



Campus Tree Planting First Contact Questionnaire

Tree New Mexico (TNM)

Please fill out anything that applies to you. When completed, please email to Betta Eisenberg at betta@treenm.org

1. School Name: _____
Physical Address: _____
Phone Number: _____
2. Principal's Name: _____
Email Address: _____
Phone Number: _____
Preferred method of contact: _____
3. Main Point of Contact's Name, Relationship to the school: _____
Email Address: _____
Phone Number: _____
Preferred method of contact: _____
4. Describe the project and the need for trees. Tell us why you would like Tree New Mexico 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(s) where the trees will go and any adjacent areas and the timeframes? For example, construction, demolition, relocation of buildings, etc., And will they affect the current planting site being considered?

7. Do you have approval from the governing authority that holds and makes decisions for the land on which 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, and 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 has been obtained.

8. Determine a rough estimate of how many new trees the location can sustain. Include a minimum and a maximum, if possible. If you cannot estimate, please give us the dimensions of the area to be planted here and attach a picture of the area/s, or a schematic and we will help you to calculate the number of trees possible.

9. Can water be run to the planting site(s) on planting day? **Hoses** tied to a spigot, or a water tank in each of the planting areas is fine. This available watering by hand would be set up and used only for the planting day and is separate from any irrigation system that might be present and used to water after planting day.

10. Consistent watering of the trees planted is vital to the success of any tree planting project. Can you commit to watering the trees sometimes as often as several times a week for three years or ensure there is an irrigation system that is working or will be installed prior to planting? If there is no irrigation system or the present system needs to be enhanced/extended, you will need to include someone within the scope of the project who has the knowledge and ability to do this work. If irrigation work is required for this tree planting project, Tree New Mexico will not facilitate the tree planting until all irrigation work has been completed.

11. We prefer to have our contractor dig the holes for the trees. This ensures public utility line verifications, mulch for each tree is provided, and debris is removed 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 provide verification as to how you will engage someone to call in the public utility verifications, dig the holes, and ensure they are ready the day before the planting.)

12. Do you have a secure tree staging location for overnight storage of the trees and a way to water them after trees are delivered 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 safe, appropriate and adequate access to the staging/planting site(s)?

14. Please explain how your school and community would like to participate in the planting of the tree? How many volunteers do you think you might have that day to plant under Tree New Mexico's supervision? Can we include other groups or the public in your planting?

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