

**GUIDELINES FOR
OFFICIAL HOLLY ARBORETA
AND
TEST CENTERS**

1. To become an official Holly Arboreta or Test Center, an institution should submit a written request to the Chairperson of the Arboretum Committee. Accompanying the request should be:
 - a. An alphabetical inventory of hollies grown at the institution.
 - b. Evidence that all plants are properly recorded and labeled (enclose copy of plant record card, accession tag, etc.)
 - c. Test centers should include a description of current trials or research being conducted at the center.
2. The Chairperson of the Arboretum Committee will submit all complete requests to the trustees for approval. The Chairperson will notify the requester of the Trustees' decision.
3. Official Holly Arboreta and Test Centers must submit an annual report to the Chairperson of the Arboretum Committee in September of each year. The reports are presented to the Trustees at the Annual Meeting, and may be published in the *Holly Society Journal*. Failure to submit a report for two consecutive years will result in an institution being dropped as an Official Arboretum or Test Center. The Annual report should include:
 - a. Additions or deletions to the Holly collection since the last report.
 - b. Comments on performance of particular hollies.
 - c. Pertinent weather information.
 - d. Test Centers should report on research.
4. Each year, the Arboretum Committee will update the full inventories of hollies growing in the Holly Arboreta from the annual reports. These inventories will be published by the Holly Society and made available to members and interested parties.
5. All institutions listed as Official Holly Arboreta and Test Centers at the time of acceptance of these guidelines have six months from the time they are notified to submit a full inventory of plants in their holly collections to the Chairperson of the Arboretum Committee. Failure to submit an inventory may result in an institution being dropped from the official list.
6. Any institution or test center dropped from the official list may reapply in the future, but must resubmit the necessary documentation listed above.