	Sequatchie Valley Master Gardeners	SOP #	SVMG.002
		Revision #	01
		Implementation Date	
Page #	1 of 2	Last Reviewed/Update Date	
SOP Owner	Trish Davis	Approval	

Tree Day - Standard Operating Procedure

1. Purpose

Provide the steps and details necessary to prepare for participation and participation in Tree Day.

2. Scope

The scope of the process includes the steps necessary to collect ordered trees, assemble tree orders, distribute and track.

3. Prerequisites


None

4. Responsibilities


Project Lead(s) interfaces with Tennessee Tree Program and SVMG regarding Tennessee Tree Day.

5. Procedure

- A. During August quarterly meeting discuss SVMG participation in Tree Day. If the decision is to participate, determine:
 - Project Lead(s)
 - Location to host the pick-up. Past event location was at the Extension office. Other possible locations are the Fair Building. Reserve venue as soon as location is selected
 - If "Soil Test Saturday" will be paired with Tree Day Pick-up
- B. Project Lead to confirm with Tennessee Tree Program who will be the "pick-up site lead" for area (respond to email asking for confirmation of involvement?) The program usually reaches out in August asking about SVMG participation.
 - When the Site lead is notified that orders have opened up, order the 50 trees that SVGM will receive for hosting as soon as possible. (popular trees often sell out).
 - Double check the order. The program has given us the incorrect order the last two years.
- C. Project Lead identifies who will pick up tree orders for our area
 - Tree pick-up site is usually at UT Extension office 6183 Adamson Circle, Chattanooga the Wednesday and Thursday before Tree Day
- D. Identify Volunteers
 - Discuss Volunteer needs at SVMG quarterly meeting in February and ask for volunteers. Pass sign-up sheet around (use template in attachment)

	Sequatchie Valley Master Gardeners	SOP #	SVMG.002
		Revision #	01
		Implementation Date	
Page #	2 of 2	Last Reviewed/Update Date	
SOP Owner	Trish Davis	Approval	

- Two to three weeks prior to Tree Day event Sheldon (?) to send email to SVMG distribution list asking for volunteers and update list with responses
 - Document volunteer schedule and distribute
- E. Event: Pre-work
- Check with Dunlap Tribune to see if they have excess newspapers we can use
 - Print master list of orders to be used by volunteer to check-off as pick-ups are done.
 - Use order sheet provided by the TN tree day and break down into individual tree day orders
 - Print labels with the different tree species name (using template provided by TN Tree Day Program)
 - Print "TN Tree Day" signs and some red directional arrows. Laminate signs and arrows.
- F. Event: Day-of
- Divide volunteers into teams.
 - Provide teams with subset of order sheets to be filled.
 - Collect tree order and wrap tree species label around appropriate bundles of trees
 - Wrap trees in wet paper and place in plastic grocery bag
 - Staple order sheet to plastic bag containing trees
 - Identify volunteer to handout order and check-off the order from master list
 - Track sales if extra trees are made available for sale
- G. Gather Materials for day-of event (items needed are dependent upon the event location)
- Displays
 - Table(s) to use as work surface
 - Cash Box
 - Clipboards
 - Twist ties for trees
 - Tree species labels (labels template provided by TN Tree Day Program)
 - Plastic Grocery bags for plants
 - Newspapers or paper to wet and wrap trees in (check with Dunlap Tribune for any excess they would donate)
 - Table cloth for display table
 - Volunteer schedule
 - SVMG Promotional Information and blank contact sheets
 - Paper Towels and/or wet wipes
 - "the box" of office materials
 - Hand sanitizer
 - Tree Day signs/arrows
 - Used lawn signs to attach tree day signs to
 - Metal lawn sign stands
- H. Suggested items for volunteers
- Chair
 - Sunscreen
 - Hat
 - gloves
 - Sunglasses
 - Water

	Sequatchie Valley Master Gardeners	SOP #	SVMG.002
		Revision #	01
		Implementation Date	
Page #	3 of 2	Last Reviewed/Update Date	
SOP Owner	Trish Davis	Approval	

- Raincoat and/or umbrella
- SVMG name tags and shirts if you have them

6. References

<https://www.tectn.org/tennesseetreeday.html>
Tree day email

7. Definitions

None