



Young Tree Care

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.



Young Tree Care

This project planner can help your club care for young trees (1-3 years old) through watering, weeding and mulching. Participants will care for trees planted by the club or young trees that were planted by other individuals/ organizations and require care in order to survive and flourish.

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 <ul style="list-style-type: none"> » Educate your club and community member participants about tree care » Care for young trees planted by your club or by others, ensuring they survive and benefit our community 	Duration <input type="radio"/> 1 day <input type="radio"/> Weekly <input type="radio"/> Monthly	Location <ul style="list-style-type: none"> <input type="radio"/> Private or public land around schools <input type="radio"/> Places of worship <input type="radio"/> Community centers <input type="radio"/> Local parks <input type="radio"/> Recreational areas where young trees are planted <input type="radio"/> Other
	Planning time <input type="radio"/> 1 month	
	Start/end dates _____	

Planned participants		
Select the audience you would like to serve at your event.		
People we will serve: <ul style="list-style-type: none"> <input type="radio"/> Children <input type="radio"/> Youth <input type="radio"/> Adult <input checked="" type="radio"/> All 	People who will provide services: <ul style="list-style-type: none"> <input type="radio"/> Tree expert(s) <input type="radio"/> Other _____	Notes:

Determine all required tasks for your project.

All projects should incorporate the following three 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.
- » Helps club members understand how to properly care for trees
- » Provides educational materials about how to properly care for trees

Tree expert:

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

- » Contact local officials or private land owners

3. Determine how you will care for the trees.

- Mulching
- Watering
- Weeding
- Pruning
- Professional follow-up care
- Other



Assign roles for volunteers at your event.

Position/Role	Name	Contact Information	Notes
Project lead			Can be a Lion/Leo familiar with the care of young 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 preliminary budget			
	Pursue funding, if necessary			
	Choose your location, and decide what trees you would like to care for			
	Choose a local tree expert to help you plan your tree care			
	Contact local officials and/or homeowners about tree care on public/private land			
	Ensure proper insurance coverage			Check with relevant officials to determine if a certificate of insurance or supplemental insurance will be required 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
	Purchase materials			



Organize your project into achievable steps (continued).

Status	Task	Deadline	Task Lead	Tips
	Secure 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
	Organize volunteers into weeding, mulching and watering teams or teams to care for a certain number of trees			
	Create promotion/marketing plan			Can include flyers, digital materials, etc.
	Schedule a post-event meeting to celebrate successes and discuss opportunities for improvement			Use the reflection questions to talk about your project



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						
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 educate your club and community member participants about tree care?			
2. Did you care for young trees planted by your club or by others, ensuring they survive and benefit our community?			
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.

