



TREES FOREVER

COMMUNITY RESOURCE GUIDE

Planting a better tomorrow



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ORGANIZING A SUCCESSFUL TREE COMMITTEE

When starting a community forestry or beautification program it is important to have a steering committee that functions well and is in it for the long haul.



01 COMMITTEE MAKE UP

Consider the skills and talents individuals can contribute as you invite new members to join.

Some individuals to consider;

- Community volunteer leaders
- Service Club Leaders
- Corporate Representatives
- Movers and Shakers
- City and County Government Representatives
- County Extension Offices
- Educators
- Youth and Youth Group Leaders

02 ELECT OFFICERS

Ideally a committee should have 3 officers to avoid burn out from responsibilities. A chair (or co-chairs), secretary, and treasurer.

03 ASSIGN ROLES

We recommend that each committee member, or in some cases a small group of committee members, focus on a particular area or role.

Some roles to consider;

- Volunteer coordination
- Site design/species selection
- Tree acquisition
- Fundraising
- Education
- Media
- Planting day
- Tree care
- Record keeping

ORGANIZING A SUCCESSFUL TREE COMMITTEE

Roles and Responsibilities

Treasurer

Monitors daily cash flows. Ensuring there is enough funds to cover expenses.

Maintains an accurate record of expenses.

Yearly budgeting alongside committee officers.

Advise on fundraising strategy.

Secretary

Circulating agendas and reports to the full committee.

Keeping up-to-date contact details for the committee members.

Taking minutes for meetings.

Chairperson

Ensures that a written agenda is ready for the meeting and that agenda items are for everyone. If an item involves only one or two people, it is not committee business.

Guides and focuses the discussion one agenda item at a time.

Uses a consensus approach to reach a conclusion.

Delegates tasks to other when needed.

Encourages full discussion and participation. Serves as negotiator and arbitrator.

Respectful of the committee member's time. Starts and adjourns on schedule.

DEVELOPING A COMMUNITY FORESTRY PROGRAM

GETTING STARTED



Establishing a Steering Committee

You will first want to build a strong foundation with a steering committee that is designed to function for many years. Seek broad citizen representation from throughout the community.

Create a Formal Tree Board

You can either ask the city council to approve the steering committee as the sanctioned tree board or ask the existing tree board to include representatives from the steering committee.

Become a Tree City USA

Begin work to meet requirements of Tree City USA. You can find information on how to become a Tree City at www.arborday.org/programs/treeCityUSA.

Create a Plan

Write a three-year to five-year focus plan that lays out the goals you want to accomplish.

Engage Schools and Youth

Begin a program with the schools, both to provide education about trees and healthy urban forests and to engage youth in your community forestry efforts.

Provide Training

Make sure your volunteers are equipped with the knowledge to plant and care for trees and to be effective advocates for trees. Contact Trees Forever to discuss support available to your community. Seek out workshops, online training, educational publications, and courses. Share these opportunities with city staff and tree board members.

Tree Survey and Inventory

Complete a street and park tree assessment that covers all of your community's public trees. Strive to obtain a full inventory, including street trees and park trees. If this is not possible, try to get a partial inventory of 5-10 percent of your trees. Contact your state's DNR urban forestry coordinator to ask how your community can obtain a tree inventory.



DEVELOPING A COMMUNITY FORESTRY PROGRAM

BUILDING THE COMMITTEE



Create or Update Tree Ordinances

Write a tree ordinance or revise the existing ordinance (include a clause for reviewing it every three years).

Reinvigorate the Tree Board

Consider changing roles or officers to keep contributions and perspectives fresh. If a member has left the tree board, brainstorm a new person to invite to fill the position.

Tree City USA Requirements

Continue to implement requirements to become a Tree City USA.

Report

Submit a report annually to the city council.

Public Education

Develop a program (using media, presentations, etc.) and visit civic groups regularly to enlist their members' support and participation.

Volunteer Training

Provide formal training for volunteers. (Attend state chapter arborist meetings, Extension meetings, Trees Forever TreeKeeper sessions, conferences and field days).

Long Term Plan

Develop a long-term master plan that includes planting and maintenance (use the three- to five-year focus plan from Phase I).



DEVELOPING A COMMUNITY FORESTRY PROGRAM

ONGOING ACTIVITIES



Complete a Detailed Inventory

Inventory of street and public tree resources.

Have a Management Plan

place for long-term planting and maintenance with provisions for annual review.

Review Tree Ordinance

Every three years.

Education

Continue efforts with the public and schools.

Report

Annual report to the city council.

Strengthen Committee Make-Up

Consider bringing new and different perspectives to your membership. If you sense volunteer burnout, think about changing roles and seeking new or different volunteers to serve as officers. Take time to celebrate both short term and long-term accomplishments.

Engage the Community

Thank long-term sponsors and partners and share with them some of your accomplishments.

