**Sample #01 - Flyer for Parkway Tree Planting Volunteers**

*(Fill in the Name)\_\_\_\_\_\_\_* Homeowners Association

Neighborhood Association

*(or)*

\_\_\_\_\_\_\_\_\_\_*(Fill in the Name)\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_ - Sponsor

**TREE PLANTING THIS FALL – VOLUNTEERS NEEDED!!!**

**Project:**

In many areas of our neighborhood, a number of trees have been lost due to drought,

storm damage or simply completed their full life cycle. We are contemplating a tree

planting project this fall to fill in and restore the street canopy. We anticipate applying to

and receiving a grant from a City of Dallas sponsored program to furnish and deliver the

trees without cost but we need to determine the number of trees to request based upon

the number of households that would like to participate in the program. The goal would

be to plant a number of trees (preferably canopy trees) in the parkways, the area

between the sidewalk and the back of the curb, on all of the streets in the neighborhood

and to provide trees for every household that wishes to participate and host one or more

trees in the parkway in front of their residence.

**Tree Hosts**:

If the City provides the trees, then the neighborhood will be responsible to arrange for

the planting and for watering and maintaining the trees for at least the first 2 years. We

are asking tree hosts to commit to assume those responsibilities for the two year period

for the trees they select to be planted adjacent to their residence.

**Trees**:

An example of some of the trees that have generally been available thru the

Reforestation Fund are the following:

Canopy trees (Large trees): Cedar Elm, Maple, Live Oak, Chinquapin Oak,

Shumard (red) Oak, Pecan, Chinese Pistache, Sweetgum.

Smaller trees: Redbud, Crepe Myrtle, Pine, Yaupon holly and Desert willow. The

caliper (size) of the trees will generally be between 2” and 4” in diameter. Parkways that

have approximately 5 feet or greater planting width will be eligible for Large and for

Small Trees. Parkways that have approximately 3 feet or greater in width will be eligible

for Small Trees. The locations selected must not interfere with utilities, fire hydrant or

street signs.

**The Plan**:

Since we anticipate the trees will be obtained without cost, we are planning to provide

the initial mulch for each tree. We are also trying to get volunteers (or hire someone if

needed) to dig the holes for each tree, which may include renting the appropriate

equipment. Our plan is to provide the tree, the planting supplies and the hole for each

tree and to coordinate volunteers to make sure each tree is planted properly. We

anticipate working with an arborist for the City members of the City Urban Forest

Advisory Committee, and the Citizen Foresters in conjunction with this project.

1. **Pre Planting and Project Development**

If you are interested in participating in this project as a tree host, volunteer or member of

the Project Steering Committee, please send your expression of interest no later than

**(***Fill in the Date***)**. Send your response to: \_\_\_\_\_(*Name & Address*)\_\_\_\_\_\_or email at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- (put in Subject Line "Trees").

i. Please include your name, address, telephone number and email

ii. Your willingness to participate as a tree host and the number, size and type of trees

you would prefer

iii. Your willingness to serve as a Volunteer or on a Steering Committee

iv. Any additional support you may be able to provide

**B. Planting Day**

The Planting Day projected for this fall is *(Fill in the Date)* starting at 8 am. If you want

a tree, we need your request no later than *(Fill in the Date)*. Send your requests to:

\_\_\_\_\_(*Name & Address*)\_\_\_\_\_\_or email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- (put in subject line

"Trees"). Your tree request must include:

a. Your Name, Address, Telephone Number and Email

b. Number, Size and Type of Trees you want

c. Description or diagram of the Parkway location you want the tree(s)

d. Times that you are available on or before the Planting Day to meet / volunteer

e. Any additional support you may be able to provide

Selection Process: Once we receive all of the requests, we’ll contact the hosts to

let them know the number and types of trees they will receive and confirm (and stake)

the locations. We’ll make every effort to allow everyone who wants a tree to get one and

the type they want, but because we have to work within certain limitations (i.e., we will

only receive trees from the City for locations that do not conflict with public

infrastructure, street signs, utilities or create traffic hazards, no guarantees are made

and we hope no feelings are hurt. The City arborist will have the final approval. Even if

you don’t want or need a tree, we still need volunteers to assist in staking the tree sites,

delivering fliers, make sure trees get to their correct home, distributing mulch and other

supplies and assisting with planting. We are also looking for volunteers to organize

lunch for the volunteers. Any donations of funds or supplies for this event are

appreciated. Feel free to contact us at \_\_\_\_\_\_\_\_\_\_\_\_\_