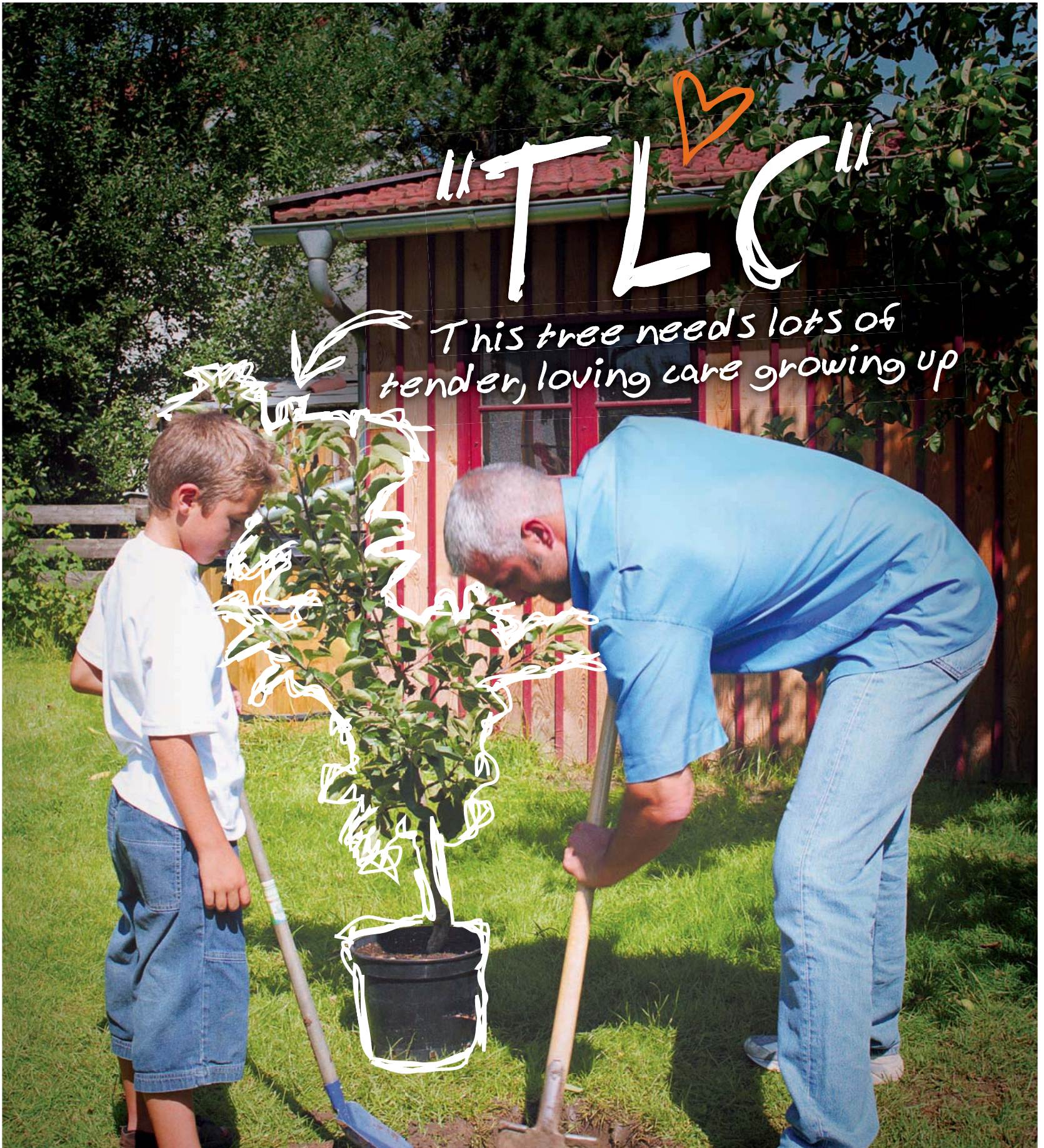


"ITLC" 

This tree needs lots of tender, loving care growing up





*This tree provides critical
support for urban housing*

Nowhere do trees need more “TLC” than in our towns and cities where they do so much to benefit all of us. The more we plant and care for trees in our “urban forests” the more we help our environment. This guide is designed to help all of us learn how to plant and care for trees in our community.



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Tree Canada



Tree Canada is a not-for-profit charitable organization established to encourage Canadians to plant and care for trees in urban and rural environments. A winner of the Canadian Environmental Award (2007), Tree Canada engages Canadian companies, government agencies and individuals to support the planting of trees, the greening of schoolyards, and other efforts to sensitize Canadians to the benefits of planting and maintaining trees. To date, more than 75 million trees have been planted, more than 450 schoolyards have been greened, and Tree Canada has organized 7 national urban forestry conferences.

More information about Tree Canada is available at:

treecanada.ca

Introduction

Trees as Part of Our History

When we think of Canada, a picture of trees, forests and water comes to mind. People travel to various parts of the country just to explore and experience the wonders of the forests. We like being around trees for the sheer enjoyment they provide us. Trees are part of our history and everyone has some kind of story to tell about trees. Swinging in old tires, building tree forts, picnicking under a tree's protective shade or climbing to its highest branches are many of the activities we enjoyed when we were growing up. Whether we live in rural or urban areas, natural areas provide us with a physical and emotional sense of place.

Trees as Part of Our Ecosystem

In addition to their recreational and aesthetic value, trees constitute an integral part of our planet's life-support system. Living organisms interact with each other and with their non-living environment. This interaction makes up what is often referred to as an ecosystem. Trees are an essential part of most ecosystems; they interact with the air we breathe, the water we drink, and the soil in which we grow our food. Trees also play a direct and indirect role in the social and economic aspects of the ecosystem.

The Rural Forest

In healthy rural forests, most natural processes remain undisturbed. The soil is rich and full of the vital nutrients needed for growth, and is protected from compaction, moisture loss and erosion by plants and layers of old leaves, needles and branches. Rural forests tend to be larger than city forests and support more diverse species and habitats. Trees in a rural forest also tend to live longer than in urban areas, and when one generation of trees dies, another is ready to take its place. Even dead trees still "live" in the forest, providing homes for various birds and animals. Although local environmental conditions may be good, rural forests still need care and protection to flourish.

The Urban Forest

By contrast, the typical urban forest is made up of woodlots, street and backyard trees, ravines, parklands, wetlands, green patches, and corridors of grassland, with all of the components of a city mixed in. In the past, urban forests were not considered ecologically significant; however, recently the important relationship between urban forests and human activity and health has been recognized. Urban forests allow people to escape from the hustle and bustle of city life and enter into an atmosphere of peace and relaxation. Besides their recreational and aesthetic benefits, urban forests combat air and noise pollution, filter water, stabilize soils, and provide habitat and food for wildlife. When these benefits are combined with reduced stress and increased health for city dwellers, trees become a necessity, not just a luxury.

The Act of Tree Planting

When asked the question "How do we help our environment?" many people think of planting a tree. Tree planting is an action that people of all ages and from all geographic areas can be involved in, and one that provides visible and bountiful results.

Framework for Action

This manual should be used as a tool to turn enthusiasm for tree planting into hands-on action helping communities enhance their environment. Ideas for community and individual tree planting activities are described, along with some basic technical information for getting started. While this manual will guide you through the planning phase, it won't make you an expert at tree planting – there is no substitute for training and experience. When you are ready to begin, make sure you have someone on-hand who can advise you and guide your project. We encourage you to go out into your community and get involved in tree planting. Let the trees be your inspiration to create a positive change!

Where Do We Begin?

