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Irving Street
Federal Boulevard
Wetland
Sheridan School District No. 2
Quincy Ave
Quincy Trail
Flow of Drainage
Parcels
Feet
0 75 150 300 450 600
Data Source:
USGS 2009, nationalmap.gov;
Arapahoe County GIS Data Download, 2013
Quincy Trail
Sheridan, CO
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7

Sheridan Quincy Trail Corridor

Trail observations
- Good points
- Bad points

How to improve the trail area

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8

Planting Design by DesignWorkshop

THE LEARNING FOREST

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Leadership Class Involvement

Meeting with IES
Leadership class involvement
Plant and care for trees
Name the project
Help to plan the project

Project Name

Project names are important
Current name:
IES Sheridan Fort Logan Northgate Tree Project
New name

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Stewardship

What is stewardship?
How can you be a steward?
What can you do for the trail as a steward?

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Summer Activity

Visit the site
Begin stewardship

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Stewardship Contract

Help the Quincy Trail Corridor and pledge to become a Sheridan Tree Steward

Help write the contract today

I promise to help the trees!!!!

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Questions / Comments

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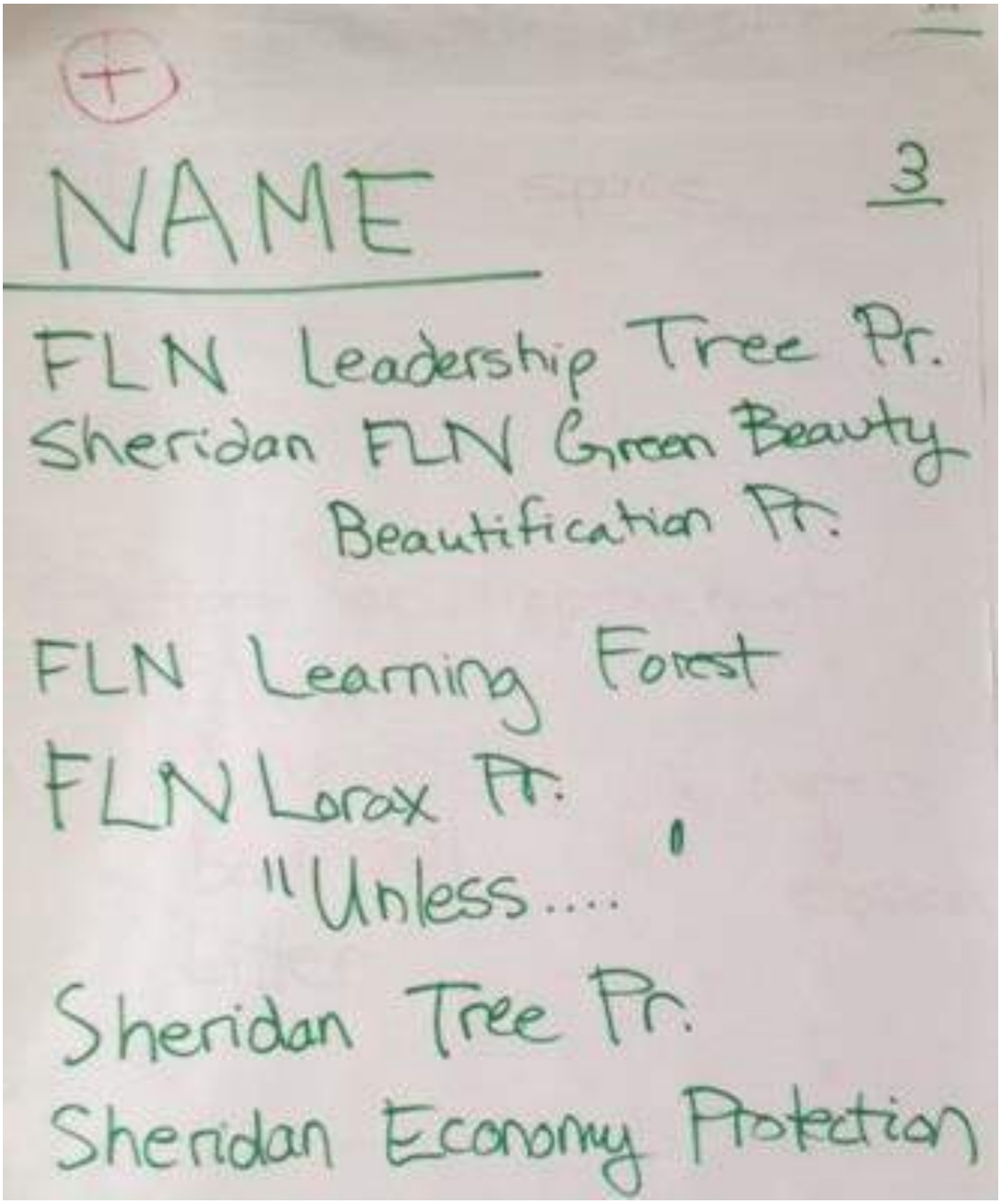
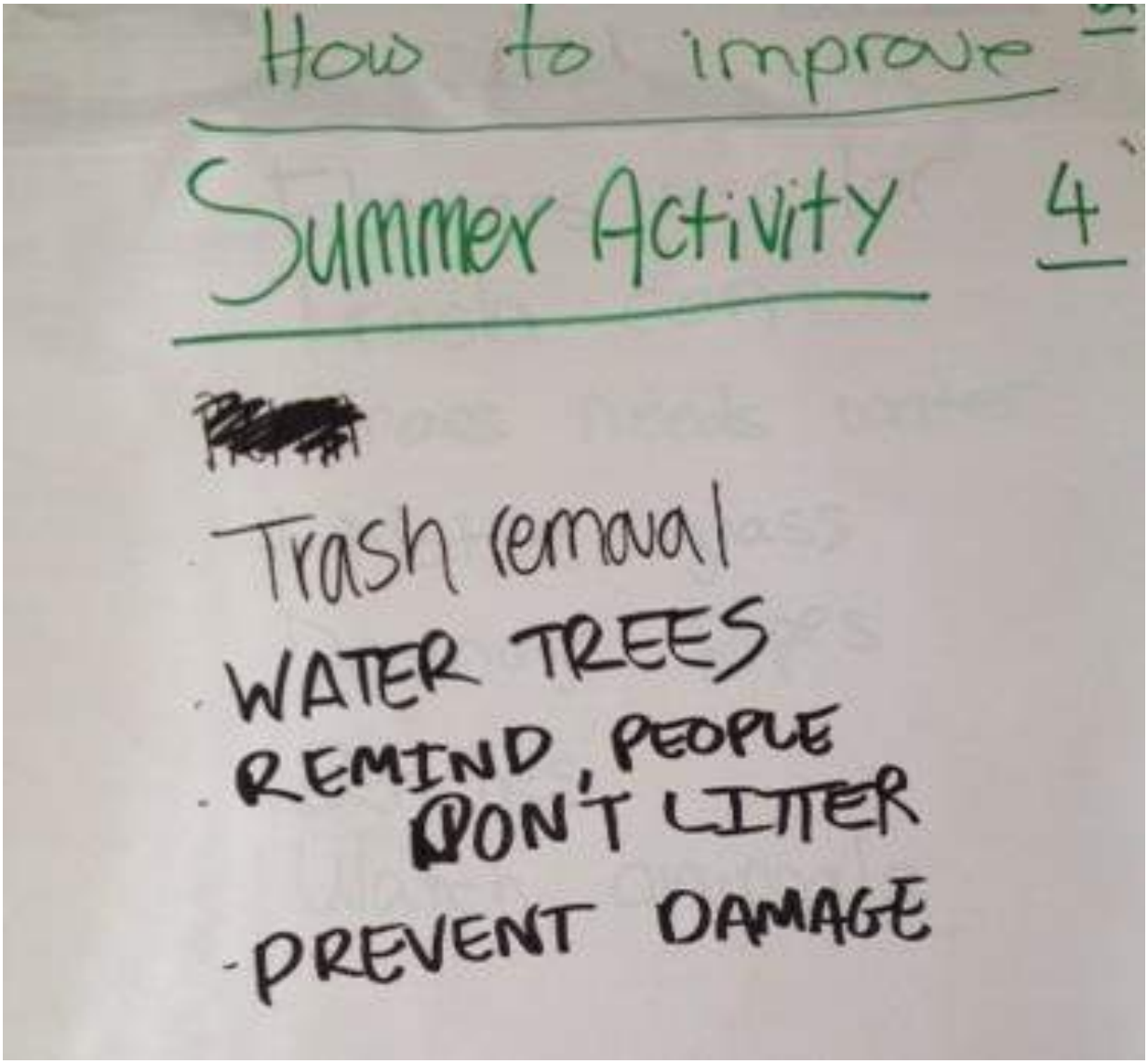
Sheridan Quincy Tree Project
Final Report
August 2016

Appendix I
Workshop 1 Flip Chart, project name discussion


NAME
3
FLN Leadership Tree Pr.
Sheridan FLN Green Beauty
Beautification Pr.
FLN Learning Forest
FLN Lorax Pr.
"Unless....
Sheridan Tree Pr.
Sheridan Economy Protection

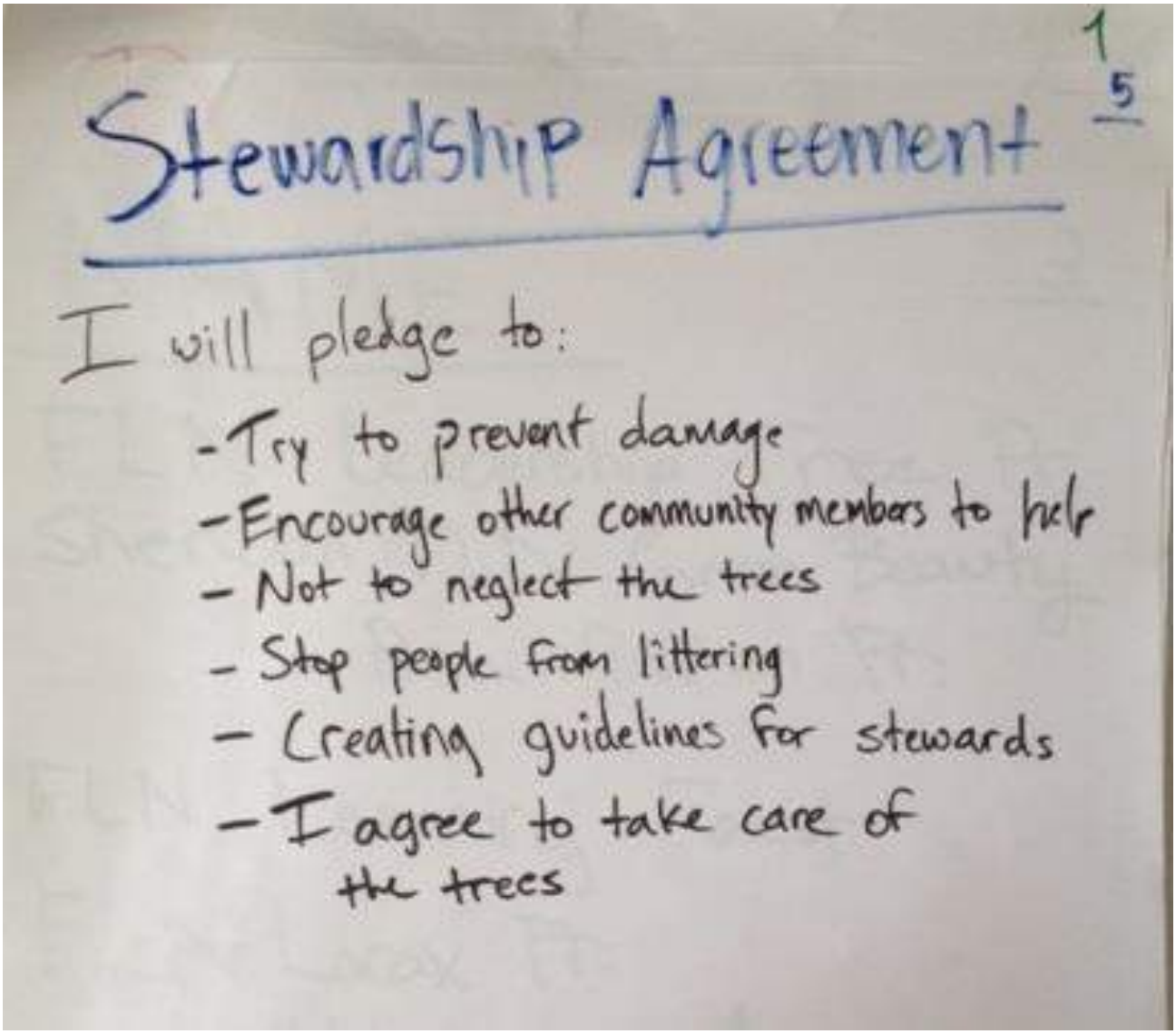
Sheridan Quincy Tree Project
Final Report
August 2016

Appendix J
Workshop 1 Flip Chart, summer activity to improve trail section


How to improve
Summer Activity 4
[redacted]
Trash removal
WATER TREES
REMIND PEOPLE
DON'T LITTER
PREVENT DAMAGE

Sheridan Quincy Tree Project
Final Report
August 2016

Appendix K
Workshop 1 Flip Chart, stewardship agreement brainstorm


1/5
Stewardship Agreement
I will pledge to:
-Try to prevent damage
-Encourage other community members to help
- Not to neglect the trees
- Stop people from littering
- Creating guidelines for stewards
-I agree to take care of the trees

Sheridan Quincy Tree Project
Final Report
August 2016

Appendix L
Stewardship Agreement (unsigned)

IES Sheridan Quincy Trail Improvement and Stewardship

_____

_____(Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

I also pledge to do my best care for the trees, pick up litter on the site, encourage friends and family members to help with the project, and care for the trees and the site.