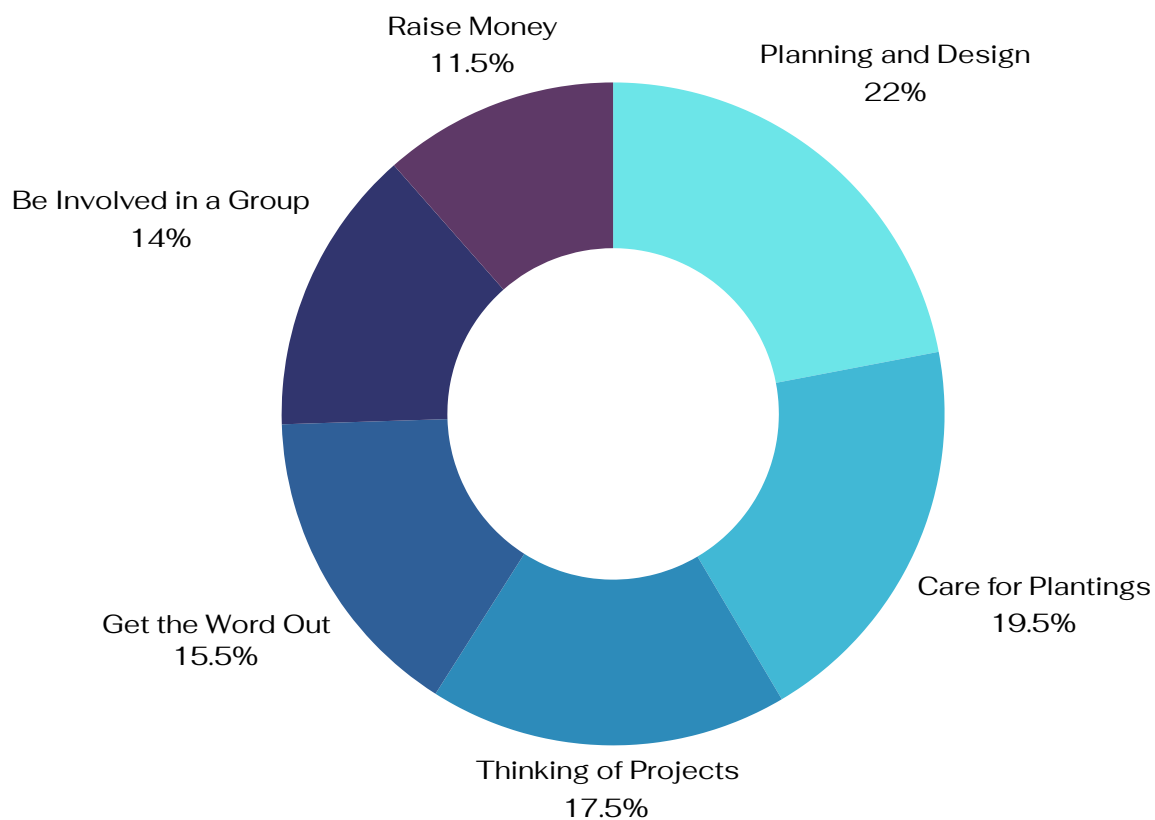


ENGAGING YOUTH

GETTING INVOLVED

Trees Forever conducted focus groups and surveys of youth ages 12 to 25 to understand what motivates them to volunteer, best means of communicating with and among them, and what can be done to make volunteering an enjoyable experience for them. Though not a random or scientific survey, the input from the 84 respondents provides valuable guide for how to effectively engage a younger audience.

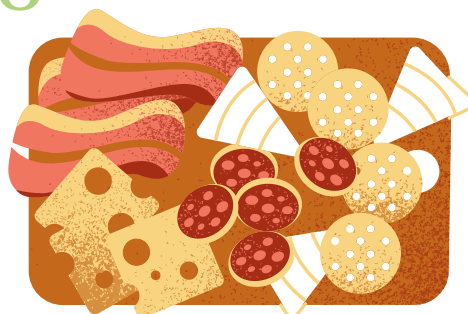
Activities that our survey respondents would like to be involved in



Note that youth volunteers want to be involved in more than just being the “labor” that plants trees.

