

South Certified Tree Farm Program

Leadership Manual

Revised February 2016

Table of Contents

SC Tree Farm Committee Basic Info

- SC Tree Farm Introduction
- AFF and ATFS Information

Organization, Meetings, and Resources

- *Roles and Responsibilities*
- *Subcommittees*
- *Chair's Calendar of Responsibilities*
- *Organizational Documents*

Forms:

- *Data Guidelines and Security*
- *Conflict of Interest*
- *Nominations*

Strategic Plan and Common Vision

By Laws

Separate Attachments

- *SC Tree Farm Directory*
- *SC Tree Farm Recent Advisory Committee Minutes*

SC Certified Tree Farm Program Introduction

Summary: The SC Certified Tree Farm Program is a 501(c)3 nonprofit organization dedicated to promoting better forestry on more acres. SC Tree Farm supports private landowners by offering educational programs, networking and fellowship opportunities, advocacy, awards and recognition, and informative publications. SC Tree Farm also offers full certification through the Program for Endorsement of Forest Certification, which is also recognized by the Sustainable Forestry Initiative Program.

Meetings: Meetings are held quarterly, normally on the first Wednesday of the third month each quarter.

Events: Annual events held by SC Tree Farm include a Legislative Day, Tree Farm Field Tour and Awards Ceremony, and a Tree Farm Tour in conjunction with the SC Forestry Association Annual Meeting. A fundraising Silent Auction is also held at the SC Forestry Association Annual Meeting. Additional workshops may also be held to provide additional educational opportunities for landowners.

Publications: A SC Tree Farm newsletter is published twice a year, and the national Woodland magazine is published seasonally by ATFS. Both publications are provide to SC Tree Farm members.

Website: The primary website for SC Tree Farm information is hosted by the SC Forestry Association at <http://www.scforestry.org/tree-farm>. Information is also available on the Clemson University Extension Forestry website at <http://www.clemson.edu/extension/sctfs/>. SC Tree Farm is in the process of developing a website to provide a more consistent online presence.

Additional Resources: The American Tree Farm System provides extensive online information online through their website at <https://www.treefarmssystem.org/>. This website includes information for landowners, foresters, Tree Farm Inspectors and Leaders. Some sections of this website require special permission to access.

American Forest Foundation & American Tree Farm System Overview

The American Forest Foundation

The American Forest Foundation (AFF) works on-the-ground with families, educators, and elected officials to promote stewardship and protect our nation's forest heritage. A commitment to the next generation unites our nationwide network of forest owners and educators working to keep our forests healthy and our children well-prepared for the future they will inherit.

To grow the next generation of leaders ready to inherit America's natural legacy, AFF also works with tens of thousands of educators every year through its environmental education program Project Learning Tree® (PLT). Project Learning Tree uses forests as a window on the world and provides educators with supplemental curriculum materials that can be integrated into lesson plans for all grades and subject areas. In an era where more and more children are disconnected from nature, more than 500,000 teachers nationwide have been trained to use this curriculum, opening a door to America's outdoor heritage. Thanks to these efforts, 75 million students have learned how to think, not what to think, about complex environmental issues and help them learn the skills they need to make sound choices about the environment.

The American Forest Foundation's work is about what type of country America will be 20, 50, 100 years from now. Will we still be a nation rooted in its natural heritage? Will our citizens understand that heritage, and feel connected to it? Will they have the skills required to understand complex environmental challenges? By promoting sustainable management of America's private forests, the American Forest Foundation addresses the fundamental cornerstones of healthy communities and a prospering nation.

The American Forest Foundation has five fundamental long-term goals:

1. To increase public awareness and understanding of the role that forests and the environment play in our lives, and build the skills and commitment needed to conserve and sustain them.
2. To develop and advance policies and programs that support conservation, environmental education, and sustainable forests.
3. To enhance the ecological, social, and economic viability of family forestland ownership.
4. To increase the number of family forest owners who sustainably manage natural resources.

5. To support research that fills gaps in our understanding of forest ecology, the socio-economic dimensions of forest ownership and management, and the impact of public policies on forest sustainability.

