



## School Tree Planting

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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.



# School Tree Planting

This project planner can help your club work with their local school to educate students about environmental protection and the value of trees, plant seeds and pledge to protect and care for their newly planted trees.

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.

|   |  |                                 |   |
|---|--|---------------------------------|---|
| <b>What you will achieve</b> <ul style="list-style-type: none"> <li>» Educate youth about environmental protection and trees</li> <li>» Plant locally appropriate tree species</li> <li>» Create a Tree Pledge to ensure that the trees we plant today benefit our communities</li> </ul> | <b>Duration</b><br>2 days (Day 1: Educational lesson, <i>site preparation optional</i> ; Day 2: Site preparation, tree planting and Tree Pledge) |                                 |   |
|   | <b>Planning time</b><br>1 month  | <b>Start/end dates</b><br>_____ | <b>Location</b><br><input checked="" type="checkbox"/> School |

| Planned participants  |  |  |
|---|--|--|
| Select the audience you would like to serve at your event.  |  |  |
| <b>People we will serve:</b> <ul style="list-style-type: none"> <li><input type="radio"/> Children</li> <li><input checked="" type="radio"/> Youth</li> <li><input type="radio"/> Adult</li> <li><input type="radio"/> All</li> </ul> | <b>People who will provide services:</b> <ul style="list-style-type: none"> <li><input type="radio"/> Tree expert(s)</li> <li><input type="radio"/> School administrator</li> <li><input type="radio"/> Classroom teacher(s)</li> <li><input type="radio"/> Classroom students</li> <li><input type="radio"/> Other</li> </ul> _____ | <b>Notes:</b><br>Consider both academic and seasonal calendars: the best time to plant a tree is during the rainy season in the tropics or during the dormant season (after leaves fall and before trees bud) in temperate areas |

## Determine all required tasks for your project.

All projects should incorporate the following four tasks:

### 1. Determine educational lesson content and supporting materials.

- » Presenter(s) should include a Lion or Leo with optional input from the teacher(s) and/or tree expert(s)

Presenters:

- a. \_\_\_\_\_ b. \_\_\_\_\_

Topics:

- a. The importance of trees in our environment and lives
- b. Overview of the trees you will plant at the school
- c. Steps of tree planting
- d. Instructions for the continued care of new trees

### 2. 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 care activity
- » Helps choose appropriate tree species, determine the planting area, help students prepare the tree planting area and plant the trees correctly
- » Guides discussion and provides educational materials for how the club will follow up with tree planting care

Tree expert(s):

\_\_\_\_\_

### 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.

- » Do you have permission from school officials to do this project?
- » 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 |
|--------------|-----------------|--------------|-----------|------------|---------|------|
|              |                 |              |           |            |         |      |



Assign roles for volunteers at your event.

| Position/Role                    | Name | Contact Information | Notes   |
|----------------------------------|------|---------------------|---|
| Project lead                     |      |                     | Can be a Lion/Leo who coordinates logistics, liaises with the school, and directs volunteers  |
| School administrator             |      |                     | <ul style="list-style-type: none"> <li>» Approves the school's participation in the project</li> <li>» Connects the club to the teacher, classroom, grade level etc., that is best suited to the project</li> <li>» Understands the long term care responsibilities of tree planting</li> </ul> |
| Teacher                          |      |                     | <ul style="list-style-type: none"> <li>» Enthusiastic about environmental protection and hands on service</li> <li>» Teaches a science course and interested in integrating the environmental lesson and tree planting with curriculum (recommended)</li> </ul>                                 |
| Local emergency medical services |      |                     | Must be present at all times in case of a health emergency  |
| 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 youth for your selected activities.

|                  |  |
|------------------|--|
| Number of Lions  |  |
| Number of Leos   |  |
| Number of others |  |