X _____

Student Signature

Date _____

Sheridan School District No. 2

Institute for Environmental Solutions

Sheridan Quincy Tree Project
Final Report
August 2016

Appendix M
Stewardship Agreements (signed)

IES Sheridan Quincy Trail Improvement and Stewardship

Selene Navarro (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

I also pledge to do my best care for the trees, pick up litter on the site, encourage friends and family members to help with the project, and care for the trees and the site.

X Elena Navarro Barrios

Student Signature

Date 9/15/15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Nazaret Little (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

I also pledge to do my best care for the trees, pick up litter on the site, encourage friends and family members to help with the project, and care for the trees and the site.

X Nazaret Little

Student Signature

Date 9/15/15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Agustin Valdez (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Agustin Valdez

Student Signature

Date 9/15/15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Julia Najera (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Julia Najera

Student Signature

Date 9/15/15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Jeremiah Mchone (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Jeremiah

Student Signature

Date 9/15/15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Khalen Gutierrez (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Khalen Gutierrez

Student Signature

Date 9-15-15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Calvin Nguyen (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Calvin Nguyen

Student Signature

Date 9-15-15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Saul Espinoza (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Saul E.

Student Signature

Date 9/15/15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Amanda Dinh (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X

Student Signature

Date 9-15-15

Sheridan School District No. 2

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Kim Vo (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Kimmy Vo

Student Signature

Date 9/15/15

Sheridan School District No. 2

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Monica Dinh (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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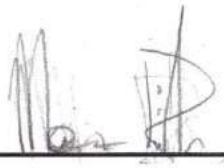
X 

Student Signature

Date 9/15/15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Gabrielle Joan Marcojos (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X

Student Signature

Date 09/15/15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

DeLauryn Hardy (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X DeLauryn Hardy

Student Signature

Date 9/15/15

Sheridan School District No. 2

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Raymond Martinez (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Raymond Martinez

Student Signature

Date 9-15-15

Sheridan School District No. 2

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Shawn Salazar (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Shawn Salazar

Student Signature

Date 9-15-15

Sheridan School District No. 2

Institute for Environmental Solutions

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Yesenia Estrada (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Yesenia E

Student Signature

Date _____

Sheridan School District No. 2

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Ashley Munoz (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Ashley M.

Student Signature

Date 9-15-15

Sheridan School District No. 2

Institute for Environmental Solutions

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Humberto Soto (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Humberto Soto

Student Signature

Date 9/13/15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Monique soto Reyes (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Monique soto Reyes

Student Signature

Date _____

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Rubi Delgado (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X

Student Signature

Date 9/15/15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Maria Garcia (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X

Student Signature

Date 9/15/15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Alvaro sanchez (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Alvaro Sanchez

Student Signature

Date 9-15-15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Gabriella Salazar (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Gabriella Salazar

Student Signature

Date 9/15/15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Pablo Cruz Montez (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Pablo Cruz Montez

Student Signature

Date 9-15-15

Sheridan School District No. 2

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Yasmine Moreno Colelles (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X Yasmine Moreno Colelles

Student Signature

Date 9/15/15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Jaime Reyes (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X _____

Student Signature

Date 9/15/15

Sheridan School District No. 2

Institute for Environmental Solutions

IES Sheridan Quincy Trail Improvement and Stewardship

Sharena Del Broco (Print Name)

With this a pledge, I agree to take care of the trees that Fort Logan Northgate 3-8 School's Leadership Class will plant as part of the IES Sheridan Tree Project in October 2015. I will help create a plan to care for the trees and implement a watering schedule for student stewards in our Leadership class.

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X

Student Signature

Date 9/15/15

Sheridan School District No. 2

Institute for Environmental Solutions

Sheridan Quincy Tree Project
Final Report
August 2016

Appendix N
Workshop 2 Content

IES Sheridan Quincy Tree Project – FLN Leadership Class
Fort Logan Northgate 3-8 School, 4000 South Lowell Bl., Sheridan, CO 80235
September 11, 2015

Workshop Date and Time
September 15, 2015, from 2:20 to 3:15 pm.

Workshop Goals
Introduce new students to the program and their role.
Introduce students to planting plan and the plan for the planting day.
Introduce students to the staking day plan.
Teach students about the needs of trees.
Teach students about how to plan a planting day.

Supplies
Flip chart for student discussion
Camera to document workshop
Handouts explaining needs of trees and planting techniques

Workshop Content
Introduction (2:20-2:25)
- Introduce IES team members.
- Explain the rules of the workshop. Students should raise their hands to answer or ask questions. If there is a question that is off topic or cannot be answered by a team member, we will add the question to our flip chart and answer it later in the workshop or at a future event.
- Introduce the outline of the workshop.
    a) Explanation of planting and staking plans.
    b) Tree needs activity.
    c) Planting day agenda activity.
    d) Workshop wrap up.

Planting and staking plans (2:25 to 2:35, John)
- Brief introduction for new students. Beginning of the project and last spring's first classroom workshop. Students helped create the project name. New name of the project (Sheridan Quincy Tree Project). Did any students visit the trail during the summer? If so, what did they see and do?
- Planting plan, including tree species, number of trees, and the design of the learning forest.
- Staking event to prep the site prior to planting day.

Tree needs activity (2:35-2:45, Olivia)
- Brief explanation that all healthy trees have certain parts and certain needs to survive, telling students what those parts (roots, trunk, canopy) and those needs (space, soil, air, water, sun) are. Students will be selected to draw parts of the trees and those needs on a flip chart during the discussion. Introduction of the Tree Needs Activity, and explanation that each student will either be a part of a tree or a tree need. Students that they will need to work together to build a full tree and ensure its survival by getting all the needs of the tree. John will hand out the tree parts and needs cards to students during the explanation.

- Students will separate into groups of trees with full needs met and will discuss trees' needs. When students have fully built trees, the will raise their hands and will be given an umbrella to represent their finished tree.
- Ask a few students that have needs cards to pass their cards back. John will replace their cards with another tree part card. Students will build healthy trees again. Some students will be left out of groups.
- Ask students what this shows them about trees, ecology, and what trees need to survive. Explanation that through the planting day and stewardship activities, students will charged with ensuring the trees get the things they need to survive. This will instill a sense of responsibility and importance to the students about the tasks they will be performing throughout the rest of the project.
- IES will collect the cards.

Planting day agenda activity (2:45-2:55, John)

- Explanation that students now have the tools to plan what the planting day should look like. Does anyone know what an agenda is? Explanation that it is schedule to make sure all the trees are planted in the time we have allotted.
- Students will break into groups again and write out what they think are the most important parts of a successful tree planting event. Explanation that students need to think about the number of trees (60), the number of students (25-30), and the needs of the trees to complete a proper agenda. Students will have 5 minutes to write down ideas.
- Reconvene class and ask about the ideas students came up with. As John leads the discussion, Olivia will write down the student answers on the flipchart. Students should cover an introduction to the day, explaining tree planting techniques, introducing species, breaking students in groups, planting trees, watering trees, and site clean-up.
- Explanation of what students need to bring to the planting day: comfortable and weather appropriate clothes, closed toed shoes, gloves, water bottles, and sunscreen.

Wrap up and questions (2:55 to 3:05, Carol)

- Wrap up the two activities and ask if students have any questions.
- Explanation that on the planting day students will arrive and be taught how to plant the trees properly so they will more easily adapt to their new environment. Carol will also explain that students will be working in groups of three to four under the supervision of an IES Associate, their teacher, or another adult volunteer.
- Explanation of the Stewardship Agreement. John and Olivia will pass out the agreements.
- Reminder to students that they can contact IES at solutions@i4es.org with any questions before the planting day.

Draft
John Kelly, Program Coordinator
john@i4es.org

Sheridan Quincy Tree Project
Final Report
August 2016

Appendix O
Workshop 2 PowerPoint

IES Sheridan Quincy Tree Project

Workshop, September 15, 2015

Carol Lyons, John Kelly, Olivia Tracy

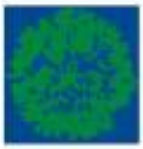
Institute for Environmental Solutions

solutions@i4es.org
www.i4es.org

Introduction

- Institute for Environmental Solutions
- Workshop plan
- This workshop:

IES Sheridan Quincy Tree Project Planting Day: Trees' Needs and Agenda Building



THE TREE PROJECT
ENERGY • WATER • AIR • CARBON

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Project Background

Meetings with stakeholders, determining a place to plant, who are the stakeholders

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Planting Design by DesignWorkshop

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Bigtooth Maple

© 2015 Institute for Environmental Solutions www.i4es.org 303.388.5211 5

Common Hackberry

© 2015 Institute for Environmental Solutions www.i4es.org 303.388.5211 6

Catalpa

© 2015 Institute for Environmental Solutions www.i4es.org 303.388.5211

7

Planting Agenda

What is an agenda?
Group activity: Plan your own planting agenda!

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What should you bring for the planting day?

Weather appropriate clothes
Closed toed shoes
Water bottles
Gloves
Sunscreen

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Stewardship Contract

Help the Quincy Trail Corridor and pledge to become a Sheridan Tree Steward

We have prepared a Stewardship Contract based on our discussion from June.

I promise to help the trees!!!!