These goals have been translated into four strategic priorities:

1. Stem the loss of America's woodlands.
2. Enhance the quality of America's woodlands.
3. Ensure decision makers and educators understand and value America's woodlands.
4. Nurture excellence in our education and woodlands networks of volunteers, committees and partners

The American Tree Farm System is AFF's signature program that advances sustainable forest management on private lands from Maine to California, and is integral to achieving these goals and strategic priorities.

The American Tree Farm System

The American Tree Farm System® (ATFS), a program of the American Forest Foundation, works nationwide and in partnership with local, state and national groups to provide hands-on support for America's 10 million family forest owners, giving them the tools they need to manage healthy and sustainable woodlands. Clean air, clean water, habitat for wildlife, wood for sustainable building and nature for hiking, hunting and fishing – all come from family forests. And ATFS helps family forest owners meet stringent third-party standards for managing nearly 26 million acres of forestland.

ATFS is the largest and oldest sustainable woodland system in America, internationally recognized, meeting strict third-party certification standards. For 70 years, ATFS has enhanced the quality of America's woodlands by giving forest owners the tools they need to keep forests healthy and productive. Stemming the loss of America's woodlands is vital to our country's clean water and air, wildlife habitat, recreational activities, and producing the wood and paper products we all need. ATFS provides landowners with the validation that they are doing right by their land, meeting the highest standards of sustainability and being good stewards for the future.

All ATFS external communication is informed by three powerful, emotionally resonant ideas that set us apart:

- We're about the future.
- We work on-the-ground.
- We give people the tools they need.

The American Tree Farm System grows stewardship from the roots.

YEAR STATES JOINED

1941 - Alabama, Arkansas, California, Oregon, Washington

1943 - Idaho

1944 - Mississippi, Montana, North Carolina, Texas, Wisconsin

1946 - Florida, New Jersey, Ohio, South Carolina, Tennessee

1947 - New Mexico, Pennsylvania, Virginia

1948 - Georgia, Maryland, Massachusetts, West Virginia

1949 - Michigan, Missouri, North Dakota, Rhode Island

1950 - Minnesota, New Hampshire

1951 - Colorado, Louisiana, Nevada*, Wyoming

1952 - Maine, South Dakota

1953 – Arizona*

1955 - Kentucky, Iowa, Illinois, Utah*

1956 - Connecticut, Vermont, New York, Indiana

1957 - Oklahoma

1958 - Delaware

1959 - Nebraska

1963 - Kansas

1974 – Alaska*

• First Tree Farm: June 12, 1941 in Montesano, Washington

• First State Tree Farm Program: Alabama

* Alaska, Arizona, Hawaii, Nevada and Utah currently have no Tree Farm Program

Officers of the South Carolina Tree Farm Committee

President: The president is the chief executive officer of the South Carolina Tree Farm Committee and upon the direction of the Board of Directors, will manage the business and affairs of the group. The president presides over all meetings of the members and the board. He/She will see that all resolutions of the board and authorized committees are implemented. The president will perform all duties and tasks assigned to him by the Committee's bylaws or by the board of directors or authorized committees.

Vice President: The Vice President serves under the direction of the president and will preside over meetings of the board, the committee or authorized committees if the president is absent. The vice president will perform duties and tasks assigned to him/her by the Committee's bylaws or by the board or authorized committees.

Secretary: The secretary serves under the direction of the president and the board. He/She will record the proceedings and any actions taken by the members, board of directors or authorized committees. The secretary files and maintains all records and reports of the committee. He/She will maintain regular correspondence for the board and committee.

Treasurer: The treasurer serves under the direction of the president and board. He/She will keep custody of the committees funds and securities, give and receive receipts for monies received and disbursed, make deposits, keep accurate financial records and account for the financial condition of the committee by producing financial reports at each committee meeting.

South Carolina Tree Farm Subcommittees

Board of Directors: The executive committee includes the president, vice president, secretary-treasurer and past president. The committee is responsible for guiding the program and authorizing interim expenditures of tree farm funds as necessary. They are responsible for submitting capacity building grants to national and coordination of associated projects and activities. Responsible for submitting reports (Work Plans, Budgets, Roster, etc.) to the national office.