#### Suggested volunteer ratios\*:

- » 11-13 years: 1 volunteer per 8 youth
- » 14+ years: 1 volunteer per 10 youth

\* 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   |
|--------|---|----------|-----------|--|
| ✘      | 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 preliminary budget  |          |           |  |
|        | Pursue funding (if necessary)   |          |           |  |
|        | Contact local school administrator about the project, and identify a teacher and classroom to work with |          |           |  |
|        | Contact the recommended teacher about the project   |          |           | Work closely with the teacher to schedule the project, learn more about the students, plan the lesson, organize the tree planting and facilitate the creation and signing of the Tree Pledge   |
|        | Contact tree experts  |          |           |  |
|        | Develop a project timeline with the teacher and tree expert   |          |           |  |
|        | Purchase materials  |          |           |  |
|        | Print the Tree Pledge   |          |           |  |
|        | 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 <a href="http://lionsclubs.org/pib-en">http://lionsclubs.org/pib-en</a></p> |
|        | Assess what preparation needs to be done to the planting location                                       |          |           |  |
|        | 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 |
|----------------------------|----------|------|---------------|--------------------|--------|---------|
| <b>Education</b>           |          |      |               |                    |        |         |
| Educational materials      |          |      |               |                    |        |         |
|                            |          |      |               |                    |        |         |
|                            |          |      |               |                    |        |         |
| <b>Equipment</b>           |          |      |               |                    |        |         |
| Shovels/trowel             |          |      |               |                    |        |         |
| Water can                  |          |      |               |                    |        |         |
| Gloves                     |          |      |               |                    |        |         |
| Buckets                    |          |      |               |                    |        |         |
| Rental fees (if necessary) |          |      |               |                    |        |         |
|                            |          |      |               |                    |        |         |
|                            |          |      |               |                    |        |         |
| <b>Marketing</b>           |          |      |               |                    |        |         |
| Promotional materials      |          |      |               |                    |        |         |
|                            |          |      |               |                    |        |         |
|                            |          |      |               |                    |        |         |
| <b>Trees</b>               |          |      |               |                    |        |         |
|                            |          |      |               |                    |        |         |
|                            |          |      |               |                    |        |         |
|                            |          |      |               |                    |        |         |
| <b>Other</b>               |          |      |               |                    |        |         |
| 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   |  |  |  |
|--|--|--|--|
| <b>Measure your project</b>  |  |  |  |
| # 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  |  |  |  |
| <b>Reflect on your project</b>                                     |  |  |  |
| 1. Did you educate youth about environmental protection and trees? |  |  |  |
| 2. Did you plant locally appropriate tree species?                 |  |  |  |
| 3. Did students sign a Tree Pledge?                                |  |  |  |
| 4. What were your biggest successes?                               |  |  |  |
| 5. What were your biggest challenges?                              |  |  |  |
| 6. Would you do this project again?                                |  |  |  |
| 7. 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.



## Tree Pledge

We, the students and faculty of (school name) \_\_\_\_\_ agree to care for the (number) \_\_\_\_\_ trees we planted together on (date) \_\_\_\_\_ .

We will:

1. Protect: Do the trees need a protective barrier while they're small? Are there small children or animals in the area that might damage the trees?

Example: We will protect the trees from animal damage by maintaining the protective fencing around them. Once the seedlings are large enough where they will not be eaten, we will remove the fencing.

2. Water: How often do the trees need to be watered? Who will water them?

Example: We will water our cedar seedlings every week in the morning, and make sure that the soil is moist about 8 inches deep. Our classroom will make a schedule where two students each week are responsible for checking the trees and watering them.

3. Teach: How will you share what you've learned about the environment and trees with other students at your school and other community members?

4. Ask for Help: If your trees seem sick or they aren't growing, who will you ask for help?

Example: We will call our local forestry office, and ask for a representative to visit our school to check on our trees.

Tree Pledge signatures:

» \_\_\_\_\_

» \_\_\_\_\_

» \_\_\_\_\_

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