



TERMS FOR RECEIVING PLANTING MATERIALS

Application Requests:

- A current inventory list and application is available upon request. Be advised that some stock on the inventory list may not be available.
- A site visit can be coordinated with a Shadetree Representative to help with your request.
- All requests will be reviewed by a Shadetree Representative before approval and may be limited to allow other organizations the opportunity to apply for donations.
- Applicants may only apply for donations ONE TIME PER YEAR. _____ (initials)
- Stock is treated prior to leaving the nursery, so plan your selection, pick-up, and planting dates at least ONE MONTH in advance. _____ (initials)
- With your application, please include a plan map where the trees and plants are to be planted.

Pick-Up:

- Once your application is approved, you may schedule a pick-up time at the nursery with a Shadetree Representative.
- Pick up hours are on Wednesdays, from 9:00 a.m. to 10:00 a.m. ONLY. _____ (initials)
- You are responsible for bringing equipment, vehicle(s), and sufficient workforce personnel to pick up and safely move the plant materials. 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. Shadetree is not responsible for loading, lifting, moving, transporting, planting, or maintaining your stock in any way. _____ (initials)
- Upon arrival, if the Shadetree Representative deems applicants do not have sufficient labor, vehicle, or equipment to load materials, or you are more than 15 minutes late, your appointment will be rescheduled to another time that is convenient for Shadetree. _____ (initials)
- If requesting loaner shovels, they will be given to you at the same time you are picking up your nursery stock. Plan accordingly.
- Be advised that any damaged loaner equipment shall be replaced with new in-kind upon return.
- 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, the irrigation repair will be your responsibility and will be required to be repaired the same day at your cost.

After Pick-Up:

- By accepting Shadetree planting materials, you agree to return all empty containers after your planting. _____ (initials)
- All plant containers and loaner equipment shall be returned the following Wednesday between 9:00 a.m. and 9:30 a.m. _____ (initials)
- Shadetree is a non-profit organization and is run solely by volunteers. Planting materials are given to community organizations at no charge. To keep the nursery in working order, monetary donations are very much appreciated and can be made in person at the nursery or online at <https://www.shadetreepartnership.org/donate/>.

I have read the above and agreed to Shadetree's Terms for Receiving Planting Materials.

NAME

SIGNATURE

DATE



Application for Shadetree Partnership Inc. Planting Materials

Name of Organization:	Type of Organization: <input type="checkbox"/> School <input type="checkbox"/> Government <input type="checkbox"/> Homeowner Assoc <input type="checkbox"/> Church <input type="checkbox"/> City/Municipality <input type="checkbox"/> Other Non-profit
Local Address of Organization:	Address of Tree Planting Site (if different):
Primary Contact Name: Phone: Email:	Back-up Contact Name: Phone: Email:
Description of Event:	Proposed Date of Event:
<i>Shadetree has a limited number of shovels for loan.</i> Will you need loaner shovels? <input type="checkbox"/> Yes <input type="checkbox"/> No How Many? _____ Large/Adult _____ Small/Child	
Are all City/County/State permits filed? (if necessary): <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain):	
1. Species requested: Number:	5. Species requested: Number
2. Species requested: Number:	6. Species requested: Number:
3. Species requested: Number:	7. Species requested: Number:
4. Species requested: Number:	How many total trees will be planted? How many total plants will be planted?
I agree to return all plant containers to Shadetree after planting. <i>Initials</i>	Monetary Donation to Shadetree: \$ _____
How will the trees be irrigated at the site after the event?	
Are you interested in learning if a Shadetree Representative can attend your event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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.

Submit this application by emailing to 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!

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