Creating Your Vision

The vision is a picture in your mind of how you would like things to be. Take a minute to sit back and day-dream about what your community could become. What kind of things do you see when you visualize your neighbourhood? Is it scenic? Are there natural areas? Are there plenty of opportunities for various types of recreation? Are there forested areas for exploration? The vision could be anything from restoring community parks to a more natural state to naturalizing an entire watershed. Take a minute to write down your thoughts on the work sheet at the end of this section.

Taking Inventory

Mapping your community will help you understand the state of the surrounding environment and allow you to identify projects and actions that will lead you toward your vision. To begin, take a walk through a neighbourhood and jot down what's there. Using the inventory section of the work sheet will help you during the course of your walk. Bring along a tree identification book so you can identify tree species. It is also a good idea to check if other agencies have compiled an inventory of the area. During your walk, you might see a few sites in need of naturalization.

Setting Your Objectives

Setting objectives is one of the most important steps in the planning process as you will continually refer back to these objectives throughout the project. This exercise should help you identify what is important to you when designing a tree planting project.

Choosing a Site

Choosing the right site takes some investigative work. Many sites would benefit from tree planting but you must find one that allows you to achieve your objectives and make your project a success. For example, if you want to involve students you may consider choosing a schoolyard for your project, or you may want to involve industry and help replant their property.

Review your objectives and examine what is important to you before choosing a site.

For ideas on various types of sites and projects, you can start by consulting the Projects and Activities section of this guide.

Building on Existing Resources

When starting out, it is always a good idea to do some research on existing tree planting projects. You may be surprised to find interested people or groups who have initiated similar projects – you may even be able to combine your ideas and resources. For a list of community groups and projects, try contacting your local municipality. Your municipal government may also have an environmental committee in place to assist you.

Refer to the Contacts and Funding section of the guide for further suggestions on contacts.

Hey, where did our trees go?

In the spring of 1992, more than 1,000 volunteers turned out to help plant 5 hectares of land in the Rouge Valley System in desperate need of renaturalization. The actual planting day was a success; however the volunteer efforts to maintain the trees turned out to be inadequate.

Due to heavy rains the grass around the trees had grown 2 metres high, hiding the trees and making it next to impossible to mow the grass. It took a hired maintenance crew four months of steady, extremely hard work to locate and mark the trees, to carefully cut the grass away from around them, to mulch the sod and to place guards around each tree to ensure its survival.

Fortunately, both the trees and the Rouge Valley System were able to avoid disaster and the volunteers now talk about the importance of maintenance as never before.

Work Sheet

The Vision

Jot down your vision. Remember, this is your *dream.*

Taking Inventory

The Overall Picture

List some of the tree species you see. (You may want to talk to landowners.)

- Which of these are native species?
- What non-native trees or shrubs are present?
- Do any of the trees appear unhealthy?
What's wrong? _____

Check if the following are present.

- ravines
- woodlots
- parkland
- farmland
- water courses
- other _____

Existing Natural Areas

- Identify the types of wildlife in the area.
- What tree and shrub species are in remnant natural areas (woodlots, wooded parks, ravines)?
- Are the wooded areas isolated from each other?
- Are they connected by other green spaces?
- Are there any new trees planted in the area?

Potential Planting Sites

- Are there open areas that need trees?
- Identify opportunities for tree planting.
- Which of these opportunities particularly interest you?

Setting Your Objectives

(check off the ones that are important to you)

- providing educational opportunities
- regreening community land
- involving the neighbourhood
- planting for energy savings
- creating wildlife habitat
- providing food for wildlife and/or humans
- decreasing air pollution
- combating the greenhouse effect
- controlling soil erosion
- involving children/seniors/adults
- orchestrating a high-profile event
- raising property values
- blocking unsightly views
- recreational benefits
- aesthetic benefits
- creating a noise barrier
- planting a windbreak
- creating shade
- cooling the water temperature of a stream
- providing protection for sensitive ecosystems

- teaching tree care
- producing timber
- preserving the local gene pool
- increasing biological diversity
- other _____

Choosing a Site

(check off potential sites that suit your objectives)

- flood control channel
- ravine
- neighbourhood yards
- parking area
- schoolyard
- church/temple yard
- community centre grounds
- around apartment building
- park
- old farm field
- railway
- hydro right-of-way
- landfill
- mine site
- industrial site
- your private property
- areas of undeveloped green space
- along roadway/highway
- business property
- other _____

Write down addresses of possible sites.

Consider the following questions for each possible site:

- Is site access a problem?
- Do you need a permit to plant here?
- Is there enough space for tree growth, both above and below ground?
- Will the trees remain undisturbed for a long time?
- Is the landowner sympathetic to your suggestions?

Building on Existing Resources

What other groups are doing tree planting projects in the area?

What groups/individuals have you contacted for support and advice?

What other groups or individuals share your vision and objectives?

Who is your local government representative?

Tree Planting Basics

Now that your vision and objectives are set, it's time to move on to some basic research required for a planting project. A work sheet has been set up at the end of the section to help you record all of your findings and to help you organize a successful event.

Site Assessment

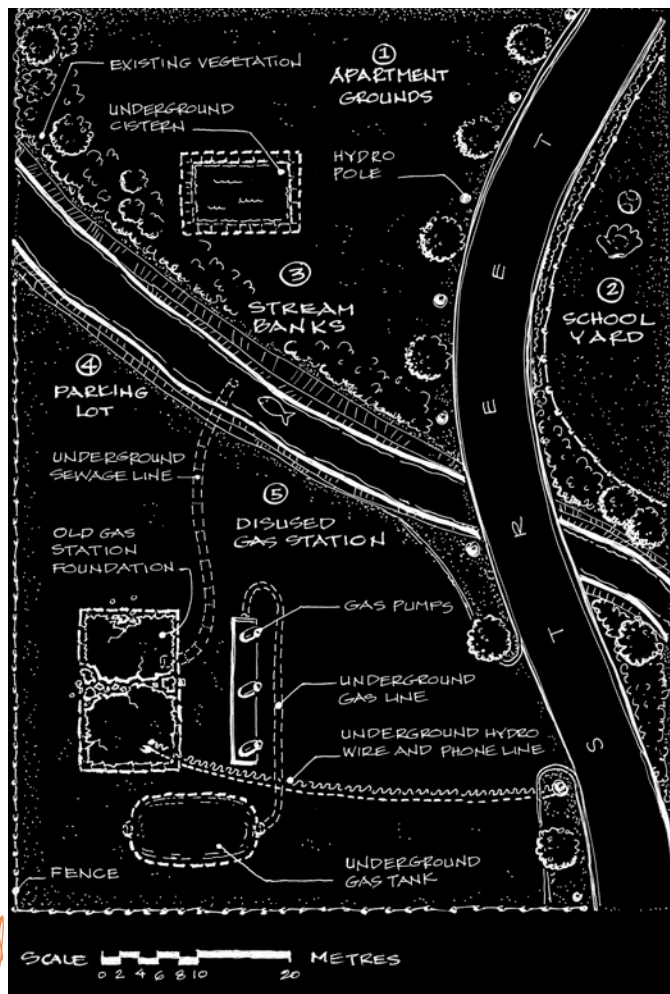
When doing a site assessment, it is a good idea to draw a site plan that shows all buildings, utility lines and pipes, roads, sidewalks, pathways, existing vegetation, and recreational areas in and around the space you intend to plant. This will help you visualize the best placement of the trees. Take your plan to the planting

site. Look up, look down, look side to side and imagine what your trees will look like in ten to twenty years. Can you foresee any potential problems? For example, if you enjoy growing flowers, planting trees that will grow to shade the entire yard may not be a wise idea. If there are overhead wires on the property, planting tall-growing trees would not be advisable. Also be aware of blocking someone's view – even in apartments. Use the work sheet to help you assess the site.

