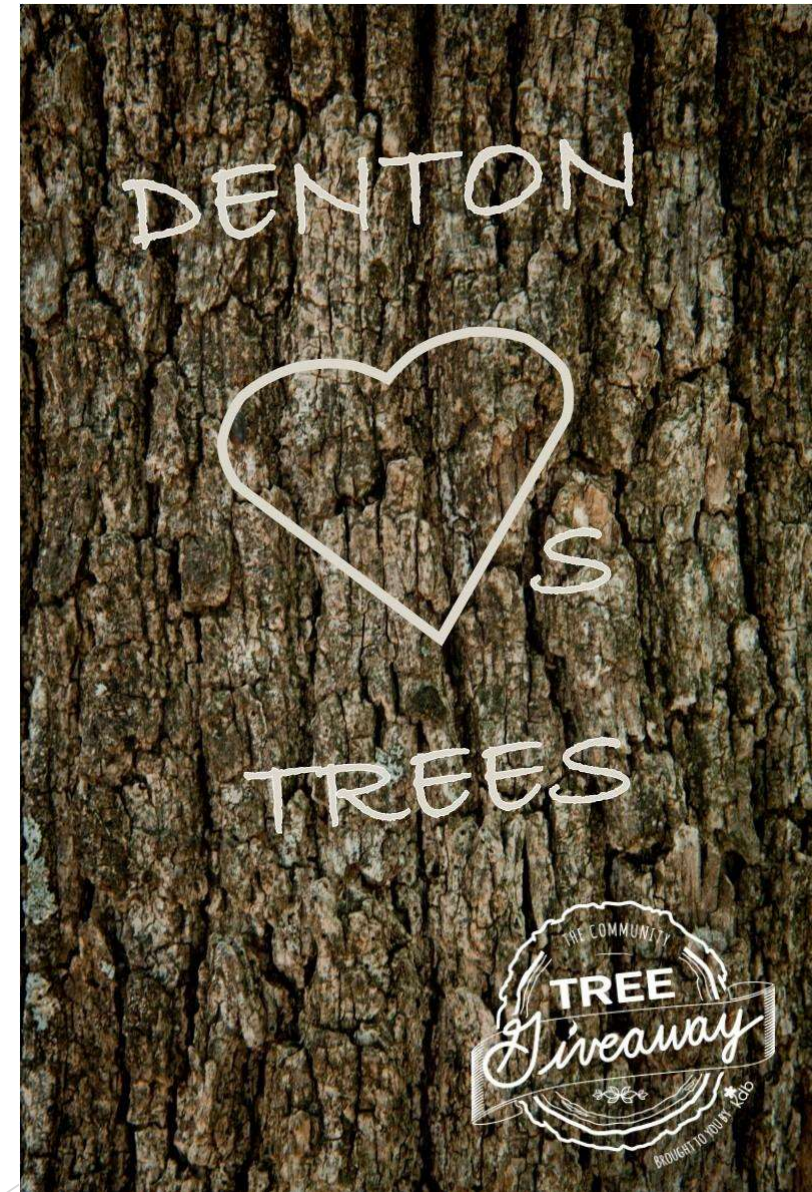


# 2022 Community Tree Giveaway Details



# The Importance of the Community Tree Giveaway

- ▶ 24th annual event
- ▶ More than 20,000 trees given away
- ▶ Texas Trees Award from Texas Chapter of ISA
- ▶ Trees provide ecosystem benefits and raise home values
- ▶ Denton residents get a free chance to beautify their yards
- ▶ Tree Giveaway provides a take-home guide for education on tree care
- ▶ The event promotes KDB culture and has become a tradition for both participants and volunteers



# Event Day Details

- ▶ Save event day contacts
  - ▶ Autumn Natalie: (469) 774-7680
  - ▶ Arianna Bencid: (940) 368-8688
  
- ▶ **Set alarms – 7 a.m. arrival!**
  
- ▶ Review email attachments
  - ▶ Job Descriptions
  - ▶ Windshield Markings Cheat-Sheet