Fund Raising: The fund raising committee coordinates annual fund raising work plan and budget. They organize the Tree Farm Silent Auction at the South Carolina Forestry Commission Annual Meeting.

Inspections: The inspections committee is responsible for: Ensuring 100% completion of required inspections in a timely manner and by deadline; administering the database for inspection approval and updates to contact information; maintain a current mailing list of all tree farmers and tree farm inspectors; communicating with the district chairs on all inspection requests and reinspections; providing a quarterly summary of completed inspections and reinspection progress; coordinates the inspection incentives/stipend program; organizes tree farm inspection training as needed; coordinates third-party state audits as needed.

Membership: The membership committee coordinates the membership program of the South Carolina Tree Farm Committee. The committee: establishes membership program rules and guidance based on the needs of tree farmers; conducts membership drives; actively engages the members of the tree farm program and coordinates the friends and supporters program.

Outreach and Education: The outreach and education committee is tasked with: organizing the tree farm conference at the South Carolina Forestry Association Annual Meeting; submitting educational grants to national and coordinating associated projects and activities; conducting landowner communication for educational and outreach purposes; coordinates the Master Tree Farmer Volunteer of the Year Award; Facilitates a mentoring program for tree farmers.

Publicity: The publicity committee coordinates the promotional activities of the South Carolina Tree Farm Committee. Primary tasks include: publishing the SC Tree Farm Newsletter; maintain the SC Tree Farm website; coordinating special publicity events like the Tree Farm Legislative Day

Recognition/Awards: The recognition and awards committee is charged with the administration and coordination of awards programs offered by the SC Tree Farm Committee. Primarily, the SC Tree Farmer of the Year. The committee also is responsible for solicitation of candidates and submission of nominations for the various awards offered by the SC Tree Farm Committee and the American Forest Foundation.

Tour: The tour committee organizes, coordinates and promotes the tour on the property of the SC Tree Farmer of the Year.

South Carolina Tree Farm Committee Chairperson Calendar of Responsibilities

JANUARY

- Submit Database Access Request Form for incoming Vice Chair
- Submit Financial Report summarizing income and expenditures from prior year by **January 31**
- Submit Work Plan for current year to national office by **January 31**
- Submit Grant Reports for Education and Capacity Building Grants received previous year by **January 31**
- Update SC Tree Farm website via Clemson (Cushing) to include the following
 - 1 Chairperson Message
 - 2 Updated Roster, and
 - 3 Calendar Events for upcoming year

FEBRUARY

- Submit Tree Farmer of the Year Nomination to national office postmarked by **February 1**

MARCH

- Submit nomination for Regional/National Inspector of the Year by **March 15**.

JUNE

- Nominations for District and State Tree Farmers of the Year due by **June 1**.
- Initiate field visits for District Tree Farmers of the Year to select State Tree Farmer of the Year.
- Submit SC Tree Farm Chair Message to SCFA for TF newsletter and TF Tour booklet.

JULY

- Nominations for NASF Sustained Excellence Award due by **July 1**.
- Request State Tree Farmer of the Year plaque from national.

AUGUST

- Submit ATFS educational grants proposals by **August 31**.

OCTOBER

- Annual Tree Farm Tour held first Saturday of the month; moderate morning session

- Submit Capacity Building Grant applications by **October 15**.

NOVEMBER

- Required Inspections are due by **November 1**.
- Submit nomination for Field Leadership Award by **November 15**

DECEMBER

- Hold Executive Committee meeting to determine next year's budget, work plan, and roster.
- Submit updated Committee Roster for upcoming year to national office by **December 15**
- Outgoing State Committee Chair Plaque Order Form due **December 15**
- Send National all remaining 004 Forms by **December 31**

Sample SC Tree Farm Meeting Agenda

- 9:30 Board of Directors Meet
- 10:00 Call to Order; Welcome; Anti-trust Statement
Review minutes from last meeting
Treasurer's Report
- 10:15 Subcommittee Meetings
- 10:50 Subcommittee Reports (<10 minutes each)
- Fundraising
 - Tour
 - Outreach and Education
 - Awards
 - Publicity
 - Inspections
 - Membership
- 12:00 Lunch
- 1:00 Organizational and Membership Business
- 1:15 Other Business, special topics, or guest speakers
- 2:30 Adjourn

