

Green Legacy Programme Confirmation

Intermediate – Community Tree Planting

For GL staff to fill out:

- In calendar
- Attached to booking
- Sent to staff



Please fill in any of the highlighted details as well as update and highlight inaccurate information and return to adamcd@wellington.ca

School Information

School	
Address	
Phone	
School Contact	
Planting Location	
Green Legacy Contact	

Tree Planting Location Details

Location:

Program Time: approx. 9:00am – 12:00pm or a half day – times are variable due to travel time to site

Date of Visit(s):

Please fill out the following table(s):

Planting 1:

Location:	Date:
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Approx. # of Students	# of Busses	Name of Teacher(s)

Busing

- It is the **responsibility of the school** to book all of the buses required for your school to participate in the Intermediate Tree Planting Programme.
- **Wellington County will pay for the cost of busing.** We prefer having the bus company send the receipts directly to us. Please have them sent to:

ATTN: Rob Johnson
County of Wellington
6714 Wellington Road #34, RR#22
Cambridge, ON
N3C 2V4

Bus line: Please choose the one that your school uses regularly. See confirmation letter for billing details. (We prefer one of these companies as they are aware of the Green Legacy's Programmes locations, billing instructions and most cost effective.)

	Elliott
	First Student
	Sharp
	Brenmar
	Epochs
	Other – please specify

Come Prepared: Your School's Responsibilities

In order to make your day as comfortable as possible, students and teachers should come equipped with the following:

- **Appropriate footwear** – boots for rain or mud or other sturdy shoes that suit working conditions
- **Hat and/or sunscreen, bug spray**
- **Rain gear/warm jacket** – depending on weather and the time of year
- **Work gloves** – if you want to wear work gloves, please bring your own
- **Water or snack** - as needed

Because of the different weather conditions we could be working in, try to dress in layers to accommodate the changing temperatures.

Inclement Weather and Cancellations

Tree plantings generally run rain or shine.

If severe thunderstorms are forecasted for the day of your planting event, your school will be contacted by Green Legacy staff by 8:30 am. The decision to cancel the trip or not will be made by participating school. However, please be aware of our **inclement weather policy at Green Legacy**:

- In the event of seeing and/or hearing thunder and/or lightening at the nursery, all staff and volunteers must evacuate the greenhouses and move indoors.
- When wind speed exceeds 35km/hr staff and volunteers are not permitted to be in the forest.

If needed, we will work with your school to reschedule your visit.

Please contact Adam McDowell at 519.400.3040 if you are concerned about the weather on the day of your trip.