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Questions / Comments

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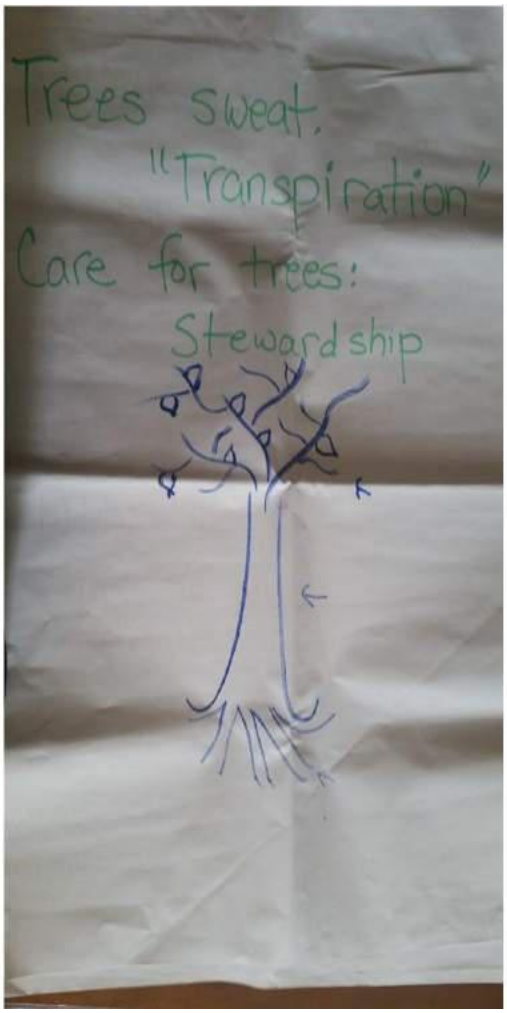
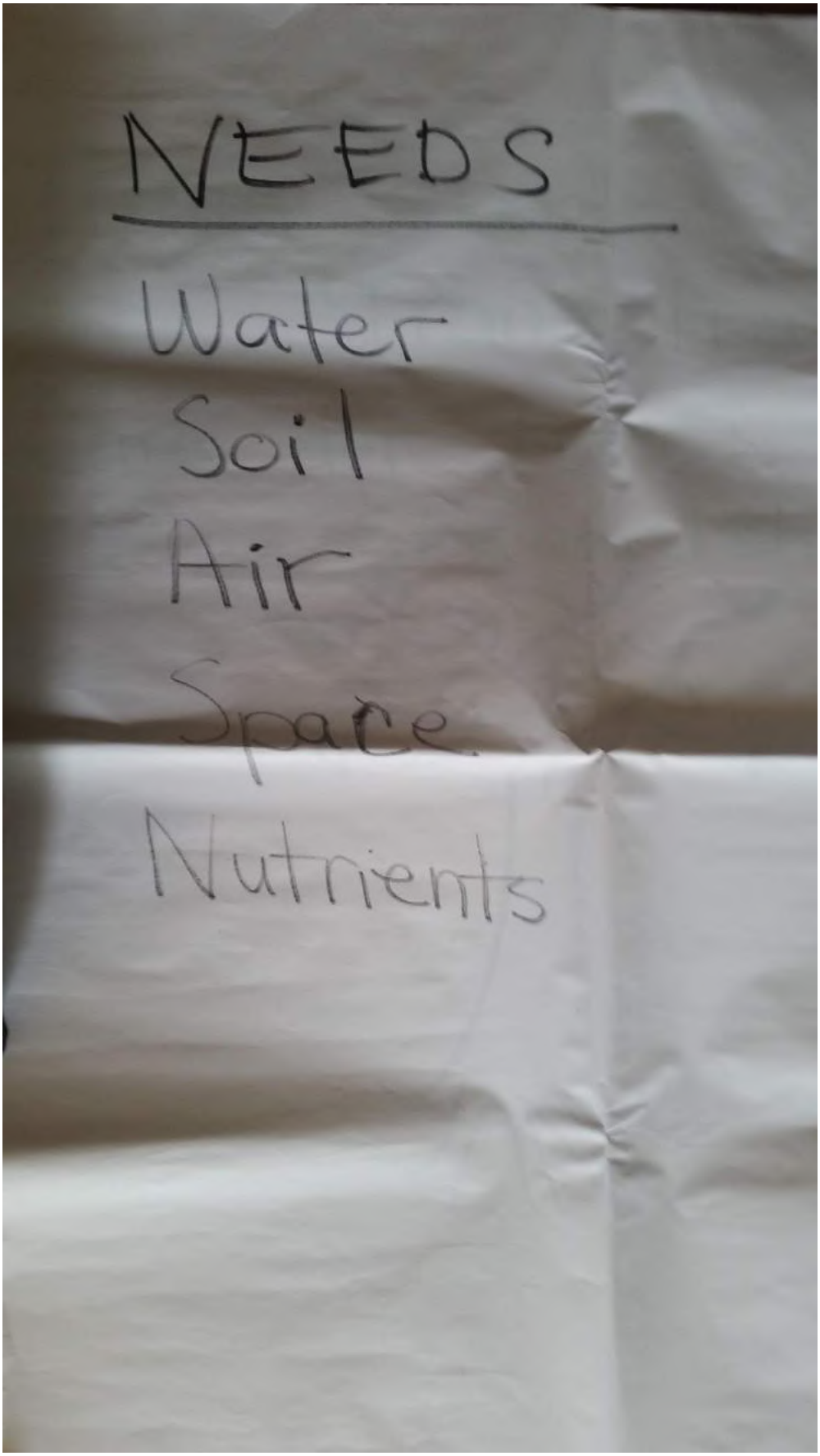
August 2016

Appendix P
Workshop 2 Flip Chart, tree needs and tree photo


Trees sweat.
"Transpiration"
Care for trees:
Stewardship


NEEDS
Water
Soil
Air
Space
Nutrients

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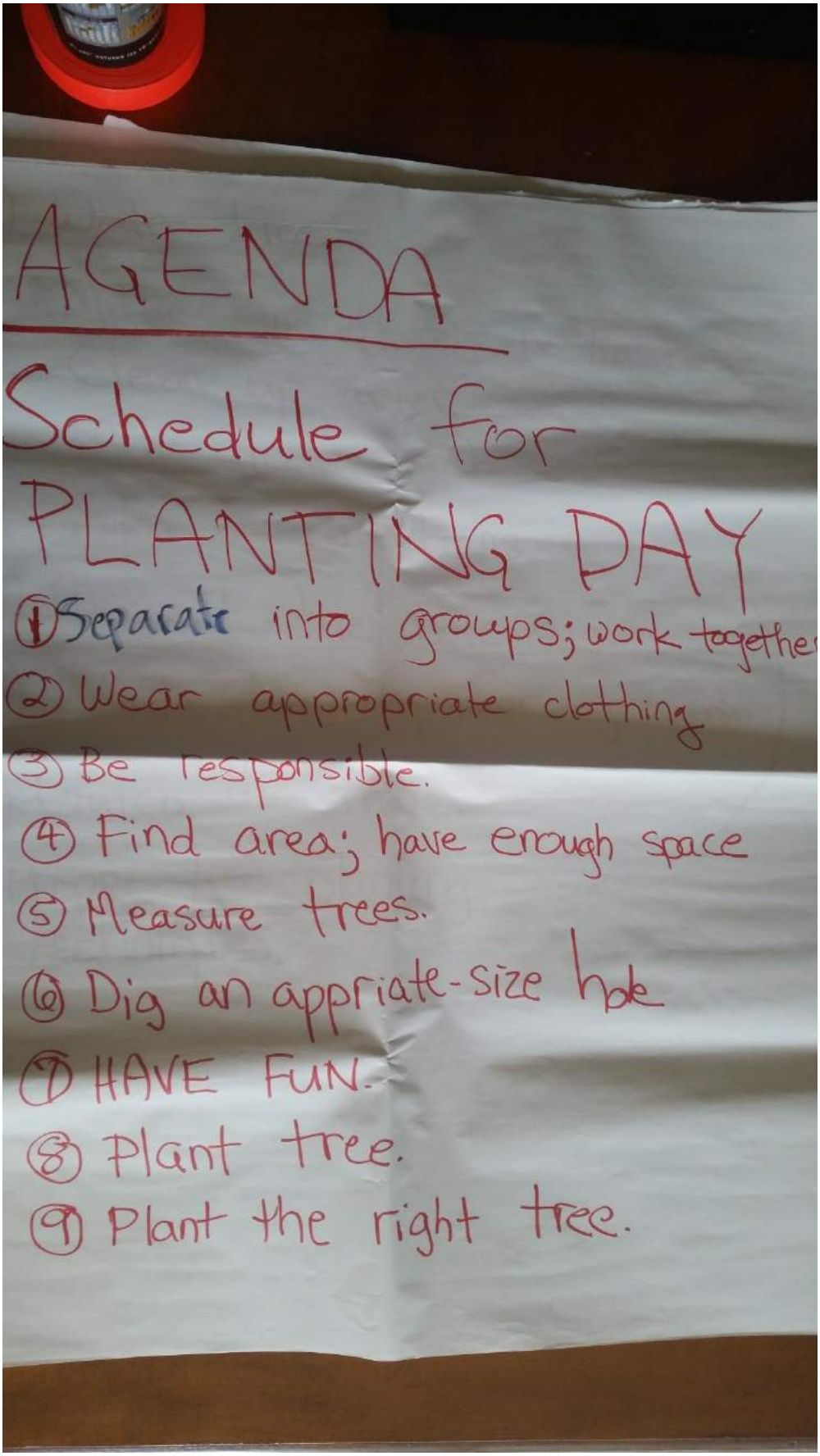
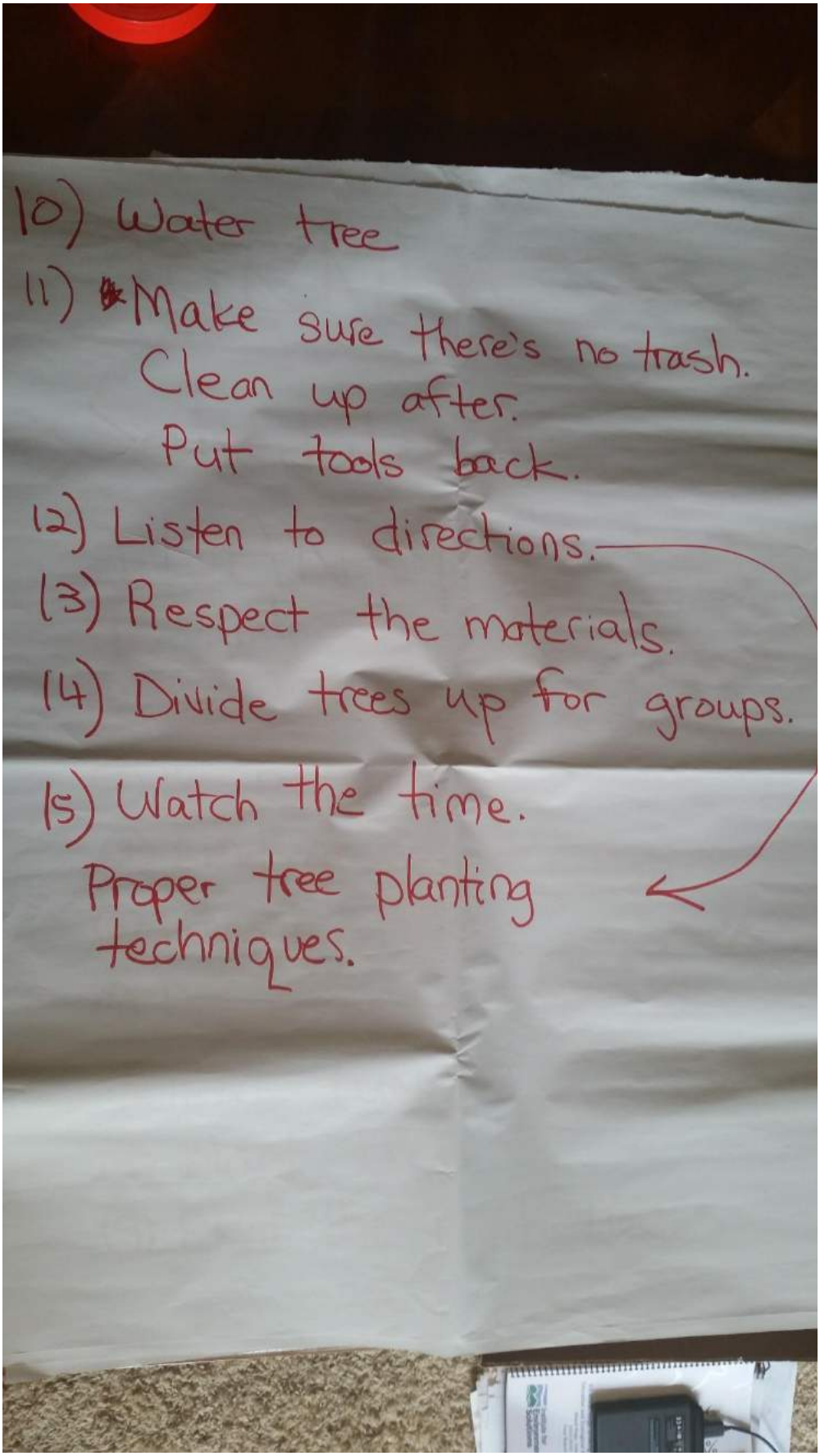
Appendix Q
Workshop 2 Flip Chart, planting agenda brainstorm


AGENDA
Schedule for
PLANTING DAY
① Separate into groups; work together
② Wear appropriate clothing
③ Be responsible.
④ Find area; have enough space
⑤ Measure trees.
⑥ Dig an appriate-size hole
⑦ HAVE FUN.
⑧ Plant tree.
⑨ Plant the right tree.


10) Water tree
11) *Make sure there's no trash.
Clean up after.
Put tools back.
12) Listen to directions.
13) Respect the materials.
14) Divide trees up for groups.
15) Watch the time.
Proper tree planting techniques.

