



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

Upon request, a current inventory list and plant request application can be emailed/mailed to the applicant. When submitting your application, be sure to include a planting plan map where the trees and plants are to be planted. Be advised that materials listed on the inventory may not be available land donated stock will be treated prior to leaving the nursery, so plan your planting, selection and plant material pick up event at least one month in advance.

Once an application request has been approved, you can coordinate a date and time for a site visit with our Volunteer Coordinator or other authorized Shadetree Representative to select the requested plant material. **During this site visit, please bring personnel** (or a maintenance crew) to select and transfer the plant material to another location in the nursery to be treated before pick-up.

After the site visit, you can schedule a date and time to pick up the plant material. **Pick up hours are from 9:00 a.m. to 10:00 a.m. only on Wednesdays.** Picking up plant materials includes bringing equipment and vehicle(s) to move the stock, bring sufficient manpower to pick up and safely move the plant materials into a vehicle(s) or truck(s). For pickup of 24" box trees (which may weigh over 350 lbs.), applicants are required to bring a truck with a lift gate or a truck and trailer setup. The nursery may be able to provide hand carts to assist with this process. **Shadetree is not responsible for selecting, loading, lifting, moving, maintaining, transporting planting or in any way responsible for your stock.** It is your responsibility, so plan accordingly. Also, upon applicant's arrival at Shadetree Nursery to pick up trees/plants as scheduled, if the Shadetree representative deems applicants do not have sufficient labor, vehicle or equipment to load materials, the Shadetree representative will require applicants to reschedule to allow for safe loading of materials to another time convenient to Shadetree. **PLEASE ARRIVE AT YOUR SCHEDULED APPOINTMENT TIME** as Shadetree is a 100% volunteer non-profit organization and volunteer their time to accommodate your pickup. Volunteers will wait 15 minutes after the original scheduled time and then will leave if a no show. It is the applicant's responsibility for scheduling another pickup time. Please note that when pulling trees and plants, the irrigation lines must be disconnected. **If an individual(s) breaks the irrigation line during this process, then irrigation repair will be your responsibility, and will be required to be repaired the same day at your cost.**

Additionally, if you are scheduling a planting event and wish to borrow shovels and buckets, schedule the pickup of those tools at the same time as picking up stock at the nursery (as there are no permanent individuals on-site at the nursery). It is your responsibility to load/unload any "loaned" equipment into your vehicles and replace any damaged equipment at your own expense. All loaner equipment shall be returned the following Wednesday between 9 :00 a.m. and 9:30 a.m.

### **SHADETREE REQUESTS ALL PLANT CONTAINERS BE RETURNED AFTER PLANTING.**

Monetary donations for the stock are very much appreciated to keep the nursery operating in good order for your cause as well as the community.

If you have any questions, please email [info@shadetreepartnership.org](mailto:info@shadetreepartnership.org) or call (949) 453-5817.

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):	Proposed Date of Event:	
Address of Tree Planting Site (if different):	Primary Contact: Name: Phone: Email:	Back-up Contact: Name: Phone: Email:
Description of Event:		
<i>Shadetree has a limited number of shovels for loan (Large adult shovels: 100 &amp; Small child shovels: 25)</i> Will you need loaner shovels? _____ How Many? _____ Large Adult _____ Small Child		
How many total trees will be planted at the site?		
Are all City/County/State permits filed? (if necessary): <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain):		
1. Species of tree(s) requested: Number	5. Species of shrubs (s) requested: Number	
2. Species of tree(s) requested: Number	6. Species of shrubs (s) requested: Number	
3. Species of tree(s) requested: Number	7. Species of groundcover(s) requested: Number	
4. Species of tree(s) requested: Number	8. Species of ground cover(s) requested: Number	
<b>I agree to return all plant containers to Shadetree after planting.</b> <div style="text-align: right;">_____</div> <div style="text-align: right;">Initials</div>	<b>Monetary Donation to Shadetree:</b> <div style="text-align: right;">\$ _____</div>	
How will the trees be irrigated at the site after the event?		
Proposal submitted by:	Date:	

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

**Please attach a sketch / map of the area to be planted and include the location for each tree as well as an irrigation system, i.e. sprinkler or drip irrigation system.**

Please E-mail this application to [info@shadetreepartnership.org](mailto:info@shadetreepartnership.org) or Mail to Shadetree Partnership, Inc., 15600 Sand Canyon Avenue, Irvine, CA 92618. For questions, call (949) 453-5817. Thank you for your interest in Shadetree!

FOR SHADETREE PARTNERSHIP USE ONLY		
Site suitable for requested species?	Date Site inspected:	Total trees planted:
Approved by:		