



APPLICATION PROCESS  
FOR REQUESTING, SELECTING AND RECEIVING PLANT MATERIALS FROM THE  
SHADETREE PARTNERSHIP NURSERY

1. Upon request, a current inventory list and plant request application will be emailed/mailed to the applicant. Be advised that all stock will need to be treated prior to leaving the nursery, so plan your planting, selection and plant material pick up event at least one month in advance.
2. Once the application request has been approved, coordinate a date for a site visit with Victor Zamora ([zamora@irwd.com](mailto:zamora@irwd.com)) or other Shadetree personnel at the nursery to select the requested plant material. During the site visit, bring personnel (or a maintenance crew) to select and relocate the plant material to another location in the nursery to be treated before pick-up.
3. Coordinate a date with Victor Zamora or other Shadetree representative to pick up plant material. Picking up plant materials includes bringing equipment and vehicle(s) to move the stock, so bring sufficient manpower to pick up and move the plant materials into a vehicle(s) or truck(s). The nursery may be able to provide hand carts to assist with this process. **Shadetree is not responsible for loading your stock, it is your responsibility** so plan accordingly. Additionally, if you are scheduling a planting event and wish to use shovels and buckets, schedule the pickup of those tools at the same time as picking up the nursery stock (as there are no permanent individuals on-site at the nursery). It is your responsibility to load/unload this equipment into your vehicles.
4. Donations for the stock is very much appreciated to keep the nursery operating for your cause as well as the community.

If you have any questions, please email Victor Zamora at 949/560-0364.

Thank you!



## Application for Shadetree Partnership Inc. Planting

Name of Organization	Type of Organization <input type="checkbox"/> School <span style="float: right;"><input type="checkbox"/> Church</span> <input type="checkbox"/> Government <span style="float: right;"><input type="checkbox"/> City/Municipality</span> <input type="checkbox"/> Other Non-profit: <span style="float: right;"><input type="checkbox"/> Homeowner Assoc.</span>
Local Address of Organization (City & Zip)	Primary Contact Person
Address of tree planting site (if different)	Primary Contact Phone 1 (     ) Phone 2 (     )
Description of event	Primary Contact e-mail address
	Back-up Contact Person
Proposed date of Event:	Back-up Contact Phone 1 (     ) Phone 2 (     )
	Shadetree has a limited number of shovels for loan: Large (adult) shovels: 100    Small (child) shovels: 25
How many total trees will be planted at the site?	
Are all City/County/State permits filed? (if necessary)	
1. Species of tree(s) requested: _____	Number _____
2. Species of tree(s) requested: _____	Number _____
3. Species of tree(s) requested: _____	Number _____
4. Species of tree(s) requested: _____	Number _____
5. Species of tree (s) requested: _____	Number _____
	6. Species of shrubs (s) requested: _____ Number _____
	7. Species of shrubs (s) requested: _____ Number _____
	8. Species of groundcover (s) requested: _____ Number _____
	9. Species of ground cover (s) requested: _____ Number _____
	Donation to Shadetree : \$ _____
How will the trees be irrigated at the site after the event?	
Proposal submitted by:	Date:
FOR SHADETREE PARTNERSHIP USE ONLY:	
	Date Site inspected:
Site suitable for requested species?	Approved by:
	Total trees planted _____

Where did you hear about us from? \_\_\_\_\_

**Please attach a sketch of the area to be planted and include the location for each tree.**

**Please FAX/EMAIL/or mail** this proposal to Tom Bonkowski, Shadetree Partnership, Inc., 15600 Sand Canyon Avenue, Irvine, CA 92816. FAX at /888-510-5017 or email [bonkowsl@irwd.com](mailto:bonkowsl@irwd.com)

For questions, contact Victor Zamora at 949/453-5817 or [zamora@irwd.com](mailto:zamora@irwd.com) . You may also contact Tom Bonkowski at 949/453-5692 or [bonkowsk@irwd.com](mailto:bonkowsk@irwd.com)

Thank you for your interest in Shadetree Partnership Inc. "Making Ecology Happen!"