

Bee City USA

Program Overview

Thinking globally and acting locally, Bee City USA provides a framework for communities to work together to conserve native pollinators by increasing the abundance of native plants, providing nest sites, and reducing the use of pesticides.

Bee City USA affiliates make commitments to conserve native pollinators, laid out in a resolution adopted by the local city council. City staff and community members work together to carry out these commitments and make their city a better place for pollinators. Incorporated cities, towns, counties, and communities across the United States are invited to make these commitments and become Bee City USA affiliates.

Bee City USA Commitments

Establish a standing Bee City USA committee to advocate for pollinators.

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 full requirements associated with the committee.

Create and enhance pollinator habitat on public and private land by increasing the abundance of native plants and providing nest sites.

Affiliates commit to creating or enhancing pollinator habitat on public and private land each year. To assist with habitat creation and provide guidance for the community, affiliates create a native plant list and native plant supplier list. There's no need to create these materials before applying, but they should be complete by your first renewal. Guidance and examples will be provided to assist in developing each of these resources.

Reduce the use of pesticides.

Create and adopt an integrated pest management (IPM) plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods. Like the native plant list and native plant supplier list, the IPM plan should be developed over the first few years of affiliation.

Incorporate pollinator-conscious practices into city policies and plans.

Affiliates commit to establish a policy in their comprehensive plan to acknowledge and commit to the Bee City USA designation. They agree to review the plan and other relevant documents to consider improvements to pest management policies and practices as they relate to pollinator

conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.

Host pollinator awareness events.

Affiliates commit to host or co-host at least one pollinator awareness event each year. The focus of these events should be on native pollinators and the steps we can take to conserve them.

Publicly acknowledge Bee City USA affiliation with signs and an online presence.

Affiliates commit to display at least one sign designating their community as a Bee City USA affiliate. Xerces provides the artwork for these signs and encourages affiliates to work with local sign makers to have them printed. Affiliates also commit to maintaining an online presence where they share information about their activities as well as their native plant list, native plant supplier list, and integrated pest management plan.

Pay an initial application fee and annual renewal fee.

To sustain the Bee City USA program we require an application fee and annual renewal fees. These fees are based on population. Visit the application page to learn more about fees. Renewal fees are the same amount as the application fee.

Annually apply for renewal and report on the previous year's activities.

Affiliates commit to submitting a renewal application once they have been certified for a full calendar year. Renewals allow Xerces to monitor affiliate activities and share the great work they're doing.

Benefits to your Community

Ensure survival of vital animal species

Help to ensure the survival of vital animal species crucial to our planet's functioning ecosystems.

Build community locally and nationally

Bring your community together around a positive, shared cause and connect with communities across the country that have made the same commitment.

Improve local food production

Raise community awareness of how our food grows and improve local food production through expanded pollination.

Support small businesses

Support the growth of local businesses including native plant nurseries and pollinator friendly landscaping.

Address pest problems with fewer pesticides

Raise community awareness of the least toxic ways to tackle home and garden pest problems. Mobilize your community to remove non-native invasive plants to make way for locally native plants.



Heighten awareness of biological diversity

Raise community awareness of the local environment's diversity of plant and pollinator species.

Benefits to your Committee

Mailed Welcome Package with Pollinator Conservation Resources

Receive a mailed welcome package including Xerces Society books and guidelines, Bee City USA brochures and bookmarks, and a pollinator habitat sign.

Access to an Online Affiliate Portal

Gain access to an affiliate portal where you can explore a variety of resources including helpful information for creating an Integrated Pest Management plan, native plant list, and native plant supplier list. Through the portal affiliates can also interact with other affiliates using the online forum, post their events to the community calendar, and view materials to assist with outreach and education.

Customizable Logo and Street Sign Artwork

As an affiliate you will receive files for a customizable affiliate logo that can be used on any materials associated with your work as well as artwork for a street sign.

Access to Training Opportunities

Affiliates will be invited to attend training opportunities, workshops, and webinars on a variety of topics including Integrated Pest Management, planting to support pollinators, and outreach and education.

Support from Pollinator Conservation Experts

Gain access to Xerces pollinator conservation staff across the country. Affiliates are welcome to contact the Xerces Society for one-on-one support.

Recognition of Conservation Work

Affiliates of Bee City USA gain national recognition for their work to conserve pollinators. Affiliates are listed on the Bee City USA website and can use their affiliation to promote their community's commitment to conservation. There are also opportunities for affiliates to share their work through presenting as part of webinars and writing blog posts.

