

PLANTING FOR CHANGE STEPS AND RESPONSIBILITIES

STAGE 1: BEFORE PLANTING DAY		Who?
LEGEND A: ACER S: SCHOOL AS: ACER and SCHOOL		
1. Respond to a teacher who is passionate about this program – a “green spark” that would lead the establishment of the P4C program for their school. Send the P4C application form to the interested teacher.		A
2. a) Submit a completed application form to ACER via email (aceracre91@gmail.com).		S
2. b) Upon receipt of the application form, ACER staff contact the green spark for further Information. In order to apply for funding for the project we will need a letter of permission from the school board.		AS
3. Have the teacher check who else in their school would participate and be a partner in responsibility- caretaker, principal, other teachers in departments or divisions, parents, environmental clubs, etc. Start saving newspapers.		S
4. Hold a meeting to allow other participants to ask questions, including master gardeners, etc. If a presentation is required, ACER would be invited.		S
5. Appoint a photographer to track the events at the plot. Set up a site binder as a diary of activities to build the site history. Include photos, media, clippings, data, school team, etc.		S
6. Research other resources available – shops, parent council, master gardeners, municipality forestry or parks and recreation, etc.		S
7. Choose the 2 best locations – pace off 20mx20m or an equivalent of 400m ² to make sure you have enough room – you may stake it or mark it e.g. use washable paint. Have “Ontario One Call”, other utilities and the school custodian check out site for underground issues. If OK, then proceed – if not, then check out second site. When planting trees and shrubs on your schoolyard, by law, you must obtain a locate for the planting day in order to determine the presence of underground pipes and wires and to ensure you are planting in a safe location. Locates expire after 30 days, so it is best to book your locate closer to your planting date. However, if you do not already know the layout of the underground pipes and wires in your schoolyard, you should also get a free locate done when deciding on your planting site well in advance. You can contact Ontario One Call for a free locate: 1-800-400-2255 or submit an online locate request at www.on1call.com .		S
8. Design your site planting plan- remember the trees will grow to be large and mature in a 400m ² area of any shape. Trees at the edge of the plot can offer a larger shaded area.		SA

9. Report your plans to ACER and have the planting design approved.	SA
10. Confirm your soil or seasoned compost and mulch order from the school board, city forestry or ACER. Contact a local source for wood chips. Have deliveries included.	S
11. Have soil delivered near the middle of the plot near the edge so that minimum time is spent taking soil to the tree planting sites.	S
12. Have the mulch delivered at the edge of the plot near the middle, so the class will spend less time carrying it. Keep separate from the soil pile delivered.	S
13. Have equipment ready for each class on planting day, Check equipment list in the ACER manual.	S
STAGE 2: PLANTING DAY	Who?
LEGEND A: ACER S: SCHOOL AS: ACER and SCHOOL	
14. On planting day, place the trees where they will be planted to ensure the planting design is easily followed. Ensure there is enough room for growth of mature trees. Hop trees near south side, white spruce near north side and species tallest at maturity planted near the edge to extend shaded area. Envision a mini shade park- perhaps with path and benches.	A
15. Tree planting - Remove the grass by cutting a sod circle. Dig “bowls” and turn the sod upside down at edge of bowl to retain water. Only remove grass where the trees will be planted. Cover remaining grass with newspapers, then, cover with thick layer of mulch.	S
16. Map off the distances by pacing or by using a trundle wheel to the planted trees or the coded wire flags. Each tree received a unique coded tag and small and large cable tie. These species were chosen by the ACER technical advisory committee to be planted at all participating schools so that results from each school can be reported, compared, analyzed and shared each year.	AS
17. Train the staff and student teams to take accurate measurements and record them in ACER’s template. The data is emailed to ACER along with the 3 best photos. Make sure the photo waiver(s) has been signed.	AS
18. Plant three shrubs around each tree leaving space to put in wooden 2x2x6 feet stakes and burlap ties for protection and support.	AS
19. Several layers of newspaper will be added around each tree and shrub before the mulch. When mulching, leave the central hole of the donut around the tree for rain catchment and for easier tree guard installation. The mulch should be a minimum of 10 centimetres deep. Check the photos and instructions in the manual.	AS
20. Planting day/Launch party. Organize the school celebration. Add photos and testimonials to the manual binder for ongoing records.	S

21. If you have a spring planting, please order enough mulch – lots – to retain moisture for the summer months. And more for the fall/winter months – the best results to date have been double mulched due to our intense summer heat and snow reduced winters. Climate change is here! If you have a fall planting, order more mulch for the spring. Ensure trees are mulched in spring and fall for the early years of growth.	S
22. Complete anecdotal site planting day report and leave a copy for the ACER program binder.	A
23. Invite the VIPs from the school, school board, city, parent groups, local newspapers etc. for cutting the red ribbon, serving cake etc. Cup cakes are a good idea. Lots of photos. Plan afternoon photo-op when most of the work is done to present the ACER installation of plaque and certificate to the school.	AS
STAGE 3: AFTER PLANTING DAY	Who?
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24. Set up a summer maintenance program with watering and weeding with students. One family or team per week. Ensure they can identify the weeds vs. shrubs. Picture books may help as well as your site binder documents.	S
25. Advertise your accomplishments to the school and community so that they know why this program is being undertaken. Check out ACER's website to ensure photos, testimonials and data are posted.	S
26. Make sure you check the mulch levels, and order more for the second season.	S
27. Document the event in the site binder, and include how you organized the program for future reference.	S
28. Prepare data entry sheets for cumulative data collection, i.e. each column has a blank space next to the first measurement column for entering in the new data beside it. The students can immediately see how their measurements compare to the previous year.	AS
29. Organize a one-year birthday celebration when carrying out the measurements of the first year's growth. Invite everyone to enjoy the changes and envision the future. Send your one-year growth data to ACER.	S
30. The cumulative data management sheets have some calculations to be done for analysis to answer questions about the data collected so far, e.g. average the 3 trees of each species, which species have grown the most? The least? Put them in order of greatest to least growth. What could be some reasons for differences between individual trees in one species as well as between species? Research the needs and potential of each species.	S