



# Project CommuniTree

A program of Forest ReLeaf of Missouri

## Program Criteria & Checklist

To encourage community plantings, free trees are available through Project CommuniTree, Forest ReLeaf of Missouri's innovative nursery. Anyone may apply for the trees; however, they *must* be planted on public or nonprofit properties in Missouri or surrounding communities in adjacent states. Major support for Project CommuniTree is provided by AmerenUE, St. Louis County Parks, the Employees Community Fund of Boeing St. Louis, the Missouri Department of Conservation, and The Trio Foundation of St. Louis.

### I. PLAN YOUR PROJECT

- Call Forest ReLeaf for a current list of available trees.
- Select a site. Trees *must* be planted on public or nonprofit lands, such as parks, school grounds, rights-of-way, or greenways.
- Develop a planting and tree-care plan. When planning what type of tree to plant, remember to look up and look down to determine where the tree will be planted in relation to overhead and underground utility lines. Call 1-800-DIG-RITE (344-7483) in MO and 1-800-892-0123 in IL for the location of all underground utilities. Trees that reach a mature height of 25' or less are compatible for planting near electric wires. Trees that reach a mature height of 25-45' should be planted no closer than 35' from pole to pole electric wires. Trees that reach a mature height of over 45' should be planted 45' from the pole to pole electric wires.
- Obtain written approval from the property owners or governing agencies.
- Seek volunteers to help with pick up and planting of trees.
- For tips on planning your project, contact Forest ReLeaf for a free copy of "Citizen's Guide to Community Tree Planting in Missouri."

### II. APPLY

- Applications may be submitted beginning in January for spring projects and in August for fall projects.
- Trees are distributed in spring and fall on a first-come, first-served basis to qualified applicants.
- Mail the application to: Forest ReLeaf of Missouri Or fax it to: 314-533-0016  
4207 Lindell Boulevard, Suite 301  
St. Louis, MO 63108

### III. PICK UP TREES

- All trees must be picked up from Forest ReLeaf's nursery at 2194 Creve Coeur Mill Road in Maryland Heights.
- Trees are in 3 gallon containers and weigh approximately 10 lbs. each. They range from 3-6 feet tall.
- Tree pickups must be scheduled. We will contact you to set up a date and time to pick up your trees.
- Bring a tarp to cover plants to minimize damage during transport.

### IV. TREE CARE

- Newly planted trees require a minimum of three years of attention.
- After planting, water trees as needed.
- Do not fertilize at planting time.
- Mulch trees to conserve soil moisture and minimize the chance of damage by lawn mowers or other machinery.
- Stake if needed. Remove stakes before the tree is one year old.
- Remove and control competing weeds and vegetation.
- Prune dead and damaged limbs.
- Monitor and control harmful levels of insect and disease infestation.

### V. FOLLOW UP

- Share your success stories with us. Photos are appreciated!
- Share your stories with the media.
- Spread the word about Project CommuniTree!



For more information about Forest ReLeaf of Missouri's tree planting, education and volunteer programs, please call 314-533-5323 or toll-free at 1-888-4-RELEAF (473-5323) or visit our web site at: [www.moreleaf.org](http://www.moreleaf.org).



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## Application

Please print or type. Attach a separate sheet if necessary. A separate application form is required for each project.

### APPLICANT INFORMATION

Name of group/organization \_\_\_\_\_

Type of group/organization \_\_\_\_\_

Name of contact person \_\_\_\_\_

Street address \_\_\_\_\_ Suite/Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime telephone \_\_\_\_\_

Alternate telephone \_\_\_\_\_

Fax number \_\_\_\_\_

E-mail address \_\_\_\_\_

### PROJECT INFORMATION

Proposed planting date \_\_\_\_/\_\_\_\_/\_\_\_\_ Planting site/address \_\_\_\_\_

**Please note that if anyone other than the applicant is picking up the trees, digging the holes, planting, or maintaining the trees, you must attach written confirmation of this from the party responsible for doing the work.**

Who will pick-up the trees, dig the holes, and plant the trees? \_\_\_\_\_

Please give a detailed description of the planting site (specific location information is necessary for site visits):

What do you believe will be the benefits of your project? \_\_\_\_\_

### PROJECT PARTICIPANTS

Please describe project participants (volunteers, professionals, etc.) and detail any publicity for the project. (Please recognize Forest ReLeaf of Missouri in any promotion.)

**COST ESTIMATE**

Please provide detail on *your* contributions to the project:

LABOR (please estimate) \_\_\_\_\_ hours x \_\_\_\_\_ # of volunteers = \_\_\_\_\_ total hours

SUPPLIES & EQUIPMENT (i.e. mulch, fertilizer):

Donated \_\_\_\_\_

Purchased \_\_\_\_\_

**TREE CARE PLAN**

How will the trees be maintained and by whom? \_\_\_\_\_

Describe your maintenance and tree care schedule.

Watering \_\_\_\_\_

Mulching \_\_\_\_\_

Staking \_\_\_\_\_

Fertilizing \_\_\_\_\_

Pruning \_\_\_\_\_

Check for disease \_\_\_\_\_

**TREE REQUEST**

<u>Species</u>	<u>Quantity</u>	<u>Species</u>	<u>Quantity</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Send completed application, copy of planting plan, and any applicable permissions/approvals to:

**Project CommuniTree  
Forest ReLeaf of Missouri  
4207 Lindell Boulevard  
Suite 301  
St. Louis, MO 63108  
Fax: 314-533-0016**

**Questions? Call 314-533-5323 or 1-888-473-5323 toll-free.**