**Sample #03 - Flyer for Tree Planting Volunteers in Parkways from the**

**Neighborhood Association / Sponsors**

**TREE PLANTING THIS FALL – VOLUNTEERS NEEDED**

**Project:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee’s beautification project for 2007 is a tree planting project

this fall. The committee applied for and received a grant of trees from a City-sponsored

program, and we need hosts for these trees. The goal is to plant 20 - 40 trees (preferably

canopy trees) in the parkways in \_\_\_\_\_\_\_\_\_\_.

**Trees** Canopy trees to choose from include: Cedar Elm, Maple, Live Oak, Chinquapin Oak,

Shumard (red) Oak, Pecan, Chinese Pistache, Sweetgum. Non-canopy trees to choose

from include: Redbud, Crepe Myrtle, Pine, Yaupon holly and Desert willow. The size of

the trees will generally be between 2” and 4” in diameter.

**Location**: Because these trees come from the City reforestation fund, they have to be planted on

public land – for us, that means the parkway. For canopy trees, there must be at least 2 ½

feet from the trunk and the nearest hard surface (like concrete) in all directions, which

means your parkway location must be at least 5 ½ by 5-½ feet wide. (*Street Name*) is

the only street with parkways less than 5’, so trees planted on (*Street Name*) will have to

be non-canopy. There must also be room for the tree to mature in the location selected.

**The Plan**: The neighborhood raised approximately $(*Amount*) for this project last year. Since the

trees are free, we are planning to provide the initial mulch and a trunk guard 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. Equipment is approximately

$(*Amount*) /day per tractor. 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’re working with an arborist for the City in conjunction with this project.

**Tree Hosts**: The City provides the trees, and the neighborhood has to get them planted and find

someone to water and mulch them for at least the first 2 years. We’re asking tree hosts to

commit to doing this.

**Schedule**: Planting day is \_\_\_*(Date***)\_\_\_\_**, starting at 8 am. If you want a tree, we need your request

no later than \_\_\_*(Date***)\_\_\_\_**,. Send your requests to: \_\_\_\_\_(*Name & Address*)\_\_\_\_\_\_ or

email \_\_\_\_\_\_\_ - (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

**Details:** 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 plan (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 so many trees from the

City, we need to plant a variety of trees to combat tree disease, etc.), 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 staking the tree sites,

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

supplies, assist with planting, etc. We are also looking for someone to volunteer to

organize lunch for the volunteers – a cookout? Sandwiches? Any donations of funds or

supplies for this event are appreciated. Feel free to contact us at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.