# Event Logistics

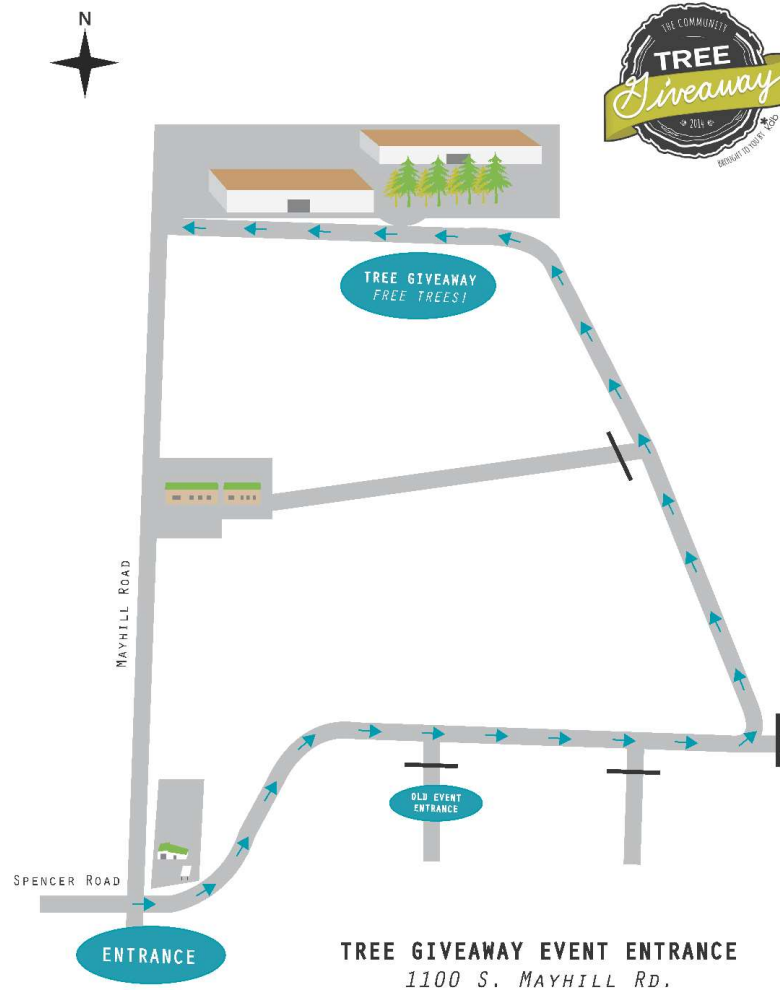
- ▶ Tree Stations organized by Species (numbered)
- ▶ No buffer trees—***very important!***
- ▶ Volunteer check-in outdoors
- ▶ Registration Check-In on iPads
  - ▶ Scan ticket using scanner or look up on iPad
  - ▶ Write tree species number on windshield
    - ▶ Will also be on all clipboards
- ▶ Waitlist Participant Registration
  - ▶ Begins at noon; registrants will have their choice of left over trees - no species assigned prior to arrival
- ▶ Surveys - ALL online