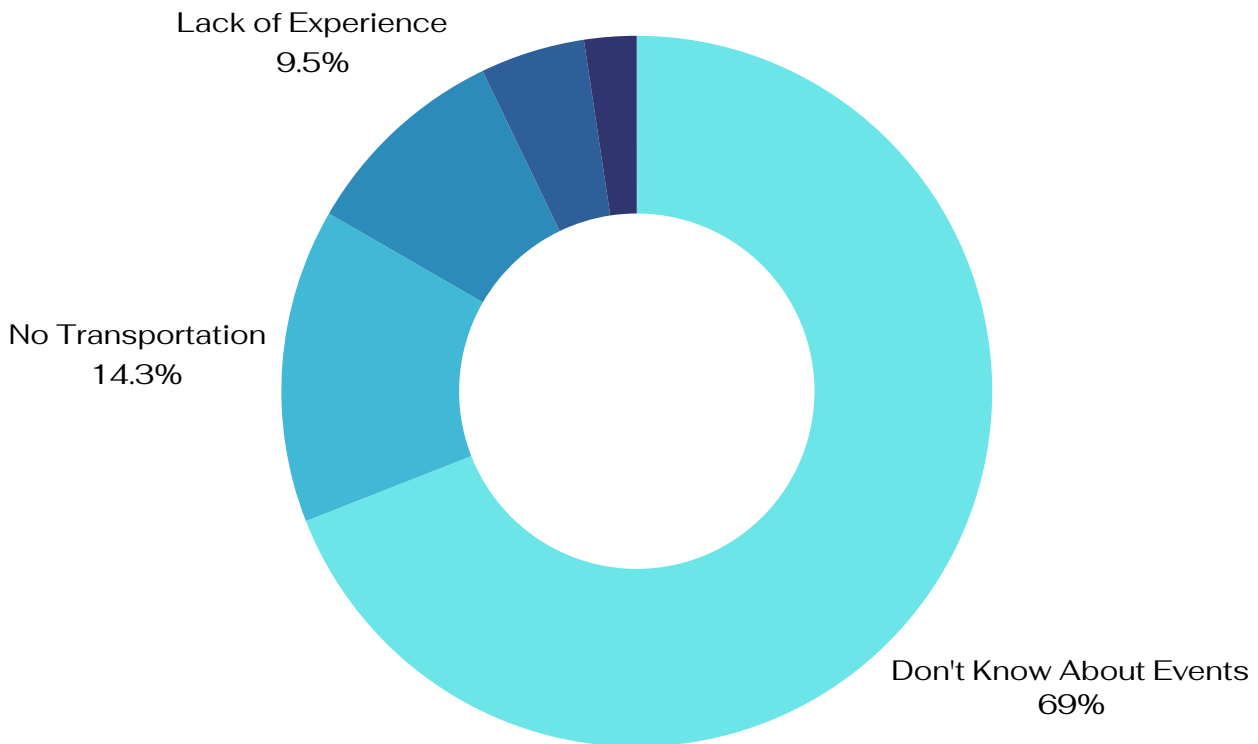
MOTIVATION TO VOLUNTEER

- Working alongside friends
- Food provided
- Clothing giveaways
- Work experience
- School credit
- Volunteer credit



ENGAGING YOUTH

WHAT KEEPS YOUTH FROM GETTING INVOLVED?



As is true for all ages, communication is key to recruiting volunteers to get involved in projects. Communication preferences often differ by generation, although multiple forms of communication are usually needed.

WAYS TO COMMUNICATE

- Email
- Social Media
- Clubs or School
- Texting
- Peers



ADVOCATING FOR TREES WITH POLICY MAKERS

An important function of your community tree committee is to be an effective voice for trees.

It is at your local level where you will likely have the greatest impact on your community's urban forest. With the facts behind you, you can successfully demonstrate the economic, environmental, and social benefits that trees provide in your community.

MEETING IN PERSON

Always take the opportunity to talk with your policy makers—whether at a meeting you organize with them or at other public meetings.

- Take advantage of meet-and-greet events
- Remember to always be polite and respectful.
- don't take up too much of their time.
- thank them if they have taken actions that you support!

ADVOCATE WITH OTHERS

It doesn't take many contacts to make an impact on policy makers.

- Ask other people to talk to their council members and legislators.
- Make the issue visible and keep doing it
- Look for educational opportunities

CREATE LETTERS OR EMAILS

Remember the 3 B's.

- Be direct.
- Be concise.
- Be gone.



FUNDRAISING AND GRANT WRITING TIPS

01 RAISING FUNDS QUICKLY

- Request funding from a local business
- Request donations from individuals through phone, mail, or in person contact
- Promote individual donations through special plantings
- Sell merchandise
- Ask retailers to designate a percent of their sales for one day to support your group or project
- Raise funds through special events like festivals, bike races, bake sales, sporting events, etc.
- Booths at local markets or shows



02 LONG TERM FUNDRAISING

- Work with city and council governments to establish an annual line item in the city budget
- Pursue grants from charitable corporate or private foundations to fund local projects
- Develop an annual fundraiser event



03 GENERAL GRANT WRITING TIPS

- Make sure your project meets the goals of the granting organization
- Talk with the contact person from the granting organization
- Don't be afraid to ask others for help writing or reviewing what you have prepared
- Give plenty of time to prepare
- Read grantor instructions
- Start with an outline or timeline to help get words on paper
- Assume reviewers are not familiar with your project or town and the need for the project.
- Choose language carefully. Avoid acronyms, lingo, or words that someone outside the community would not understand
- Be clear and to the point
- Include community support. Submit letters from business owners, community groups, or even the mayor
- Include any groundwork that has been completed, money raised, and any in-kind contributions received
- Always send a complete application



UNDERSTANDING TAX-EXEMPT STATUS

TAX-EXEMPT MEANING

Tax-exempt status means that donors who contribute to your organization are eligible for a tax exemption if they itemize their income tax return. Even if an organization has obtained tax-exempt status from the IRS, it does NOT exempt the group from paying state or local sales tax on items such as plant materials, supplies, or other services that are purchased for various projects. This is a common misconception!

SHOULD YOU BECOME A TAX-EXEMPT ORGANIZATION?

Before you pursue tax-exempt status for your group or committee, we recommend you evaluate the long-term time and expense commitment as well as the reporting and accounting requirements to both apply for and maintain 501(c)3 status. Review your options prior to moving forward.

Tax-exempt status is given by the IRS to organizations that fit within their 501(c)3 guidelines. In order to file an application, you must first be incorporated as a non-profit corporation and have complete Articles of Incorporation and Bylaws. There is an annual fee, based on your annual receipts. You will be required to file Form-990 reports annually to satisfy the IRS that your organization continues to fit within the guidelines. Many states, including Iowa and Illinois, also have other specific reporting requirements. If your group or committee does decide to pursue tax-exempt status, we recommend that you consult with a local legal or accounting firm for assistance.

