Georgia ReLeaf-funded Tree Giveaway Guidelines

Planning Your Event

- ☐ **Consult** the GFC Community Forester for your area to determine tree species to give away.
- ☐ **Recruit** knowledgeable volunteers to help residents at the event choose the most appropriate tree species for their planting location.
- ☐ **Partner** with a local organization with a built-in volunteer base, if needed.
- ☐ **Order** the trees (the invoice should be made out to the Georgia ReLeaf grant recipient).
- ☐ **Arrange** for the trees to be delivered to the site and protected until they are given out. If trees need to be stored before the event, have a designated storage place with appropriate access to water and shade, and assign someone to care for the trees during this time.
- ☐ **Publicize** the tree giveaway event and a call for volunteers, if needed. Use many different platforms to advertise and ask any partners to help with publicity.
- ☐ **Plan** for inclement weather. The event can either go ahead, rain or shine (include that in the publicity) assuming conditions are safe, or you can set a rain date and include that in the publicity also. Have a plan for where to store the trees until the backup event date in the case the original event is rained out.
- ☐ **Download** tree species flyers from gatrees.org and have enough copies available to send home with each tree.
- ☐ **Devise** a plan for giving away any trees not distributed at your event.
- ☐ **Prepare** signage for your event.

Day of your Tree Giveaway Event

- ☐ **Provide** Sign-In Sheets for Volunteers for inclusion in your final report
- ☐ **Collect** the zip code of the planting location of each tree given away. This info will need to be entered into a provided Survey123 mapping tool by the end of the project.
- ☐ **Distribute** a Tree Owner's Manual (provided) and tree species flyer with each tree taken.
- ☐ **Assign** knowledgeable volunteers to help residents choose the most appropriate tree species for their planting location.
- ☐ **Photograph** the event and include your photos in the final report.
- ☐ **Install** your signage at the location. Remember to remove after the event.