

Cacapon Institute

#10 Rock Ford Road
Great Cacapon, West Virginia 25422
Cell: 240-431-3443 Office: 304-258-8013
phlow@cacaponinstitute.org
<http://www.cacaponinstitute.org>



Potomac Headwaters Leaders of Watersheds

Plant-a-Tree Application Guidelines

Educating future generations of environmental stewards through in classroom education and on the ground conservation practices at schools.



WHAT IS PLANT-A-TREE?

The Plant-a-Tree program is one of three complete MWEEs offered by Cacapon Institute. MWEEs or Meaningful Watershed Educational Experiences include classroom education, student-led investigations, scientific debate, consensus building, and hands-on conservation action.

The Plant-a-Tree program requires one education session based around the overall importance of trees within our ecosystem. For the conservation project, students will plant trees at their school. The quantity and type of trees planted is flexible but the trees must be native shade or flowering species that increase the aesthetic value at the school and also provide shade, increase wildlife habitat, and capture stormwater runoff pollution.

Cacapon Institute

#10 Rock Ford Road
Great Cacapon, West Virginia 25422
Cell: 240-431-3443 Office: 304-258-8013
phlow@cacaponinstitute.org
<http://www.cacaponinstitute.org>



WHAT ARE THE APPLICATION REQUIREMENTS?

- Program must take place at a public or private school within the Eastern Panhandle of West Virginia, Shenandoah Valley, or Western Maryland
 - o Trees must be planted on school property
- The school must be committed to participating in a classroom lesson led by Cacapon Institute prior to the planting day
- The school must assist in the planning and execution of the tree planting
- The school must support the ongoing maintenance of trees (see Maintenance agreement form, which will be provided by Cacapon Institute staff)

WHAT ARE CACAPON INSTITUTE'S RESPONSIBILITIES?

- Cacapon Institute's Watershed Education Coordinator will lead one, fifty-minute lesson about the Importance of Trees
 - o Students will review the overall structure of a tree and the benefits that trees provide to communities and ecosystems
- Work collaboratively with your school to develop a planting plan and select the tree species best suited for your needs
- Mark where the trees will be planted with spray paint or flags prior to planting
- Provide trees, stakes, arbor tie, bark protector tubes, mulch, and tools for planting
- Lead the planting with each class or group of students

Cacapon Institute

#10 Rock Ford Road
Great Cacapon, West Virginia 25422
Cell: 240-431-3443 Office: 304-258-8013
phlow@cacaponinstitute.org
<http://www.cacaponinstitute.org>



WHAT ARE THE SCHOOL'S RESPONSIBILITIES?

- Work collaboratively with Cacapon Institute to plan the education and planting day schedule, select appropriate tree species, and create a planting plan
- Contact Miss Utility within the proper time frame (two weeks prior to your planting day) for the planting and digging of holes
- Arrange volunteers to dig holes prior to the planting day
- Transportation of trees from storage facility to school
- Keep a record of all volunteer hours for final project report

READY TO APPLY?

Are you ready to engage students in hands-on conservation that will beautify your schoolgrounds? Are you ready to help protect rivers and watersheds? Are you ready to increase urban tree canopy and receive the benefits of more trees at your school? *If so, Cacapon Institute is prepared to help you achieve your goals!*

Please follow a link below to complete an application:

[GOOGLE FORM](#)

[CACAPON INSTITUTE](#)



For more information on Cacapon Institute or PHLOW, please contact Cacapon Institute's Watershed Education Coordinator, Victoria Lusk, by emailing phlow@cacaponinstitute.org.