



INTENT TO APPLY FORM
Return this completed document to:
 Department of the Environment
 Sustainable Initiatives Division
 1801 McCormick Drive, Suite 500
 Largo, Maryland 20774
 ATTN: Deborah Weller

GENERAL INFORMATION

The Department of the Environment's (DoE) Arbor Day Every Day Program seeks to increase the number of native trees and shrubs planted in Prince George's County. The Program educates students on the everyday importance of trees, empowers them to enhance their community and provides funds for planting projects.

The program is free to participating schools. DoE can provide assistance with selecting tree planting locations on the school campus and developing a tree planting plan and post-planting maintenance schedule.

Schools interested in applying to the Arbor Day Every Day Program should complete and submit this form. The Program Coordinator at DoE will then contact you to schedule a consultation. During the consultation, additional information will be provided on completing the Project Application, developing a tree planting plan for your school campus and a post-planting maintenance plan.

Project organizers must agree to help plant trees and commit to a two-year maintenance plan following the tree planting. To provide a successful partnership in planting and growing healthy trees, each proposed project must be approved by the school principal and facility manager.

We look forward to working with you to "tree-vitalize" your school campus!

Date: _____

Name of School: _____

School Address: _____

Principal: _____

Email: _____

Telephone Number: _____

Signature: _____

Project Organizer: _____

Role at School: _____

Email: _____

Telephone Number: _____

Signature: _____

Facility Manager: _____

Email: _____

Telephone Number: _____

Signature: _____

Season of Proposed Planting (Circle one)

Fall Spring 20 _____



SCOPE OF WORK



1 What are the goals of this project? (circle all that apply)

Beautification Education Edible Habitat Creation

Air Quality Improvement Water Quality Improvement

Other _____

2 Is this project part of a larger project? (circle all that apply)

MD Green School Landscaping Outdoor Classroom Clean Water Partnership Schools

Stormwater Management Greening Master Plan Other _____

PROJECT ORGANIZER'S RESPONSIBILITIES

1 **Inform and obtain support of the principal. Request information about other projects on the school campus to ensure that this project does not conflict with other projects.**

2 **Inform and obtain support of facility manager.**

3 **Complete the PGCPs Request for Building Alterations and Improvements form. Email the signed form to the Board of Education and copy the Department of the Environment.**

4 **Reach out to teachers and staff. Determine if others are pursuing similar projects or planning to use outdoor spaces for different types of projects.**

5 **Involve groups like your school's Green Team or environmental club.**

6 **Request marking of utility lines by MISS Utility.**

7 **Develop a maintenance plan to establish who will care for the plants year-round for 2 years after planting. Maintenance tasks include watering the trees every 7 days during dry periods, weeding and mulching up to two times per year and pruning.**

8 **Recruit staff or volunteers to dig planting holes and plant vegetation.**

9 **Securely store and care for plants ahead of planting event.**

DOE'S RESPONSIBILITIES

1 **Identify upcoming Clean Water Partnership and PGCPs schoolyard improvement projects.**

2 **Purchase and arrange delivery of materials and trees.**

3 **Provide technical and design assistance.**