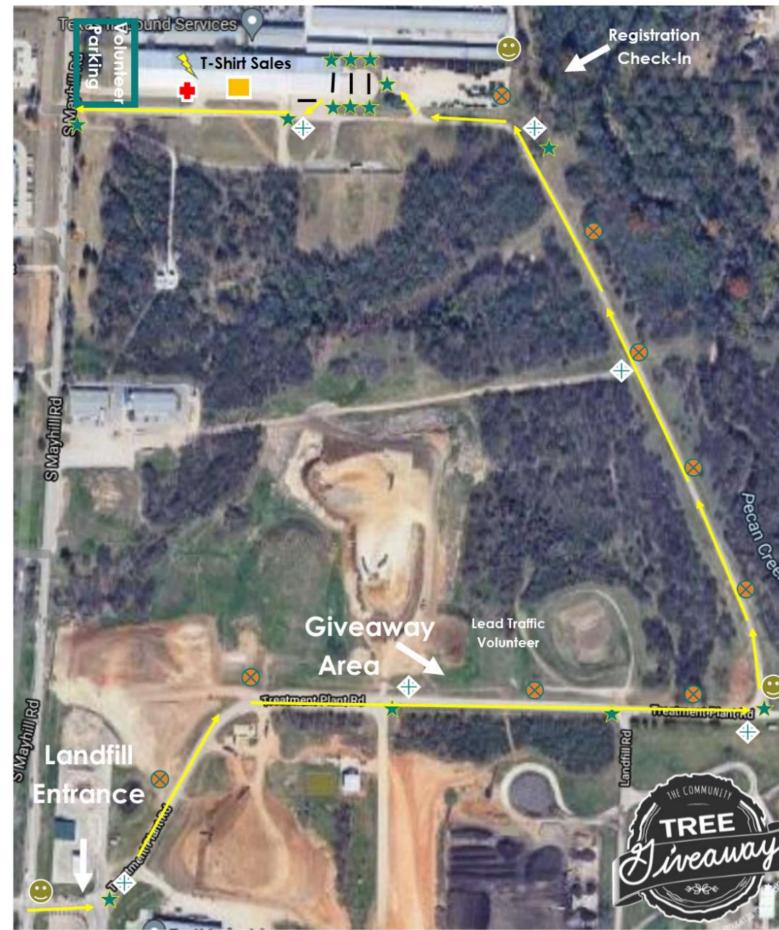
# Registration Guide

- ▶ Firm Guidelines
  - ▶ Qualifying forms of Denton Residency
    - ▶ Acceptable Forms of Proof (copies OK)
    - ▶ City of Denton Utility Bill
    - ▶ Driver's license or other household bill
    - ▶ County Appraisal Document
    - ▶ If nothing else, are they on the Master List?
- ▶ Scan ticket
- ▶ When in doubt, route them to the side to park and call staff to troubleshoot.
- ▶ ***We CANNOT let anyone in who did not pre-register.***
  - ▶ ***Anyone upset can be routed to the Multiples/Help station.***

# Event Basics & Map

- ▶ New pick-up location  
651 S. Mayhill Rd.
- ▶ Updated position descriptions





**MAP KEY**

★ Traffic Volunteer Location	😊 Event Marker Sign Location	🚑 First Aid/Volunteer Support
⊕ Directional Sign Location	⊗ Educational Sign Location	⚡ Weather Shelter



# Traffic Flow



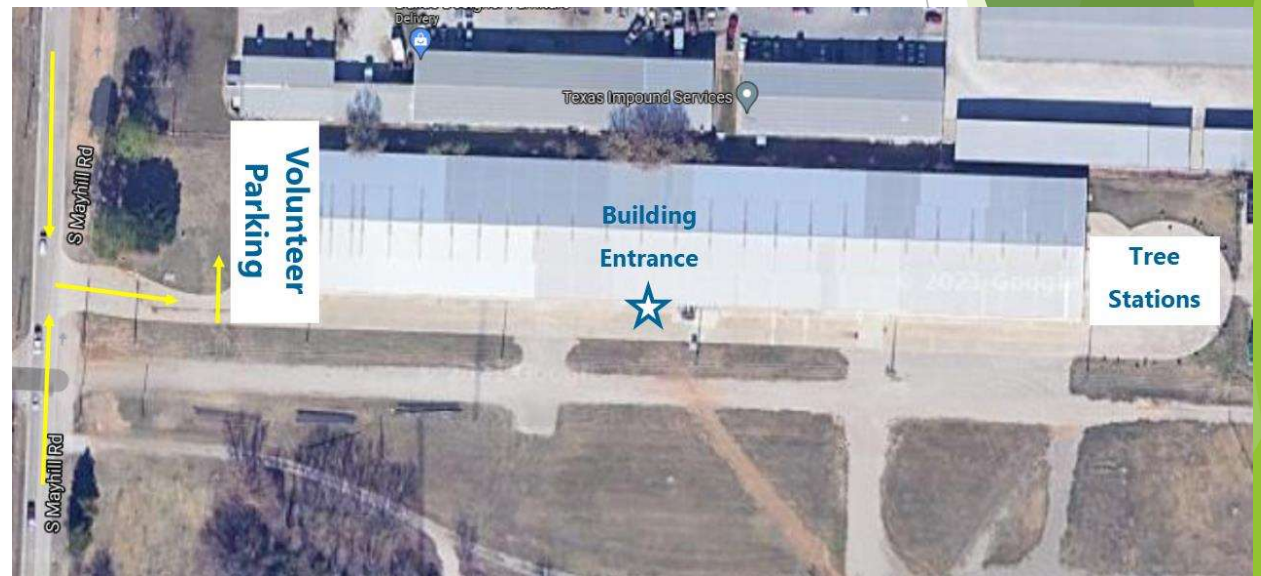
## 2022 Tree Giveaway Traffic Flow





# Additional Resources for Volunteers & Participants

- ▶ Tree Guide – **ONLINE ONLY**
- ▶ **Fast Facts for traffic & check-in volunteers**
- ▶ **On your clipboards**
  - ▶ Tree Species by station number
  - ▶ Windshield guides
  - ▶ Position description
- ▶ Vol Parking (email)  
**651 S. Mayhill Rd.**



