



Campus Tree Planting First Contact Questionnaire

Tree New Mexico (TNM)

Please email to Betta Eisenberg at beisenberg@treenm.com.

REVISED 9/21/2022

1. School Name,
 1. Physical Address,
 2. Phone Number:

2. Principal's Name,
 1. Email Address,
 2. Phone Number,
 3. Preferred method of contact:

3. Main Point of Contact's Name,
 1. Relationship to School/Title,
 2. Email Address,
 3. Phone Number,
 4. Preferred method of contact:

4. Describe the project and the need for trees. Tell us why you would like TNM to consider working with you to plan and implement a community tree planting?

5. Tell us more about your school. What percentage of your students qualify for free lunch? What is the age range of your students? Is your website updated? List your website link and any social media sources we can use to get to know you better.

6. What are the future plans for the site where the trees will go and any adjacent areas and the timeframes? Construction, demolition, relocation of buildings, etc., and will they effect the current planting site being considered?

7. How many new trees can the location sustain (rough estimate.) If you cannot estimate, please give us the dimensions here and attach a picture of the area/s, or a schematic.

8. Can water be run to planting sites on planting day? A hose tied to a spigot or water tank in each of the planting areas is fine. (This watering would be set up just for planting day and is separate from any irrigation that might be set up to water after planting day).
9. Can you commit to watering the trees several times a week for three years or to ensuring there is an irrigation system that is working (or will be put in prior to planting)? (Again, we can assist planning for the irrigation, but you will also need someone on your team who has those skills – employee or contractor to you – who will ensure any existing irrigation is up and running or a new irrigation system gets laid in before the planting.)
10. We prefer to have our contractor dig the holes for the trees (they will call in all the public utility line verifications, bring the mulch that is needed, and take any debris away after the planting). May we use our contractor to dig the holes for this project?

_____ Yes, I will sign an agreement allowing TNM’s contractor to dig the holes. I also agree to mark any existing private irrigation lines.

_____ No, I will use my own excavator. Please explain and verify that you will engage someone to call in the public utility verifications, dig the holes, and ensure they are ready the day of the planting.

11. Do you have approval from the governing authority that holds and makes decisions for the land you are seeking to plant? (For example, the design/facilities, maintenance and operations departments, the board, the owner of the land and facilities, etc.)

_____ Yes, I have approval. Please provide verification in the form of a letter.

_____ No, I do not have approval yet, but I am prepared to seek approval right after an initial site visit by TNM if we all agree the project has potential to be a good TNM community-based partner planting. Please note that TNM cannot invest any further time on the project until the appropriate approval is attained.

12. Do you have a secure tree staging location for overnight storage of the trees and a way to water them after tree delivery the day before the planting?

13. Several trucks (trees, mulch, and digging equipment, if required) need access to the property to deliver, excavate, stage, move, and plant trees. Can you provide access to the planting/staging sites that will ensure there are no safety incidents?

14. Please explain how your school/community would like to participate in the planting of the trees? How many volunteers do you think you might have that day to plant under our supervision? Can we include other groups or the public in your planting?

15. Do you have a budget? If so, what funding is the school/community able to bring to the project?