

# Adopt-a-Park Tree Donation Guide

## Ann Arbor Parks and Recreation

Donating a tree is a wonderful way to honor a loved one, mark a celebration or simply leave a lasting gift to the City of Ann Arbor. One option for donating a tree is in partnership with the Adopt-a-Park program. There is a \$200 donation fee in addition to providing the tree. The steps and details for donating a tree entail:

- Complete tree donation application form
- Understand and commit to watering. The importance in watering the tree in the first 2 years is critical to the success of the planting. This responsibility falls to the donor. Weekly watering during the summer period is recommended.
- Determine a site location. Adopt-a-Park staff will schedule a walk through at the desired park to identify site preferences, evaluate spatial requirements and consider water source and availability (for watering).
- Select tree species that is appropriate for site location. The donor works with Adopt-a-Park staff to select species that is appropriate for soil type, moisture level and mature size. The donor can refer to the approved street tree list and make a preferred selection. The species must be approved by Adopt-a-Park staff prior to purchasing. Trees must be larger than an inch and a half in diameter in order to be planted. No saplings.
- Wait for the approval process which may take 1-2 weeks to get appropriate staff sign off and approval on site and species choice.
- Set a tree planting date. Coordinate with Adopt-A-Park staff to determine a planting date in either the late fall or early spring. Often the date may depend on the tree species and its availability.
- Donor is responsible for purchasing the tree and arranging for transport or delivery of tree and site prep (digging of hole).
- As planting date nears, Adopt-a-Park staff coordinates between donor and nursery to finalize tree delivery specifics and planting event details.
- Attend and be involved in the planting event.

Please note that there is no permanent onsite recognition at the tree planting site.

If the tree is properly cared for by the donor, but does not survive due to pests, weather, soils or failure to adapt during the first year after planting, it will be covered by nursery warranty and will be replaced. After the first year, replacement costs are the sole responsibility of the donor.



LONG TERM **PARKNERSHIPS** | SPECIAL PARK PROJECTS



734.794.6445



A2GOV.ORG/ADOPT-A-PARK



ADOPT-A-PARK@A2GOV.ORG



# ANN ARBOR PARKS AND RECREATION TREE DONATION APPLICATION

Before completing this application, please read the Adopt-a-Park Tree Donation information page and refer to the *Guide to Gifts* for additional donation information. Upon completion, please mail to GIVE365, 1519 Fuller Rd. 48105 or email [adopt-a-park@a2gov.org](mailto:adopt-a-park@a2gov.org)

## APPLICANT INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Alternate Name and contact information \_\_\_\_\_

Telephone Number including area code \_\_\_\_\_

Address \_\_\_\_\_

*Street address City State Zip Code*

Email Address \_\_\_\_\_

Proposed tree donation (species) \_\_\_\_\_

Proposed Park Location \_\_\_\_\_

*Please be as specific as possible, including photo if possible.*

*I, \_\_\_\_\_, understand that gifts to the City of Ann Arbor are considered outright and unrestricted donations. I further understand that it is my responsibility to provide water for the first two years. If the tree is properly cared for, but does not survive due to pets, weather, soils or failure to adapt during the first year after planting, it will be covered by nursery warranty and will be replaced. After the first year, replacement costs are the sole responsibility of the donor. The donor is responsible for updating contact information to make sure that the City has accurate information.*

Signed and agreed to on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

## FOR OFFICE USE ONLY:

Application received \_\_\_\_\_ Date \_\_\_\_\_

Cost \$ \_\_\_\_\_ Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

Site and species approval \_\_\_\_\_ Date \_\_\_\_\_

Planting completed by \_\_\_\_\_ Date \_\_\_\_\_



LONG TERM **PARK**NERSHIPS | SPECIAL PARK PROJECTS



734.794.6445



A2GOV.ORG/ADOPT-A-PARK



ADOPT-A-PARK@A2GOV.ORG