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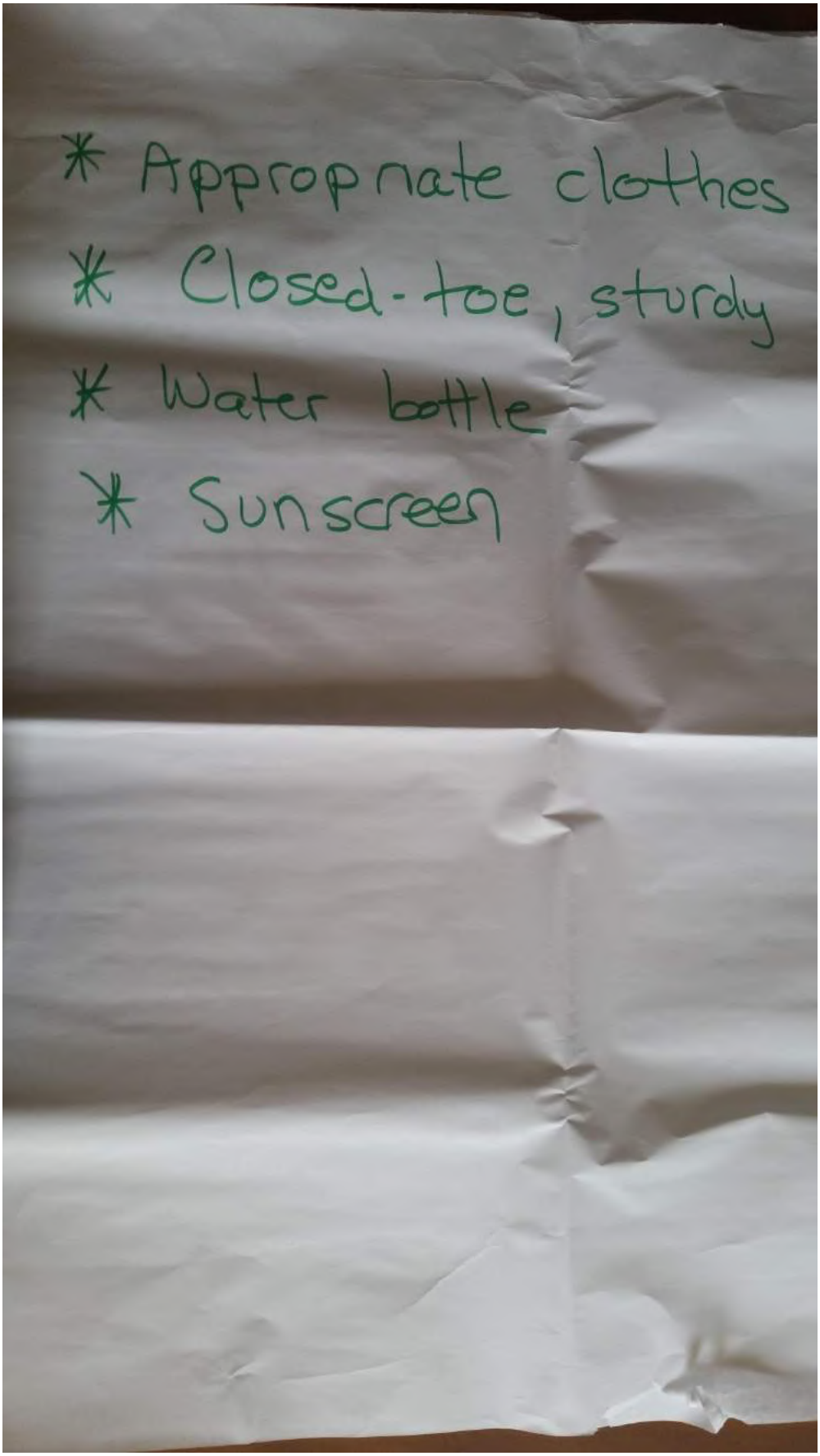
Appendix R
Workshop 2 Flip Chart, student needs for planting day


* Appropriate clothes
* Closed-toe, sturdy
* Water bottle
* Sunscreen

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Appendix S
Workshop 3 Content

November 11, 2015
Content IES Sheridan Quincy Tree Project – FLN Leadership Class, Workshop 3
Planting Site, 4485 South Irving Street, Sheridan, CO 80110
Rainout: Fort Logan Northgate 3-8 School, 4000 South Lowell Boulevard, Sheridan CO 80235

Workshop Date
November 11, 2015, from 2:20 to 3:15 pm.

Workshop Goals
Teach students about watering and tree care techniques
Introduce students to watering on-site
Brainstorm a stewardship program for the rest of the school year
Get student feedback about project

Supplies
Flip chart and easel
Camera to document workshop
Handout explaining watering, mulching, and tree care techniques
Tree Steward Manuals

Workshop Content
Introduction (Carol / Ms. Lyons) (2:20 to 2:25 pm)
- Introduce team members
- Remind students to raise their hands if they have any questions and that if they raise a question IES cannot answer or is off topic, we will send an answer to Ms. Del Brocco.
- Outline the workshop
  a) Watering, tree care, and mulching demonstration led by Mr. Kelly and Mr. Mangus
  b) Stewardship planning and scheduling activity led by Ms. Tracy
  c) Student feedback led by Mr. Calhoun

Watering and tree care instruction and demonstration (John / Mr. Kelly and Don Mangus / Mr. Mangus) (2:25 to 2:45 pm)
- Students, you will be caring for the site the rest of the school year. You will need to care for the trees during both the winter and the spring months. There are different watering and care schedules needed during the different seasons. What will be the differences between winter and spring care? (call on two to three students for answers) (John).
- During the winter, trees need less water because they are in hibernation. The care of the ground around the tree is more important during the winter months. You will need to pay close attention to the mulch rings and to soil around the tree. (John)
- During the spring months, depending on weather, the trees will start to need more water. Remember that it is important to pay attention to the weather before watering your trees. If it has been raining before you visit the site, the trees will not need as much water. Spring is when you will need to check for leaf and insect damage. Some insects can be very harmful. If you see that insects have started to live on your trees, please contact IES. (John)
- We are going to do an activity to help you visualize how to keep the right amount of mulch on your trees. (Ask student to draw tree, ask another student to draw mulch). Explain to students that the mulch around the trees should be increased during winter months to insulate roots and help keep moisture in the ground. Tell students that they need a ring about 3 to 4 ft.

around each tree trunk. (Ask a third student to come up and draw the larger mulch circle). Remember that if the site is running low on mulch, to contact IES. (John)

- You have all received a special tree care handout that will guide you in caring for your trees. Included on the handout is instructions on watering, checking for mulch, and how to monitor the site. We have discussed mulching, but here are some examples of how you can tell if trees are either over or under-watered. (Explain the four pictures on the slide and the rest of the handout) Are there any questions about tree care before we move on? (John)
- The Cube will house the water tank. Inside there will be 5-gallon buckets and 1 gallon jugs for watering. The Cube will be locked. Ms. Del Brocco will have a key that will let you in to get water. Inside, you can turn the spigot on and fill your buckets. It will be on site in January.
- Some of you may remember Mr. Mangus from the planting day. He is going to be the IES site supervisor. He will try to be here when you are on-site so he can help with watering and questions about trees. He will also check in on the site from time to time to make sure that the trees are being cared for and to check on their health. Mr. Mangus will discuss the specific watering details and your first assignment on the site. (John)
- These trees will likely need between 1 and 3 gallons each per week during the cold winter months, as long as the weather is above freezing and there isn't snow on site. The trees will likely need around 5 gallons two to three times a week in spring when it starts to get warmer. The larger catalpas could use even more than 5 gallons each time you water. Remember that watering is dependent on the weather. Do not water when there is snow on the ground or if the temperature is below 32 degrees Fahrenheit. If it has been raining regularly, you will likely not need to water the site either, so be cognizant of the rain in the spring. (Don)
- When you water, make sure that mulch is completely saturated, but not to the point that there is standing water on top of it. We don't want to provide too much or too little water for the trees, so we need to be careful when watering to give them the right amount. (Don)
- Your first action after today's workshop will be to check the mulch around each tree before winter weather hits the site. Since the site has compacted dirt and not much other vegetation it is important that we help the trees' root systems become well established during the winter months. You will need to make larger mulch rings around each tree at a diameter of 3 to 4 feet. Having this extra mulch around the trees will increase the moisture in the soil and help loosen the soil for the roots to spread. (Don)
- Are there any questions before we move on to discuss your stewardship schedule? (John)

Stewardship scheduling activity (Olivia / Ms. Tracy) (2:45 to 3:00 pm)

- Now we come to the most important part of our day: Creating a stewardship program that will care for the trees during the rest of your school year.
- I want you discuss what you think your stewardship program should include with the other students at your table (between 5 and 10 minutes). Important questions for the students include:
  a) How many times a week or month should you come to site?
  b) What are the activities that need to be accomplished every visit?
  c) How will you divide yourselves and your time to ensure all tasks are accomplished?
  d) How much time will you have on-site during your visits?
- Let's bring the group back together and discuss our answers. (Olivia will lead students in a brainstorm answering these questions. John will write answers on the flip chart).
- IES will take these comments and create a schedule that we will send to Ms. Del Brocco. Remember that Mr. Mangus is the site coordinator. He will regularly be checking the site and

will sometimes come with you on your watering days. His contact information can be found on the tree care handout we gave you. Mr. Kelly's information is also on the handout. Please feel free to contact either one of them at any time to ask questions about the site or report any problems you have seen with the trees.

- Now, Mr. Calhoun is going to lead a reflection on the project.

Student Feedback (3:00 to 3:10 pm) (Ross Calhoun / Mr. Calhoun)

- Students, your feedback is an important part of how IES analyzes and improves their projects. We would like to get feedback from you (John will write answers on flip chart). Questions:
  a) What have you learned from the project?
  b) What did you enjoy most about the project?
  c) What are some ways that we can improve the project? Think back to the classroom workshops and the planting day. What can we do better to help you understand the material more or enjoy the activities more?

Conclusion (Carol / Ms. Lyons)

- Wrap up the workshop by asking students if they have any questions.
- Explain that IES will send a schedule to the class based on the brainstorm.
- Explain that the Cube has four sides, each with a different story or message. Your class will have the opportunity to include your own information as a part of the Cube. The project partner and logo side, will include a corkboard that you can use to inform your community about your role in this project and any other information about the project you would like. Between now and our next classroom workshop, please think of some ideas about what you would like to include. For example, you could have a description of your class, the activities you completed in the project, helpful information about the site you would like to present to your community, or future plans for stewardship. It is up to you!
- Don't forget that Mr. Mangus will be helping you on site during the times your class comes to water. Your teacher has his contact information if you ever want to reach out and ask him a question or you can always email IES directly at solutions@i4es.org.
- Thank you all for a successful fall planting and a great set of classroom workshops! We look forward to seeing you again in the spring and continuing to plan and care for your new trees!

Draft
John Kelly, Tree Project Manager
john@i4es.org

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Appendix T
Workshop 3 PowerPoint

IES Sheridan Quincy Tree Project

Workshop, November 11, 2015

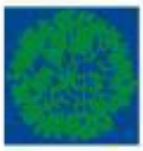
Carol Lyons, John Kelly, Olivia Tracy, Ross Calhoun, Don Mangus

Institute for Environmental Solutions

solutions@i4es.org
www.i4es.org

Introduction

- Institute for Environmental Solutions
- Workshop plan
- This workshop:
  IES Sheridan Quincy Tree Project: Stewardship Plan



THE TREE PROJECT
ENERGY • WATER • AIR • CARBON

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Tree Care

- Winter vs. Spring Care?
- Your Tree Care Handout

Older leaves are turning yellow or brown

http://www.cwex.edu/cosing/plantdoc/viewCase.cfm?cid=15356

Leaves are dull, wilted, or drooping

http://www.hort.org/living/homegarden/containergardens/heat-stress-shrub.html

Leaves are curling

http://blog.plantwise.org/2012/11/09/research-teams-and-scientists-working-to-stop-ash-dieback-fungus/

Stems or branches experience die back

http://blog.plantwise.org/2012/11/09/research-teams-and-scientists-working-to-stop-ash-dieback-fungus/

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3

Mulch Activity

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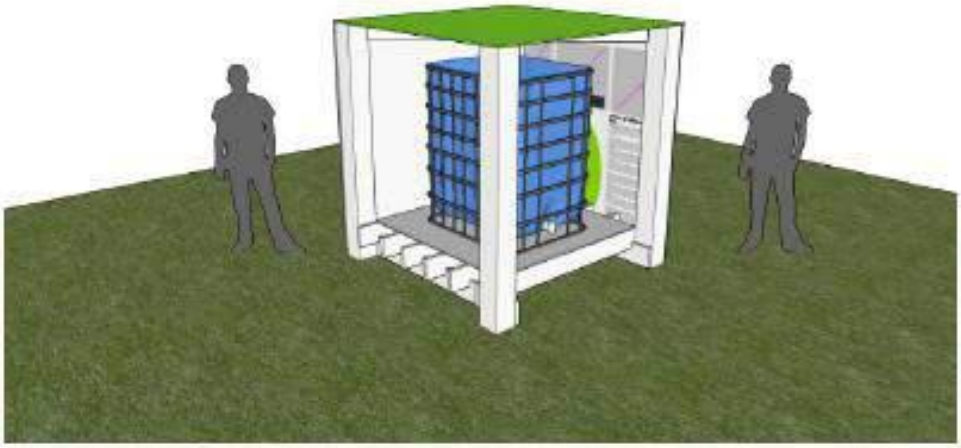
The Cube and Site Watering

- When do you water? When do you not water?
- How much water is enough?