Autumn  
Blaze Maple



# 2021 Tree Species

Chinkapin Oak



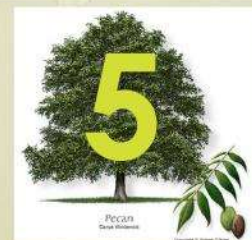
Lacebark Elm



Mexican Plum



Native Pecan



Texas Redbud



Vitex  
(Chaste Tree)



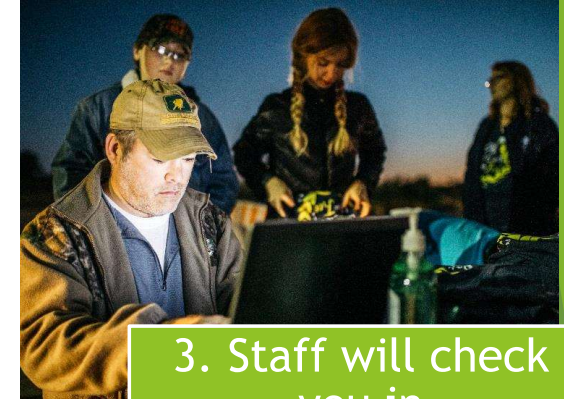
# What to do on Event Day



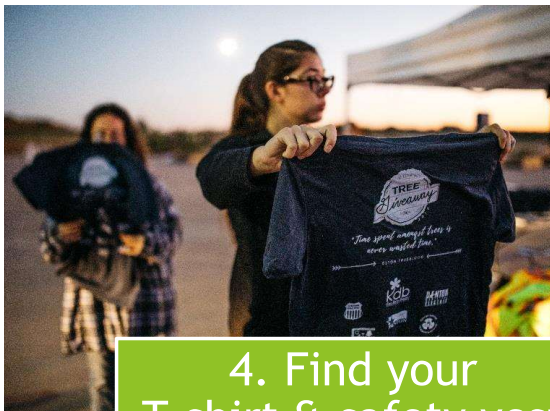
1. Park in Volunteer Parking Area



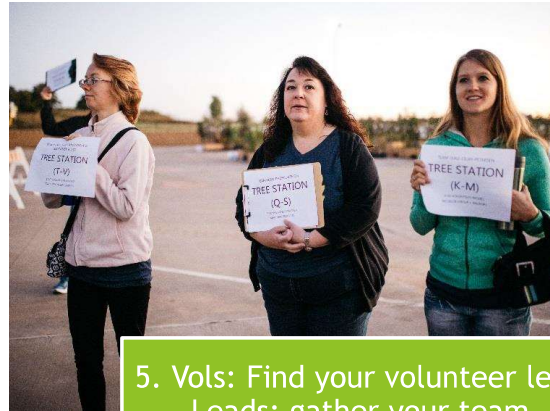
2. Walk down and around the building to the SOUTH side. Look for a blue tent!



