

Findlay Shade Tree Commission

GUIDELINES for NeighborWoods Adopt-A-Tree Program (Spring projects)

Based on an annual grant allowance of up to \$2500 proposed from The Community Foundation to promote more neighborhood involvement in planting trees (like the Mound Park Spring 2013), some GUIDELINES for prospective groups to start with were recommended and approved. They can help set up projects and select neighborhoods ready to go. This can be especially helpful if more than more neighborhood wants to be considered at any one time.

Projects do not have to center around a park, school or Arbor Day. The definition of a neighborhood could be as little as several blocks; suggest 8-10 neighbors minimum to work together, in a geographical area.

Timing is critical to organizing, identifying the neighborhoods and ordering trees.

1. **Organize and plan in the fall** for the following April / May project.
2. **Identify a local project leader** / coordinator to work with the neighborhood and Tree Commission (local fundraising, communications, coordination).
3. **Plan should be in place and ready to go by January / February approval.**

Note: This is important to work with The Community Foundation on getting the funds available, the fiscal agent to handle it and ordering trees.

Local group responsibilities:

1. **Contact Tree Commission about interest to participate.** Tree Commission could also go out and target neighborhoods that need help, but a leader must be identified to help organize a group and help carry the load.
2. **Handle communications / contacts, recruit volunteer help and fund raising.**
3. **Organize group to meet with Tree Commission on planning.**
4. **Assist with planting day activities** and follow-up watering / tree care.

Tree Commission Responsibilities:

1. **Meet with group, size up project and get pre-approval** from City to proceed.
2. **Work with neighborhood group to develop approved plan,** select trees and budget.
3. **Coordinate any city department efforts** that can be mobilized (in-kind help).
4. **Order trees, participate in planting day activities.**

Approved 9/30/2013

“Neighbor Woods” Adopt-A-Trees Program

Beauty and shade for Findlay’s Neighborhood’s – A collaborative effort!