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Stewardship Activity

- It is time to design your stewardship plan for the rest of the school year!
- Remember to answer these questions:
  1. How many times a week or month should you visit the site?
  2. What are the activities that need to be accomplished every visit?
  3. How will you divide yourselves and your time to ensure all tasks are accomplished?
  4. How much time will you have on-site during your visits?

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Student Feedback

- What have you learned from the project?

- What did you enjoy most about the project?

- What are some ways that we can improve the project? Think back to the classroom workshops and the planting day. What can we do better to help you understand the material more or enjoy the activities more?

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Conclusion

Questions?

Don't forget to think of your message for the Cube!

Contact Don Mangus or John Kelly with any other questions or concerns

Thank you for all your hard work!

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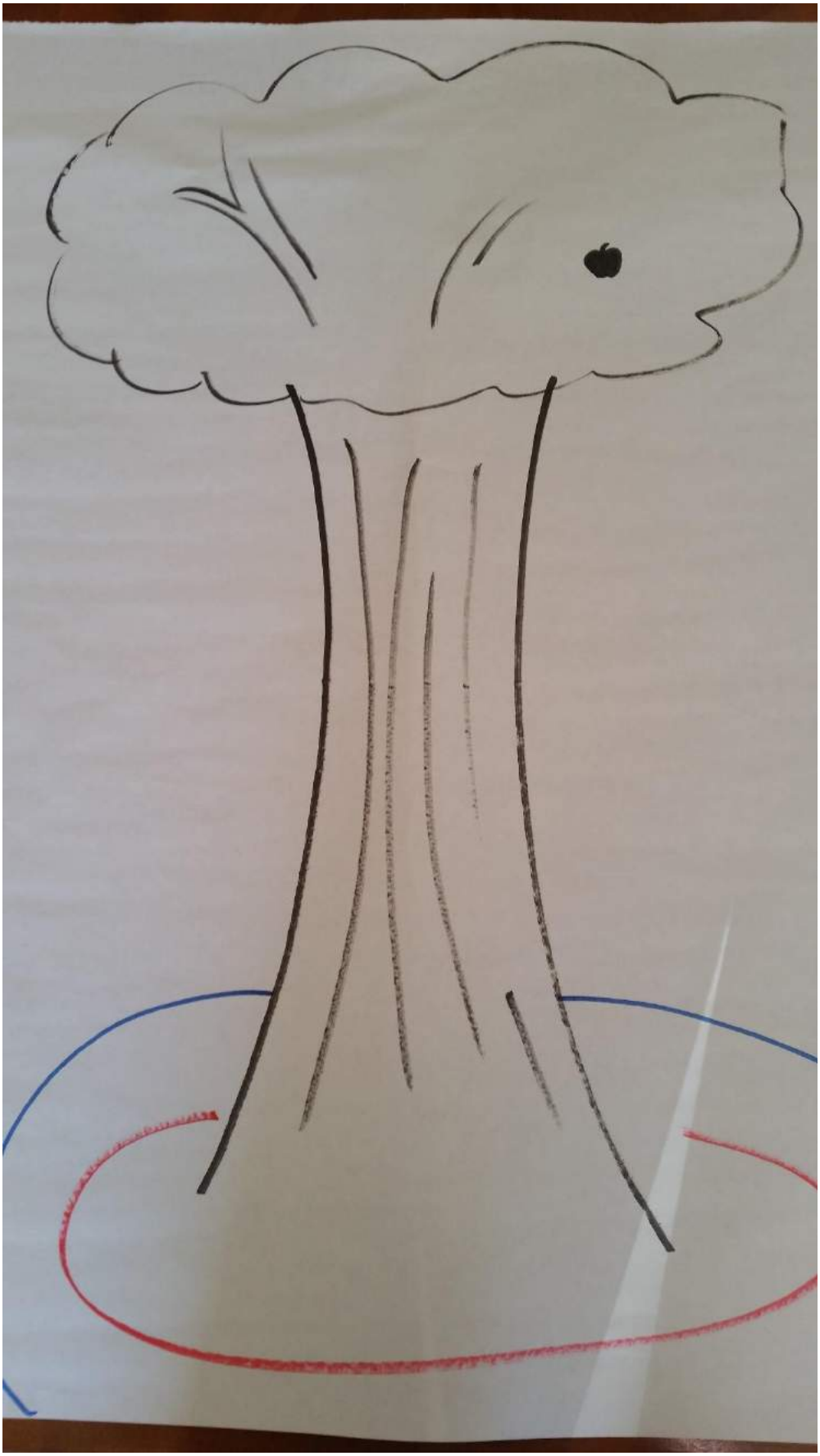
Appendix U
Workshop 3 Flip Chart, mulch activity poster



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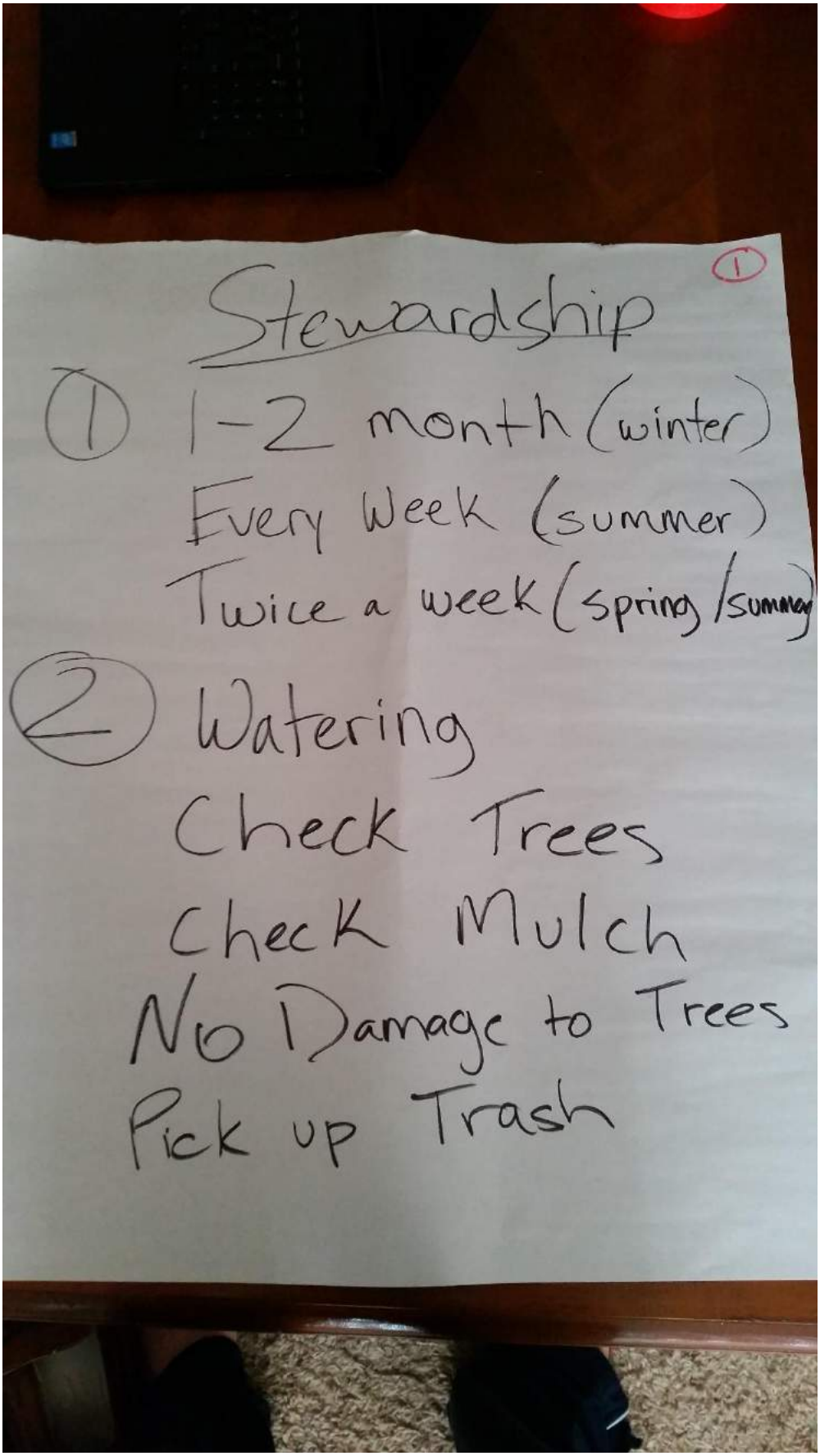
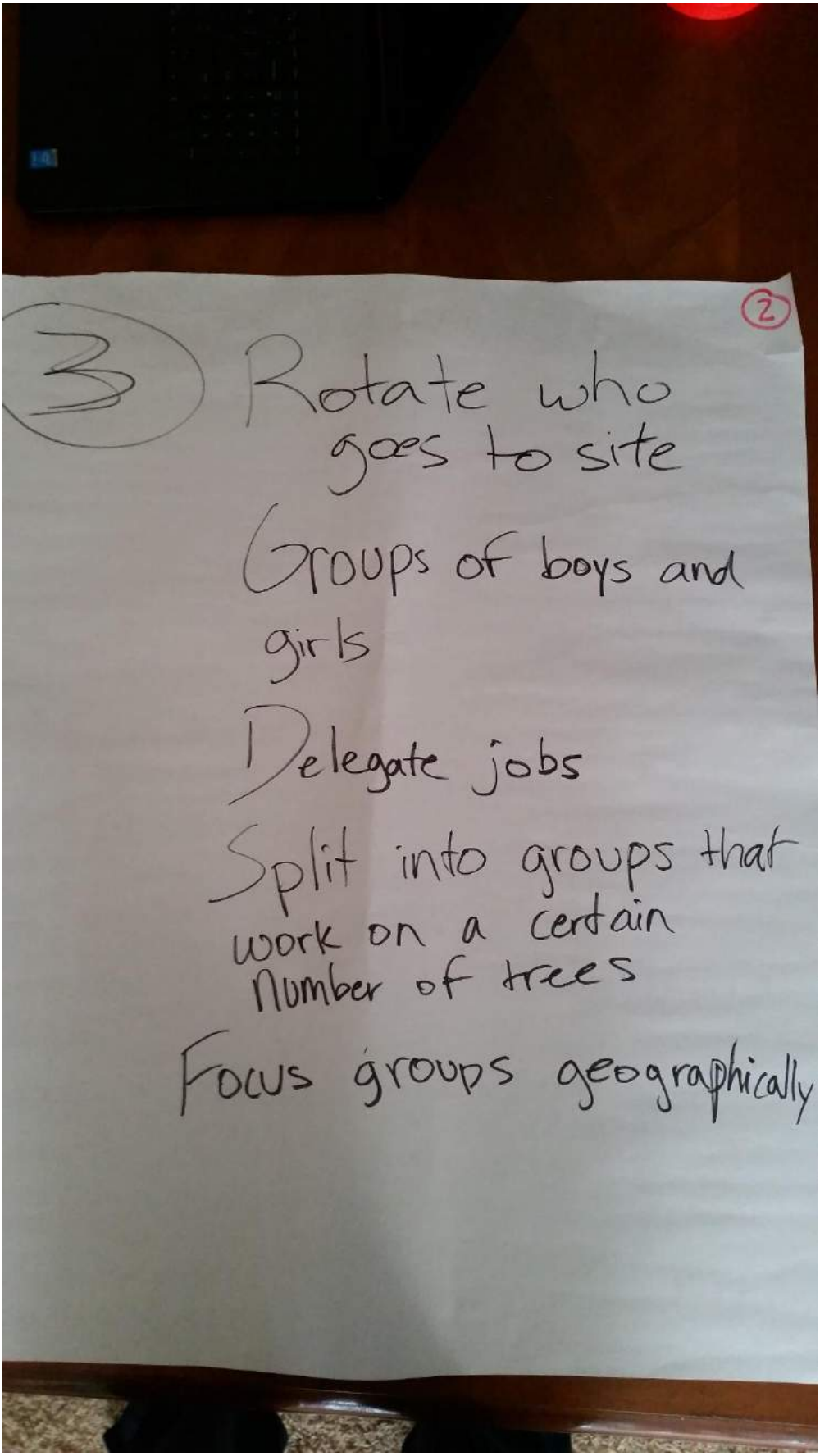
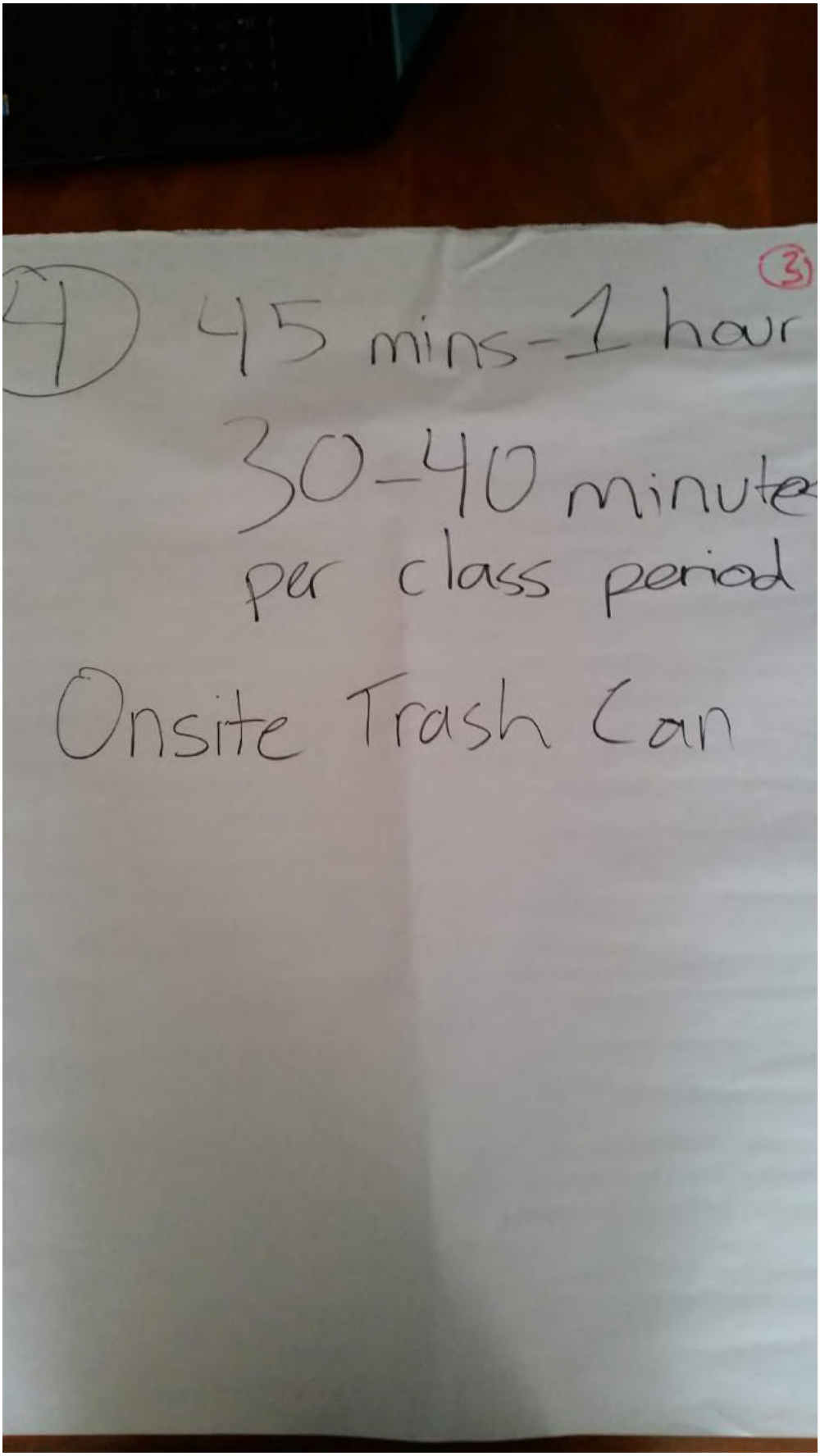
Appendix V
Workshop 3 Flip Chart, stewardship activity


