

TREES KNOXVILLE CANOPIES FOR CAMPUSES PROGRAM GUIDELINES

Thanks for your interest in making Knox County schools greener! Here are some important things to know about participating in Canopies for Campuses.

- **Before you reach out to us to nominate a school, please contact the school principal to get permission and gauge support for planting trees.** School buy-in is critical for these projects to be successful.
- If you're not a teacher, principal, or staffer at the school, **identify a designated project contact on the school staff.** With their permission, of course!
- **Trees Knoxville will collaborate with the school to scout locations and design the planting.** We want your input—we'll walk the site and imagine all the possibilities together.
- **From there, Trees Knoxville will coordinate the remaining steps of the project,** including purchasing trees, working with maintenance staff, and securing volunteers to help on planting day. We strongly encourage students and teachers to join us as we plant!
- **Plantings will be scheduled between November and March** when trees are dormant.
- **Watering the trees after planting is your responsibility.** It isn't necessary to have a watering plan in place before you contact us, but in the organizational stage, we'll help you identify a committed group of volunteers, teachers, or students who will water at designated intervals.
- We'll do our best to accommodate all requests, but the **timing of your planting may depend on capacity and funding.**

We look forward to collaborating with you!