Testing the Soil

Testing the soil is an important step in assessing a site. Some trees grow better in dry, sandy soils, and others thrive in moist soil. Each tree species has its own requirements for optimum growth. Soil can be checked for pH levels (acidity, alkalinity), salinity, water retention and abundance of nutrients such as nitrogen, phosphorus and potassium. Inexpensive pH kits are available from garden centres for soil testing of, for professional analysis, send the soil away for lab testing. Contact a lab that provides this service in your area.

A simple way to test water retention is to dig a shallow hole and fill it with water. If it takes more than a few minutes for the water to soak into the soil, there could be a drainage problem and water will tend to pool around the tree. Clay soils (heavy and usually sticky to shovel) tend to be very wet, whereas sandy soils are dry and do not retain water well. Organic soils are made up of decomposed organic material and are moist, spongy and brown or black when wet.



Plan Showing several potential planting sites:
1. apartment grounds 2. schoolyard
3. stream banks 4. parking lot
5. disused gas station

Right tree, wrong soil

Even the best intentions can sometimes go wrong without careful research and planning. This was the case with a landowner who decided to plant black walnut trees on his property. He wanted to plant a native species to help return his land to a forested state. Black walnut trees like deep, rich, well-drained soils; however, the soil these trees were planted in was a shallow, poorly drained clay. This, plus the fact that the trees were planted too close together, resulted in poorly developed trees.

Species Selection

Choosing your tree species is one of the most difficult tasks in a planting project. At this point it is a good idea to revisit your objectives and get a clear idea of what you want to achieve. Your job is to analyze the characteristics that you like in a tree and match these up with your objectives and planting site. Refer back to the list of species you made when you did your inventory and you might come up with some ideas. The best guide may be to choose native trees that grow in local remnant woodlots under similar site conditions. Contact outside experts for their advice. Remember, there are many different tree shapes to choose from.

Why Use Native Species?

If one of your objectives is to restore an ecosystem, or preserve the gene pool of local species of trees, plantings should be done with native species from a local seed source. These species are best adapted to the local climate and soil conditions. Eventually, these trees become self-sustaining and create conditions that will allow other species to grow. In some areas the environmental conditions may be too far removed from natural conditions to use native species. If native tree species don't suit the growing conditions of the area, use trees better adapted to the local conditions.

What Planting Stock Should You Use?

The type of tree planting stock you choose will depend on several factors: the site assessment, your objectives, funds available for tree purchase, the site location, and the number and ages of the volunteers. Use your site assessment worksheet and pay close attention to the activities within the area. Is it a heavy-traffic area or a location that is continually mowed? If so, smaller seedlings may be at risk and have to be marked clearly with stakes, signs or large border trees. If your objectives are for instant benefits or beautification, you may want to use larger stock. Know the limitations of your volunteers; for example, grade-school children are not going to be able to carry balled and burlapped trees across a field, dig large holes and lift the trees into the ground. They would be better suited to planting seedlings or small shrubs. Refer to the planting stock chart for the advantages and disadvantages of various stock types.

A Hostile Take-Over

For many years Parks departments have been planting Norway maple, a non-native species, in parks and along streets in urban areas. These trees grow well under city conditions and are available in many colour and shape variations. They also produce many fertile seeds.

In a few places in Southern Ontario, the native forest of sugar maple, beech and oaks has been gradually replaced by Norway maple and other exotics. As the older natives age and die, the forest is replaced. There are few native trees left and the Norway maple shade is so dense that nothing grows underneath it. No shrubs, no wildflowers. Erosion can actually be increased because of planting the wrong kind of trees!

It is very expensive and difficult to reverse the process once it has started, and people don't like to see trees, even unwanted ones, being cut down.

When To Plant

Most evergreen and deciduous trees and shrubs can be planted in either spring or fall. Trees can be planted as soon as the ground temperature is above 5 degrees Celsius, and while their buds are still tightly closed. Deciduous trees such as poplar, willow, elm, ash and birch are better able to survive the winter if planted in the spring. However, they can be planted in the fall from the time they lose their leaves up to the time the ground freezes. Evergreens should be planted in early fall to allow enough time for roots to become established before the frost arrives. To check which season is better for planting your chosen species, contact a local, reliable nursery or an arborist.

Who Can Help?

Anyone can plant a tree, but if you want your trees to have the best chance for survival, try to enlist the aid of someone in your community who has tree planting experience. You may find that you have several "experts" in your group and that their planting and maintenance methods vary. Encourage cooperation! Have all your experts tour the tree planting site beforehand and discuss planting techniques suitable for the area. They may also be able to recommend suitable tree species.

Preparing the Site for Trees

Based on your site assessment, it may be necessary to do some planting preparations prior to the planting event day. This step may mean the difference between a successful planting day or one with difficulties that impede planting. For example, a rototiller may be necessary to loosen the soil and allow for easier digging and better growth of the tree's roots. Topsoil may need to be brought in for very stony or highly eroded sites.

Estimating Your Budget

Using the work sheet provided, determine a budget for your project based on the following criteria: trees,

equipment, materials, labour (if not all volunteer), transportation of materials, technical advice, future monitoring and maintenance, and administrative support.

For creative ways to raise funds, refer to the section of this guide entitled *Begin Your Own Community Tree Planting Project* (page 18). Make sure you keep all of your receipts, especially when getting funding grants from outside sources.

Work Sheet

Site Assessment

Address of site _____

Who or what agency owns the land _____

Contact name and title _____

Contact address and phone number _____

Check off what is present on your chosen site.

- buildings
 - utility lines
 - hydro (height _____)
 - phone
 - other utility
 - pipes
 - gas
 - water
- roadways
- sidewalks
- pathways
- existing vegetation
- playground
- recreation areas
- wetland
- crop field
- stream

On a separate sheet, draw a plan of the site.

Which of the following conditions are applicable to your site?

Weather

- high winds
- snow accumulation
- intense sun
- shade

Topography

- valley
- ravine
- top of hill
- open field

Slope

- mild
- steep
- flat
- other unique site conditions _____

Potential Problems

- blocking someone's view
- leaf or fruit litter
- utility/hydro lines
- near a roadway
- site accessibility
- dust
- development potential
- near a building
- limited space for roots to grow
- area frequently mowed
- heavy traffic area
- salt from roadways
- animal damage (voles, rabbits, deer, beaver)
- landowner perception

Testing the Soil

What type of soil does the site have?

- clay
- sandy
- organic
- original soil
- fill

more... 

Water retention:

- poor drainage good drainage

Record pH if tested _____

pH tested by _____

Species Selection

What types of trees should you plant?

- deciduous (leaves shed each autumn)
- evergreen (leaves retained year-round)
- native

Characteristics

- fruit/nut bearing
- flowers
- fast growing
- slow growing
- colouring
- grows in full sunlight
- grows in shaded areas
- grows in wet areas
- grows in dry areas

What shape of tree would suit your needs?

- columnar
- spherical
- oval
- spreading
- pyramidal

What species fill your criteria? _____

What Planting Stock Should You Use?

Check which stock type best meets the planting criteria and planting objectives.

- seeds
- seedlings
- bare root
- balled and burlapped
- container

Where can you get the stock? _____

When can they deliver? _____

Do you need to pick up the stock? _____

Do you need to organize a cold storage facility for the trees?

