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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:

Visit: <https://www.arbnet.org/arboretum-accreditation-program>

Email: arbnet@mortonarb.org

Call: 630-310-7013

Arboretum Information

Name of Arboretum

Sample Level II 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?

Yes

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
	Sheila	Shrub	Director	0	Sheila@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 II

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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 Sample State University urban forest provides a living laboratory for students in an aesthetically pleasing environment. Visitors and local community can enjoy a premiere landscape with nature

Brief description or outline of plan(s):

Our plan includes: Objectives • To preserve and care for the trees currently inhabiting the arboretum space • To add and care for new species, both native and exotic • To allow private or business groups and/or individuals to submit ideas, proposals or donations for the arboretum in order to encourage community involvement. • To allow approved volunteer groups and/or individuals to work in the arboretum by assisting with the care and maintenance of the trees, plants and general landscape. • To educate visitors about basic tree maintenance and care. To celebrate trees through events within the arboretum and in the surrounding community.

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 II Arboretum currently has 15 Board of Directors. They meet quarterly to help the Arboretum meet its mission. The Board is represented by business, legal, medical, educational and horticulture professions.

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. Levels II, III & IV

One or more paid arboretum employees who have job responsibilities that specifically include management or operation of the arboretum in fulfillment of the arboretum plan (e.g. president/director, horticulturists, arborists, education and engagement staff, etc.).

Describe the staff responsible for management or operations of the arboretum, including staff dedicated to educational programming for Levels III & IV.

There are four full time staff members; Executive director, supervisor, Groundskeeper and groundsman. There are twelve students from the local university also employed part-time year round to assist the full time staff. Each full time staff member is responsible for caring and maintaining their assigned 1/3 section of the Arboretum with the supervisor overseeing the entire Arboretum.

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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:
100 to 499

c. Woody Plant Taxa

Indicate the total number of tree and other woody plant taxa in your collections (both labeled and unlabeled):
125

d. Optional: Individual Woody Plants

Indicate the total number of trees and other woody plant individuals in your collections:
760

e. Describe the method for labeling and documenting the number of trees/woody plant taxa

We currently have 750 trees and 10 shrubs. We have 125 tree species labeled. Plants are labeled with scientific and common name on a plaque that is attached to a stake and located at the base of the plant. Trees that have been purchased by donors are identified using a brass plaque. All the trees are tagged with a tree number tag and have been located using GIS and are inventoried and records of planting, pruning, insect and disease control, DBH, value, source are maintained utilizing a computer inventory program. Our collections database is not accessible on our website however we have attached the listing in a spreadsheet. We are not currently sharing the database with BGCI but will be looking into it.

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

h. Arboretum Collections Policy (Tree Care Plan) (required for Level II, III & IV)

A collections policy describes the purpose, development, and professional management of the plants in the arboretum collection, in accordance with standards developed in the public garden and museum fields. Such a policy and related practices includes a rationale for holding the particular collections of the arboretum, collections inventory, and record-keeping practices. Examples are available on the [Tree Collections Resources page](#) of the ArbNet website.

Describe and outline the elements of the collections policy.

Administration of Collections This policy will be developed, approved, and amended by the Horticulture Committee. The Executive Director is responsible for the administration of the Plant Collections Policy. The staff, at the direction of the Executive Director will implement the policy. The Executive Director will be responsible for the record keeping of the collections. The Horticulture Committee will review the Plant Collections Policy annually and make adjustments with the Board's approval. Scope of Collections The Arboretum collections will be divided into two groups: 1) Botanical Collections – Plants of taxonomic, economic, or ecological significance including endangered or rare species. These plants may be part of the applied research that is being conducted. Collections are located in the areas appropriate and consistent with established design criteria. Specific focus will be on (but not limited to) Quercus (oaks), Conifers (cone bearing trees), and Kalmia (mountain laurel) as collections designated for expansion and research. 2) Display Collections – Plants of ornamental value planted for display purposes only. Display Collections are often temporary and seasonal and may be distributed in various locations of the Arboretum to maximize their aesthetic value to the site. Display collections may also consist of container plantings. Acquisition – Criteria The following criteria will be used to determine if the plant warrants addition to the Botanical Collection: 1. The taxon is particularly well –suited culturally for this facility. 2. The taxon has local significance i.e.- American chestnut, oaks, or the taxon has biological significance i.e. hemlocks resistant to the woolly adelgid 3. The taxon may be particularly deer resistant and warrants “testing”. 4. The taxon may have a particular species whose hardiness is in question and warrants “testing”. 5. The taxon, to our knowledge, has never been grown in this climate before and warrants “testing”. 6. The taxon is rare, endangered or hard to find and

warrants protection. 7. The taxon can exhibit a biological phenomenon that is of particular interest to our audience. Policy The Executive Director will approve all acquisitions based on the criteria. Major acquisitions or collections must be approved by the Horticulture Committee who will recommend them to the Board. Accessions All plants acquired for the Botanical and Display Collections will be accessioned except for short-lived/annual plants. Display collections may not be accessioned. Plants that may be acquired for plant sales will not be accessioned. Deaccession The Executive Director will decide to deaccession a plant if: 1. The plant is dead or disfigured 2. The plant can be replaced by a better specimen of the same type. Major deaccessioning changes will be presented to the Horticulture Committee for approval. Plant Records System and Mapping The Arboretum is committed to maintaining a comprehensive plant records system and mapping. The Executive Director is responsible for administration and accuracy of the plant records system. Records will include species name, accession number, location, cultural comments, source, date, cost, and size when acquired, and provenance. Maintenance The Executive Director is responsible for implementing and over-seeing staff in proper plant care techniques. Inventory and Evaluation The Arboretum collections will be inventoried, mapped, measured and evaluated on a regular basis. The evaluation should consider the following: 1) Continued fulfillment of the acquisition criteria 2) Accuracy of the nomenclature 3) Recommendations for deaccession if applicable 4) Recommendations for treatment and maintenance

Attach arboretum collections policy, if applicable.(max individual file size 25MB; max aggregate / total file size for application 35MB)

Arboretum collections policy link, if applicable

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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 II accreditation is selected:

b. Arboretum Public Dimension and Enhanced Educational and Public Programming

A public dimension that includes some level of public access along with enhanced public programming beyond the basic level required for Level I accreditation. At least two public events or educational programs each year related to trees (e.g. tree identification, forest ecology, conservation, collections, or some other tree-focused aspect of the arboretum mission or master plan).

Describe how the arboretum is open or accessible to the public, and name and describe the educational and public programs offered by the arboretum. Include evidence of at least two outcome-based education programs (e.g. provide program description, syllabus, hand-outs, worksheets, tour script, tour map, etc.)

The Arboretum is open year round and free of charge. An annual tree planting event is held on Arbor Day and is open to and advertised to the public and our College community Arboretum tours are offered to the public and our college community free of charge. The tour covers 59 plants and the prairie garden located in the arboretum. The tours explain the origins of the arboretum, how to identify the trees and shrubs, and engage the tour members to utilize their senses, sight, smell, touch, and taste when engaging with the arboretum plants. Our arboretum staff also participates in offering pruning and instructional classes to local garden clubs as well as being instructors in the Landscape Contractors Association pruning seminars. The arboretum website is interactive and includes pictures as well as descriptions of some of the more unique and prominent plants in the collection. We are in the process of upgrading our arboretum website to be even more interactive so that it may be used as a tool on a smartphone, tablet, or PDA for self-guided educational tours. We are also available to Garden Clubs and other groups for presentations. We have done and have upcoming presentations on pruning, tree selection, etc. to the Garden Club.

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.