



# Recover, Replant, Restore!

## Planting Report Form 2024

Name of Community or Project: \_\_\_\_\_

Report Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Trees Forever Field Coordinator: \_\_\_\_\_ Amt. awarded \_\_\_\_\_

### Site Information

Site description (e.g., Lincoln Elementary, streets throughout town, Sunset Park, etc)	Date planted	Number of trees planted at each type of site:						
		Public bldgs, e.g. city, county bldgs	Parks, cemeteries, public spaces	Along streets	Schools	Private- churches, businesses	Private residences	Other
Total								

### Trees Planted

Species	Size (diameter or # container)	Quantity	Cost (per tree)	Total
		<b>Total # Trees</b>		<b>Total Tree Cost</b>

To add more trees, go to page 2. Otherwise continue on page 3.



# Volunteer/Public Employee Contribution to Project

## Public employee match hours.

Use this to calculate the match value of government employees who helped plan the project and/or helped with site prep and tree planting. Use employee's salary plus benefits to determine rate.

Employee	Hours	Rate	Total
<b>Total</b>			

## Volunteers: program and events planners

Use this table for nongovernmental volunteers/leaders who help plan the project, write grants and reports, coordinate volunteers and other activities to complete the project.

	Number	Hours	Rate (\$26.39)	Total
Adult				
Youth				
Total				

**Volunteers: site prep and tree planting** - Use this table for volunteers who help prepare site, help with tree planting, etc. - **Example- 3 vol x 4 hrs = 12 hrs**

	Number	Tot Hrs	Rate (\$15.26)	Total
Adult				
Youth				
Total				

Total all Volunteers		
Number	Hours	Value

## Equipment expenses

Use for rental or in-kind use of public or private (volunteer's) equipment. Government entities should use their standard rates. Volunteers can refer to Tree Forever's In-kind Equipment Rate Schedule. **Add other equipment expenses in the blank spaces.** Attach receipts.

Equipment	Hours used	Rate	Total
Trucks			
Trailers			
End loaders			
Augers			
<b>Total</b>			

## Other Planting Expenses

Use this table for other in-kind contributions by volunteers or government entities to complete the project. Attach receipts. **Add other expenses in the blank spaces.**

Item	Notes	Total
Mulch		
Tree stakes, ties, etc.		
Tools- shovels, rakes, bolt cutters, etc.		
T-shirts, food, etc.		
Nursery discounts		
<b>Total</b>		

Match Totals		Amt awarded	Total Cost of Trees
Trees cost beyond grant awarded			
Public Employee Match			
Volunteer Match			
Equipment			
Other Expenses			
<b>Total</b>			

**Please upload this form at [treesforever.org/recover-replant-restore](https://treesforever.org/recover-replant-restore) or send this completed report form to Deb at 80 W 8th Avenue, Marion, IA 52302 or [droman@treesforever.org](mailto:droman@treesforever.org). Reports are due within 30 days of the planting. **Please remember to include supporting documentation including, invoice(s) and 2-3 photos.****