

Notice: Pursuant to ss. 28.20 and 28.21, Wis. Stats., this form is required to be completed when a school or community is interested in registering a community forest. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law (ss. 19.31 – 19.39, Wis. Stats.).

Applicant

Name of Application (school district or municipality)			Contact Person
Address			Telephone Number (Include area code)
City	State	ZIP Code	Email Address
Is applicant legally in control of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date of resolution dedicating property as a school or community forest (attach copy of minutes). _____	

Property Description

Name of Property		County property is located in
Legal Description		
Total Acreage		Wooded Acreage
Date of most recent forest management plan for this property.	Is there an education plan for the property (school forests only)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you intend to actively and sustainably manage the forest? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you intend to use the property to provide education on sustainable forestry (school forests only)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Certification

The undersigned hereby apply for registration of their school or community forest with the Department of Natural Resources.

Signature of Applicant (municipal or school district administrator)	Title	Date signed
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DNR Forester's Report – Do Not Write Below This Line - DNR USE ONLY

Acceptance Recommended? Yes No

Supplemental Information:

Printed Name of Forester	Signature of Forester	Date Signed
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For Administrative Use Only – do not write below this line

Final Determinations:	Approved	Not Approved
Date Forest Management Plan was approved	Date Registered by the Division of Forestry	

SCHOOL OR COMMUNITY FOREST REGISTRATION APPLICATION

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SCHOOL AND COMMUNITY FORESTS

This is an abridged version of Chapter 15 of the DNR Private Lands Handbook. For complete description of the school and community forest program, see that document.

The School and Community Forest Law, s. 28.20, Wis. Stats., enacted in 1947, allows schools, villages, cities, and towns to own land and practice forestry. There are over 400 properties registered under the program.

What is the Purpose?

The original intent of the law was to demonstrate the economic advantages of managing timber and to allow municipalities to receive an income from these lands. Over the years, forestry and forestry education have changed. Lands entered under the law provide an excellent opportunity to demonstrate sustainable forestry and to teach about land stewardship.

Who Is Eligible To Apply?

Any city, village, town or school district that has legal control of forested property.

What Are the Benefits?

Upon registration with the Department, the school or municipality is eligible (1) for free trees and seed from the state forest nurseries, (2) for technical assistance from Department foresters for carrying out tree planting and forest management plans, (3) to apply for Wisconsin Environmental Education Board (WEEB) school forest grants, and (4) to receive assistance from the Wisconsin School Forest Education Specialist.

Note: Free trees and seeds from the state nurseries are contingent upon meeting the forest management guidelines, and eligibility for WEEB grants are contingent upon meeting education plan guidelines.

Forest Management Plan Procedure

A management plan must be completed and approved within one year of acceptance. Note: any individual, group, or organization can be involved in developing the plan. If a Department forester does not develop the plan, it will be submitted to a Department forester for review.

Education Plan Procedure

1. School district or municipality (if using property for education purposes) develops an education plan utilizing guidelines supplied by the Wisconsin School Forest Education Specialist.
2. School district or municipality sends the completed education plan to the Wisconsin School Forest Education Specialist.

Entry Criteria

1. Property must be owned or under legal control (e.g., lease, easement) of a municipality or school district.
2. The school board or governing body of the municipality must adopt a resolution to dedicate a parcel as a school or community forest.
3. Wisconsin statutes do not establish a minimum acreage or productivity requirement for school or community forests. However, the property should contain at least one acre of forest.
4. The municipality or school district must indicate intent to actively manage the forest, where applicable.
5. School districts should indicate intent to provide sustainable forestry education as a component of their education programs.
6. A management plan or property description must be completed and approved. (Conditional acceptance can be granted prior to completion of a management plan based on forester recommendations.)

Application Procedures

1. Owner (or an authorized property representative) completes an application form, attaches minutes of meeting dedicating property as school or community forest, and submits it to the local DNR forester.
2. DNR forester visits site to ensure property meets criteria
3. DNR forester completes recommendation sections of the application.
4. DNR forester sends applications meeting criteria to Wisconsin School Forest Education Specialist (LEAF, 800 Reserve Street, Stevens Point, WI 54481).
5. If land does not meet criteria, forester sends letter of explanation to the property representative and to the Wisconsin School Forest Education Specialist indicating why it may not be registered.
6. School Forest Ed. Specialist conditionally approves acceptance based on forester recommendations.

Upon conditional approval, both a management plan and an education plan, where applicable, will be completed.

Assistance

For more information or assistance in completing your application, forest management plan, or education plan, contact:

- Wisconsin School Forest Education Specialist at 715-346-2633 or gmarshal@uwsp.edu,
- Visit the LEAF School Forest website at www.leafprogram.org
- Your local DNR forester.

The statewide school forest program is a partnership between DNR-Division of Forestry and the Wisconsin Center for Environmental Education at UW-Stevens Point