

# Bee Campus USA

## Program Overview

Thinking globally and acting locally, Bee Campus USA provides a framework for campus 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 Campus USA affiliates make commitments to conserve native pollinators. Students, faculty, administrators, and staff work together to carry out these commitments and make their campus a better place for pollinators.

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## Bee Campus USA Commitments

### **Establish a standing Bee Campus USA committee to advocate for pollinators.**

Committees generally include a mix of students, faculty, and staff. We require that at least one member of the grounds or landscaping department serve on the committee to facilitate communication between the committee and those involved in campus landscaping. The committee should have a chair or multiple co-chairs and meet on a regular schedule. To maintain continuity a student may not serve as the sole chair, however a student is welcome to serve as a co-chair along with a faculty or staff member.

### **Create and enhance pollinator habitat on campus by increasing the abundance of native plants and providing nest sites.**

Affiliates commit to creating or enhancing pollinator habitat on campus each year. To assist with habitat creation and provide guidance for the campus, 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.

### **Offer service-learning projects to enhance pollinator habitat.**

Affiliates commit to offer service-learning projects related to enhancing pollinator habitat each year.

### **Display signage focused on pollinator conservation.**

Affiliates commit to displaying signage focused on pollinator conservation. These signs can either be permanent (such as educational signage near pollinator-friendly habitat) or temporary signage (including flyers in cafeterias, etc.). Xerces provides affiliates with customizable logos that they are welcome to have printed as signs and display

on campus.

**Offer courses or continuing education opportunities that incorporate pollinator conservation.**

Affiliates commit to incorporate information about native pollinators and pollinator conservation into courses or continuing education opportunities.

**Maintain an online presence for your Bee Campus USA activities.**

Affiliates commit to maintain 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. This could be a page on the university or college's website or a separate site. Many affiliates also use social media to share information about their activities.

**Pay an initial application fee and annual renewal fee.**

To sustain the Bee City USA and Bee Campus USA program we require an application fee and annual renewal fees. These fees are based on student enrollment. 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.

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## 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.

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## Benefits to your Committee

### **Mailed Welcome Package with Pollinator Conservation Resources**

Receive a mailed welcome package including Xerces Society books and guidelines, Bee Campus 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 Campus 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.

(The Bee Campus USA affiliation earns two Grounds Certification exemplary practice credit points in the Association for the Advancement of Sustainability in Higher Education (AASHE)'s Sustainability Tracking, Assessment & Rating System™ (STARS) system.)

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## Bee Campus USA Application

### **1. Form a committee.**

Committees generally include a mix of students, faculty, and staff. At least one member of the grounds or landscaping department must serve on the committee to facilitate communication between the committee and



those involved in campus landscaping. The committee should have a chair or multiple co-chairs and meet on a regular schedule. To maintain continuity a student may not be the sole chair, however a student is welcome to serve as a co-chair along with a faculty or staff member.

## **2. 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.

## **3. Gain approval from the president or chancellor.**

Gain approval of the president or chancellor and indicate that the application has been approved on the online application. Xerces does not require written confirmation of approval from the president or chancellor, but by checking the appropriate box on the application you certify that the president or chancellor is aware of and has approved the application.

## **4. Pay the application fee.**

Payment information is available once you begin your application. Once the final application 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 student enrollment.

\$100 (enrollment <2,999)  
\$200 (enrollment 3,000 - 4,999)  
\$300 (enrollment 5,000 - 9,999)  
\$400 (enrollment 10,000 - 19,999)  
\$500 (enrollment >20,000)

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## Getting Started

### **Welcome to Bee Campus 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), committee members, president, 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 Campus USA brochures and bookmarks, and a pollinator habitat sign to the address provided on the 'profile' tab of your account.

### **Communication**

Bee Campus USA communicates with affiliates through e newsletters, email, and social media. The committee chair(s) 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) 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](https://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 like your logo in a different file format please email [beecityusa@xerces.org](mailto:beecityusa@xerces.org).

### **Templates**

We provide affiliates with a range of online resources to support their work. These resources include template press releases (for initial affiliation as well as renewal), event promotion and outreach kits, website material, and PowerPoint presentations.

### **Online Resources**

Once you log into your account at [beecityusa.org](https://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](mailto:beecityusa@xerces.org).

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## **Annual Renewal**

Affiliates commit to submitting a renewal application once they have been affiliated with Bee Campus 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 Campus USA and Bee City 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](https://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](http://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 Campus 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.

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### **FAQs**

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

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