When To Plant

(Provide approximate dates)

- spring planting
- fall planting
- both

Who Can Help

Need help outside your circle?
(check whom you've contacted)

- conservation authorities
- municipal departments (Parks and Recreation, city tree maintenance crews)

- landscape architects
- universities
- provincial ministries (Natural Resources, Agriculture and Environment)
- forestry or environmental consultants
- organized tree planting groups, environmental groups, horticultural societies
- arborists

Preparing the Site for Trees

Check which will be necessary on your site:







- clearing of weeds or competing vegetation
- ploughing or rototilling of soil
- addition of topsoil
- distribution of mulch

Estimating Your Budget

Item	Source	Value
Transportation:		
<input type="checkbox"/> equipment		
<input type="checkbox"/> nursery stock		
<input type="checkbox"/> people		
Equipment		
<input type="checkbox"/> shovels		
<input type="checkbox"/> clippers		
<input type="checkbox"/> rakes		
<input type="checkbox"/> buckets		
<input type="checkbox"/> hoses		
<input type="checkbox"/> rental of equipment		
<input type="checkbox"/> tarps to cover trees		
<input type="checkbox"/> mallet for stakes		
<input type="checkbox"/> rubber hose and wire for staking		
<input type="checkbox"/> gloves		
Supplies		
<input type="checkbox"/> mulch		
<input type="checkbox"/> tree guards		
<input type="checkbox"/> stakes		
<input type="checkbox"/> fertilizer		
<input type="checkbox"/> Trees		
<input type="checkbox"/> Soil testing		
<input type="checkbox"/> Professional services		
Publicity costs:		
<input type="checkbox"/> mailing		
<input type="checkbox"/> printing		
<input type="checkbox"/> advertising		
<input type="checkbox"/> site signs		
Event costs:		
<input type="checkbox"/> refreshments		
<input type="checkbox"/> barbecue		
<input type="checkbox"/> entertainment		
		TOTAL \$

*supplier, donor or loaner

PLANTING

Stock Type	Source	Advantages	Disadvantages
<p>Seed</p> 	<ul style="list-style-type: none"> • collection from local area • healthy nuts and fruit • nurseries • seed catalogs (Canadian sources) 	<ul style="list-style-type: none"> • locally adapted • easily planted • low cost • roots establish at the planting site • deep roots can develop • can be started indoors and later transplanted 	<ul style="list-style-type: none"> • harsh conditions of urban areas may not be suitable for planting seeds • some species cannot be grown successfully from seeds • some seeds may need special treatment to germinate • you will have to wait many years to obtain the benefits of the tree • easily trampled or used as food by animals • seeds may best be grown in flats
<p>Seedlings:</p> <p>bareroot</p>  <p>plug</p> 	<ul style="list-style-type: none"> • nurseries and special growers • forestry or conservation agencies • unwanted seedlings that have sprouted without planting on neighbourhood properties (get permission before transplanting) 	<ul style="list-style-type: none"> • small, many can be planted • easily planted, low cost • easily transported 	<ul style="list-style-type: none"> • easily trampled or accidentally mown • need constant watering the first few years in dry seasons • may be eaten by animals • root systems are easily damaged if not kept moist and out of direct sunlight
<p>Bareroot</p> 	<ul style="list-style-type: none"> • nurseries • wholesale growers • conservation agencies 	<ul style="list-style-type: none"> • easily handled • lower in cost than balled and burlapped trees • adjusts to local soil conditions 	<ul style="list-style-type: none"> • root systems are easily damaged if not kept moist and out of direct sunlight • need tree guards (deciduous)
<p>Balled & Burlapped</p>  <p>(B&B)</p>	<ul style="list-style-type: none"> • nurseries 	<ul style="list-style-type: none"> • immediate visual and environmental benefits • increased survival rate over that of bare root stock • better protected against animals and vandalism 	<ul style="list-style-type: none"> • trees are heavy, therefore hard to handle • roots can dry out if soil is different from that of the original location the tree was planted in
<p>Container</p> 	<ul style="list-style-type: none"> • nurseries 	<ul style="list-style-type: none"> • 100% of root system is transplanted if it is grown in container • usually lighter than balled and burlapped • planting season can usually be extended • less transplanting shock 	<ul style="list-style-type: none"> • possibility of deformed root systems • usually more expensive than balled and burlapped • may need more watering after planting than before • larger sizes may not be available

CHART

Planting

- clear area of weeds and grasses
- use seeds from healthy trees
- prepare seed for germination (will vary with different species)
- place seeds in the ground at a depth of twice the diameter of the seed
- keep the soil moist
- protect seeds from animals by fencing the spot with mesh

Bareroot (seedlings)

- keep roots continuously damp and cool before planting
- dig a hole big enough to accommodate the roots without folding them
- place seedling in hole against straight side
- make sure the roots are spread out, not tangled together.
- pack soil firmly around the roots with no air spaces
- create a shallow basin for water to collect over the roots

Plug (seedlings)

- dig a hole, place seedling into the hole and firmly pack soil around it

- keep roots continuously damp and cool, then loosen, straighten, and spray them with water at planting time
- dig a hole big enough to spread out the root system
- pile a mound of soil at the bottom of the hole and place root crown on top of it
- spread roots over the mound
- refill the hole with soil, make sure soil gets in and around the roots so there are no large air pockets
- step firmly to ensure air pockets are eliminated
- water if possible to settle the soil

- dig a hole twice the width of the ball
- place the balled tree into the hole so that the root ball is flush with the top of the hole
- remove at least half of the burlap
- fill hole halfway with soil
- tramp the soil to remove the air pocket
- water to settle soil
- fill remaining hole with soil and pack
- make a ridge of soil around the tree to direct water towards the roots

- keep trees in the container until ready to plant
- dig a hole twice the size of the container
- remove plastic containers and cardboard containers
- loosen the roots with a knife
- fill the hole as described above in Balled and Burlapped

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from The Simple Act of Planting a Tree by Andy and Katie Lipkis @ 1990 by TReePeople*

Caring For Your Trees

Trees, especially newly planted trees, are like us: they need nutrients, water, sunlight and room to grow. A strict maintenance schedule and a commitment to the first three to five years of a tree's life will help to ensure its survival. How often you will have to visit your trees throughout the years will depend on where they are planted, the type of planting stock used, and the local weather conditions.

Before planting occurs, thought should be given to how and when you will supply the trees with water, and when mulching, weeding and pruning should be done. Set up a tree-care chart so everyone knows what part of the maintenance they are responsible for. It is also a good idea to draw a map indicating the location of all the newly planted trees. The rewards for your time and commitment will be beautiful, healthy trees for you and future generations to enjoy.

If you can't look after the maintenance of your trees, some other agency or group must adopt the trees and commit to their care. A decision on this should be reached before the actual planting. As the tree grows, it may become necessary to enlist the help of professionals, especially for demonstrating proper pruning techniques.

Watering

During the first year, trees may need extensive watering so that the roots will not dry out. The amount of watering will depend on the soil type, tree species, amount of rainfall, and type of planting stock. Trees planted in sandy soils (from which water drains easily) may require watering twice a week for the first few months, especially during dry spells, then once a week for the rest of the growing season. If the soil contains a lot of clay (in which water tends to pool instead of quickly soaking into the ground) less watering will be needed. At times, watering trees may seem like a tedious task, however a group watering party is a great way to cool off on hot summer days!

- When watering, allow the water to slowly soak into the ground instead of running along the surface away

from the tree. This enables the roots to grow deeper and provide better support for the tree.

- Create a shallow water basin around the tree to hold the water better.
- If there is no nearby source of water, you may have to hire or borrow a water truck to bring water to the site on a regular basis.