It is important to understand that tax-exempt status and exemption from paying sales tax are two entirely different issues.

ALTERNATIVES TO APPLYING FOR TAX-EXEMPT STATUS

Consider asking your city government to manage your local program dollars within a restricted city account (not as part of the general fund). This will also allow you to avoid paying sales tax on trees or other items related to your program, as government entities are exempt from paying sales taxes.

Managing the finances for local projects through city coffers has worked well in a number of communities.

Ask another existing nonprofit with tax-exempt status – such as a local Main Street program or the Chamber of Commerce – to manage your funds. They would serve as your fiscal agent. Often, these groups are already involved with your local tree-planting efforts and would be happy to assist your group or committee in this way.

UNDERSTANDING TAX-EXEMPT STATUS

Tax-Exempt Status Issues at a Glance

Nonprofit Status

This is a state law concept where an organization files articles of incorporation with the state government and is formally recognized as a nonprofit corporation. Organizing as a nonprofit at the state level does not automatically qualify your organization as exempt from federal income taxes or state sales tax. An organization can file for nonprofit status and collect donations, but donations will not be tax deductible for the donor. The organization is also required to pay sales tax.

Tax-exempt – 501(c)3

This is a formal recognition from the federal government that allows donations made to the organization to be tax deductible. To be exempt from state and local taxes, additional forms and paperwork are required. The following is a list of benefits and drawbacks of applying for tax exemption.

Benefits	Drawbacks
Donations made to the organization are tax deductible for the donor	Significant paperwork is needed for filing and maintaining tax-exempt status
The organization, in most cases, is exempt from paying federal income taxes on revenue	A fee of several hundred of dollars is required when filing
The organization has a greater eligibility for certain grants from foundations, corporations, or government agencies.	Annual filing updates are required by the federal government biennially by state government.

Steps Towards Applying for Non-profit Status and Federal Tax Exemption

1. Formally establish your organization with a board of directors or committee officers. This will also include by-laws, conflict of interest policy, etc. Consider consulting a legal or accounting firm for assistance.
2. File Articles of Incorporation with the state (this serves as legal recognition for your organization) and pay the filing fee.
3. Apply for federal tax exemptions as a 501(c)3 organization.
 - a. Apply for an Employer Identification Number (EIN) from the IRS.
 - b. Obtain and complete an Application for Recognition of Exemption Under Section 501(c)3 of the Internal Revenue Code and pay filing fee.

RECRUITING AND COORDINATING VOLUNTEERS



RECRUITMENT

Use of Media

Through the use of newspaper, radio, TV, city websites, and social media websites, you can inform people in the community of what you are doing. Be sure to share success stories of your work – people tend to support positive work that improves their community.

Ask Them

Go to service clubs, environmental groups, and other organizations in the schools and the community to tell them about your program and ask for support. An even better way to recruit volunteers is by asking them personally.

Match the Volunteer to the Task

Not everyone wants to do the same job or can give the same amount of time. Inform people of the tasks that need to be completed, the job description of each task, and the time commitment required.

TEAM BUILDING

Respect and a Sense of Ownership

Ask for input and advice. Provide orientation, training, and supervision for the whole team. Being prepared and coordinated to respect the volunteers' time. It is also important to repeatedly thank the volunteers for their time, enthusiasm, and commitment.

Appreciation

One of the basic ways to motivate volunteers is to thank them. Plan a potluck dinner, give awards, hand out snacks or meals during planting, and smile often.

USING MEDIA EFFECTIVELY

Publicity encourages volunteer participation, stimulates voluntary donor support, and can make face-to-face fundraising easier.

- What is the project?
- Who is doing (and sponsoring) the project?
- When will it take place?
- Where is it going to take place?
- Why is it significant or newsworthy?
- How will it (the event or project) be done?
- Whom do you contact for more information?

Aside from keeping people informed, beautifully designed booklets can also be brought home as a keepsake. These visually appealing platforms are easy to distribute as well, and can be handed out during expos and other events, making your brand truly memorable.

Just like most print publications, the key to creating an effective booklet lies in curation. Consistency in branding is important for businesses, but good design also applies to personal or event booklets. Make sure you have clear, accurate information on each page.

MEDIA CHANNELS

There are various avenues that can be used to share the good work you are doing.

- Newspaper inserts
- Press releases
- Television coverage
- Radio interviews
- Social media
- YouTube



USING MEDIA EFFECTIVELY

Get your message out! You can help the media do a good job for you by providing the information they need to know in a clear and concise manner.

- What is the project?
- Who is doing (and sponsoring) the project?
- When will it take place?
- Where is it going to take place?
- Why is it significant or newsworthy?
- How will it (the event or project) be done?
- Whom do you contact for more information?

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POTENTIAL STORY ANGLES

- Significant funding supporters of your program
- Planting of an unusual or noteworthy tree
- Site significance
- Educational efforts
- Volunteers involved with the project
- A “noteworthy” citizen involved with the project

SUCCESSFUL TREE PLANTING

Planning

Putting together a team of leaders who can focus on the planting. Assigning specific tasks to members will help spread the workload and avoid burnout.

