

Kaulunani Urban Forestry Program

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.



(Planning Session)

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 leadership 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

COMMUNITY BUILDING

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

PLANTING DAY

- ◆ 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 at the Panaewa Zoo in Hilo)

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.



(Good Shepherd Church in Maui)