

# Affiliate Volunteers Program

Affiliate Volunteers will have the option to jumpstart projects in their own communities by being the organizers of their own tree-planting campaign. The goal is to get the community involved in building a green footprint and raise awareness about how to protect and preserve our environment. Advocate For Earth will use its institutional support to provide a playbook on how to run a tree planting campaign from start to finish. They will also provide funding when necessary.

There are several stages in participating in the affiliate volunteers program:

1. Register your interest with Advocate For Earth
2. Conduct your own research on a project you can pursue in your community
3. Scope out and design your project
4. Gather your team together
5. Obtain the necessary permissions
6. Submit your application to Advocate For Earth
7. Purchase/obtain necessary supplies & tools
8. Prepare your site
9. Complete your project
10. Debrief with Advocate For Earth and receive project reimbursement
11. Follow-up on project

In the appendix are a list of checklists that you want to complete to make sure that you have all the necessary tools and procedures in place to launch a successful event.

## **Register your interest with Advocate For Earth**

Submit an interest form through Advocate For Earth expressing your interest. We will reach out to you to help guide you through the project process.

*See Appendix A for the project interest form.*

## **Conduct your own research on a project you can pursue in your community**

Before you begin, you should look at different locations for sites and what types of trees you will be planting. You will need to know about what the best tree species are for your area, when to plant them, and how to care for them. To avoid harming the environment, you will need to plant appropriate local native tree species. These can be found by contacting your local Native Plant Society, a forest/service commission, local gardeners, tree nurseries, etc.

and requesting a list of tree species that are suitable for your planting needs. There may also be books about native plants in your area that you can find from a local library.

*See a sample communication in Appendix B.*

### **Scope out and design your project**

Now that you have a list of appropriate flora and fauna for your area, it is time to scope out a location. These can involve community staples like schools, playgrounds, community centers, walkways, etc. There is also opportunity to clean up areas that have been neglected and planting trees there.

Items that you will have to manage include:

- Administrative details
- Planting details
- Climate/time considerations
- Event logistics

*For a complete list see Appendix C, D, and E.*

### **Gather your team together**

Depending on the size of the project, having other volunteers help can be a great way to expand the impact of the project. Getting together a group of community members can bring a level of connectiveness and direction to your project. It is a way to teach others about the necessity of taking care of the earth and expanding one's green footprint.

### **Obtain the Necessary Permissions**

Your project may require approval from your local council or landowners, depending on the scale of the project and the location. Before you begin, make sure to review any necessary permissions you need and obtain them.

*See Appendix F for sample communications.*

### **Submit your application to Advocate For Earth**

Once you have obtained the necessary permissions for your project as well as have a detailed project plan, please submit your application to Advocate For Earth.

Included in this application will be your monetary request for the flora and fauna that you will be purchasing for this project. For a complete list of items eligible for financial reimbursement, please see *Appendix E*.

Any reimbursement payment will be given out after proof is obtained regarding the completion of the project; however, the financial approval of the project will occur before it is initiated.

Advocate For Earth will review your application and reach out to you with any follow-up questions and/or approval for a seed grant amount.

See *Appendix G* for the application. Please email it to [advocateforearth@gmail.com](mailto:advocateforearth@gmail.com).

### **Purchase/obtain necessary supplies & tools**

After your application is approved to move forward with the project, gather the necessary supplies and tools that you will need for your project. For a complete list of items to obtain, please see the list on *Appendix D*.

### **Prepare your site**

Before the project day happens, you will want to review your project site and complete final preparations. This will ensure that your project will run seamlessly on its project completion day.

See *Appendix G* for a final preparation checklist.

(staking out markers in the ground)

### **Complete the project**

Make sure to arrive at the site before the project completion so you can be ready to coordinate the project and engage volunteers as they arrive. As the coordinator, you will be responsible for directing volunteers and either demonstrating how to plant the trees, or have an experienced individual demonstrate for you. Make sure to be reviewing the work as it happens to ensure the trees are planted correctly, and volunteers are properly engaged.

As the project is occurring, we ask that you advertise the mission of Advocate For Earth about building a greener and more sustainable future, and directing volunteers interested in pursuing their own projects to Advocate For Earth resources.

See *Appendix XX* for a project completion day checklist.

### **Debrief with Advocate For Earth and receive project reimbursement**

Once the project is completed, please complete our project debrief form and email it to [advocateforearth@gmail.com](mailto:advocateforearth@gmail.com). This will allow us to review the project and process the necessary reimbursement funding.

### **Follow up**

Once your planting project is complete, the work is not done yet. The trees will need care for the next seasons to make sure that they are able to receive the nutrients they need and are protected from weeds and pests. We recommend that you set up the maintenance and care routine of the trees in conjunction with the location that you set it up (school, community center, etc.). However, in certain circumstances, there may not be staff on site that can

provide the trees with the proper care and maintenance that they need. In that case, we urge you to find alternative arrangements to make sure the trees you planted grow into adulthood.