American Tree Farm System Anti-trust Statement

“Tree Farm supports a commitment to full compliance with all Antitrust laws, whether of state or federal jurisdiction, and believes that an active education program to acquaint members with the requirements of these laws will foster productive association work while promoting free enterprise. At Tree Farm meetings, there shall be no discussions related to prices or terms of purchase or sale of products or of other matters that may inhibit the competitive workings of the free market. The meeting secretary or anyone in attendance may interrupt the meeting if at any time he or she feels discussion is creating the possibility of an anticompetitive situation or the appearance of one.”



South Carolina Tree Farm Committee Volunteer Expense Report

Name: _____ Phone: () _____

Address: _____

City: _____ State: _____ Zip: _____

Dates of Volunteer Work: _____ Purpose: _____

Instructions:

1. The purpose of this report is to allow SC Tree Farm Committee members to track and report volunteer expenditures to be leveraged as in-kind services for grant request.
2. Expense reports must be filed within 90 days from date of return.
3. Paid receipts must be attached for all expenses. Complete hotel bill must be included with business charges circled on the bill. Personal charge card receipts provide adequate support for meal and meeting expenses.
4. Give a brief description of expenses placed in "All Other" Category.
5. If you would like to donate all or a portion of your expenses to SCTF, please indicate at the bottom of this form. Every receipt, no matter how small, must be submitted. SCTF will acknowledge your donation with a letter of receipt.

Costs Incurred:

	Amount
Air Fare/Bus/Train	\$ _____
Hotel Room	\$ _____
Meal Total (Include all receipts)	\$ _____
Car Rental	\$ _____
Gas (for Rental Car)	\$ _____
Personal Car (\$0.56/mile) Number of Miles = _____	\$ _____
Taxi, Tips, Tolls, Subway, Parking	\$ _____
All Other Expenses Description:	\$ _____
Total Expenses Incurred	\$ _____
Amount of Expenses to Donate to SCTF <i>Must provide a receipt for ALL donated expenses</i>	\$ _____
Total Reimbursed Expenses	\$ _____

Volunteer Hours:

Travel Time _____ \$/hour x _____ hours = \$ _____
 Work Time _____ \$/hour x _____ hours = \$ _____

Signature _____ Date _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

AUG 12 2015

SOUTH CAROLINA TREE FARM COMMITTEE
PO BOX 211173
COLUMBIA, SC 29211

Employer Identification Number:
56-2087360
DIN:
17053182337905
Contact Person:
JOSEPH R KENNEDY ID# 31647
Contact Telephone Number:
(877) 829 5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b) (1) (A) (vi)
Form 990 Required:
Yes
Effective Date of Exemption:
January 30, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
South Carolina Tree Farm Committee

2 Do not use names of spaces, entity name, or firm name.

3 Check appropriate box for federal tax classification of entity. See the following cover boxes:
 Individual proprietor or single member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (D-D corporation, S-S corporation, P-partnership) **P**
 Note: For a single member LLC that is disregarded, or a multi-member LLC, check the appropriate box in the line above for the tax classification of the single member owner.
 Other (see instructions)

4 Exemption codes apply only to certain entities. See instructions on page 3.
 Exempt payee code (if any):
 EPC (plus other FATCA reporting code (if any))
 (Do not check this box unless you are the U.S.)

5 Address (number, street, and apt. or suite no.)
PO Box 211173
Columbia, SC 29221

6 City, state, and ZIP code

7 Tax account number(s) (see instructions)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the number is more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
5	6	-	2	0	8	7	3	6	0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and,
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and,
- I am a U.S. citizen or other U.S. person (defined below); and,
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must check out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contribution to an individual retirement arrangement (IRA), and generally, segments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person: *[Signature]* Date: *1/27/2016*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 which are expected after we release it is at www.irs.gov/efile.

