

Application steps

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. We recommend including at least one park/grounds/landscape staffer. The committee should have a chair or multiple co-chairs. This committee should be managed either by the affiliate (i.e. City, County, or Township) 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.

[Log in](#) 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 note: we ask that you [start an application](#) and upload your draft resolution for our approval before it is passed.*