Bee City USA Application

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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)

Getting Started

Welcome to Bee City USA



Once your application is complete and has been approved you will receive an email notifying you of your affiliation. One email will be sent to the committee chair(s), liaison, committee members, mayor, elected body, and media contact, congratulating you on your affiliation and including a brief overview of the program. We will also mail a welcome package which includes Xerces Society books and guidelines, Bee City USA brochures and bookmarks, and a pollinator habitat sign to the address provided on the 'profile' tab of your account.

Communication

Bee City USA communicates with affiliates through e newsletters, email, and social media. The committee chair(s), liaison, and committee members will be added to our email list. Others who would like to receive communication from us can subscribe by filling out the form at the bottom of any page on our website. Committee chair(s) and liaisons will receive automated emails from our website related to their online account and renewing their affiliation. Follow us on Facebook, Instagram, and Twitter @beecityusa for stories, news, training opportunities, and more!

Managing your Online Account

The online account you created to complete your application is the account you will use to access resources, maintain your contact information, and complete your renewals. There is a single username and password for each account, but you are welcome to share this with multiple people on your committee if you wish. Please keep the information on your profile including contact information, your website, and social media accounts up to date. To view all form fields on a tab of your profile click 'edit'. Make sure to scroll to the bottom and click 'update' before closing the page.

Street Sign and Logo

Once you become an affiliate of Bee City USA you will be provided with artwork for your customizable logo as well as for a street sign. Visit the 'logo' tab on your profile (log into your account at beecityusa.org/login, click 'my profile' in the menu bar, and then click on the 'logo' tab) to download your logo artwork, access the street sign artwork, and download our logo use guidelines. If you would Bee City USA to format your logo or streetsign, please email beecityusa@xerces.org.

Templates

We provide affiliates with a range of online resources to support their work. These resources include template press releases, event promotion and outreach kits, website material, and PowerPoint presentations.

Online Resources

Once you log into your account at beecityusa.org you will be able to access a range of resources designed to support affiliates in their work. We recommend reviewing this website with your committee to familiarize yourself with tools and resources. Resources include example IPM plans, native plant lists, and native plant supplier lists, recorded webinars, outreach and education materials, and much more!

Trainings, Workshops, and Webinars

We frequently provide affiliates with online trainings, workshops, and webinars. We will share information about these opportunities through our e newsletter, email, and social media. We welcome affiliate involvement in webinars and our blog, so if you have an experience or story you think other affiliates would enjoy learning about please let us know at beecityusa@xerces.org.

Annual Renewal

Affiliates commit to submitting a renewal application once they have been affiliated with Bee City USA for a full calendar year. Renewal reports are submitted by the end of February and report on the previous calendar year. If an affiliate joined in 2023 their first renewal would be due February 28, 2025. They would then submit a renewal every February. Renewals are a great opportunity to share the work you're doing with the Bee City USA and Bee Campus USA community. The renewal application involves two elements: submitting a renewal report and paying the renewal fee. Past renewal reports can be viewed at beecityusa.org/work.

Renewal Report

The renewal report is a form that affiliates complete with information about their work from the previous calendar year. The report includes multiple choice questions, short answer questions, paragraph response questions, and photo uploads. Some of the information entered in the renewal report will be used to generate a PDF report shared publicly on our website. Log into your account at beecityusa.org and visit the 'renewal' tab on your profile to view the renewal questions. You can also download a preview of the renewal questions. This preview is a great way to keep track of your work throughout the year and make it easy to complete the renewal when the time comes. When completing your renewal report click 'edit' to view all form fields and scroll to the bottom of the page and click 'update' to save your responses. Make sure to indicate that the renewal report is complete on the form when you're ready to submit it.

Renewal Fee

Bee City USA collects fees from affiliates in order to support the program and continue providing affiliates with resources and support. Renewal fees are the same amount as application fees and can be paid starting January 1st of each year by logging into your account and visiting the 'fee payment' tab on your profile. Payment can be submitted either using a credit card or by mailing a check. When submitting the online payment form you will indicate if you plan to pay with a credit card or check.

FAQs

Do you still have questions? Visit beecityusa.org/faqs for answers to frequently asked questions. You're also welcome to email us anytime at beecityusa@xerces.org.

Visit www.beecityusa.org to learn more.