



## FREQUENTLY ASKED QUESTIONS

### Have a few questions about our Arbor Day Every Day Program?

Here are answers to some of our most pressing questions. For additional information please contact:

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## FAQ

### **Q: What is Arbor Day Every Day?**

**A:** Arbor Day Every Day is a tree planting program for schools created by Prince George's County Department of the Environment. The Program educates students on the everyday importance of trees, empowers them to enhance their community and provides funds for planting projects.

### **Q: Who may participate?**

**A:** Any K-12 school in Prince George's County, Maryland.

### **Q: Can private schools participate?**

**A:** Yes, the program is open to all schools – private and public.

### **Q: What are the goals of the program?**

**A:** One program goal is to increase the area of land in the County that has tree canopy, or forest cover. Trees provide ecosystem services that are beneficial to our communities. These services include filtering the air, absorbing water to prevent water pollution and providing food and shelter for birds. Another goal of the program is to educate and engage students in environmental stewardship activities. Planting and caring for trees can be integrated into environmental literacy activities or other outdoor environmental education initiatives. Last but not least, trees help beautify our schools making them a more welcoming place to learn.

### **Q: What is covered by the program?**

**A:** The following services and materials are provided to all participating schools at no cost to the school:

- Design assistance – select a tree planting location, select appropriate species, prepare a planting plan, generate a list of needed plant and planting materials
- Trees – native trees and shrubs delivered to the school, most projects are for 10 to 30 trees or shrubs
- Materials – soil amendment, mulch, stakes, watering bags, water hose, buckets, water key
- Tree planting demonstration - Teach students the proper way to plant and care for trees.

### **Q: What is NOT covered?**

**A:** Tools for planting and maintenance. Schools within the PGCPs system may contact the Schmidt Outdoor Education Center to borrow shovels and carts. Other tools that may be needed include one or more mattocks, trowels, wheelbarrows, tarp and pruning shears.

**Labor.** Most projects are installed by a group of volunteers associated with the school. Any cost associated with the hiring of a landscaping company is the responsibility of the school.



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#### Q: How does the program work?

**A:** A project organizer representing the school must first complete and submit an 'Intake' form to the Department of the Environment. A program staffer will contact the project organizer to schedule a consultation. During the consultation, additional information will be provided regarding the process, responsibilities of the project coordinator, how to complete the Project Application, and the expected project timeline. Next, a program staffer will meet the project organizer on the school campus for a design kick-off site visit. This site visit may be completed in conjunction with, or following, the consultation.

The school principal and facility manager should participate in the kick-off meeting. At this meeting, the program staffer will collect information about the school, such as where fire drills and other activities take place, current and future projects on the campus led by school faculty, and more. All school representatives are encouraged to provide guidance as to where tree plantings should and should not be considered, provide input on preferences of one site over another, and give information about the type of planting desired (for example a line of trees, grove of trees, or continuous bed of shrubs).

If design assistance is requested, a program staffer will generate a draft tree planting plan for the school. The project organizer will collect feedback from school representatives on the draft planting plan and provide that feedback to the program staffer. The final planting plan will include information about each species, a basic maintenance schedule, site preparation suggestions, a materials list (only materials which will be purchased through the program), and guidance for plant spacing and location.

The project organizer will facilitate the completion of the PGCPs Request for Building Alterations and Improvements form as well as the program Project Application form. Both require signatures of the principal and/or the facility manager in addition to a signature by the project organizer. The Building Alterations form should be completed and submitted to a program staffer as soon as the project location has been finalized.\* The Project Application should be completed and submitted to a program staff as soon as the draft planting plan has been approved and a planting date has been selected. DoE requests that the Project Application be submitted 4-6 weeks ahead of the planting date to ensure sufficient time to procure plants and materials. A copy of the Building Alterations form should be forwarded to the program staffer. Project cannot proceed until the **PGCPs Request for Building Alterations and Improvements** form is approved by the Board.

Program staffers will coordinate the plant and materials purchase and delivery to the school. IF the planting date changes project organizer must inform program staffer and make arrangements with the nursery (if necessary). The project organizer will take responsibility for the care of the plants ahead of the planting date. This includes watering them daily and storing them in a secure location. The project organizer is responsible for coordinating the volunteer planting event, recruiting volunteers, and establishing maintenance responsibilities and schedules.

\*All projects on PGCPs property are contingent upon approval by Building Services and clearance by the Clean Water Partnership.

#### Q: What are the fund levels?

**A:** The program will pay for all program costs with a limit of \$175/tree for plant and other materials.



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#### Q: What is the responsibility of the project organizer?