Weeding and Mulching

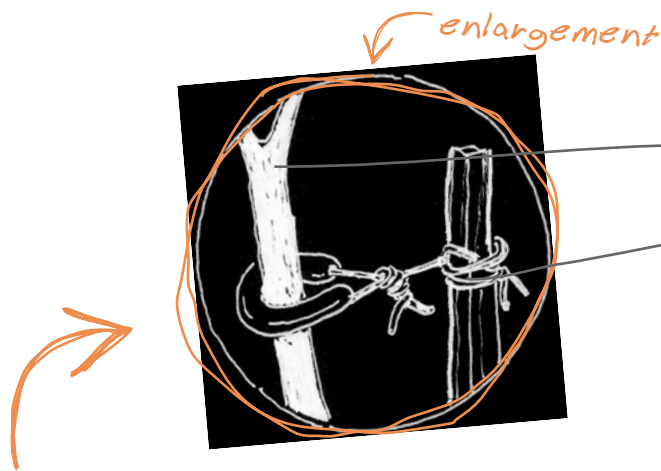
In the early years of a tree's life, the roots will be competing with other plant life for valuable nutrients and water. For this reason, it is vital to keep the area around the base of the tree free of other plant life. To keep the area weed-free and to reduce soil compaction, apply a layer of mulch approximately 10cm (4 in.) deep around the tree at the time of planting. Use an organic mulch such as wood chips or paper. Pre-fabricated mulches, straw and plastic are also available. Keep the mulch 5cm away from the trunk to prevent insects, rodents and diseases from reaching the tree through the mulch.

Rodent Control

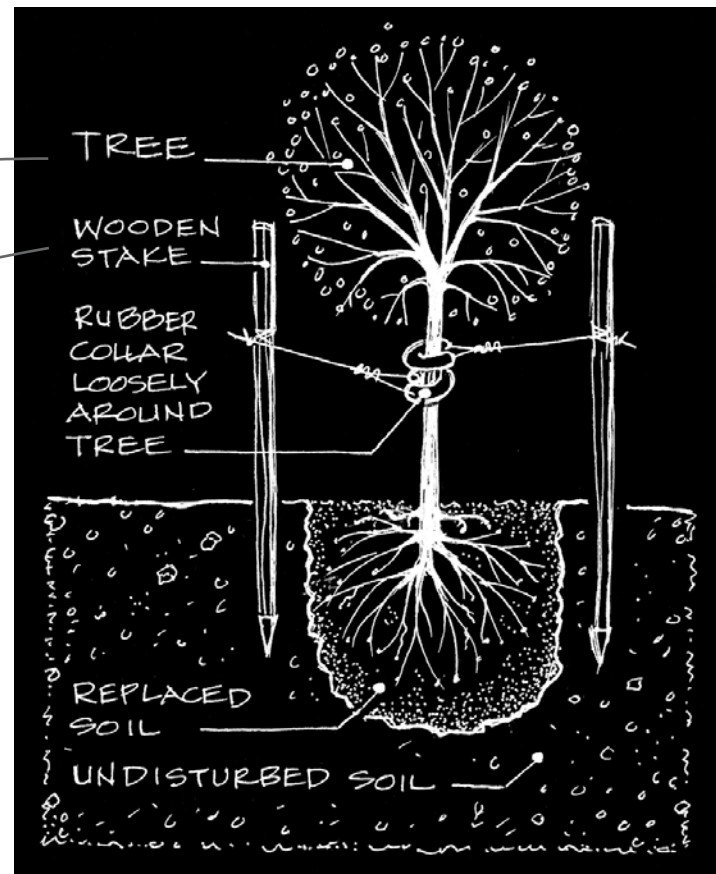
Young trees and seedlings are susceptible to browsing and "girdling" by rabbits, mice, deer and other animals. To protect the tree, various options are available. The trunk can be wrapped with tree-wrap tape, painted with non-toxic rodent repellent or protected with commercially available tree guards. Visit your local garden centre to obtain these items.

Staking

Larger trees may need staking until the roots get established and can support the tree against strong winds. The stake should act as a support and allow for growth and limited trunk movement, rather than restricting the tree in one position. Secure the trunk to the stake using wire with a non-abrasive material such as an old piece of garden hose around the trunk to prevent damage. Periodic checking of the stake's placement is recommended; the stake should be removed after the first few growing seasons.



For larger trees, two or three stakes should be used, whereas one stake, placed upwind, is sufficient for a smaller tree. Check the rubber collars at least twice a year, to ensure that they are not tight around the trunk.



Projects and Activities

Looking at Your Own Property First

Landscape Your Yard

If you want to start small, consider landscaping your own property. A growing alternative to manicured lawns is the natural look. Be original and plant your yard using wildflowers, rock gardens, shrubs and trees. Not only will you achieve a unique look, but your yard will benefit the environment by contributing to a healthy ecosystem. It also reduces time spent on maintaining a lawn. Keep in mind the possibility of planting for energy savings, wildlife habitat and food.

Plant for Energy Savings

To plan effectively for energy savings through tree planting, identify the prevailing winds and average summer and winter temperatures in your area. These conditions will affect the optimal placement of the trees. Here are some general tips for using certain tree types for energy savings:

Evergreen Trees

Many evergreen trees have dense foliage that provides a natural barrier against cold winds in winter and hot sun in summer. Colder Canadian winds usually come from the northwest, so planting a row of evergreens and shrubs along that side of the property will result in an excellent windbreak. A row of 6-metre trees planted 10 to 30 metres from the house can cut winds to half their speed.

Dense evergreens planted close to your house provide insulation by creating still air space, thereby reducing heat loss. They can also act as a natural fence for privacy, or they're a great way to block an unsightly view!

Deciduous Trees

The leaves of deciduous trees such as maple or oak offer excellent shade in the summer and their bare branches allow for solar heating during the winter months. Optimal placement of these trees is on the southern, eastern and western sides of the property.

Shading the area around the house in the summer will reduce the surrounding summer air temperature and therefore may reduce the need for air conditioning.

Grow Your Own Seedlings

Germinating seeds provides an enjoyable way to learn about trees and the fragility of the growing process. Seeds can be collected from the local area or purchased

ENERGY-EFFICIENT LANDSCAPING



from nurseries or through seed kits. These kits contain all the information and seeds necessary to get you started. Once germinated, some of the seedlings can be used in a variety of planting projects. The use of seed kits is now being incorporated into school curricula.

Looking at Your Immediate Neighbourhood

Start a Community Nursery

If you have a fairly large area available, it could become a community nursery. By growing your own trees, you can supply neighbourhood naturalization projects with locally adapted and inexpensive trees. All you need to begin is a few square metres of ground. The key to a successful nursery is to get to know the needs of the community. What types of planting projects are happening? What species of trees and stock types are needed? You may want to focus on growing native species that are difficult to buy commercially.

Green Your Business or Apartment Building Site

Approach your property manager about tree planting on the property. Explain how this investment will increase the property value and improve the image of the business or apartment, and reduce heating and cooling costs (especially for smaller buildings). People want to live and work in a pleasant, natural setting. Involve other tenants or employees and turn it into a group project.

"Regreen" Your Neighbourhood

Pool your resources with others' and plant throughout the whole neighbourhood. Joining forces with other community members will help to decrease the unit cost of buying stock, renting equipment and providing maintenance. Give your neighbourhood a renewed connection with the natural surroundings and restore the natural uniqueness of land forms, vegetation and wildlife that characterize your neighbourhood.

