



Connect with Nature



on National Tree Day

Business Guide

A guide to planning your National Tree Day



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The true meaning of life is to plant trees under whose shade you do not expect to sit.

- Nelson Henderson

01 About

Established in 1996, National Tree Day has grown into Australia's largest community tree planting and nature care event. The program is a call to action for all Australians to get their hands dirty and give back to their community.

Each year, around 300,000 people volunteer their time to engage in environmental activities that educate Australians about the world around them.

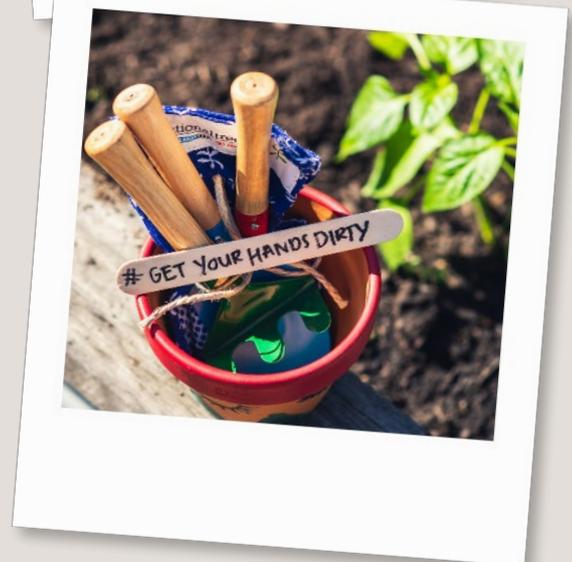
More than 3000 preschools, kindergartens, primary and high school students participate nationwide each year. Activities range from planting bush tucker gardens to building habitat for native wildlife, nature play and more.

It's a day to venture outdoors, get to know your community and, most importantly, have fun!

Over **28 million trees, shrubs and grasses** have been planted by more than **5 million people**, and this number continues to grow with the help of dedicated volunteers around the country.

While every or any day can be Tree Day, Schools Tree Day and National Tree Day are held on the last Friday and Sunday of July, respectively. Our community up in the Northern part of Australia celebrate Tropical Tree Day on the first Sunday in December, each year.

National Tree Day is an opportunity to recognise the hard work of communities around Australia and celebrate their ongoing commitment to the environment.



The best time to plant a tree was 20 years ago. The second best time is now.

- Chinese Proverb



Why get involved

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Research released by Planet Ark found that having plants in the workplace helps staff to:



Recover from stress and fatigue more quickly



Reduce the presence of volatile organic compounds (VOCs) and airborne bacteria



Increase productivity and creativity

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

How to get involved

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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 Seedling Bank](#)



Bring nature into your workplace



Fundraise for a local community group or school in support of their Tree Day activities

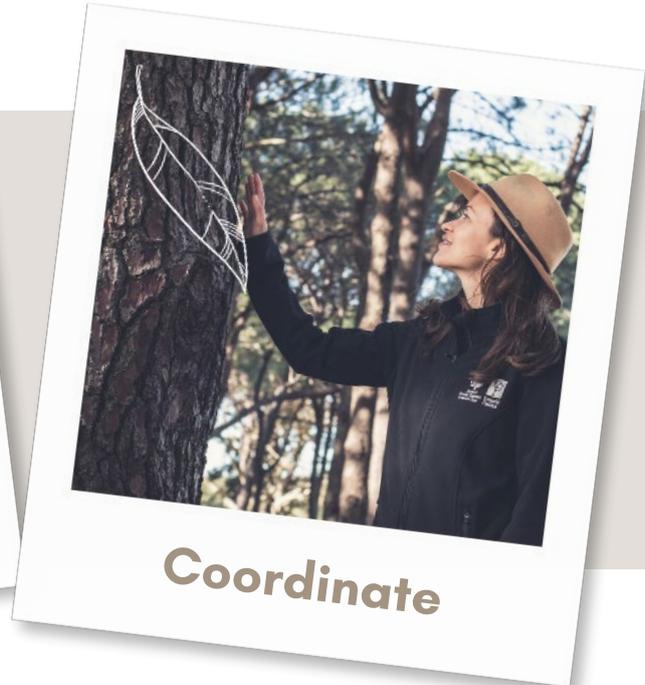


Volunteer

Volunteer

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



Coordinate

Become a Site Coordinator

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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 community plantings. For information on sourcing plants, simply [visit our website](#).