Stewardship
1
1-2 month (winter)
Every Week (summer)
Twice a week (spring/summer)
2
Watering
Check Trees
Check Mulch
No Damage to Trees
Pick up Trash


2
3
Rotate who goes to site
Groups of boys and girls
Delegate jobs
Split into groups that work on a certain number of trees
Focus groups geographically


4
45 mins-1 hour
(3)
30-40 minute
per class period
Onsite Trash Can

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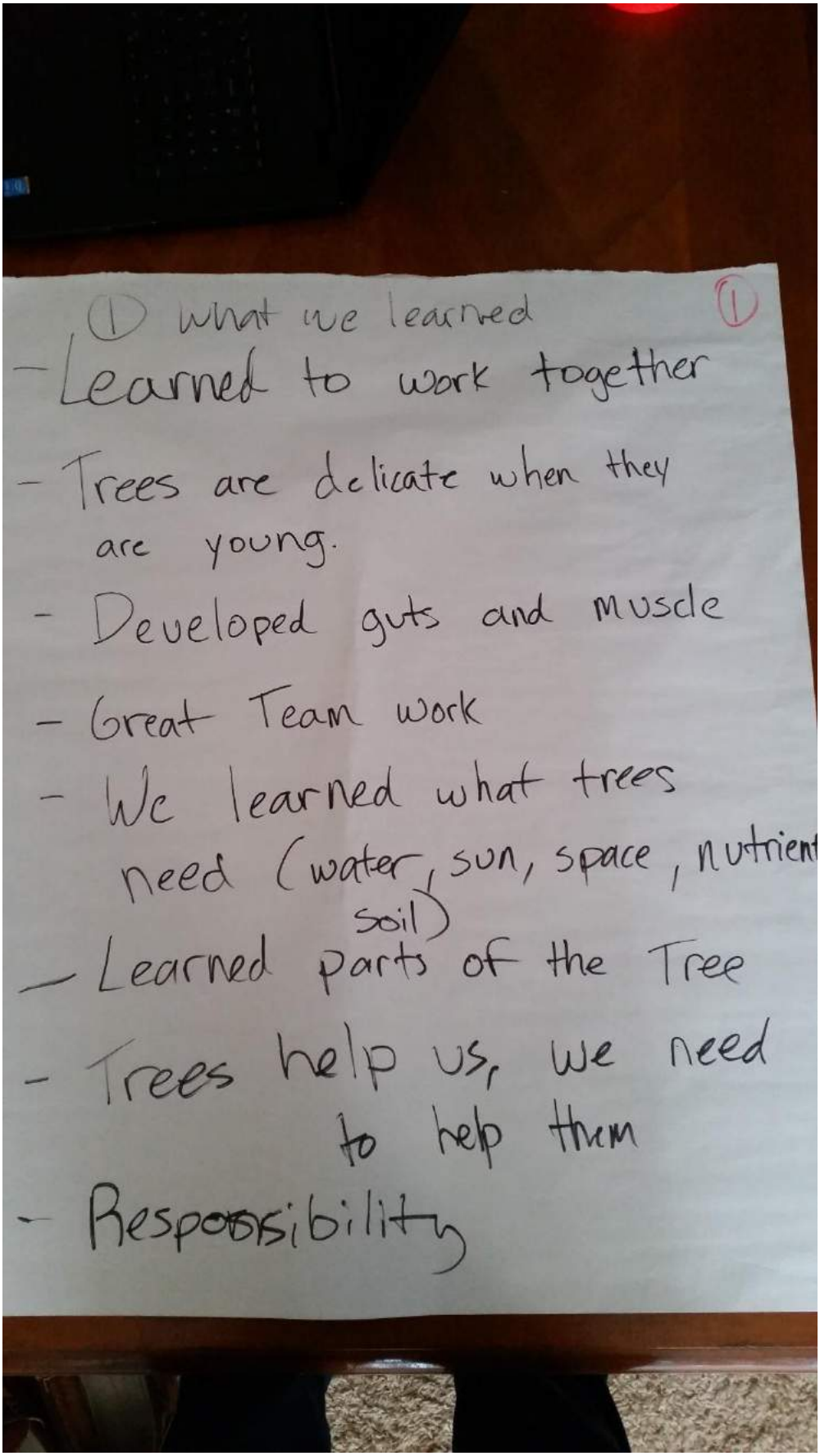
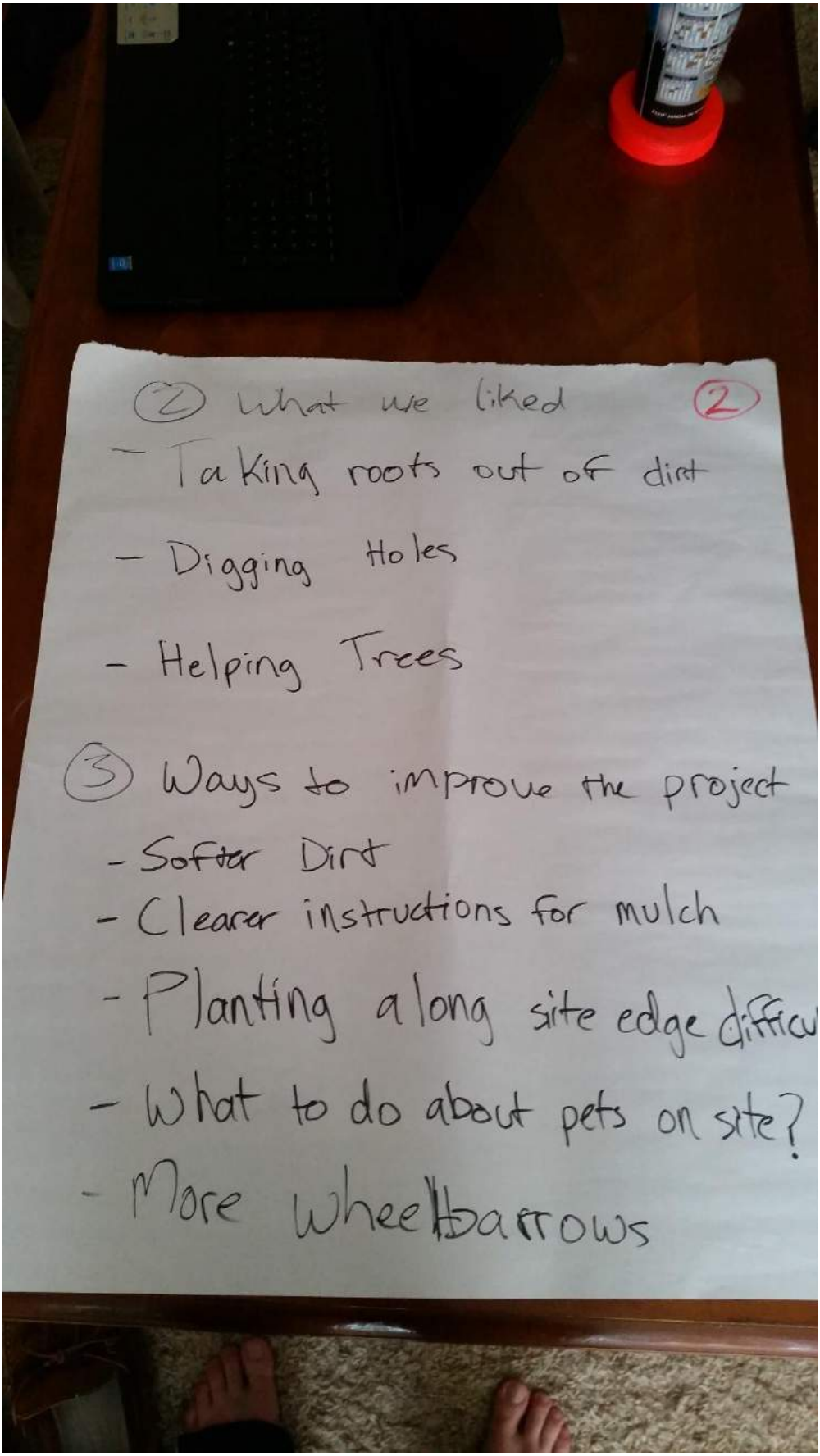
Appendix W
Workshop 3 Flip Chart, feedback activity


① what we learned
①
- Learned to work together
- Trees are delicate when they are young.
- Deveoped guts and muscle
- Great Team work
- We learned what trees need (water, sun, space, nutrient soil)
- Learned parts of the Tree
- Trees help us, we need to help them
- Responsibility


(2) What we liked (2)
- Taking roots out of dirt
- Digging Holes
- Helping Trees
(3) Ways to improve the project
- Softer Dirt
- Clearer instructions for mulch
- Planting along site edge difficu
- What to do about pets on site?
- More Wheelbarrows

