



national  
tree day



PLANET ARK  TOYOTA

# Business

A guide to planning your National Tree Day

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# About

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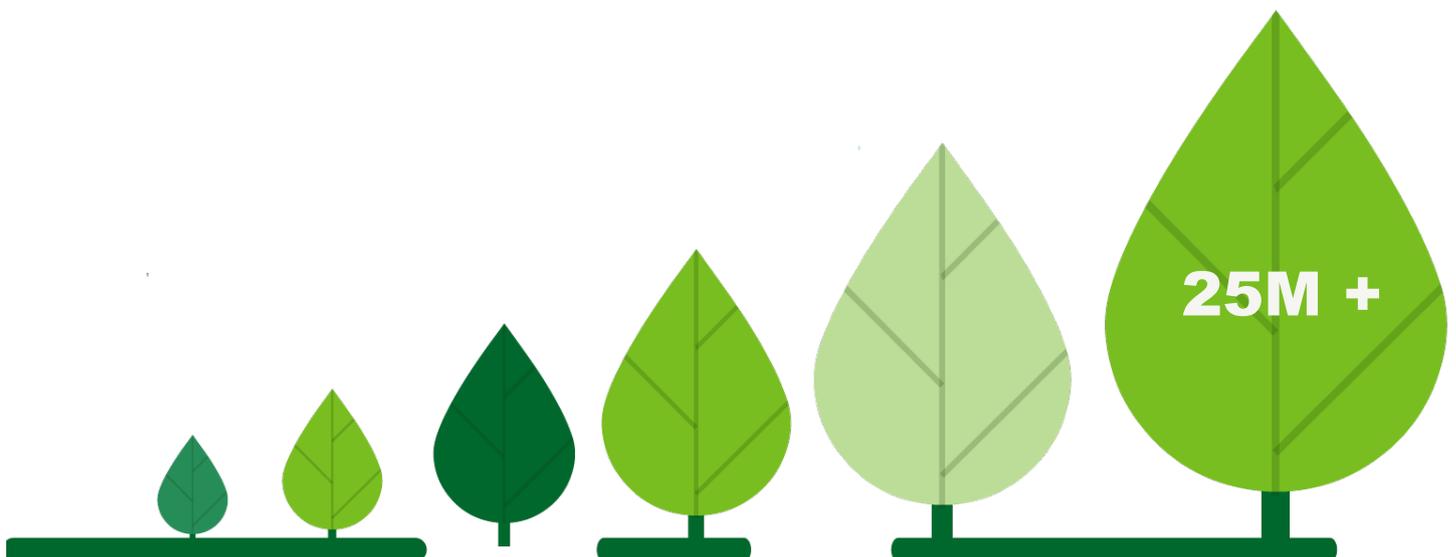
National Tree Day started in 1996 and has grown into Australia's largest community tree-planting and nature care event. It's a call to action for all Australians to get their hands dirty and give back to the community.

Each year, hundreds of thousands of people volunteer their time to plant seedlings and restore thousands of hectares of unique Australian landscape.

**Over 25 million trees have been planted by more than 4 million people, and this number continues to grow with the help of our dedicated volunteers around the country.**

While every or any day can be Tree Day, we celebrate Schools Tree Day and National Tree Day on the last Friday and last Sunday in July. It is an opportunity to recognise the hard work of communities around Australia and their ongoing commitment to the environment.

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# Why get involved



## Why get involved

Research released by Planet Ark found that having plants in the workplace helps workers recover from stress and fatigue more quickly; reduces the presence of VOCs and airborne bacteria; and increases productivity and creativity.

These findings are just some of the reasons to bring nature to work.

## How to get involved

There are a number of ways to get your workplace involved:

- **Host** your own Tree Day site
- **Volunteer** at a Tree Day site and connect with your local community
- **Donate** to the Tree Day Seedling Bank  
To learn more email [treeday@planetark.org](mailto:treeday@planetark.org)
- **Bring** nature into your workplace
- **Fundraise** for a local community group or school in support of their Tree Day activities



# How to get involved

## Volunteer

Become a National Tree Day volunteer at a public site to join others in restoration and regeneration. See the steps below on how to get started as a volunteer.

OR

## Site Coordinators

Become a site coordinator to run your own Tree Day site. The site coordinator will be responsible for organising and hosting the Tree Day site/event.

Note: When registering your Tree Day site you can choose to run a private or public site

**Please note:** Planet Ark does not supply plants, for information on sourcing plants visit <https://treeday.planetark.org/coords>

# Getting started

## As a Volunteer

How  
to get  
started...