Purpose of Form

An individual or entity (Form W-9 requester) who requests this form information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN) to report on an information return. The amount paid to you on the annual information return and annual information reported information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-S (sales or other dispositions of capital assets and other transactions by broker)
- Form 1099-B (proceeds from the sale of securities)
- Form 1099-K (merchant card and third party network transactions)

Form 1099 (home mortgage interest), 1098-E (student loan interest), 1099-J (Julian)

Form 1099-C (corrected e-file)

Form 1099-A (acquisition or abandonment of secured property)

The Form W-9 is only for you if you are a U.S. person (including a resident alien), or provide your correct TIN.

If you do not return Form W-9 as the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 3.

By signing the filed return, you:

- Certify that the TIN you are giving is correct for you are waiting for a number to be issued.
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. citizen, your U.S. taxable share of a partner's or spouse's income from a U.S. source is not subject to the withholding tax on foreign partner's share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (and indicating that you are exempt from the FATCA reporting, if correct). See *What is FATCA reporting?* on page 3 for details on this action.

American Tree Farm System Database Guidelines

For The South Carolina Certified Tree Farm Program

There are many opportunities where use of the Tree Farm Record System can be beneficial to operation of the program in South Carolina. There are specific guidelines which must be followed by anyone using the data base. The following two sections are the national guidelines pertaining to use of the data base.

This website (ATFS Database) is owned and operated by the American Forest Foundation (AFF). The ATFS Database is intended to provide useful information to those individuals (users) managing records of the American Tree Farm System® (ATFS) in their respective state(s). AFF is committed to ensuring the privacy of persons (Tree Farmers) participating in ATFS and will take every precaution to protect Tree Farmer information, both online and offline. Users of the ATFS Database must exercise caution to protect Tree Farmer information.

American Tree Farm System® Database www.atfsdatabase.org
Nondisclosure Agreement

This website (ATFS Database) is owned and operated by the American Forest Foundation (AFF). The ATFS Database is intended to provide useful information to those individuals (users) managing records of the American Tree Farm System® (ATFS) in their respective state(s). AFF is committed to ensuring the privacy of persons (Tree Farmers) participating in ATFS and will take every precaution to protect Tree Farmer information, both online and offline. Users of the ATFS Database must exercise caution to protect Tree Farmer information. Therefore, User agrees that:

1. User will not share any information contained in the ATFS Database with third party organizations or businesses not directly affiliated with ATFS without National Director approval.
2. User will not sell any information contained in the ATFS Database under any circumstance without National Director approval.

3. User will use Tree Farmer mailing lists only for the purpose of communication between ATFS and Tree Farmers.
4. User will not disclose his/her specific login or password to another party. Those Users with authority to permit other Users` access to the ATFS Database will exercise caution and use proper judgment in doing so.

AFF may monitor User actions. Access to the ATFS Database may be revoked by AFF at any time.

This Nondisclosure Agreement may be modified in the future. You will be directed to the new Nondisclosure Agreement at such time.

I have read and understand the ATFS Database Nondisclosure Agreement and agree to its terms and conditions.

Questions should be directed to:

American Forest Foundation

Manager, ATFS Database

1111 19th Street, NW

Suite 780

Washington, DC 20036

(202) 463-5172

operations@treefarmssystem.org

This section deals with additional guidelines for using the data base in South Carolina. The Membership Committee can request information from the data base to support growth of the Tree Farm program.

This information can be shared with people serving as coordinators of membership development for specific areas of the state. In some cases the person serving as a coordinator may be someone who is not a member of the Tree Farm Committee. This information will be used for no other

purpose than the selection people to contact for membership in the new Certified Tree Farm Program for South Carolina.

Coordinators can share specific data components of the data base with people assisting with membership development in their area. Components that can be shared are the name(s) address, phone number and email address on persons they will be contacting pertaining to becoming members of the South Carolina Certified Tree Farm Program. For example, if there are six members of the committee there will be a separate unique list for each of the six people. These lists will not be shared with anyone.

In developing the lists, any landowner with a forester (as determined from the data base) will only be assigned to the forester or their firm for contact.

