

# Bee City USA

## Application

Apply today to join the national network of communities committed to supporting pollinators.

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### Bee City USA Application Steps

#### Form a committee.

Every committee will be different, but should include individuals with experience and interests that will help the committee complete the commitments. Committees generally include a mix of volunteers and city staff. The committee should have a chair or multiple co-chairs. This committee should be managed either by the certified affiliate (i.e. City or County) or a non-profit organization and should have a regular meeting schedule that is open to the public. See the resolution for a full list of requirements associated with the committee.

#### Assign facilitation to a local government body or non-profit organization.

Assign facilitation of the Bee City USA effort to a new or existing committee. This committee may be based in a local government or with a non-profit organization and may be an existing committee or a newly formed subcommittee.

#### Designate a local government department as a sponsor.

Designate a local government department as the Bee City USA program and committee sponsor and an employee from that department as the Bee City USA committee liaison. The liaison may or may not serve on the Bee City USA committee, but they facilitate communications between the city, the city staff and elected body, and the Bee City USA committee as needed.

#### Complete the online application form.

Login to create a profile and complete the online application form. Your application form will be reviewed once you indicate that it is complete and ready for review.

#### Complete the draft Bee City USA resolution.

Complete the draft resolution by downloading the template and updating the areas highlighted in yellow. Please do not remove or change any areas that are not highlighted in yellow. Upload your draft resolution to your online application for approval before submitting it to your local government.

#### Submit the application and resolution to your local government for approval.

Present your Bee City USA application and resolution to your local government for formal approval and adoption. Make sure you receive a scanned copy of the adopted resolution to submit to Xerces.



**Submit your adopted resolution and pay the application fee.**

Submit a scanned copy of your adopted resolution by uploading it to your online application and pay the application fee. Payment information is available once you begin your application. Once the final application, adopted resolution, and fee payment have been submitted, Xerces will notify all contacts listed on the application form of your successful certification. Application and renewal fees are based on population size.

\$100 (population <9,999)

\$200 (population 10,000 - 24,999)

\$300 (population 25,000 - 49,999)

\$400 (population 50,000 - 99,999)

\$500 (population >100,000)

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Xerces staff are available to answer questions and support affiliates as they complete the application process.

Visit [www.beecityusa.org](http://www.beecityusa.org) to learn more.