Site coordinators are eligible to apply for a Seedling Bank grant, when available. To learn more, please [visit our website](#).



As a volunteer

Steps for Volunteers



Step 1

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Find a site



You can find a site near you by entering your postcode on the [National Tree Day website](#).

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

Step 2

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Fill out a volunteer registration form



Fill out a volunteer form for the site you are planning on attending, so that site coordinators know you will be there and can keep track of numbers.



The creation of a thousand forests is in **one acorn**.

- Ralph Waldo Emerson



Steps for Site Coordinators



Step 1

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Choose a date



Schools Tree Day and National Tree Day are held on the last Friday and Sunday of July, respectively. Our community up in the Northern part of Australia celebrate Tropical Tree Day on the first Sunday in December, each year. If this is not an ideal time to plant in your area, Tree Day activities can take place on any date – just remember to register with Planet Ark.

Step 2

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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.

Step 3

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Register your event



Go to the **National Tree Day website** to register:

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

You can 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.

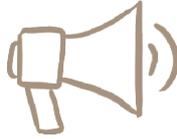
Please note: registration is necessary to receive support materials for your Tree Day activity and for your volunteers to be insured.



Step 4

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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 and help manage expected numbers
- Contact your community newspaper
- Reach out to your local council
- Inform local residents about your event

You can access National Tree Day promotional material in the **Coordinator's Toolkit**.

Step 5

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Prepare for the day



Use the Coordinator's Toolkit and event planner to prepare for the day. Send a reminder to your volunteers about what they need to bring, such as suitable clothing, gloves, sturdy footwear, sunscreen, hats, equipment, drinks and snacks, hand sanitiser.

Please note: Working with Children procedures must be implemented and adhered to.

Step 6

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Report your results



Make your effort count and report your results to the Tree Day support team **on our coordinator hub**.

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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- 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 giveaway
- 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 on our website** and share your Tree Day activity with us on social media using the hashtag #NationalTreeDay

Pre-Event

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

- Gather your organisational team. Together, work out a plan for your event: date, location, number of attendees, etc.
- Recruit your volunteers
- Organise native trees, shrubs, groundcovers or grass seedings for your site - reach out to local nurseries for support
- Organise tools & equipment, gardening gloves, shovels, stakes, tree guards or used milk cartons to protect seedlings
- Organise a first aid kit and a qualified first aider for the day
- Organise your event signage so people know where and when your event will be held
- Organise rubbish bins or bags to keep the site clean
- Print out copies of the Volunteer Registration forms and Accident/ Incident forms. All forms available on **[our coordinator hub](#)**
- Ensure you have access to water at the site and toilet facilities if required
- The day before, send a reminder to volunteers about what to bring on the day relevant for your activity

Event

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

Post-event

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- Make your efforts count and report your results to the Tree Day Support team on **[our coordinator hub](#)**

PLEASE NOTE

This is intended as a guide only of things to consider in planning your event.

Planting Resources

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Ask your local community to get involved

Your local council or community nursery may be able to help by supplying native seedlings or plants. Some may even be able to provide buckets and shovels for the day or help with site preparation and maintenance. Get in touch with your local council or support group as early as possible. Check with your local Toyota dealership to see if they are available to collaborate for your Tree Day activity.

Still not sure where to find plants? [Login to our coordinator hub](#) and visit the 'Offers of Help' page.

Planet Ark recommends that you plant local natives. Local natives are perfectly suited to the local soil type and climate, and they're also great for wildlife. To find plants native to your local area call your council.

Extra Resources

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We have loads of resources to help make your National Tree Day a success.

Please [visit the toolkit on our website](#) to access:

- Posters
- Participation Certificates
- Web graphics
- Activity sheets
- Lesson plans
- Paperwork



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I'm planting a tree to teach me to gather strength from my deepest roots.

- Andrea Koehle Jones



The planting of a tree is a gift you can make to posterity at almost no cost and with almost no trouble, and **if the tree takes root it will far outlive the visible effect of any of your other actions, good or evil.**

- George Orwell

Tree Day Support Team Contact Details

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 treeday@planetark.org

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22-36 Mountain St, Ultimo
NSW 2007 Australia

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