



North Carolina Department of Agriculture & Consumer Services  
North Carolina Forest Service



**North Carolina Champion Tree Nomination Record**

<b>Record #:</b>	<b>Common Name:</b>	<b>Scientific Name:</b>
<b>Species #:</b>		
<b>Current Status:</b> None (New)    NC/National Champ/Co-Champ		<b>Reason for Measurement:</b> New Nomination            NCFS Verification Update Record (check below) Measurements              Condition Owner Information        Deceased/Removed
<b>Updated Status (Coordinator Use ONLY)</b> Date Received: _____ <input type="checkbox"/> Champion <input type="checkbox"/> Co-Champion <input type="checkbox"/> Not Champ <input type="checkbox"/> Dethroned Date: _____		

<b>OWNER</b>	Name:		
	Address:		
	City:	State:	Zip:
	Telephone:		
	Email:		

<b>NOMINATOR</b>	Name: <span style="float: right;">Same as above</span>		
	Address:		
	City:	State:	Zip:
	Telephone:		
	Email:		

<b>MEASURED BY</b>	Name: <span style="float: right;">Same as above</span>		
	Address:		
	City:	State:	Zip:
	Telephone:		
	Email:		

CONDITION OF TREE	NOTES
<input type="checkbox"/> Vigorous, healthy	
<input type="checkbox"/> Mature, healthy	
<input type="checkbox"/> Mature, declining	
<input type="checkbox"/> Severe decline	

<b>PHOTO-GRAPH</b>	Photographer's Name:	Date Taken:
	Names of persons in photograph:	

- 3 Required photographs:
- Full (base to crown) with person/object for scale
  - Full (base to crown) without person/object
  - Close up (trunk with person/object for scale)

<b>TREE LOCATION</b>	County:	Nearest Town:
	Ownership: (check one)	Public            Private (POA needed)
	Nearest Physical Address:	
	Latitude:	Longitude:
	Directions:	

	Measurements	Verified/Previous	New/Update	Points
<b>MEASUREMENTS</b>	Crown Spread A – maximum spread (to the nearest foot)	Ft	Ft	Round UP from 0.5
	Crown Spread B – maximum perpendicular to "A" in feet	Ft	Ft	
	Average Crown Spread: (A+B)/2	Ft	Ft	
	Point Conversion – Divide average crown spread by 4: (Round to nearest whole point)	Pts	Pts	
	Circumference: (to the nearest inch)	In	In	
	Height: (to the nearest foot)	Ft	Ft	
	Height above average ground level that the circumference was measured:	Ft	Ft	
	Date of measurements:			<b>Total Points</b>

<b>VERIFIED BY (NCFS ONLY)</b>	Name:	
	NCFS Office:	
	Phone #:	Email:

# Instructions for completing the NC Champion Tree Nomination Record

## Owner or Nominator

- Complete common name and correct scientific genus and species names.
- Select Current Status (None for new nomination or NC/National Champ/Co-Champ if updating record)
- Select Reason for Measurement (New Nomination or Update Record). If Update Record, check one or more of the applicable reasons: measurements, condition, owner information, or deceased/removed.
- Complete Owner and Nominator contact information. If nominator is the same as Owner, check the "Same as above" box.
- Complete Tree Location information. **For trees on private property**, owner **must** complete and sign the Property Owner's Agreement form; submit form with nomination.
- Complete Condition of Tree and include any notes regarding tree condition or other remarks about the tree (i.e., history of tree/site, etc.).
- Complete Photograph information. **A minimum of 3, high-resolution digital photographs are required.** Email photographs to the County Ranger in the county where the tree is located.

## Measurement Taker

- Complete contact information in Measured By box. If measurement taker is the same as the Nominator, check the "Same as above" box.
- New Nomination record: complete tree measurements and date measured in the New/Update column. Refer to "How to Measure a Champion Tree" for guidelines <https://www.ncforestservice.gov/Urban/pdf/Howtomeasureachampiontree.pdf>.
- Update Record Measurements: input the previous measurements and date measured in the Verified/Previous column, then input the updated measurements and date measured in the New/Update column.
- Input height at which circumference measurement taken. Typical height at which circumference is measured is 4.5 ft, however, forked trees or trees with basal swelling will impact height at which circumference should be measured. Refer to "How to Measure a Champion Tree" for guidance.
- Calculate points value:  $[(\text{Average crown spread})/4] + \text{circumference} + \text{height}$ .

