



2017 CCA Tree Planting Program

Information for Provincial Representatives

Thank you for your participation in the 2017 program.

On **February 14, 2017** a Constant Contact Message will go to all camps across the country inviting them to participate in the 2017 program.

The deadline for camps to order trees with their representative is **April 10, 2017**.

By **April 12, 2017**, please assemble your order and email it to Andrea Koehle Jones andreakj452@gmail.com

The order includes:

1. The mailing address in each province where the trees are to be delivered* including the name, email address, and phone number of the person receiving the delivery.
 2. The names of the camps, the number of trees for each camp and the total number of trees for each province.
- The camps will be picking up their trees from this location, which has been selected by the representative. If pick up is not possible, the camp arranges for delivery to their camp site. Andrea suggests that the most economical transport is Greyhound bus. Camps need to be aware of this obligation to collect their trees from a central location

or to arrange for delivery before placing their order.

When Andrea has completed the arrangements with the nursery in your province, she will inform the provincial representative of the delivery date (within the last two weeks of June). The representative relays this information to the camps and advises them how to access the “Confirmation of receipt of trees” online form.

<http://www.charitree-foundation.org/resources-and-tools/tree-planting-project/>

If the provincial representative does not receive the trees on the specified date, please contact Andréa.

The representative facilitates the distribution of the trees and reminds the camps to acknowledge the receipt of the trees promptly to Andrea. Andrea depends on this information to satisfy her donors that their contribution is being spent wisely. If for any reason, the seedlings are rerouted to a different camp, Andrea should be notified.

If you have any questions, please contact Catherine Ross at

catherineross315@gmail.com

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