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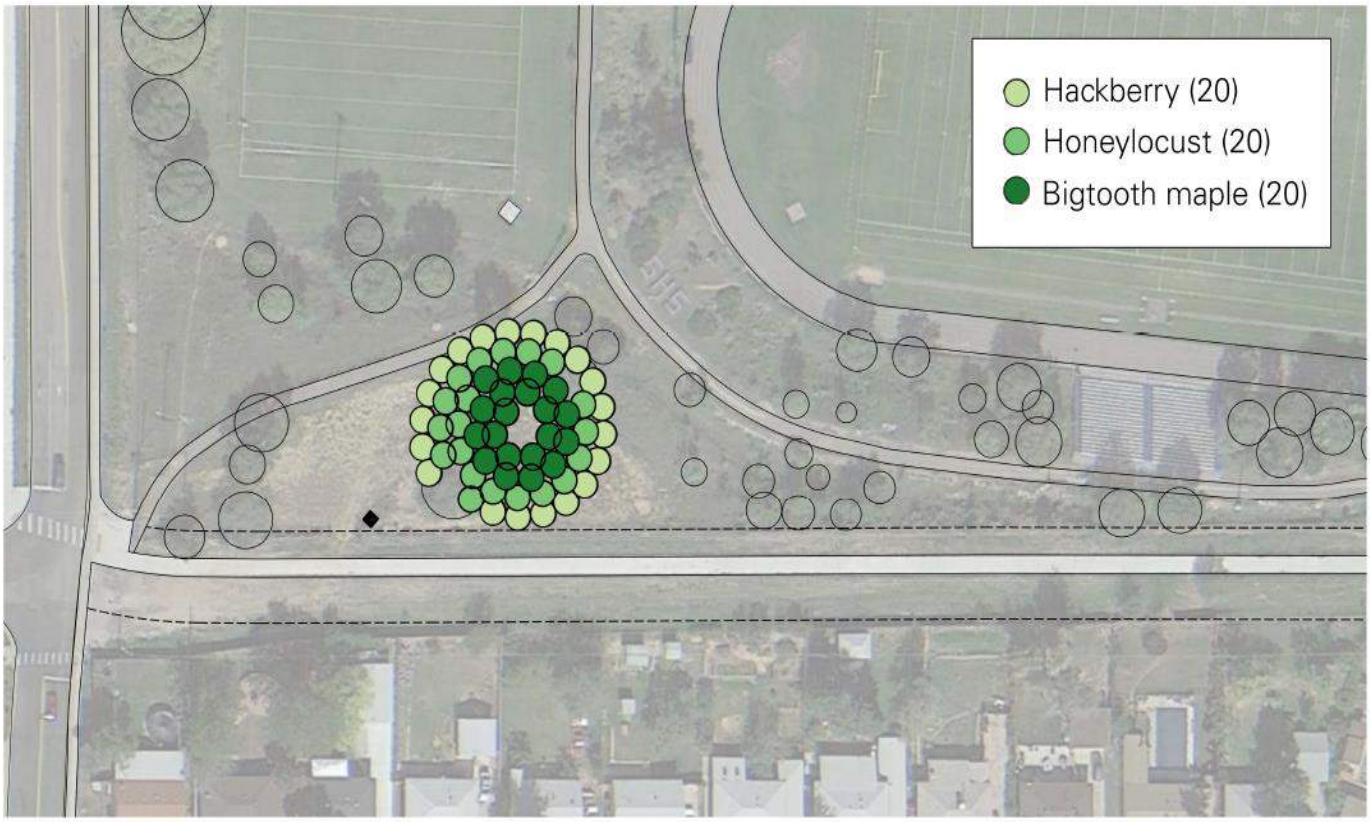
Appendix X
Planting Plan



SHERIDAN QUINCY TRAIL SHERIDAN, CO
INSTITUTE FOR ENVIRONMENT SOLUTIONS

SITE PLAN - 60 TREES
DESIGNWORKSHOP
AUGUST 5, 2015

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Appendix Y
Site Photos Before planting

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Appendix Z
Site Photos After Planting

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Appendix AA
Planting Day Volunteer List

IES Sheridan Quincy Tree Project			
Planting Day Volunteer List			
Name	**Association and title**	**Email Address**	**Phone Number**
Carol Lyons	IES Executive Director	carol@i4es.org	(303) 388-5211
John Kelly	IES Tree Project Manager	john@i4es.org	(720) 413-2904
Sean Mangus	IES Associate	sean@i4es.org	(720) 273-1460
Olivia Tracy	IES Program Coordinator	olivia@i4es.org	(303) 944-0818
Don Mangus	IES Tree Stewards Coordinator	mr_mangus@yahoo.com	
Art Hertel	IES Tree Steward	artandmartahartel@gmail.com	
Judy Ward	IES Tree Project Steering Committee Member	jward@criticalhabitats.com	
Josh Brooks	DesignWorkshop Associate	jbrooks@designworkshop.com	(303) 632-2616 (ext. 5213)
Kathleen King	DesignWorkshop Associate	kking@designworkshop.com	(303) 623-2616 (ext. 5234)
Marla Bousquet	DesignWorkshop Associate	m.basquet@designworkshop.com	(303) 623-5185
Cali Pfaff	DesignWorkshop Associate	c.pfaff@designworkshop.com	(303) 623-5186
Heidi Liu	DesignWorkshop Associate	h.liu@designworkshop.com	(303) 623-5186
Shihomi Kuryagawa	DesignWorkshop Associate	s.kuryagawa@designworkshop.com	(303) 623-5186
Kate Neffnith	DesignWorkshop Associate	n.neffnith@designworkshop.com	(303) 623-5186
Yishuen Lo	DesignWorkshop Associate	Y.lo@designworkshop.com	(303) 623-5186
Sharena Del Brocco	FLN Leadership Class Teacher	sdelbrocco@ssd2.org	
Amy Kolquist	FLN Assistant Principal	akolquist@ssd2.org	(720) 833-6846
Cyndi Wright	Sheridan School District No. 2, Director of Facilities and Maintenance	cwright@ssd2.org	(720) 833-6763
Jennifer Henniger	Consulting City Planner for City of Sheridan	jhenninger@ci.sheridan.co.us	(303) 438-3307
Randy Mourning	Superintendent of Public Works	rmourning@sheridangov.org	
Nick Nelson	City Planner for City of Sheridan		
Shawn Wissel	Trails and Natural Open Space Supervisor	shawnw@sspr.org	
Greg Howe	Forestry and Horticultural Supervisor	gregh@ssprd.org	
Brandon Ransom	Manager of Recreation	Brandon.Ransom@denverwater.org	
Jesse Johnson	Videographer, IOTK Media	Jeopary7@hotmail.com	(303) 941-4929
Draft, John Kelly, IES Tree Project Manager, john@i4es.org			
Last updated: 10/8/15			

Sheridan Quincy Tree Project
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Appendix BB
Planting Day Volunteer Agenda

IES Sheridan Quincy Tree Project Planting Day Agenda
October 9, 2015, 8:30 am to 11:45 am

IES and Volunteer Sign In and Organization (8:30 am)
Bagels, cream cheese, coffee provided

Student Arrival and Introductions (9:00 am to 9:15 am)
Introduction to the Planting Day
Divide students into groups
Introduce students to their volunteer chaperone

Tree Planting Demonstration (9:15 am to 9:30 am), *all in one group*
Introduce and show students tree species
Teach students proper planting techniques
Describe stakes on site and where to plant trees

Tree Planting Part 1 (9:30 am to 10:15 am)
Students plant trees, in groups, under the supervision of a volunteer

Snack Break (10:15 am to 10:25 am)

Tree Planting Part 2 (10:25 am to 11:10 am)
Students plant trees, in groups, under the supervision of a volunteer

Site Cleanup (11:10 am to 11:20 am)
Gather all planting materials
Pick up any trash

Planting Day Wrap-up and Student Departure (11:20 am to 11:30 am)
Wrap up planting day; ask students for comments and evaluation
Remind students of the next IES workshop
Thank students and volunteers

IES and Volunteer Departure (11:30 am to 11:45 am)
Complete site cleanup

IES Team and Volunteers Lunch and Debrief (12 noon to 1 pm)
Lunch provided by IES at Panera Bread, 3702 Riverpoint Parkway, between Oxford and Hampden, west of Santa Fe

John Kelly, Tree Project Manager, john@i4es.org
September 28, 2015

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Appendix CC
Planting Day Student Agenda

IES Sheridan Quincy Tree Project Planting Day Agenda
Friday, October 9, 2015, 8:30 am to 11:45 am

Student Arrival and Introductions (9:00 am to 9:15 am)
- Introduction to the Planting Day
- Divide students into groups
- Introduce students to their volunteer coach

Tree Planting Demonstration (9:15 am to 9:30 am), *all in one group*
- Introduce tree species
- Teach proper planting techniques
- Describe stakes on site and where to plant trees

Tree Planting Part 1 (9:30 am to 10:15 am)
- Students plant trees, in groups, with a volunteer coach

Snack Break (10:15 am to 10:25 am)

Tree Planting Part 2 (10:25 am to 11:10 am)
- Students plant trees, in groups, under the supervision of a volunteer

Site Cleanup (11:10 am to 11:20 am)
- Gather all planting materials
- Pick up trash

Planting Day Wrap-up and Student Departure (11:20 am to 11:30 am)
- Wrap up planting day; comments and evaluation
- Next IES workshop

John Kelly, Tree Project Manager, john@i4es.org
October 5, 2015

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Appendix DD
Planting Day Volunteer Group Assignments

IES Sheridan Quincy Tree Project Planting Schedule

Group 1

Your group will plant 6 trees: 2 catalpas, 2 hackberrys, and 2 maples. Please plant these trees in the order listed below. Flags have colors for each of the species of trees. The colors for trees are:

Yellow: Catalpa
Blue: Hackberry
Red: Maple

Your planting order is:

1. Catalpa

2. Hackberry

3. Maple

(Tree species left to right: Maple, Catalpa, Hackberry)

IES Sheridan Quincy Tree Project Planting Schedule

Group 2

Your group will plant 6 trees: 2 catalpas, 2 hackberrys, and 2 maples. Please plant these trees in the order listed below. Flags have colors for each of the species of trees. The colors for trees are:

Yellow: Catalpa
Blue: Hackberry
Red: Maple

Your planting order is:

1. Catalpa

2. Hackberry

3. Maple

(Tree species left to right: Maple, Catalpa, Hackberry)

IES Sheridan Quincy Tree Project Planting Schedule

Group 3

Your group will plant 6 trees: 2 catalpas, 2 hackberrys, and 2 maples. Please plant these trees in the order listed below. Flags have colors for each of the species of trees. The colors for trees are:

Yellow: Catalpa
Blue: Hackberry
Red: Maple

Your planting order is:

1. Catalpa

2. Hackberry

3. Maple

(Tree species left to right: Maple, Catalpa, Hackberry)

IES Sheridan Quincy Tree Project Planting Schedule

Group 4

Your group will plant 6 trees: 2 catalpas, 2 hackberrys, and 2 maples. Please plant these trees in the order listed below. Flags have colors for each of the species of trees. The colors for trees are:

Yellow: Catalpa
Blue: Hackberry
Red: Maple

Your schedule is:

1. Hackberry

2. Maple

3. Catalpa

(Tree species left to right: Maple, Catalpa, Hackberry)

IES Sheridan Quincy Tree Project Planting Schedule

Group 5

Your group will plant 6 trees: 2 catalpas, 2 hackberrys, and 2 maples. Please plant these trees in the order listed below. Flags have colors for each of the species of trees. The colors for trees are:

Yellow: Catalpa
Blue: Hackberry
Red: Maple

Your schedule is:

1. Hackberry

2. Maple

3. Catalpa

(Tree species left to right: Maple, Catalpa, Hackberry)

IES Sheridan Quincy Tree Project Planting Schedule

Group 6

Your group will plant 6 trees: 2 catalpas, 2 hackberrys, and 2 maples. Please plant these trees in the order listed below. Flags have colors for each of the species of trees. The colors for trees are:

Yellow: Catalpa
Blue: Hackberry
Red: Maple

Your schedule is:

1. Hackberry

2. Maple

3. Catalpa

(Tree species left to right: Maple, Catalpa, Hackberry)

IES Sheridan Quincy Tree Project Planting Schedule

Group 7

Your group will plant 6 trees: 2 catalpas, 2 hackberrys, and 2 maples. Please plant these trees in the order listed below. Flags have colors for each of the species of trees. The colors for trees are:

Yellow: Catalpa
Blue: Hackberry
Red: Maple

Your schedule is:

1. Maple

2. Catalpa

3. Hackberry

(Tree species left to right: Maple, Catalpa, Hackberry)

IES Sheridan Quincy Tree Project Planting Schedule

Group 8

Your group will plant 6 trees: 2 catalpas, 2 hackberrys, and 2 maples. Please plant these trees in the order listed below. Flags have colors for each of the species of trees. The colors for trees are:

Yellow: Catalpa
Blue: Hackberry
Red: Maple

Your schedule is:

1. Maple

2. Catalpa

3. Hackberry

(Tree species left to right: Maple, Catalpa, Hackberry)