- A:**
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. 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.
  7. Recruit staff or volunteers to dig planting holes and plant vegetation.
  8. Securely store and care for plants ahead of planting event.

#### Q: How do I avoid hitting an underground utility line when I dig my planting hole?

- A:** Prior to starting your tree planting project, it's required that underground utilities are located (e.g. water and sewer mains, telecommunication lines, and gas lines) so that you can avoid hitting such utilities. It is the Law. Your ADED program staffer will request this for you. For more information call **MISS UTILITY** at **1-800-257-7777** or visit their website at [www.missutility.net/maryland/](http://www.missutility.net/maryland/)

#### Q: What is meant by maintenance for two years?

- A:** An establishment period of 2 years is necessary for all planted material to help ensure survival. Each project organizer at a participating school is responsible for watering the installed trees and shrubs for the first two (2) years after planting. This offers a great opportunity for continued engagement and education about the importance of trees and native plant material.

#### Q: How frequently do the trees need to be watered?

- A:** Trees must be watered at least every 7 days during dry periods for the first two years after being planted. DoE suggests that persons responsible for watering sign-up for **Casey Trees** watering alerts at <http://caseytrees.org/get-involved/water/>.

#### Q: Are there restrictions as to where trees can be planted or how close together they can be?

- A:** Yes. Shade trees will be planted 25 feet away from any building. Plantings must also not interfere with future or current stormwater management projects, capital improvements, site lines important to student and community safety, and utility lines. To allow for mowing between trees, they will be spaced to allow 71 inches between mulch beds. If shrubs require closer spacing, the area will be mulched in a bed and project organizers will be encouraged to add ground cover or continuously mulch to prevent weeds. The plan is subject to Board approval.



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#### Q: What types of trees are permitted?

**A:** Only tree species native to the mid-Atlantic region are permitted. The following list is comprised of species recommended for schoolyards due to their proven heartiness in harsh conditions or high desirability as an edible.

##### Shade Trees (30' to 60' in schoolyard settings):

- *Acer rubrum*
- *Betula nigra*
- *Carya* spp.
- *Carya illinoensis*
- *Celtis occidentalis*
- *Diospyros virginiana*
- *Gleditsia triacanthos*
- *Juniperus virginiana*
- *Liquidambar styraciflua*
- *Nyssa sylvatica*
- *Plantanus occidentalis*
- *Quercus bicolor*
- *Quercus phellos*
- *Quercus rubra*
- *Taxodium distichum*
- *Tilia americana*
- *Ulmus americana*

##### Understory Trees and Shrubs (up to 30'):

- |                                 |                                  |
|---------------------------------|----------------------------------|
| • <i>Amelanchier canadensis</i> | • <i>Photinia pyrifolia</i>      |
| • <i>Carpinus caroliniana</i>   | • <i>Rhododendron maximum</i>    |
| • <i>Cercis canadensis</i>      | • <i>Rhododendron viscosum</i>   |
| • <i>Cornus alternifolia</i>    | • <i>Rhus aromatica</i>          |
| • <i>Cornus amomum</i>          | • <i>Rhus typhina</i>            |
| • <i>Cornus florida</i>         | • <i>Rubus allegheniensis</i>    |
| • <i>Cornus racemosa</i>        | • <i>Rubus idaeus</i>            |
| • <i>Cornus sericea</i>         | • <i>Rubus occidentalis</i>      |
| • <i>Corylus americana</i>      | • <i>Rubus odoratus</i>          |
| • <i>Crataegus viridis</i>      | • <i>Thuja occidentalis</i>      |
| • <i>Ilex glabra</i>            | • <i>Vaccinium angustifolium</i> |
| • <i>Ilex opaca</i>             | • <i>Vaccinium corymbosum</i>    |
| • <i>Itea virginica</i>         | • <i>Viburnum dentatum</i>       |
| • <i>Lindera benzoin</i>        | • <i>Viburnum prunifolium</i>    |
| • <i>Magnolia virginiana</i>    |                                  |
| • <i>Morella cerifera</i>       |                                  |
| • <i>Ostrya virginiana</i>      |                                  |

#### Q: Are there restrictions as to where trees can be planted or how close together they can be?

**A:** The County as part of their **NPDES Stormwater** permit must record the location and survival of the trees. DoE requests that the applicant use the DoE tree tracker to record the location of the trees. In addition, DoE will require access to check tree survivability within a year of planting and then every three years thereafter.

**PGCTreeTRAK** is a free, smartphone-based app designed to capture the geographic location and description of each tree planted. By using this app to mark the location and other information of your tree plantings, you are helping the County monitor the health of the trees over time.