



## **Deliverable / Project: Special Project: Tree Sapling Giveaway**

### **Description of Project**

Town of Orangeville residents would pre-register for a tree sapling giveaway (200 trees), where they would be eligible to receive one (1) tree sapling at no cost. Residents can register online or in-person at Town Hall. The Committee will select a date (Saturday, May 31, 2025), and the residents that registered would pick up their tree sapling from the Operations Centre (500 C Line, Orangeville). Tree saplings to be purchased from the CVC.

### **Process to Register and receive a Tree Sapling**

1. Residents would register online or in-person at Town Hall.
2. The names and information for the registrants will be sent to the Committee Secretary and the Staff Liaison as they register.
3. Committee members will be present at the Operations Centre on the day of the event to assist with the disbursement of tree saplings.
4. The registrant is required to show confirmation of their registration to receive the tree sapling.

### **Budget Breakdown**

- 200 Tree Saplings purchased from the CVC – **\$2,500**
- Clarify what equipment needed for the day at the Operations Centre

**Total budget for this project: \$4,000**

### **Scheduled Start and Completion Timeline**

#### **Phase 1: February – March**

- Confirm purchase order and delivery for 200 tree saplings from the CVC (**needs to be ordered by December 13<sup>th</sup>, 2024**)
- Confirm date for the giveaway event (Saturday, May 31, 2025).
- Create advertisement and promotional materials for the event and outline any key dates.
- Provide the Committee Secretary with the advertising and promotional materials to send to the Communications Division (Communication Division requires 8-week minimum notice).
- Confirm logistics for giveaway event at the Operations Centre.



- Example – these members will be responsible for blank at the giveaway event.
- Open the registration period (need approval from Deputy Clerk and Communications Division).

#### **Who is Leading this Phase?**

- **Committee Members** - create advertisement and promotional materials for the event and outline any key dates.
- **Committee Secretary** – send promotional materials to the Communication Division and will work to create online registration form.
- **Staff Liaison** – to confirm purchase order for the 200 tree saplings from the CVC.
- **Deputy Clerk and Communications Division** – to approve registration form and promotional asks.

#### **Phase 2: April – May 31**

- Monitor the registration process and close the registration process if it exceeds 200 registrants.
- Giveaway event – Saturday, May 31, 2025, at the Operations Centre, 500 C Line, Orangeville.

#### **Who is leading this Phase?**

- **Committee Members** – attend the giveaway event.
  - **Committee Secretary** – ensure the Committee has a list of all the registered participants who will be picking up a tree.
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