



# Plant a Tree AT YOUR SCHOOL

**Trees thrive when both students and staff are invested!**

For a new tree to thrive through maturity, appropriate tree selection, adherence to DPS standards, and a care plan are required to ensure the tree has what it needs. Including students and school staff in the planning, planting, and implementing the tree care plan will ensure success.

Completing the planning and approval process typically takes three months. Planting can proceed after approval is obtained.

1

## Select the right tree species for your space.

- ✓ Review CSU's [tree planting practices](#), DPS' [tree standards](#), and Denver's [list of approved trees](#).
- **Create a map** noting the tree species you selected and the space you would like to plant in.

2

## Create a five-year tree care plan.

- Use the [Care of Recently Planted Trees](#) guide to create your tree care plan.
- **Address the following:**
  - How will you ensure the tree is planted to DPS' standards?
  - Who is responsible for wrapping the tree from Thanksgiving to Easter?
  - How will the new tree get watered over the summer and when the irrigation system is off?
  - How will the tree be cared for year over year?



Scan to access the  
DPS Sustainability  
website.



**3**

**Submit the following materials** via email to [FirstCall@dpsk12.net](mailto:FirstCall@dpsk12.net):

- Your map with proposed planting locations and tree species selection.
- Your five-year tree care plan.
- A completed [Facility Modification Form](#).  
*This form must be submitted by DPS staff for approval and signature from both the school's principal and facility manager.*
- First Call will get back to you any questions, concerns, and/or approval.

**4**

**Make it happen!** Once your project has been approved by First Call, start implementing your plan and schedule your tree planting.



**DENVER  
PUBLIC  
SCHOOLS**

Connect with us about your tree plans:  
[dept\\_sustainability@dpsk12.net](mailto:dept_sustainability@dpsk12.net)