Create an Arboretum

An arboretum is a place in which a variety of tree and shrub species are cultivated and grown. Think of an arboretum as a museum displaying a living selection

of the various tree species in your area. Caring for an arboretum provides wonderful opportunities to research the appropriate nutrients, sunlight, spacing and soils preferred by each tree species. Tree diaries can be kept to record the diameter and height of trees, seasonal changes and wildlife attracted to each species. An arboretum, however, does require a considerable area of land, and long-term care.

Looking at the Larger Community

Plant Trees for Food and Habitat

Planting certain species will attract specific kinds of wildlife. Consider planting fruit or nut trees and trees that blossom early, which provide food for various birds and mammals. Plant a combination of coniferous and broad leaf trees and shrubs, including those that provide food throughout the winter months. This will attract an even more diverse range of wildlife species. Remember that using native tree species will ensure that you are providing the type of food and shelter best suited to native wildlife in the area.

Protection of Local Natural Areas

Planting trees is a solution, but it should not replace protection of the remaining natural areas. Many wetlands, woodlots and other natural ecosystems are threatened by development, especially within and around urban centres. A natural area enhances the ecosystem as well as the quality of human life. In order to protect these precious areas, our style of land use must change. We must consider trees and forests a part of the same ecosystem in which we live. Forest health affects human health.

You have the right to be involved in planning and policy decisions. To familiarize yourself with the issues, consider attending city or town council meetings. These are open to the public. Show your support for decisions that help protect trees and other natural areas.

Check for any municipal or town bylaws regarding the management of trees in both rural and urban areas. In many places, permission is needed before trees can be cut. These bylaws are not designed to prevent all tree cutting, but rather to promote good forest management practices and a healthy environment for the future.

Help Maintain Existing Trees

If you can't initiate an entire tree planting project, yet still want to help out, put your energies into helping existing trees thrive. Volunteer some of your time to help water, mulch, stake or prune trees in your neighbourhood, along city streets, or in local parks. Urban trees are always in need of a little extra care in their harsh environment. Spend a hot summer day giving the trees a drink or inspecting them for disease, which can then be reported to the department responsible for them. Your time will be rewarded when you see beautiful, healthy trees.

Tree Inventories

Carry out a tree inventory for your local area and designate "heritage" trees. These are trees which are superior specimens: very tall or with a large diameter; species unique to the area; or trees that have some historical significance. Many provincial forestry associations keep a list of provincially significant trees. Submit the information to your local Parks department to be kept on file.

Create a Memorial Forest

This would involve finding a reasonably large tract of land that could be planted over a longer period of time (five or 10 years). People could then "purchase" a tree in memory of someone and the group responsible for the memorial forest could issue a certificate to that effect. Each spring or fall, the group would then plant the number of trees that had been pledged. The cost for each pledge and the size of trees to be planted could be determined by the organizing group. For larger trees, a plaque with the names of those being remembered might be appropriate.

Reforestation of Larger Areas

Ready for a bigger challenge? Try organizing a large tree planting project! Just look around for areas of open space that could benefit from the presence of trees. These projects may involve other agencies and require extra planning, but are a great way to involve the whole community.

Urban public parks should be more than tennis courts and mowed grass. Picture yourself leaving a hectic urban street and excaping into a serene, woodland community. These days, traditional landscaping is being replaced by more progressive naturalization programs. Volunteer to work with the parks department on a planting plan for a park in your neighbourhood. Help to build community interest in the project and volunteer support for both the planting and the maintenance of trees.

Areas such as *utility right-of-ways*, abandoned railway lines and gas pipelines are rarely used, making them a great location for tree planting, linking up green spaces and creating nature trails. These areas require careful planning with the appropriate agencies. Improperly planted trees can interfere with electrical power lines, gas pipes and access by maintenance vehicles. Consult the companies when designing your planting plan.

Churches, schools and recreation centres are ideal locations because volunteers are often readily available for the project. Tree planting becomes a powerful learning experience. Many schools have become involved in tree planting to give their students the opportunity to watch the tree grow and to care for it on a regular basis. Contact the head of the institution and discuss your ideas for planting. Within the school system there may already be projects underway that you could become involved in. Work with a science class or Sunday school group to foster support for the project.

Abandoned gravel pits and quarries are other areas in need of naturalization through tree planting. Create a partnership with the pit owners or contact the local gravel producers. Gravel companies are often interested in environmental initiatives and may be able to provide your group with funds as well as machinery and/or labour. Several provincial programs now in place offer funding and assistance to groups who want to plant trees on abandoned pits and quarries.

Contact your local Department of Public Works for information on planting on an *old landfill site* – plans for planting the area may already be underway. It is important to check the depth and toxicity levels of

the soil, as it may affect the types of trees that can be planted. The high methane gas levels that occur at landfills must also be considered, as this will affect which tree species thrive in the area. Create a site plan with the Department of Public Works to ensure that the correct species are used.

Mining activities have a major impact on the quality of the land surrounding the site. Recent changes within the mining industry include provisions for rehabilitating mine sites after the mine closes. Community groups can team up with mining companies in the naturalization of a closed mine site.

Factories and industrial sites are often surrounded by large tracts of land, but owners may not have the budget or expertise to initiate a tree planting project. They may be amenable to a joint project with a local community group.

Roadside plantings create a lasting impression of a city. A green city is regarded as clean and healthy – a place in which to relax and explore. Along roads and highways there are plenty of bare slopes and open spaces which could be planted. Trees along roadways also play a critical role in reducing air pollution from car emissions. However, road salt, vehicle exhaust, wind and mechanical damage make roadsides difficult places for trees to survive.

Planting vegetation along *waterways* protects stream banks from erosion by binding the soil together. It also helps to filter sediment and pollutants that might otherwise be washed into the stream. Set up an appointment with the appropriate water management agencies to discuss planting along a water course. Use a variety of plant types such as grasses, hedges and shrubs along the top of the banks. Shrubs such as willow, alder and dogwood grow quickly and their root systems bind the soil well, which makes them good species for initial stabilization. Once these are established, other species such as white cedar, poplar, black ash, black spruce and red maple can be planted; check to see what species are best suited to your local area. Remember to choose species that grow well in moist, poorly drained soils, and plant in close clumps rather than in rows. This increases the chance of successful regeneration.

Provide access points along the stream to allow for recreational activities.

Beyond the Urban Fringe

There are plenty of opportunities for a rural landowner to become involved in tree planting. Planting buffer strips, windbreaks and shelterbelts or unused fields, along with planning the establishment and management of a woodlot, are just some of the ways to green the landscape of a farm and of rural and cottage properties.

Farm fencerows provide important wildlife habitats, windbreaks and wildlife corridors. Trees and shrubs attract birds and other animals that can control insect populations on your property. Rows of trees planted on the farm can also trap snow on the field, thereby minimizing snow accumulation on roads, lanes and driveways. Thinning and removing the lower branches of the trees along the leeward side of the roadway causes the wind to “scour” the snow away so that the need for snow removal is reduced.

Windbreaks or shelterbelts planted on farms help protect buildings, livestock and crops, and reduce soil erosion. They can also be good sources of firewood or timber that can be sold to produce additional income. Some species that can be used for windbreaks are white cedar, red pine, white spruce, ash, poplar, willow and various species of shrubs.

Wetlands play a significant role in providing a wide range of environmental, social and economic benefits. Some of these benefits include:

- helping to control floods by storing stormwater
- acting as natural water purifiers by trapping nutrients and chemicals
- providing valuable resource products such as timber, wild rice and fish
- providing essential habitat for birds, fish and other wildlife
- providing recreational opportunities such as bird watching, fishing, field studies and hiking
- adding to the attractiveness of the landscape

Ecologically significant areas such as wetlands can be protected by buffering them from the impacts of

Johnny on the wrong spot

The Scarborough group “10,000 Trees for the Rouge Valley” were all ready (or so they thought) for that big planting day.