3. Staff will check you in



4. Find your T-shirt & safety vest

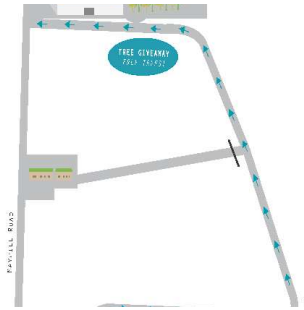


5. Vols: Find your volunteer lead Leads: gather your team



6. Run through volunteer job logistics & take position

# Step-by-Step Event Guide: Check-In/Traffic



1. Participants drive into Landfill from Mayhill Rd.



2. Traffic Volunteers guide cars to registration check-in



3. Check-in Volunteers stop cars & confirm registration



4. Check-In Volunteers mark windshield with species #, "M" for multiples, "★" for help



5. Cars drive down to Lead Traffic Volunteer. Lead directs cars to lanes based on windshield marking.

# Step-by-Step Event Guide: Tree Stations



6. Tree Station Leads wave cars to their corresponding station



7. Tree Station Lead directs cars to STOP, place the car in PARK & pop trunk or unlock car doors



8. Tree station volunteers carefully load tree into participant's car



9. Tree Station Volunteers clean off windshield markings

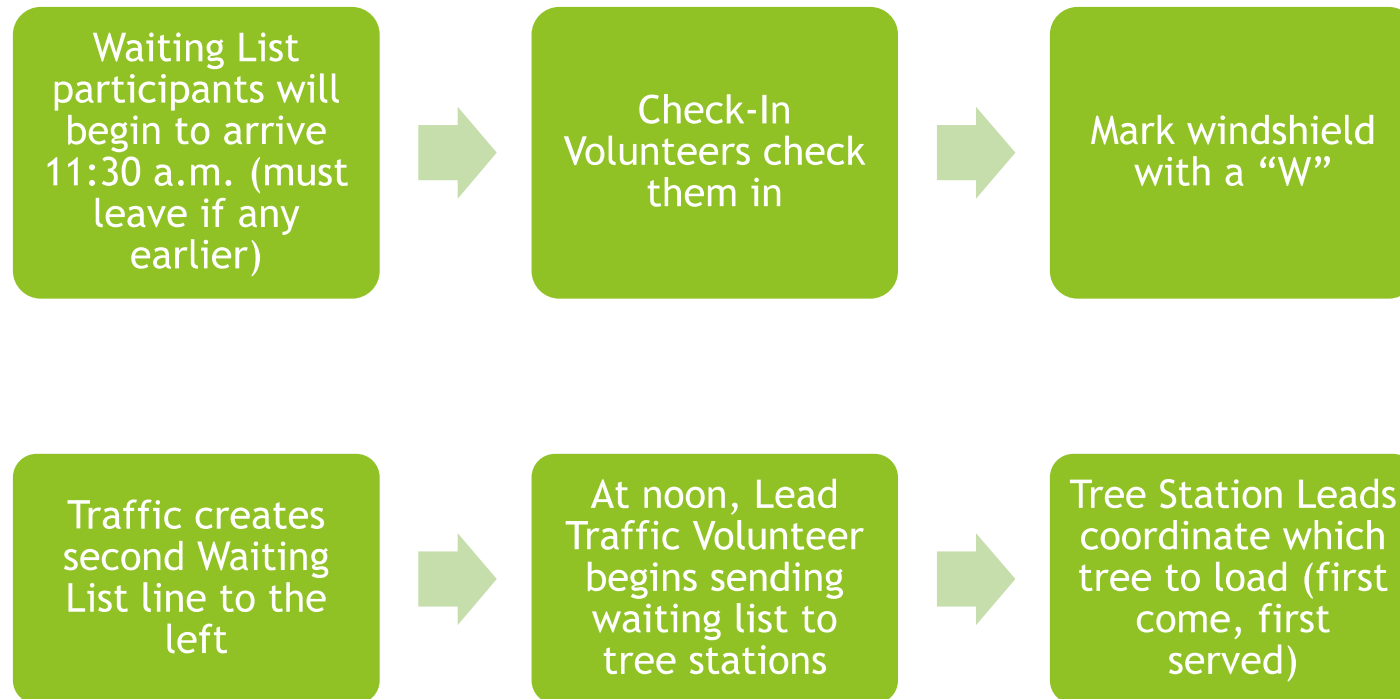


10. T-shirt sales booth near check-in



11. Tree Station & Traffic Volunteers SAFELY direct cars out of parking lot

# Step-by-Step Event Guide: Waiting List



# Emergency Procedures

- ▶ Rain or Shine event
- ▶ Rain ponchos on-hand (just in case!)
- ▶ Safety: Shelter inside Warehouse (event HQ) as indicated on map
- ▶ First aid: Staff can help
- ▶ Radio in!

# The KDB Culture

- ▶ Remember that the event participants and volunteers are there for more than just free trees or volunteer hours. The reason we have people come back year after year is because of the **experience!**
- ▶ Help us to continue to strengthen this by providing excellent customer service and having a positive attitude. **Get ready to work hard and play hard!**

**THANK YOU**  
**for volunteering to**  
**make it a success!**

