

COORDINATOR FAQ / GUIDELINES FOR "PLANT ONE, GIVE ONE" PROGRAMS:

What kind of tree will we be getting?

- Neighborhood Forest aims to provide native trees in all the regions we serve. This year we are giving away [11 different species](#). We tend to provide species on a state-by-state basis and like to provide different species each year to provide variety and diversity of trees.

What if a person doesn't have a yard or place to plant their tree? Can they plant a tree in a pot and leave it indoors?

- Ideally, recipients should have a place to plant the tree in the ground, outside, in a permanent location where they can watch and care for its growth. Our trees are accustomed to being outside in the elements, so if you do keep it in a pot for a year or two, be sure to keep it outside.
- We are looking for ways to provide something to grow for individuals and families that do not have a yard or live in apartments. We hope to make these options available in the near future.

How many trees do we receive?

- We supply trees to you based on the number of registrations you receive from team members in your organization. Any trees unclaimed by employees will go to children in our program.
- You can also purchase extra trees (\$10 / tree) provided your order is received before March 15.

Your tree registration process asks for child's name and grade. What if a team member does not have any children?

- Yes, our generic tree registration process is catered to parents since we primarily serve schools, libraries, and youth groups. If a registering team member does not have any children they can just enter "N/A" on the child name / grade section.

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Do you have examples of how other organizations promote the program to drive team member registrations?

- Yes, we will provide some sample verbiage and examples.

How will I know who registered and who gets trees?

- The designated Coordinator at your organization / location will have access to the registration list, so you will know who has signed up for free trees. It is very important that the Coordinator works to ensure that everyone who has registered for trees (and / or bought additional ones) receives them.

When do our trees arrive and where will they be shipped?

- We aim to have all our trees shipped to arrive at your (institution's) door by April 20th, unless otherwise specified. We ship to the address you provide us.

What do I do when the trees arrive?

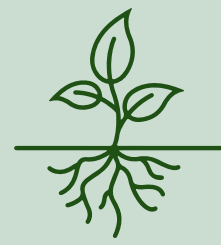
- Keep the trees in a cool, shaded place until you are ready to unpack and distribute to them team members. Be sure the soil around the roots stay damp. If they are drying up, please spray them with water mist to keep them moist.
- Your tree shipment will come with rolls of biodegradable bags (25 / roll). When you are ready to unpack and distribute trees, place individual trees in biodegradable bags per each registration order (e.g. one tree per bag for one tree order, two trees in one bag for a two-tree order, etc.).

How do we guide team members on tree care and planting instructions?

- We ask that you share the [Tree Planting Guide](#) with all of your registrants via email around the time of tree distribution. We will also be emailing them; however, redundancy in communication never hurts!



PREPARING YOUR TREES TO HAND OUT!



Keep the trees in a cool, shaded place until you are ready to unpack and distribute the trees to team members. Be sure the soil around the roots stay damp. If they are drying up, please spray them with water mist to keep them moist.



Be sure to unwrap and separate the individual trees for bagging and distribution. This is not one tree! This is a bundle of 10-20 tree seedlings.



Unbundle the trees, separate them, and prepare them for bagging. We will provide biodegradable bags with your tree shipment (where applicable).



Engage team members and volunteers in the packing and distribution process.



Place individual trees in biodegradable bags per each registration order (e.g. one tree per bag for one order, two trees in one bag for a two tree order, etc.)



Some institutions go a step further and put the bagged trees in another paper bag. This is not essential, but the presentation does look nice!

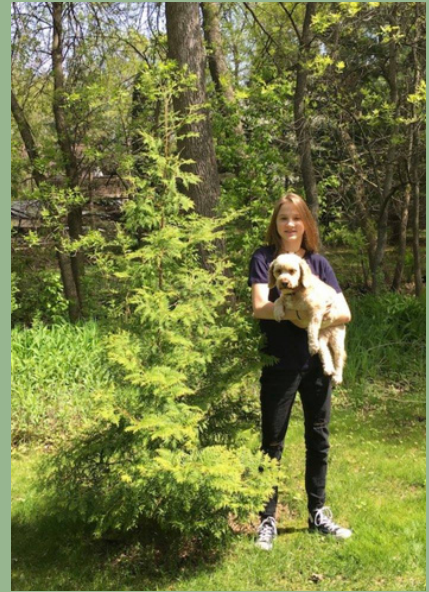


Encourage team members to share a photo of themselves and their tree with us on [Facebook](#) or [Instagram](#) - especially if they have a little one helping them plant it! We love seeing "then and now" photos!

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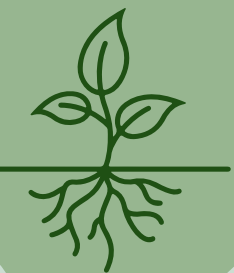


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Please share the [Tree Planting Guide](#) with all of your registrants via email.

Thank you for helping us spread joy, beauty, and goodness!



Neighborhood Forest
giving trees to children