The trees had arrived, 600 volunteers had geared up for the planting, and everything was in the right place except the portable washrooms – they were half a mile away next to a major four-lane road. Fifteen volunteers hiked over to the washrooms to “calmly” talk options. A flurry of excited activity took place around the portable: people knocked on it, measured its height and width, pushed it, guessed its weight, kicked it as though they were buying new tires, and some even talked to it.

To everyone’s “relief,” twelve strong volunteers managed to carry one successfully to the tree planting site. As for next time, delivery will be arranged one day before the event with someone on-location to ensure proper placement.

adjacent land use such as farming activities. Bands of vegetation of buffer strips help to protect wetlands from soil erosion and from pesticide and fertilizer residues used in crop cultivation. Alternatives to draining or altering these environmentally important habitats should be fully explored. Any activity that might cause environmental damage should be avoided if at all possible, and appropriate provincial ministries and agencies should be consulted.

Many *privately owned lands* in rural areas contain forested areas. These lands are a very significant and vital part of the natural heritage in each province. It is important for private landowners to manage and protect these forested areas to ensure that they remain productive and attractive while still benefiting the environment. Private land forest agreements with governments and companies help to support the management of forested areas by their owners. Government programs may provide incentives such as property tax rebates to those private landowners who agree to manage and maintain their forest lands. Contact your provincial government for specific information.

Returning *unproductive agricultural* land to forest is a good way to increase the number of trees and overall green space in the environment. It makes sense, when crop production has ceased, to return the

land to its original forested state. Farming on fragile agricultural land can increase soil degradation and nutrient loss. Trees have excellent potential to improve soil and stabilize ecosystems.

Begin Your Own Community Tree Planting Project

Taking Your Ideas to the Streets

Now that you have a vision, have chosen a project, and have finished your research, it is time to gather support.

- Although going door-to-door may seem intimidating, the task is easier if you have a clear idea of what you want to say backed up with a letter or flyer. Go in pairs for moral support and personal safety. Delivering information in person puts a face on a project and encourages people to respond. Your job is to raise awareness of the benefits of tree planting. Explain both the practical value – enhancement of real estate, energy savings and environmental benefits – and the improved look of the neighbourhood.
- Advertise in local newspapers, on bulletin boards, or in media calendars. Some community papers will advertise for free. Inform the local TV and radio stations by sending out a brief news release. Most radio stations provide free public service announcements.
- If you are in a multi-cultural or multilingual community, contact some of the community organizations that can help you communicate in other languages.
- Encourage people at your workplace to become involved.
- Contact citizens' planning commissions or organizations such as homeowner groups, ratepayers associations, community centres, scout/cub/guide troops, community groups, neighbourhood watch groups and religious groups. You might volunteer to speak to the group about beginning a tree planting project.

Even if they are not receptive to undertaking a project, you will be educating them about the benefits of tree planting.

- Approach a school environment club, or begin one. Including students is a powerful tool when organizing community action. Education and awareness tends to “filter up” to adults through student school projects.

The aim of this initial contact may be to invite people to a meeting where the details of the project will be announced.

The First Meeting

Before the meeting, have all your background research completed and have up-to-date information ready. This will give your ideas credibility. Understand the role of each agency that is likely to become involved, and the type of funding, permits and equipment you will require. Presenting your vision and guiding the meeting as you motivate the group will be your job. At this stage, people may still be wary about committing their time, so try to keep the meeting short and friendly, and be receptive to their ideas.

For the first meeting, try an informal barbecue or neighbourhood picnic. Meeting at a potential tree planting site will generate enthusiasm for the project. It will also help people to visualize the project's goals. The following is a checklist to help keep you on-track.

1. To break the ice, hand out name tags and identify where everyone lives. Ask the participants to write their names, phone numbers and addresses on a clipboard sign-up sheet.

Land Ownership

Whether you are planting on private or public land, you will need to know who owns and manages the land and what approvals are needed to proceed with your project. For example, if you are planting on parklands, the Parks and Recreation Department within the municipality must be approached for permission. Most undeveloped parkland and stream corridors are set aside for public use and are managed by the municipality.

In the case of privately owned land, finding the name of the landowner may take some investigative work. Check with the owners of adjacent properties or other businesses in the area, or if you know the property address you can go to the municipality offices, or the City Clerk's office at City Hall, and look through the Assessment Role Index. This should provide the name of the owner and a legal description of the property. Information officers are available to help provide information about the land in question.

Approaching a landowner to discuss a tree planting project requires diplomacy, particularly if this is your first contact with the landowner. Clearly explain your project and what steps you have taken to implement it. Aim to sell yourselves as a responsible community group committed to following through with the project. If a project proposal is requested, include your community group's background, previous projects any member has been involved in, and any experience the group has in tree planting. You may be required to develop a planting plan that indicates the site, type and number of trees, and the location of each species to be planted. Demonstrate in your proposal how your project will benefit both the landowner and the surrounding area.

Permits

Most municipalities issue permits for various tree-planting projects on public land. This process is designed to assist in sound tree management practices within the community. Agencies exist to help, not hinder, your project, and have a responsibility to ensure that the correct species are being planted properly, in the right locations. Permit requirements will vary depending on who owns the land. In each case set up a meeting with

the appropriate agency. A letter from a local official or politician serves as a good introduction for your group. A site visit is standard practice to discuss details of the project.

Know the time limits of your project and contact the issuer of the permit to determine how long it will take to get approvals. It is disappointing to be all set to plant without having the proper permit to go ahead. The process can be very lengthy. If you want a spring start, plan ahead! Having a good working relationship with the municipality and a clear project goal will help speed up the process. Keep agencies notified of the current project status and any changes in planting plans.

Be sure to identify underground and overhead hydro, telephone, sewer and gas lines in the area. It may be that only certain species can be planted within those areas to keep deep-growing roots from puncturing a line. Also, the possibility of future engineering work on underground utilities will affect the suitability of a site for trees.

Liability

Actions in the field are ultimately the responsibility of the tree planter. However, if you are working with school groups or clubs, it is a good idea to obtain some type of insurance policy or signed waivers. This will protect your organization. In many cases, permits for tree planting will not be issued without insurance policies. Contact other tree planting groups about the types of policies they obtain. A lawyer might be willing to provide free advice on this subject for a community project. If a large group will be involved, try to obtain the assistance of people qualified in administering first aid or cardiopulmonary resuscitation (CPR), such as the St. John's Ambulance Brigade.

Getting Funding

A variety of funding sources exist for a tree planting project. Determine a budget for your project based on these criteria: equipment, materials, labour (if not all volunteer), transportation of materials, technical advice, future monitoring and maintenance and administrative support. (See the work sheet on page 8).

First, look at community fundraising. Tap the resources within your organization. Instead of purchasing all

new equipment, ask each member to check around the house to see what equipment can be borrowed. Call an established tree planting organization or your municipality and try to arrange to borrow their equipment. Becoming self-sufficient and raising your own funds is the best way to go. Dipping into the group's pockets may produce enough extra cash to purchase trees or equipment. Encourage members to think of it as a small membership fee that demonstrates their commitment to a greener community. To raise a large amount of money, tried and true ventures such as a bake sale, car wash, garage sale, or auction that involves the entire neighbourhood may be considered. Other ideas may include:

- adopt-a-tree program (school groups and individuals can raise funds themselves and adopt one or many of the trees being planted by the organizing group)
- creation of a memorial forest (as above page 15)
- a tree party (charge an admission fee for a night of music or entertainment)
- tree movie night at a local cinema (donations welcome)

It is also possible to approach your local business community for donations or sponsorship. Many businesses and corporations are genuinely interested in becoming environmentally friendly and will provide you with donations of funding and/or services. Research a company's background and develop a proposal that meets their needs and yours. You may also consider approaching a local tree nursery for tree donations or a hardware store for price reductions on equipment. Look within your group for people with local business connections and get them involved. In smaller communities, donation jars spread throughout the business sector help raise funds while simultaneously advertising the planting project.

