Steps for Successful Tree Planting Projects

**PLANNING**
- Develop a goal to create a positive environmental change.
- Plan in advance.
- Learn the history of the site.
- Develop a master plan with long & short term goals.
- Solicit input from qualified professionals, including arborists and landscape architects, to identify appropriate plant selection and location.
- Identify and prepare a detailed schedule for all planning, preparation, planting, and maintenance activities.

**LEADERSHIP**
- Develop a leadership team that includes a cross section of the community and stakeholders, including qualified professionals.
- Identify a person in the team with the vision, commitment, organizational and leaderships skills to submit the grant and coordinate activities.

**VOLUNTEERS**
- Ensure adequate volunteer commitment, both short and long term.
- Consider the logistics, transportation needs, tools, activities, costs, and a detailed schedule for your project.
- Ensure adequate volunteer involvement on planting day.
- Train volunteers prior to planting day.

**TECHNICAL SUPPORT**
- Ensure adequate long and short term commitment from qualified technical experts that include arborists and landscape architects.
- Ask for input from qualified professionals or arborists about appropriate plant selection.
- Verify that appropriate quality plant material is available and the planting stock is inspected.
- Prepare the site – clearing/grubbing, digging holes, delivery of materials, grading, and the irrigation has been installed prior to planting day.
Kaulunani Urban Forestry Program

- Inform the community via announcements, newsletters, etc.
- Develop a communication / information plan for tracking the project and keeping the community involved.

**COMMUNITY BUILDING**

- Prepare volunteer sign-in sheets for volunteers to sign.
- Identify volunteer assignments.
- Provide technical supervision for all volunteers.
- Set up the site with tools and equipment in place.
- Provide refreshments.
- Clean up the site and return all tools and equipment.

**PLANTING DAY**

- Inform the community via announcements, newsletters, etc.
- Develop a communication / information plan for tracking the project and keeping the community involved.

**POST PLANTING**

- Evaluate if the project has created a positive environmental change.
- Begin a tree maintenance program—see checklist.
- Identify and verify qualified individuals responsible to ensure and conduct maintenance.
- Ensure that funds and supplies are available for maintenance.
- Develop a check list for a project review after one year, for example, the stakes have been removed, and the irrigation is working.
- Submit a one year report on the conditions of the trees to the Kaulunani Council.
- Follow-up and ensure compliance with the long term maintenance plan (up to 5 years) that includes checking if the trees are healthy, vigorous and structurally sound, mulch is present, and stakes removed.

(Planting at the Panaewa Zoo in Hilo)

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(Good Shepherd Church in Maui)