Set a Date

Select a date and time when volunteers are able to participate. If a school is involved, you will most likely need to plant during a weekday rather than in the evening. If outside youth groups, civic organizations, or people who work during the week are to be involved, evenings or weekends will work better. Always select a rain date when you set the date and be sure you have a system in place to notify participants if the weather does not allow planting.

Create a Planting Design

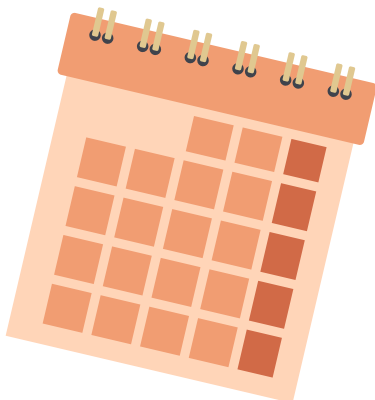
See page 15

Make a Plan for Long-term Maintenance

As you make plans for your planting project, it is important to determine how the newly planted trees will be cared for, especially in those first few critical years after planting.

Order Trees and Supplies

Consider ordering mulch at this time or look for inexpensive or free local sources of mulch. Also order or find stakes and ties if needed (for bare-root planting stock or windy areas.) See our Purchasing Trees resource guide to learn more about purchasing trees, including developing a bid sheet.



Recruit Volunteers and Event Participants

See page 12

Mark the Planting Location and Locate Utility Lines

In preparation for the planting day, you will need to mark tree locations and contact "One Call" to locate utility lines at least 48 hours before digging. Flag the location of each tree and/or mark the ground with marking paint (this is helpful in case the flags are removed before the utilities are located). The edge of the hole you dig for your tree should be at least 18 inches from where the utility line runs.

Event Kickoff and Planting Demonstration

- Create an agenda ahead of time, and provide opportunity for sponsors, partners, leaders, etc. to speak.
- Start with orientation and ceremonial activities.
- Demonstrate proper planting, watering, mulching, and staking.
- Plant and take pictures!
- Provide a break time for refreshments.
- Clean up

Reports and Documentation

Sponsors or funders usually require reporting and documentation of your project. Having this information will also help you get organized next year. sign-in sheets to record the time you and others spend volunteering; include the time you spend planning the planting as well as the time you spend on the actual planting day. Make sure funding is appropriately used for approved projects. Keep receipts and take photos.

DEVELOPING A PLANTING PROJECT

01 PROJECT SELECTION: GOALS FOR THE COMMUNITY

- Residential energy efficiency plantings
- In public right-of-way along streets in town
- At retirement homes
- At non-profit and service organizations
- In and around parking lots
- At community entrances
- At parks and playgrounds
- At schools and colleges
- Near public buildings
- Along riparian areas
- Many more



02 DESIGN CONSIDERATIONS

- Locate all utilities
- Note good views to be framed or enhanced
- Identify undesirable views to be screened
- Identify site clearances that need to be maintained for safety
- Determine the character of the site



03 ENVIRONMENTAL CONSIDERATIONS

- Soil conditions and pH
- Hardiness zone
- Moisture conditions
- Determine if there is a risk the site may flood
- Consider the aspect of the land
- Air pollution
- Foot traffic
- Heavy winds
- Salt and ice melt use
- Existing erosion
- Noise buffering



DEVELOPING A PLANTING PROJECT

04 DESIGNING FOR ENERGY EFFICIENCY

- Shade trees should be planted on the east and west sides of buildings
- Avoid planting trees directly south as they can block solar warmth in the winter
- Windbreak trees should be planted on the north and west sides of buildings

05 DEVELOP A SITE PLAN

A site plan is a sketch that shows the scale of the project area, existing plants and infrastructure, species to be planted, and locations where species is to be planted. Most tree grants require a site plan so funders know where you are planting species. This plan should be completed to a scale that is appropriate for the size of the project and should contain the following information:

- Scale
- North arrow
- Plant locations, species, and size planned
- Location of overhead and underground utilities

06 CONSIDER DESIGN PROFESSIONALS AND TREE SPECIALISTS

Landscape Architects: design assistance, long-term planning, tree selection, and maintenance considerations.

Landscape Designers: design assistance, tree selection, and maintenance considerations

Horticulturists: tree selections, maintenance needs, and advice on diseases.

Urban Foresters: tree selection, maintenance needs, and advice on diseases.

Arborists: tree selection, maintenance needs, and advice on diseases.



SELECTING TREE SPECIES

Recommended species lists can help you get started, but before making final decisions take the time to evaluate several conditions specific to each site.

- **Soil Conditions and Soil Type** – clay, loam, sandy, and pH.
- **Hardiness zone** – determine your zone at PlantHardiness.ars.usda.gov
- **Soil Moisture** – wet, medium or dry.
- **Sun Exposure** – sunlight, partial shade, or full shade.
- **Available Space** – both below ground and above ground, including proximity to buildings, overhead power lines, underground utilities, and other trees.
- **Species Diversity** – consider what species are already on the site and avoid planting too many trees of any one species.
- **Tree size** – give the tree enough room to attain its mature size, both above and below ground. Also pay attention to utility lines.
- **Color and Texture** – foliage color, flower color, stem color, and fine-textured to coarse-textured leaves.
- **Form** – branches create a shape for the tree that make it appear vase-like, round, columnar, or oval
- **Deciduous vs. Evergreen** – normally only deciduous trees should be used in street tree projects. They can be pruned to maintain needed clearances, can be adapted to a narrow planting right-of-way, and can create a desirable canopy effect. Evergreens are typically used to screen undesirable views, provide winter interest, or for windbreaks.
- **Resistance to Stressors and Other Threats** – be aware of plant diseases, insects, and conditions that affect certain species.
- **Tree Debris** – seeds or tree litter could be a problem on the street or high traffic areas.



