



Tree Planting

All Lions clubs are autonomous, meaning that each Lions club is an independent entity responsible for conducting its own events and complying with local laws and regulations. This planner is intended to provide recommendations and should not be considered legal advice or best practices. The activities in this planner may or may not be appropriate within your community. Please consult a local professional to ensure compliance with all laws and regulations, safety guidelines and best practices.



Tree Planting

This project planner can help your club plant locally appropriate tree seedlings or saplings with the assistance of a tree expert to improve the health of the community.

By taking on a project like this, you're helping us achieve our strategic vision to sustainably protect and restore our environment to improve the well-being of all communities.

Start planning your event.

Fill in the blank fields in the form below to determine the details of your event.

What you will achieve » Plant locally appropriate tree species » Develop a tree care follow-up plan	Duration 1 day	Location <input type="radio"/> Public land <input type="radio"/> Specific areas based on community needs
	Planning time 3 months	
	Start/end dates _____	

Planned participants		
Select the audience you would like to serve at your event.		
People we will serve: <input type="radio"/> Children <input type="radio"/> Youth <input type="radio"/> Adult <input checked="" type="radio"/> All	People who will provide services: <input type="radio"/> Tree expert(s) <input type="radio"/> Other _____	Notes:

Determine all required tasks for your project.

All projects should incorporate the following five tasks:

1. Choose a tree expert.

- » Could be a local forestry office employee, a parks and services representative, a community member or Lion/Leo with tree planting experience, etc.
- » Involved throughout project planning and the tree planting itself
- » Helps choose appropriate tree species, determine the planting area, help participants prepare the tree planting area and plant the trees correctly
- » Guides discussion and provides educational material for how the club will follow up with tree planting care

Tree expert(s):

2. Ask permission to care for trees on public land.

- » Contact local officials

3. Determine planting area.

Decide the specific area in which you will plant the trees, and what preparation you will need to do to the soil before planting.

- » Will trees need to be protected from animals and children?
- » Are there buried pipes or gas lines?
- » Is the area shaded?
- » What is the soil quality?

4. Determine trees to plant.

Tree species	Number of trees	Sun or shade	Soil type	Hole depth	Spacing	Care

5. Plan how you will care for the trees after planting.

Create and implement a plan for your newly planted trees to ensure their health and continued care in the future. Work with your tree expert to create this plan.



Assign roles for volunteers at your event.

Position/Role	Name	Contact Information	Notes
Project lead			Can be a Lion/Leo familiar with the planting and care of trees and able to manage event logistics and volunteers
Volunteer manager			Assigns duties to volunteers and makes sure they are supported if they have questions
Local emergency medical services			Must be present at all times in case of a health emergency
Marketing lead			
Event photographer			You must secure signed release forms from participants if you plan to use event photographs for promotional purposes

Make sure you have the appropriate ratio of adults to children for your selected activities.

Number of Lions	
Number of Leos	
Number of others	

Suggested volunteer ratios*:

- » 0-4 years: 1 volunteer per 4 children
- » 4-8 years: 1 volunteer per 6 children
- » 9-12 years: 1 volunteer per 8 children
- » 12-18 years: 1 volunteer per 10 children

* Many local governments have laws limiting the number of children a child care worker can be assigned to. Please be sure that any activities comply with local regulations.



Organize your project into achievable steps.

The project lead may complete this form and track progress.

Status	Task	Deadline	Task Lead	Tips
X	Inform your club			Host a meeting to inform your club about the event
	Create event name/title			
	Form a planning committee			Committee to determine event participants, activities, tasks and logistics
	Prepare a budget			
	Pursue funding (if necessary)			
	Choose your location, and decide which trees you would like to plant			
	Contact local officials and/or homeowners about tree planting on public/private land			
	Choose and contact a local tree expert(s)			
	Secure any necessary volunteers			All volunteers should be involved in the activity and committed to facilitating a fun and safe activity to care for and enhance local environments
	Choose the trees that you will plant			
	Assess what preparation needs to be done to the planting location			
	Purchase materials			
	Plan how you will care for the trees after planting			
	Create promotion/marketing plan			Can include flyers, digital materials, etc.
	Ensure proper insurance coverage			<p>Check with relevant officials to determine if a certificate of insurance or supplemental insurance will be required</p> <p>For questions regarding coverage under the General Liability Insurance Policy provided to all Lions clubs, please review the Program Insurance Booklet by visiting http://lionsclubs.org/pib-en</p>
	Schedule a post-event meeting to celebrate successes and discuss opportunities for improvement			<ul style="list-style-type: none"> » Use the reflection questions to talk about your project » Revisit your plan for how you will care for the trees you planted



Determine the budget for your project.

_____ may use this worksheet to determine finances for the event.

Description	Quantity	Cost	Total Expense	In-Kind/ Donations	Income	Balance
Education						
Educational materials						
Equipment						
Shovels/trowel						
Water can						
Gloves						
Buckets						
Rental fees (if necessary)						
Marketing						
Promotional materials						
Trees						
Other						
Water/snacks (optional)						



Measure the success of your project.

Reconvene as an event planning committee to celebrate your impact and report your service!

Success Measures			
Measure your project			
# of people served under 18		# of nonmembers volunteered	
# of people served 18+		Total direct service hours	
# of Lions volunteered		Total project planning/fundraising hours	
# of Leos volunteered			
Reflect on your project			
1. Did you plant locally appropriate tree species?			
2. Did you develop a tree care follow-up plan?			
3. What were your biggest successes?			
4. What were your biggest challenges?			
5. Would you do this project again?			
6. What would you change?			

While trees are important parts of our communities, tree care does not directly serve a discrete number of people. To plan for or report number of people served, consider how many people are educated during the project. Do not estimate the number of people served per tree cared for.