### 01 Find a site



You can find a site near you by entering your postcode on the National Tree Day website:  
<https://treeday.planetark.org/find-a-site/>

Note: If there are no sites listed in suburbs near you check the website regularly to see if any new sites are listed.

### 02 Contact the site coordinator



Contact the site coordinator to let them know that you will be attending and they will tell you what you need to bring on the day.

# Getting started

As a Site Coordinator

How  
to get  
started...

1



## Choose a date

National Tree Day is traditionally held on the last Sunday of July and Schools Tree Day the last Friday of July. If this is not an ideal time to plant in your area, Tree Day activities can take place on any date – remember to register with Planet Ark.

2



## Find a site

You need to determine who owns your site. If that's not you, seek permission from the local council or private landholder to plant there.

You don't have to be planting trees to get involved with National Tree Day – we encourage groups who are working on bush regeneration, coastal and dune care and any other nature preservation activity to register for National Tree Day.

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## Register your event

Go to <http://treeday.planetark.org> to register:

- Estimated number of volunteers
- Estimated number of plants
- Event details

Register as a public site or private site. If you register as a public site the event will be visible on the Tree Day website.

**Please note:** registration is necessary to receive support materials for your Tree Day activity and for your volunteers to be insured.

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## Promote your event

Advertise your event in the local community. Consider creating a Facebook event to track the amount of attendees, contact your community newspaper, reach out to your local council and inform local residents about your event.

Access National Tree Day promotional material in the Coordinator's Toolkit:

<https://treeday.planetark.org/coords>

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## Prepare for the day

Use the Coordinator's Toolkit and event planner to prepare for the day.

Remember to tell your volunteers what they need to bring such as suitable clothing, gloves, sturdy footwear, sunscreen, hats, equipment, drinks and snacks.

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## Report your results

Make your effort count and report your results to the National Tree Day team at <https://treeday.planetark.org/coords>

# Activity Guide

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If you can't host or volunteer at a site here's a few ideas on how to get involved

## Bring nature into your workplace

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- Set up a native plant display
- Hold a nature-themed art workshop
- Create a temporary indoor forest
- Provide a nature-themed presentation or workshop like worm farming, composting, tree planting, or garden maintenance
- Do a plant give away
- Set up a Green Team
- Install a vertical garden
- Hang paintings, photos or other nature inspired artwork. Ask staff to provide their own nature-based images
- Rearrange desks or offices so people can see the outside world from their workstation (research shows workers are more productive when they can see outside)

## Take your workplace outside

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- Host a Tree Day social event out in the garden or park
- Hold a staff meeting in the garden or park
- Support a local school or community group by donating plants or funds for plants
- Run a raffle with tree or green themed prizes (e.g. a weekend at an eco-resort, a framed tree photo or painting, a gift voucher from a nursery)
- Organise lunchtime or after-work screenings of "eco films" or documentaries
- Hold a native plant sale for staff and customers
- Hold a green mufti day – ask staff to wear green clothing or accessories to work for a donation

Don't forget to register your activity at <http://treeday.planetark.org> and share your Tree Day activity with us #NationalTreeDay



# Event planner

## Pre-event

Now that you are registered it's time to start planning:

- Recruitment of your volunteers
- Organising native trees, shrubs, groundcovers or grass seedings for your site - reach out to local nurseries for support
- Organising tools & equipment, gardening gloves, shovels, stakes, tree guards or used milk cartons to protect seedlings
- Organising a first aid kit and a qualified first aider for the day
- Organising your event signage – so people know where and when your event will be held
- Organising rubbish bins or bags to keep the site clean
- Print out copies of the Volunteer Registration forms and Accident/Incident forms all forms available at <http://treeday.planetark.org/coords>
- Ensure you have access to water at the site & toilet facilities if required
- Send out an event reminder the day prior to all of your volunteers

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## Resources

## Event

- Event set up
- Carry out a site walk through ahead of the event to ensure the site is safe
- Set up registration desk and ensure Volunteer Registration forms and Photo-release forms are completed by all volunteers present
- Capture the day and share with our Tree Day community use #NationalTreeDay @planetark on Instagram and @NationalTreeDay on Facebook

## Post-event

- Make your efforts count and report your results to the Tree Day support team at <https://treeday.planetark.org/coords>

Please note this is a guide only of things to consider in planning your event.





# TREE DAY SUPPORT TEAM CONTACT DETAILS

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