

## APPLICATION PROCESS

**Submission Deadline: Monday October 27th, 2014 for planting April 25/26, 2015**

### **Requirements:**

Tree Tenders groups planting for the first time should contact Mindy Maslin at [mmaslin@pennhort.org](mailto:mmaslin@pennhort.org) or 215-988-8844 for an **Organizing a Tree Planting overview**. For information on upcoming Tree Tenders basic training classes click here (<http://phsonline.org/greening/tree-tenders>)

- Tree Tenders groups must identify a group leader to serve as the primary contact for PHS and your community.
- Tree Tenders groups must organize and mobilize volunteers to plant the trees your group requests.
- Tree Tenders groups agree to make sure that trees are watered and cared for in the first two years of establishment. This can be done through homeowner education.
- Tree Tenders groups applying for trees must collect **at least 10** "Request to Plant a Street Tree in Philadelphia" forms, signed by property owners.
- Each street tree request must meet the criteria of the check-list located on the application.
- Make sure your team and property owners understand that not everyone requesting a tree will be able to receive one**, due to regulations, site conditions, and limited resources. Please use the most current version of this form. All requests must be processed at PHS. Do not make duplicate requests for the same trees directly to Philadelphia Park and Recreation.
- Complete the Philadelphia Application Group Cover Sheet and **send it to PHS by Monday October 27<sup>th</sup> at 9am**, along with copies of all signed and completed "Request to Plant a Street Tree in Philadelphia" forms. The number of new trees requested in your application should match the total number of trees on the submitted request forms.
- Enter all your requests into the provided spreadsheet (*one tree per row*) and e-mail back to [ddentice@pennhort.org](mailto:ddentice@pennhort.org).
- Keep copies of all tree request forms for your records.**

### **If your application is approved, you are required to:**

- Keep your community informed about all phases of the project (approvals and denials, tree delivery and planting dates, maintenance reminders, etc.).
- Recruit and organize volunteers, and secure all necessary tools and supplies for the tree planting event (note that Tree Tenders have access to tree planting tool libraries).
- Pick up your trees from the distribution site at the Philadelphia Navy Yard.
- Be responsible for securing people to water the trees (most often the resident or property owner), especially during the critical first two years of establishment and during droughts.
- Identify a "Tree Checkers" team to revisit each tree planted during the first 2 years, in order to verify proper planting and relay tree assessment and care information to homeowners.
- Send to PHS a volunteer sign-in sheet listing the number of people and the amount of hours they contributed to your tree planting.
- Check in with PHS staff if you need guidance with any of the above.

**Submit applications with Cover Sheet and Spreadsheet to the Pennsylvania Horticultural Society at the address below (or email to Dana Dentice at [ddentice@pennhort.org](mailto:ddentice@pennhort.org)) by 9:00 am, Monday October 27, 2014.**

PHS Plant One Million (c/o Dana Dentice)  
100 N. 20<sup>th</sup> St, 5<sup>th</sup> flr. Philadelphia, PA 19103