THINGS TO CONSIDER WHEN PURCHASING TREES

WHAT TO LOOK FOR



GOOD FORM

A single straight leader and evenly spaced branches along the trunk that are balanced on each side. There should be no diseased or injured branches.

HEALTHY TRUNK

Free of injuries and decay. If a tree was grafted to root stock, the graft union be free of decay.

STANDING ON THEIR OWN

Trunks should not be propped up by staking material.

GOOD RATIO OF SHOOT TO ROOT

Space above ground to below ground. Most people focus on the size and appearance of the above-ground portion of the tree; the root systems are just as important.

CONTAINER GROWN TREES

Root flare should be at the soil surface (not buried) and soil should cling to the roots when the tree is removed from the container. Roots should not encircle the root ball because this can eventually cause the roots to girdle the tree and shorten a tree's life. The tree should be firm in the root ball; it should not sway when pulled gently

OBTAIN BIDS BEFORE PURCHASING

Request a diverse mix of trees by including some less common species in your bid. Specify a date that trees should arrive that is a few days before a planting event. This allows time to inspect and, if necessary, reject trees that do not meet specifications. Ask about policies for replacing stock that dies.

MOVING TREES NOT GROWN BY A COMMERCIAL NURSERY

The Code of Iowa states that all trees moved in Iowa must be inspected and certified by the Iowa Department of Agriculture. Even donated trees must be inspected to ensure that no pests are transported. To make arrangements for an inspection, contact the State's Entomologist's office.

HOW TO PLANT A TREE

01 CALL 811

Before planting, call 811 to locate underground utilities.



Know what's below.
Call before you dig.

02 MARK THE LOCATION

Mark where you want to plant. Dig a circle 2-3 times the diameter of the tree's container. The hole should be no deeper than 1 foot.



03 REMOVE

Remove the tree from its container or cloth bag.



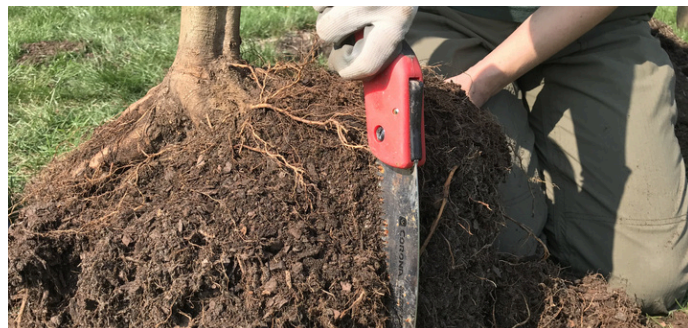
04 PREP THE TREE

Find the root flare. The root flare is where the base of the tree flares into the roots. Carefully remove the top layer of soil, stopping before you get close to the trunk, until you find the first root the size of a finger. Remove soil from around the entire tree so the root flare is exposed on all sides.



05 PREVENT CIRCLING ROOTS

Make a vertical slice every few inches around the tree's root ball to prevent circling roots. Circling roots can strangle a tree as it grows and make it more prone to fall during heavy winds.



06 TREE IN THE GROUND

Lower your tree into the hole. Place your shovel handle across the hole to provide a guide for the surrounding ground level. Ensure that the root flare is at, or slightly above, ground level. Add or remove soil until the correct depth is met.



07 VERTICAL TREE

Use your shovel as a guide to confirm your tree is sitting vertical. Add or remove soil to the hole until it is. Be careful to maintain the root flare at ground level.



08 BACKFILL

Once the tree is sitting level, backfill the planting hole to roughly half full with the original soil. Pour one bucket of water around the planting hole to settle the soil and remove air pockets.



09 FILL

Fill in the planting hole with the remaining soil and build a berm (or donut) around the perimeter. Again, make sure the root flare is still exposed.



10 MULCH

Apply a 2-4 inch layer of mulch around your tree. Mulch should be held back from the trunk and root flare-wet mulch can rot the trunk leading to disease and death.



11 WATER

Place a tree guard over the trunk. Attach either a watering bag or 5 gallon bucket with a 1/8 inch hole drilled near the bottom. If using a bucket, make sure the hole is pointing towards the trunk.



TREE CARE GUIDE

KEEPING THE TREES HEALTHY



WATERING

A good general rule is that newly transplanted trees need an inch of water every week to 10 days. A 5-gallon container grown tree will need roughly 5-10 gallons of water per week when there is no rainfall.

Slow soaking is preferable to a heavy quick watering; considering a 5-gallon bucket that has a small hole drilled in its side near the bottom.

MULCHING

Mulch conserves more soil moisture, moderates extreme temperature changes, prevents soil compaction, reduces competition with turf grass, and helps prevent mechanical injury from mowers and string trimmers.



PRUNING

Pruning at planting is only necessary if branches are crowded, rubbing, weak, or damaged. Removal of co-dominant stems is also important to create a single leader.