There are many government funding sources to support environmental projects. Contact different Ministries, such as Environment, Agriculture and Natural Resources, and ask for grant information specific to your project. In addition, contact your municipal gov-

Planting Checklist

- How many trees are to be planted?
- What size are the trees?
- How many trees will be planted per volunteer?
- How long should it take to plant each tree?
- How many volunteers will be needed to plant the trees?
- How many planting locations do you have?
- How many supervisors are needed?
- Is transportation needed for the volunteers?
- Is transportation needed for trees?
- Is a cold storage facility needed?

ernment to identify possible funding sources. The local Public Works Department or Department of Parks and Recreation may also be able to loan you equipment or provide technical advice. However, be prepared to wait several months for processing your application, and even then, you are not guaranteed funding. Complete details of your project will be required, including a budget.

Many foundations donate money for environmental projects. Try to determine the type of project a particular foundation is likely to support so that you don't waste their time or yours. Again, be prepared for a long wait before your request is processed. For a list of foundations within Canada and types of projects they

fund, visit your public library and consult a copy of the Canadian Directory of Foundations, published annually by the Canadian Centre for Philanthropy.

Community Service Organizations such as the Royal Canadian Legion, Lions Club, Optimists, Kiwanis, Rotary, etc. will make donations to community projects even if they are not involved directly. Nominate someone in the tree planting group to write a letter to each of the service organizations, outlining the project and the objectives. A large poster of a “community tree” showing the donations from various organizations will help to acknowledge their support, advertise the project and rally the community.

Getting Ready for Planting Day

You can organize the tree planting as a one-day event or as a series of one-day events. Most volunteers won't have the time to commit for two consecutive days, so know your limitations. Assess the number of experienced leaders, the number of volunteers, the number and size of trees to be planted and the site conditions. Complete the Planting Checklist to make sure you've covered everything.

Here are some suggestions for a successful planting day.

- Make sure the site is accessible. You will be transporting trees, equipment and volunteers both to and from the site. Draw a detailed map of the location for volunteers and identify public transit routes.
- Call your public works department, phone, cable TV, hydro and gas companies to determine the location of buried utility lines within the area. Ask them to come to the planting site and mark the locations.
- Devise a system for volunteers to properly identify what type of tree is to be planted where. For example, you could tag the trees with coloured ribbon and place stakes with the matching colour at the correct location. Have trained supervisors on-site to assist volunteers.

- Check on your tree delivery. In most cases, nurseries will only deliver trees on weekdays. You may even have to pick up the stock yourself to save money. Therefore, you will need a central, secure location to store the stock for weekend events. Keep the roots of the trees covered with mulch or wet burlap so that they do not dry out. Keep trees out of the sun during storage, in a cool place if possible. If a major planting is planned, or if trees will be stored for several days, a cooler may be required; check with a local fruit or vegetable grower or supermarket for cooler space. Exposing roots to dry winds or direct sunlight for more than a minute will damage the root hairs. The sooner the trees are planted, the higher the survival rate.

- Locate a nearby source of water for the trees. If one is not available, water will have to be transported to the site. Make sure you have enough shovels for all the volunteers, and encourage them to bring some from home. You will also need wheelbarrows for transporting the trees, pruning clippers and saws, wire cutters, watering hoses and/or buckets, old hose and wire for staking, and a rototiller if the soil is hard. Ask volunteers to mark their own equipment to avoid confusion at the end of the day. Mulch will also have to be brought to the site and piled at appropriate locations. Also check into resources such as electrical outlets, if needed.

- Advertise in advance on TV and radio stations and in local papers so that the word gets out. Involve members of the city council and turn it into a community event. Groups can hold barbecues or pot luck picnics to encourage public involvement. Contact local businesses for donations of food and drink. Ask volunteers to bring their own lunches if food is not being supplied. Planting ceremonies can be held involving political figures, or with small children reading tree poems. It is also a good idea to take some “before and after” pictures of the planting site.

- Choose a day when all volunteers can participate. Give some thought to how to get small children involved, such as by shovelling mulch or carrying seedlings. Let volunteers know what they should bring and wear for the planting day. Remember that this is their day too, and that everybody wants to feel useful. You may even want to conduct other educational activities that relate

to tree planting. You may also wish to have the volunteers sign a register to allow you to contact them for future plantings.

- Take along a first aid kit on every planting trip and work within a buddy system. Find out about any allergies people may have and make sure allergy medicines are in the kit. Instructing supervisors and volunteers on field safety practices will help prevent many accidents. Where possible, try to obtain some volunteers trained in First Aid and CPR.

- Everyone wants a successful, enjoyable day, so train your supervisors well before the planting day. Review training for emergencies and arrange backup plans if something isn't delivered on time or if weather conditions are not ideal. Organize demonstrations for volunteers to show them how to plant the trees properly.

- Dispose of garbage properly. Bring garbage containers and recycling bins. Leave the site clean and tidy.

- Try to obtain permission from local gas stations, churches, restaurants and shopping malls for the use of their washroom facilities.

- Thank all participants, particularly those who donated money or supplies. Consider erecting a plaque or sending a certificate to commemorate major assistance.

- Mark your planting area with stakes, fences or tall trees. This will make it easier for maintenance crews to avoid mowing or damaging small seedlings.

- Hold a wrap-up party for your group at the end of spring planting season. It is a great way for the regular volunteers to relax together and do something other than work, and it marks the end of another successful season. Many close friendships have developed which have enhanced the effectiveness of the team.

Notes

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Summary Work Sheet

Now that you understand the basic requirements to organize a tree planting group and to plant and care for your trees, it is time to make your vision a reality. The following is a timing chart that will help you organize yourself and ensure that you have completed the necessary tasks on time for a successful planting day. Indicate on the chart the week by which each task should be completed, and by whom. Good luck, and have a great planting day

TASK	PAGE #	NAME	DEADLINE	COMPLETED
<i>Getting Started</i>				
• Envision your goal	4			
• Take inventory	4			
• Set your objectives	4			
• Form your committee	19			
• Choose a site	4			
• Check into existing resources	4			
<i>Getting Approvals</i>				
• Contact landowner	20			
• Draw a site plan	6			
• Apply for permits	20			
• Obtain liability insurance	20			
<i>Basics</i>				
• Assess the site	6			
• Determine stock stype	7			
• Select and order tree species	7			
• Order mulch	12			
• Prepare site for trees	8			
<i>Budgeting and Fundraising</i>				
• Determine a budget	8			
• Determine fundraising methods	21			
<i>Designing a Maintenance Schedule</i>				
• Determine water source	12			
• Volunteers to do maintenance	12			
<i>Advertising and Promotion</i>				
• Contact the media	18, 22			
• Invite tree planters	18, 22			
• Contact key community representatives	18, 22			
• Publicize planting day and location	22			
• Organize entertainment if a large event	22			
<i>Getting ready for planting day</i>				
• Tree delivery	22			
• Mulch delivery	22			
• Obtain necessary equipment	22			
• Organize transportation	22			
• Organize food/drink	23			
• Ensure restroom facilities are available	23			
<i>Follow Up</i>				
• Clean up	23			
• Thank your helpers	23			

Notes

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