ORGANIZATION HEREUNDER AND MEMBER ORGANIZATION SHALL INDEMNIFY AND HOLD HARMLESS THE MORTON ARBORETUM AND EACH OF ITS OFFICERS, DIRECTORS, AGENTS, CONTRACTORS, LICENSEES, EMPLOYEES AND TRUSTEES AGAINST AND FROM ANY AND ALL THIRD PARTY CLAIMS, LIABILITIES AND DAMAGES ARISING OUT OF OR IN ANY WAY CONNECTED TO THE OBLIGATIONS OF MEMBER ORGANIZATION HEREUNDER.