



## Trees for Sacred Places STEP-by-STEP Guide



1. Congregation contacts Interfaith Partners for the Chesapeake (IPC) to express interest and obtain more information on how this project works. Please contact Bonnie Sorak [bonnie@interfaithchesapeake.org](mailto:bonnie@interfaithchesapeake.org) or call 443-799-0349.
2. Bonnie will confirm receipt of your email/phone call, and will pass your information along to the Alliance for the Chesapeake Bay (the Alliance) to assess and verify your eligibility for the program. Then your congregation will be in their queue for follow-up. The contact person at the Alliance is Joanna Freeman, [jfreeman@allianceforthebay.org](mailto:jfreeman@allianceforthebay.org) or 443- 949-0575
3. Joanna at the Alliance will contact you to set up a time to talk about your vision for your land. She may schedule a site visit or may do an assessment of your space viewing Google Earth online to determine eligibility for participation. Either way, she will assess site qualifications such as area of land, soil and number of possible trees to be planted. *All questions related to type and size of trees, and planting plan should be directed to: [Joanna Freeman](mailto:Joanna.Freeman@allianceforthebay.org) at the Alliance.*
4. Congregation gets approval from its governing body responsible for approving go-ahead for this project.
5. Alliance schedules a site visit to prepare Planting Plan. Alliance visits site and develops Planting Plan.
6. Alliance presents Planting Plan, MOU, and Maintenance Plan to Congregation Coordinator for signature.
7. Congregation approves Planting Plan no less than 1 month in advance of the Planting Day (so trees can be ordered in time). Receipt of the signed MOU indicates approval. No changes can be made to the Planting Day within 2 weeks of the date, unless for inclement weather.
8. Alliance schedules Planting Day and orders trees, deer protection and soil conditioner/mulch if necessary.
9. IPC schedules Spiritual/ Theological & Environmental Education Workshop (can be same day as Planting Day) -- a 1hr.- 90min. program. Even though this workshop is co-produced by the Alliance and IPC, Kolya is the person who schedules this workshop and works through the logistics with the congregation. *All questions related to Workshop send to: [Kolya Braun-Greiner](mailto:Kolya.Braun-Greiner@interfaithchesapeake.org) at IPC*
10. Congregation promotes both the Workshop and Planting Day:
  - a. Publicity
    - i. in congregation news/ bulletins/ website
    - ii. in local newspaper (if possible)
  - b. Draw a good-sized attendance to the Workshop
  - c. Recruit Volunteers for Planting Day
11. Planting Day: Alliance delivers trees and offers instruction on proper planting and maintenance procedures. Alliance serves as crew leader on Planting Day, but congregation is expected to provide the volunteers for the duration of the planting.