

Expectations

Specifics of the opportunity:

- **Funding available** –Becky andDruel are waiting to hear back our finance and operations team before confirming the number
 - We've subgranted around \$25,000 for previous Weyerhaeuser planting projects
- **Date requested** -Weekday in March, morning timeframe of 9am-12pm. What are your weekday and date preferences? We will get back to you on Weyerhaeuser's weekday and date preference.
- **Event** - a tree planting event. Their most important metric is that the event is meaningful and creates a lasting positive change that connects to city-wide Tree Equity goals.
 - If funding remains, you can use the remainder to continue this work beyond planting day towards city-wide Tree Equity goals such as watering, tree care, tree tracking, other plantings and community outreach.
- **Engage employee volunteers** - ideally with space for up to ~50 volunteers. They are very keen on getting their Lebanon area employees out. American Forests can assist with back up plans like a nature walk, trail maintenance, or trash pickup if volunteers finish early.
- **Event location** - they are open to park, street, school, trails or other open spaces.
- **Use Tree Equity Score (or similar tool) to select a priority site** - We can work with you on this for your potential planting locations. Weyerhaeuser's keen that the event is in a community with need. Here are the [location insights for Lebanon in Tree Equity Score \(TES\)](#).
- **Story, Media & City Leadership** - Weyerhaeuser and American Forests are interested in the story behind the site and making sure it connects to city-wide progress. If funding remains, you can have multiple planting events,
 - Something that really excites Weyerhaeuser is when our local partners can get media out to events, along with City leaders like Mayor, council members, etc. This would be an important part of what they'd be looking for, if that's something you can help coordinate? If not, we are happy to support or find partners that can.

What a Grantee can expect from American Forests

- Funding
- Technical support for:
 - Tree planting, giveaway, maintenance, or potting
 - After care
 - Watering or irrigation
 - Mulching
 - Lawn mower or critter protection

- Monitoring
- Tree selection
- Tree sourcing
- Tools and materials sourcing
- Improving soil
- Structural soil
- De-paving and concrete removal process
- Community outreach and engagement
- Volunteer recruitment and management
 - For example, trained local urban forestry volunteer sourcing
- Run of show aka event schedule
- Communications
 - Press releases
 - Social media
 - Opening remarks
 - Dependent on local partner, corporate partner, and their planting goals
- Coordinating with VIPs and media
 - Dependent on local partner, corporate partner, and their planting goals
- Coordinating with Corporate Sponsor
- Coordinating with municipal partners
- Support in tree tags with Grantee, corporate partner, and American Forest logos
- Coordinating gloves
- Support with providing some snacks for planting day

What a Grantee can expect from Corporate Sponsor

- Enthusiastic and hardworking volunteers
- Dependent on corporate partner, local partner, and their desired communications approach and goals to discussing the work, there could be communications inclusion like:
 - Press releases
 - Social media
 - Photographer/ Videographer
- Coordinating with VIPs and media
- Financial support for morning refreshments and either breakfast or lunch to all volunteers
- Extra hands for supplemental activities such as invasive removal or tree maintenance if tree planting ends early
- Transporting themselves to and from the planting site

What American Forests can expect from a Grantee

- Sign a grant agreement
- Follow grant agreement
- Complete a grant report
- Follow Tree Equity Score or Tree Equity Score Analyzer requirements (if applicable)
 - See grant agreement for more details
 - www.treeequityscore.org
- Obtain permission of all property owners where trees will be planted
- Participate in pre-planting virtual calls
- Dignitary recommendations and outreach
 - Identify who to invite to attend tree planting and possibly speak during opening remarks and invite agreed upon speaker(s) to attend the event.
 - For example, a member of the TESA stakeholder council
 - AF supports speakers coordinating remarks
- Develop, share and execute a two-year, post-planting maintenance and monitoring plan
- Organizing details and executing a safe and fun tree planting event
 - Provide allergy and dietary friendly fruit and granola bars, for event participants to consume.
 - Provide water in large containers and cups to volunteers or water bottles
 - Provide Restroom or portable restroom access within a 10 minute walk or less for the duration of the event
 - Tree planting and tool safety demo prior to volunteers beginning work or at their first tree once they're split into groups
 - Having enough trained staff and/ or volunteers on planting day to register volunteers, safely oversee work and answer questions
 - Having a supplemental activity such as invasive plant removal, in case planting finishes early
 - Putting on tree tags with Grantee, corporate partner, and American Forest logos
 - Sourcing tree species suitable for projected climate change conditions.
 - Providing materials, tools and gloves
 - This includes
 - One shovel per every two adult volunteers
 - Ten smaller shovels for younger children
 - One pair of eye protection per planting team
 - One Pick-mattock per planting team
 - One hard rake per planting team
 - One bag of three cubic feet of non-dyed mulch per tree