Person requesting the data:

_____ Date _____

Person providing the data:

_____ Date _____

Coordinator receiving data:

_____ Date _____

I have read and understand the South Carolina Agreement and agree to its terms and conditions.

**SC TREE FARMER OF THE YEAR
NOMINATION FORM**

District # _____

Year _____

Note: **Print legibly or type information.** Preliminary judging is based on completed form. Please fill out concisely as many fields as possible and applicable. Provide Tree Farmer photograph when submitting form.

Name of Tree Farmer: _____ Tree Farm
Number: _____ Address: _____

Phone: _____ E-mail Address: _____

Location of Tree Farm: _____

County: _____

Occupation (if retired, prior occupation) _____

Total woodland acreage: _____ Woodland acreage certified
as a Tree Farm: _____

How long has Tree Farmer owned the land? _____

How long has the land been under a written forest management plan? _____

How long has the property been a certified Tree Farm? _____

What are the primary objectives of Tree Farm (i.e. financial, recreation, wildlife habitat, timber, etc.)? _____

How much of the actual Tree Farm field work is done by the owner? _____

How is the rest accomplished? _____

What forest management work has been done in the last five years?

1. Harvesting (type of cut, volume & products) _____

2. Reforestation (natural, artificial and number of acres) _____

3. Other practices (protection, TSI, etc.) _____

Has the Tree Farmer been involved in any special activities (i.e. tours, news stories, radio or TV shows, magazine articles)? _____

Is the Tree Farm under the multiple use concept? _____ If so, what uses are allowed? _____

Not allowed? _____

Is the Tree Farm sign in good condition and correctly displayed? _____

In your own words, tell why you feel this is an Outstanding Tree Farmer
(how he or she is different from the average Tree Farmer) _____

What, if anything, has this Tree Farmer done to promote Tree Farming?
(Examples: used Tree Farm as a demonstration area, participated as a
member in state forestry association, promoted Tree Farming to youth
groups, influenced other landowners to plant or manage their forest) _____

Does the Tree Farmer belong to any forestry organization, i.e. Forest
Farmer, state forestry association, or has he or she received any special
awards for forestry efforts (other than Tree Farm awards)? _____

Is or has the Tree Farmer ever been a practicing forester? If yes, which of
the above activities were employer-supported and which were truly
voluntary and outside his/her scope of duties: _____

Name and affiliation of cooperating forester: _____

Address: _____

Phone: _____ E-mail Address: _____

Nominating Inspector/Tree Farmer's Signature: _____

Print Name: _____

Address: _____

Phone: _____

Email: _____

DEADLINE: State nominations must be submitted by June 1st.

Include digital photo or photograph of Tree Farmer with this nomination form.

SUBMIT: by email to treefarm@scforestry.org, Subject Line: Tree Farmer of the Year Nomination or mail to SC Tree Farm Committee, P.O. Box 211173, Columbia, SC 29221

**SC TREE FARM INSPECTOR OF THE YEAR
NOMINATION FORM**

YEAR:

Judging for the Inspector of the Year will be based on this completed form and accompanying documents. Up to four pages of additional information may also be included with the nomination form.

Name of Inspecting Forester being nominated:

Nominated in previous years? Yes No

Employed by:

Address:

City:

State:

Zip:

Phone:

Email:

Nominated by:

For questions 1-3, please limit the activities to the last five year

1. Demonstrated Tree Farm committee involvement (50 word max)

2. Demonstrated Tree Farm promotional and outreach activity (news releases, newspaper interviews, Tree Farm tours, appearances on TV or radio programs, civic speeches, etc.)

3. Demonstrated service to the forestry community (membership in SAF, state forestry association, etc.)

For inspection and recognition activities (questions 4-7) please limit activities to those during the previous calendar year.

4. Number of reinspections (required and optional) completed:

5. Number of new inspections completed:

6. Number of Tree Farm signs placed:

7. Nomination of State/Regional/National Tree Farmer of the Year: Yes

No

Please identify which awards:

DEADLINE: State nominations must be postmarked by June 1st.

SUBMIT VIA EMAIL to treefarm@scforestry.org subject line: Tree Farm Inspector of the Year Nomination