



## Host a Tree-Planting Event Guide

### Overview

This guide includes information to help you plan your own tree-planting event. Hosting a tree-planting event requires a considerable amount of time and resources. Girl Scouts are encouraged to connect with local tree-planting organizations and/or community partners to help lessen the workload associated with hosting a local tree-planting event.

The Girl Scout Tree Promise is not just about planting trees. Protecting and honoring trees are important components to the overall success of the initiative. You can host in-person or virtual events that protect and honor trees, too.

*The timeline and content in this guide were provided by [American Forests](#) as a resource for the Girl Scout Tree Promise.*

**Participating in or hosting a GSTP event is doable when social distancing is necessary—it just requires extra planning.** Coordinate with participating groups about ways to set up the event outdoors with plenty of space. Create a timeline for the event that lists who does what when so that each participating group can do their part without having to get too close to another. Have the girls make signs or markers showing people where to stand. Include masks, hand sanitizer, and signage in your budget. And, most importantly, pay attention to and follow public health guidelines about the size of gatherings. If necessary, invite a larger group of people to participate and celebrate your tree planting virtually by using a video conferencing app.

## At a Glance: Timeline for Hosting a Tree-Planting Event

<b>6+ MONTHS BEFORE</b>	<ul style="list-style-type: none"><li>● Determine why and where you want to plant.</li><li>● Identify who needs to be involved.</li><li>● Organize a planning team.</li><li>● Set a date for the event.</li></ul>
<b>6 MONTHS BEFORE</b>	<ul style="list-style-type: none"><li>● Select a site.</li><li>● Get permission and permits.</li><li>● Select tree species.</li></ul>
<b>5 MONTHS BEFORE</b>	<ul style="list-style-type: none"><li>● Analyze needs and costs.</li><li>● Raise funds.</li><li>● Recruit girls and participants</li></ul>
<b>3 MONTHS BEFORE</b>	<ul style="list-style-type: none"><li>● Create the agenda for your event.</li><li>● Order trees and supplies.</li><li>● Invite media participation.</li><li>● Plan social media promotion.</li></ul>
<b>2 MONTHS BEFORE</b>	<ul style="list-style-type: none"><li>● Prepare the site.</li></ul>
<b>DAY OF THE EVENT</b>	<ul style="list-style-type: none"><li>● Assemble equipment and supplies.</li><li>● Instruct participants and demonstrate proper planting.</li><li>● Take photos during the event.</li></ul>
<b>AFTER THE EVENT</b>	<ul style="list-style-type: none"><li>● Log your trees in the <a href="#">Girl Scout Tree Promise Tracker</a>.</li><li>● Schedule routine maintenance and care.</li><li>● Celebrate girls and others who helped.</li><li>● Share the story and impact of your event on social media.</li><li>● Evaluate the event.</li></ul>