- If watering trees on planting day, provide a water system and guidance
- Two stakes (if need to stake) per tree
- Stake pounder or similar (if need to stake) one per every 15 trees
- Arbor-tie or similar (if need to stake) one roll
- Scissors, small knives, or similar for trained volunteers to cut off packaging one per planting team
- Wire-cutters, if sourcing bald and burlapped trees, one per planting team
- Gloves for all adult and children volunteers
- 10 Trash bags
- Two Folding tables, if planting location already has tables you plan to use, please disregard
- One Folding tent, if planting location already has tables you plan to use, please disregard
- One First-aid kit

Project Proposal Template

- **Planting Locations** (name & address)
- **Planting Location description** (just 1-2 short paragraphs that explains why this is a priority site, ideally tied to Tree Equity Score and other local priorities.)
- **Event description** (similar, 1-2 short paragraphs on the event you'd coordinate for them, what they'd do, what makes the event exciting, story behind the planting location(s), etc. For a tree planting, give us a general # of trees that you'd anticipate planting)
- **Media & City Leadership** (similar, 1-2 short paragraphs on your relationships with local media & city leaders, and experience getting them out to events like this, and how you'll do something similar for this opportunity)
- **Anything else they should know?** We like to keep this phase fairly high-level to make the most efficient use of your time, but if there is anything else you'd like them (or us) to know when it comes to volunteer events that BLT, Garden Club, and coordinates for corporate partners or any other exciting, juicy details about this opportunities, please let us know. Thanks!

American Forests Tree Project Discussion

Weyerhaeuser is proposing a tree project in Lebanon with funding of up to \$25,000 to cover all expenses (trees, bark mulch, posts, watering tubes, ties, fertilizer, shovels, soil supplements etc.). They hope to provide between 30-50 employee volunteers for a single (9:00am-12:00pm) planting event that must fall on a weekday between 3/11/26 and 3/17/26. (At this point Thursday 3/15 looks the best.)

Phase I – Tennessee Rd. Property

- 1) 42 trees including 6 for the BLT workday already planned on Saturday, 3/7 at River Park and 36 for the City's Tennessee Rd. property.
 - a) Linda has agreed to write up and submit the project details. She will also arrange to purchase the trees and help to coordinate the event.
 - b) BLT has agreed to:
 - Acquire the stakes, ties, watering tubes, fertilizer etc.
 - Provide most of the tools necessary for the project.
 - Arrange for a 15-yard truckload of fir bark to be delivered.
 - Help coordinate the event and manage both Weyerhaeuser and BLT volunteers
 - Keep the trees watered during the hot summer months for 2 years.
- 2) The City role:
 - a) Approve the tree selection and planting locations.
 - b) Pick up and deliver all 42 trees including the 6 for River Park. Note - that will need to be done prior to BLT's workday on 3/7.

Possible Phase II - #50 trees at Cheadle Park

- 1) Timeframe – would need to be late fall 2026 or March 2027
(When might it be possible to gain access to Cheadle Park to plant trees? presumably on a Saturday)

- 2) Would Weyerhaeuser consider it.
- 3) We would have to rely on community volunteers to plant the trees.
- 4) BLT does not have the manpower to water that many additional trees.

Questions

- 1) How will the holes be dug?
- 2) Supplemental soil if needed?
- 3) Should we try to include additional equipment to be used on one or both projects?