TREE CARE GUIDE

KEEPING TREES HEALTHY

TRUNK WRAPPING

Thin-barked trees may benefit by having their trunks wrapped to prevent injuries caused by sunscald and frost crack. If wrap is needed, install in late fall and remove early the following spring to prevent potential harmful high temperatures and moisture between the trunk and wrap.



FERTILIZING

Fertilizing a tree is generally not recommended unless you know the soil is deficient in certain essential minerals.

ANIMAL PROTECTION

In areas with large populations of wildlife, consider fencing around the mulched area. Heavy, hog panel type fence will prevent damage by large animals, while smaller chicken wire or plastic tubes will help with small animals.

PRUNING PRACTICES

WHY PRUNE TREES

Giving special attention to trees in the first few years after planting is most important in determining their form and strength as a mature tree.

Safety - Remove branches that might cause bodily injury of property damage if they fall. Also prune so that branches don't block street or traffic signs or impede views.

Tree Health - Prune trees to remove diseased, dead, or storm damaged, and crossing or rubbing branches.

Form and Structure - Prune young trees to ensure a strong central leader, prevent codominant stems, and develop good branch structure. Prune trees to maintain their natural form and overall beauty.

WHEN TO PRUNE

The best time to prune is in winter between November and February when trees are dormant and you can see the tree's structure. The second-best time to prune is mid-summer, after leaf growth is completed. Dead or damaged branches may be removed any time of the year.

Oaks and elms should ONLY be pruned in the winter to reduce the chance of oak wilt or Dutch Elm Disease spread. If you must prune one of these species in the spring, summer, or fall, cover the wound with latex paint. This is the only time painting a tree wound is recommended.

Never prune trees during budding or fall leaf drop. Trees are using energy to perform these processes and will be less able to respond to the pruning wound.

Conifers need little pruning, but if required, they can be pruned any time of the year.

PRUNING TIPS

- Do not flush cut.
- Do not use pruning paint or tar. These substances prevent wound closure.
- Do not top trees. The tree responds by sending out a flush of new growth that is very weak in nature.
- Do not leave a branch stub. A stub cut is similar to topping or tipping and can cause the tree to send out poorly-attached, weak shoots.
- Do not prune healthy branches of a newly planted tree. Wait one growing season before pruning.



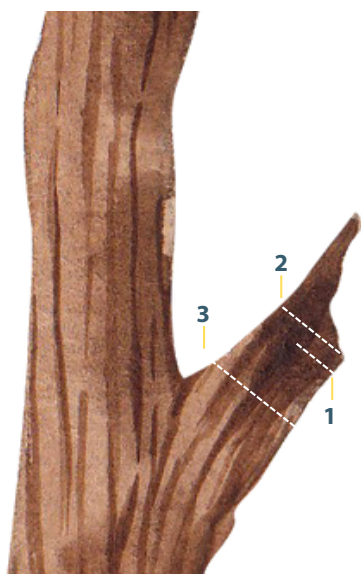
PRUNING PRACTICES

HOW TO PRUNE

Prune branches when they are approximately the size of your thumb, or about one inch in diameter. A smaller pruning wound allows the tree to respond and seal the wound faster. In most cases, a pair of hand pruners can be used for branches of this size.



Locate the branch collar and branch bark ridge before making any cut. Your pruning cut must be made outside of these two areas, so that your tree seals the wound properly.



Use the 3 cut method for branches larger than 1 inch in diameter. A hand saw is recommended for these larger cuts.

01

The first cut is made on the underside of the branch, about six to twelve inches away from the branch collar. Cut about one-third of the way into the branch to prevent it from tearing during the second cut.

02

The second cut is made several inches outside of the first cut, cutting through the branch from top to bottom in order to remove the weight of the branch.

03

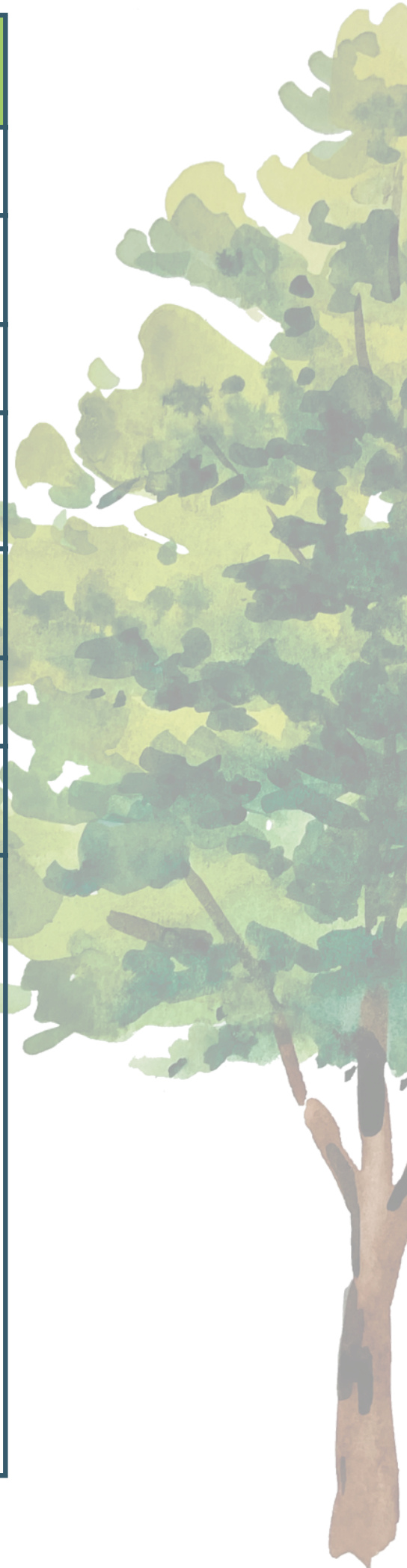
The third and final cut is made just outside of the branch collar