**For assistance in measuring your tree, contact your County Ranger:**  
[https://www.ncforestservice.gov/contacts/contacts\\_main.htm](https://www.ncforestservice.gov/contacts/contacts_main.htm)

## NCFS Staff

- Check NCFS Verification in the Reason for Measurement box:
  - Verify species is correctly identified and scientific and common names are correct.
  - Verify Location information, particularly Lat/Long.
  - Verify Condition of Tree, including any notes on tree condition.
- New Nomination record: verify and record measurements in the Verified/Previous column, including date measured.
- Update Record Measurements: record measurements in the New/Update column, including date measured.
- Complete Verified By box.

Submit NC Champion Tree Nomination Record, **Property Owner's Agreement (if applicable)** and a minimum of 3, high-resolution digital photographs to the **County Ranger** in the county where the tree is located. Find the appropriate ranger here:

[https://www.ncforestservice.gov/contacts/contacts\\_main.htm](https://www.ncforestservice.gov/contacts/contacts_main.htm)

## HOW DO I MEASURE A CHAMPION TREE?

Three measurements are required when you submit your nomination for a Champion Tree.

- Trunk circumference, in inches, measured at 4 ½' above the ground (must be at least 9 ½ inches)
- Vertical height to the nearest foot (must be at least 13 feet)
- Average crown spread to the nearest foot (no minimum)

### Trunk Circumference:

The circumference of the tree is measured in inches at 4 ½ feet above the center of the base of the tree. If at 4 ½ feet there is an abnormal growth or an existing branch on the trunk, the circumference is measured at the narrowest point below the growth or branch. If the ground is not level at the base of the trunk, the circumference is measured at 4 ½ feet above mid-slope. Use a string if your tape measure is not long enough to encompass the tree.

Instructions for measuring multi-stem trees or trees with other irregularities can be found at: <https://www.ncforestservice.gov/Urban/pdf/Howtomeasureachampiontree.pdf>.

**Vertical Height:** base of tree to topmost living twig

Measure the vertical distance, in feet, between the ground (level with the base of the trunk) and the topmost twig (which may or may not be directly above the trunk). Height is accurately measured using a clinometer, laser hypsometer, or other specialized tool.

**Average Crown Spread:** measure spread of living branches

Measure the widest crown spread between any two points along the tree's dripline. Find the next widest crown spread that is perpendicular to the first. Note that the widest spread does not have to go through the trunk. The average of the two measurements is taken as the average crown spread:  $(A+B)/2 = \text{Average Crown Spread}$ .



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## North Carolina Champion Tree Program PROPERTY OWNER'S AGREEMENT

I, \_\_\_\_\_ (printed name), as a voluntary participant in the North Carolina Champion Tree Program, do hereby give the North Carolina Department of Agriculture and Consumer Services (the "Department") permission to display on the Department's internet website the following information regarding the champion tree(s) on my property: owner's name, species name, size measurements, county and nearest town where the tree(s) is/are located.

I acknowledge that the Department will retain the following information in order to revisit the tree(s) and update their records in the future: my contact information, including name, mailing address, phone number, and email address; a map or directions to the tree location; and the latitude and longitude where each tree is located. The display of my information on the website shall be subject to my wishes indicated below. The Department will prominently display verbiage on the website instructing interested parties who wish to visit my champion tree(s) to request permission from me either by phone or in writing before attempting to do so.

I acknowledge that all information provided to the Department, including, but not limited to, the location of the champion tree and my contact information, is a public record subject to disclosure in accordance with Chapter 132, NC General Statutes, regardless of whether the information is displayed on the internet website.

In consideration of the above, I agree to hold the Department, its employees, and agents harmless from any and all claims, liabilities, causes of action or damages whatsoever, including all costs and attorney's fees, arising from the display of the information and photographs agreed to herein on the Department's internet website.

**I do** \_\_\_\_\_ **do not** \_\_\_\_\_ (check one) give the Department permission to display the tree(s) location, including directions, and the latitude and longitude where each tree is located.

**I do** \_\_\_\_\_ **do not** \_\_\_\_\_ (check one) give the Department permission to display one or more photographs of my tree(s) on the website.

**I do** \_\_\_\_\_ **do not** \_\_\_\_\_ (check one), as parent or legal guardian of the minor(s) shown in the above referenced photos, approve the above release and waive any rights in the premises.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tree Record #: \_\_\_\_\_ Species: \_\_\_\_\_ County: \_\_\_\_\_