HAVE A PURPOSE IN MIND BEFORE MAKING A CUT

- Remove narrow V-shaped branch unions and encourage strong U-shaped branch unions.
- Prune safely and stay away from utility lines!.
- Remove the 3 D's – dead, deceased, and damaged branches.
- Remove sprouts and suckers coming from the roots, base, trunk, and branches.
- Encourage a central leader by removing any co-dominant stems.
- Remove any crossing or rubbing branches.

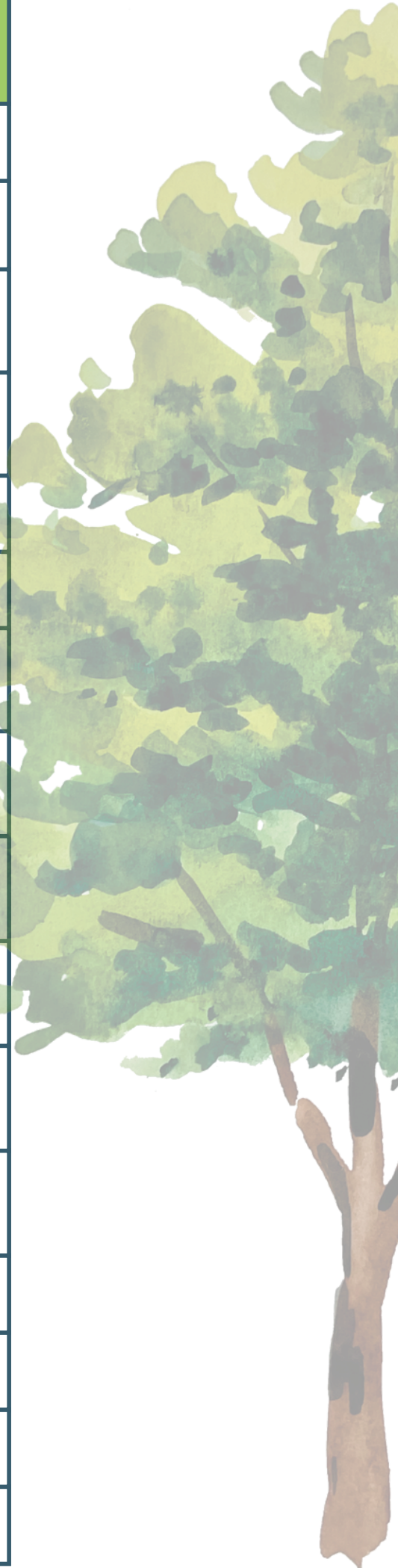
Design Review Checklist

	Scale and North arrow are included
	Utilities, sidewalks, streets, buildings are shown on plan
	Existing trees are noted
	Proposed trees named (specific varieties) with size and root condition indicated (bare root, container, or balled and burlapped)
	Trees are hardy for the area and are appropriate for the local site conditions
	Tree spacing is adequate to perform desired use
	If planting for energy efficiency, trees are properly located
	<p>The proposed plan does not create any dangerous or undesirable condition or maintenance problem such as:</p> <p>If trees are proposed under electric lines, is an appropriately sized variety chosen?</p> <p>Is there adequate site clearance for traffic at streets, alleys, and driveways? (Unless local code is more limiting, consider the minimum distance from the intersection of street curbs to be 35 feet, and no closer than 10 feet to the nearest alley or driveway)</p> <p>Will trees chosen contribute messy fruit in a pedestrian or parking area?</p> <p>Will fruits or nuts be produced that may cause future problems?</p> <p>Are trees in front of swings, slides, or other existing structures that may be harmful to children or the tree?</p> <p>Are trees protected from car overrun? Are there parking barriers?</p> <p>Will snow removal be harmful to the trees?</p>



Planting Day Equipment Checklist

	Shovels
	Hole-diggers/augers (if needed)
	Water source and equipment (hoses, five-gallon buckets, pull-behind water tanks)
	Stakes and strapping (if needed) such as soft, flexible fabric and scissors to cut it
	Stake driver (post pounder)
	Hay hooks for balled and burlapped trees (if needed)
	Old pruning saws to cut circling roots on containerized trees (if needed)
	Hand pruners to prune broken branches and double leaders
	Tarps to place dirt on when digging holes (makes clean-up easier)
	Rakes to help with clean-up and mulch spreading
	Utility knives to cut burlap back around B&B trees
	Wire cutters/bolt cutters to cut back wire baskets around B&B trees
	Wheelbarrows (if mulch is not in bags)
	Heavy-duty dolly to move heavy trees (if needed)
	Tape measure
	Garden claws to remove excess soil the top of roots





TREES FOREVER

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