IES Sheridan Quincy Tree Project Planting Schedule

Group 9

Your group will plant 6 trees: 2 catalpas, 2 hackberrys, and 2 maples. Please plant these trees in the order listed below. Flags have colors for each of the species of trees. The colors for trees are:

Yellow: Catalpa
Blue: Hackberry
Red: Maple

Your schedule is:

1. Maple

2. Catalpa

3. Hackberry

(Tree species left to right: Maple, Catalpa, Hackberry)

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Appendix EE
Planting Day Materials List

Institute for Environmental Solutions www.i4es.org

DW Foundation - Sheridan Quincy Trail Tree Project

Cost Estimate 21-Sep-15

Phase I - The Learning Forest (Fall 2015)

Planting and Landscape

ITEM	UNIT	QTY.	UNIT COST	TOTAL	REMARKS
Tree Type 1-Big toothed maple	EA	22	$ 9.00	$ 198.00	Purchased by IES
Tree Type 2-Common Hackberry	EA	22	$ 9.00	$ 198.00	Purchased by IES
Tree Type 3-Catalpa	EA	22	$ 30.00	$ 660.00	Purchased by IES
Soils - Trees	CY	11	$ 30.00	$ 330.00	Trying to get donated by local nurseries or SSPR
Mulch - Trees	CY	66	$ 1.00	$ 66.00	Provided by SSPR
Stakes - Trees	EA	44	$ 0.30	$ 13.20	Needs to be purchased
Staking Wire - Trees	LF	200	$ 0.35	$ 70.00	Needs to be purchased
Stake Driver (Mallet)	EA	5	$ 18.00	$ 90.00	Needs to be purchased
Packing Tape	EA	2	$ 3.59	$ 7.18	IES will purchase
Duct Tape	EA	2	$ 3.09	$ 6.18	IES will purchase
Irrigation - Drip	LF	0		$ -	No irrigation drips for this project
Irrigation - Valve Boxes	EA	0		$ -	No irrigation valve boxes for this project
Irrigation - Controls & Systems connections	EA	0		$ -	No irrigations controls and systems for this project
TOTAL				$ 965.20	

Informational Signage

ITEM	UNIT	QTY.	UNIT COST	TOTAL	REMARKS
Sign Design	EA	1		$ -	T+M donated by DW
Sign Fabrication	EA	2	$250	$ 500.00	
TOTAL					

Planting Day - Volunteers

ITEM	UNIT	QTY.	UNIT COST	TOTAL	REMARKS
Shovel-44 inch wood handle	EA	15	$ 5.98	$ 89.70	Provided by SSPR
Gloves-Large pair from Home Depot	EA	25	$ 3.98	$ 99.50	Provided by City of Sheridan
T-Shirts	EA	0		$ -	There are no t-shirts for this project
Ball caps	EA	0		$ -	There are no ball caps for this project
Trash Bags (1 box)	EA	1	$ 12.97	$ 12.97	Provided by IES
Tables	EA	2		$ -	IES will ask school district to provide tables or find/purchase tables for use at planting day
Portable Awning	EA	1		$ -	Provided by City of Sheridan
Foldable Chairs	EA	5		$ -	Provided by City of Sheridan
Water bottles/jugs	EA			$ -	Responsibility of the students to bring their own water bottles
Metal Picnic Benches	EA	2			Provided by SSPR
Snacks for students	EA			$ -	Provided by IES
Breakfast for volunteers	EA				Provided by IES
Lunch for volunteers	EA				Provided by IES
Sign-In Sheet	EA	1	$ 0.15	$ 0.15	Printed by IES
How to Plant a Tree Handout	EA	30	$ 0.15	$ 4.50	Printed by IES
Name tags	EA	40	$ 0.15	$ 6.00	IES will provide name tags for all volunteers and students
Planting Agendas	EA	40	$ 0.15	$ 6.00	Printed by IES
First Aid	EA			$ -	Responsibility of the school to provide first aid
Sunscreen	EA			$ -	Responsibility of the students to bring their own sunscreen
TOTAL				$ 206.82	

Phase II - Sheridan Tree Stewards

Tree Maintenance

ITEM	UNIT	QTY.	UNIT COST	TOTAL	REMARKS
Water Tote Tank	EA	1	$ 150.00	$ 150.00	Purchased by IES
Buckets	EA	4	$ 25.25	$ 101.00	Purchased by IES
Tree Steward Manual	EA	30	$ 3.80	$ 114.00	Printed by IES
Moisture Sensor	EA	0		$ -	No motion sensors for this project
T-Shirt	EA	0		$ -	No t-shirts for this project
Ball cap	EA	0		$ -	No ball caps for this project
TOTAL				$ 365.00	

Phase III - Student Art Installation (Spring 2016)

Art Fence

ITEM	UNIT	QTY.	UNIT COST	TOTAL	REMARKS
Posts (wood or metal)	EA	0	$ 8.00	$ -	Art fence not part of this year's project
Paint	EA	0	$ 12.00	$ -	Art fence not part of this year's project
TOTAL					

John Kelly, IES Tree Project Manager, john@i4es.org, September 22, 2015

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Appendix FF
Business Plan

Phase 1 business highlighted in yellow				
Phase 2 business highlighted in blue				
Names highlighted in Green provided by City of Sheridan				
Phase 3 businesses (email) highlighted in red				
Institute for Environmental Solutions, www.i4es.org	Sheridan Quincy Trail Business Outreach List			Sean M. Mangus
Name	**Type of Company/Business**	**Proximity to Trail (mi)**	**Website**	**Address**
Precision Import Repair	Auto	1.5		3030 West Hampden Avenue, #B, Sheridan, 80110
Preferred Auto Brokers	Auto	1.5	www.pabauto.org	3400 West Hampden Avenue, Sheridan, 80110
Roos Only	Auto	1.5	www.roosonly.com	3395 South Federal Boulevard, Sheridan, 80110
Valentine's Marine	Boat services	0.5	www.valentinesmarineco.com	4260 South Federal Boulevard, Sheridan, 80110
CANDO Colorado	Business association	0.5	www.ci.sheridan.co.us	4101 South Federal Boulevard, Sheridan, 80110
Tri- Cities Group	Business association			
Arapahoe Community College	Education	2	www.arapahoe.edu	5900 South Santa Fe Drive, Littleton, 80120
Rising Star Daycare	Education	1.5		3400 South Federal Boulevard, Englewood, 80110
Steve Spangler Science	Education	0.4	www.stevespanglerscience.com	4400 South Federal Boulevard, Englewood, 80110
Excalibur Sound Systems, Inc.	Electronics	1.5	www.excaliboursoundcolorado.com	3106 West Hampden Avenue, Sheridan, 80110
Bear Valley Appliance	Hardware	1.5	www.thebva.com	3431 South Federal Boulevard, Sheridan, 80110
Hallmark Nursing Center	Health Services	0.3	www.lcca.com	3701 West Radcliff Avenue, Denver, 80263
River Point Dental Group	Health Services	2	www.riverpointdentalgroup.com	3960 River Point Parkway #A, Sheridan, 80110
Sheridan Health Services School-Based Clinic	Health Services	0.5	www.sheridanhealthservices.com/	4107 South Federal Boulevard, # B, Englewood, 80110
Holiday Inn Express	Hotel	3.5	www.hilakewood.com	7390 West Hampden Avenue, Sheridan, 80110
Intown Suites, Sheridan	Hotel	1.5	www.intownsuites.com	2900 West Hampden Avenue, Sheridan, 80110
Alameda Wholesale Nursery	Landscape services	2.7	www.alamedawholesale.com	1950 West Dartmouth Avenue, Englewood, 80110
Bonsai Nursery	Landscape services	1		3750 South Federal Boulevard, Englewood, 80110
Keesen Enterprises Inc.	Landscape services	2	www.keesenlandscape.com/Home	3355 South Umatilla Street, Englewood, 80110
OTooles Garden Center	Landscape services	1.2	www.otoolesgardencenter.com	5210 South Federal Boulevard, Littleton, 80123
The Natural Way Inc.	Landscape services	3	http://www.thenaturalwayinc.net/	1952 West Dartmouth Avenue Englewood, 80110
Swingle Lawn, Tree & Landscape Care	Landscape services	10	www.myswingle.com	8585 East Warren Avenue, Denver, 80231
Brooks Marketing Group, LLC	Marketing	1.5	www.brooksmarketinggroup.net	5395 West 25th Avenue, Edgewater, 80214
PIP Printing and Marketing Services	Marketing	2	www.pip.com	3545 South Platte River Drive Suite M-1, Englewood, 80110
Arapahoe Library Sheridan Branch	Public Services	0.5		3201 West Oxford Avenue, Denver, 80236
Colorado Department of Human Services	Public Services	0.5	www.colorado.gov	4055 South Lowell Street, Denver, 80236
Denver Fire Department Station 36	Public Services	0.4	www.ci.sheridan.co.us/index.aspx?NID=	4101 South Federal Boulevard, Sheridan, 80110
Southwest Family YMCA	Public Services	2	www.denverymca.org/southwest	5181 West Kenyon Avenue, Denver, 80236
Laureate LTD Property Management and Real Estate Sales	Real Estate	3	www.laureateltd.com	3536 South Cherokee Street, Englewood, 80110
Miller Real Estate Investments	Real Estate	3	www.millerre.com	850 Englewood Parkway, Suite 200, Englewood, 80110
South Park Mobile Home and RV Community	Real Estate	1	www.southparkcommunity.net	3650 South Federal Boulevard, Sheridan, 80110
AMF Belleview Lanes	Recreation	1.5	www.amf.com	4900 South Federal Boulevard, Englewood, 80110
Bear Creek Archery	Recreation	1.8	www.bearcreekarchery.com	3340 South Knox Court, Englewood, 80110
Broken Tee Englewood Golf Course	Recreation	1.5	www.brokenteegolf.com/	2101 West Oxford Avenue, Sheridan, 80110
Kompetitive Edge	Recreation	2	www.kompetitiveedge.com	3820 South Federal Boulevard, Sheridan, 80110
Paintball Adventures Pro Shop	Recreation	1.5	www.paintballadventuresofdenver.com	3107 West Hampden Avenue, Sheridan, 80110
Paul's Cyclery	Recreation	2	www.paulscyclery.com/contact/index.html	3602 River Point Parkway Suite D, Sheridan, 80110
Sheridan Recreation Center	Recreation	0.3	www.ssprd.org/Sheridan-Recreation-Center	3325 West Oxford Avenue, Denver, 80236
Oxford Recycling	Recycling Center	1	www.oxfordrecycling.com	2400 West Oxford Avenue, Englewood, 80110
Mikes Famous Pizza	Restaurant	0.3		3700 West Quincy Avenue, Denver, 80236
Academy Veterinary Hospital	Wildlife services	1.5	www.academyvethospital.com	3470 South Knox Court, Englewood, 80110
Blue Springs n' Katydid Dog Training Center	Wildlife services	0.5	www.bskddogtraining.com	2980 West Oxford Avenue, Englewood, 80110
Columbine Animal Hospital & Emergency Clinic	Wildlife services	5.5	www.columbineanimal.com	5546 West Canyon Trail, Littleton, 80128
Terracina Custom Homes	Home builder	2		3103 West Hampden Avenue, Englewood, 80110

6/25/2015					
Contact name	**Contact Email**	**Phone**	**Date of Contact**	**Contact Notes**	**Next step**
Nancy Mowry		303-797-6510			
Andrew Odaniel	aodaniel@aol.com	303-783-2122			
		303-943-3400			
David Valentine	valmarine@aol.com	303-797-3988	6/23/2015	Handed materials, manager told IES to come back / follow up in August.	Re-visit in August
Arlene Sagee		303-762-2200			
		303-797-4222			
Dania Kasim		303-781-1726			
Agent/Manager: Carly Reed	carly@stevespangler.com	303-798-2778	6/23/2015	Turned away because they do not accept solicitors.	Send initial outreach email
Brian Rohrbough	Brian@excalibursoundcolorado.com	303-761-3443			
	rick@thebva.com	303-781-2126			
		303-794-6484			
		303-781-2340			
		303-781-1636			
		303-980-9200			
James Weaver or Courtney Cannon		303-789-2360			
Alan Clark		303-761-6131	6/23/2015	Introduced ourselves to Alan Clark. He is on board and Alameda will reduce cost of plants. Contact Alan when ready to move forward.	Set up meeting to establish / secure plants
Ron Malik	303-789-9952	303-761-3066	6/23/2015	Spoke with Ron. They are willing to donate plants. Contact when we have a better idea of what plants we want.	Set up meeting to establish / secure plants
Daniel Beekhuizen	service@keesenlandscape.com	303-761-0444	6/23/2015	Daniel Beekhuizen was in a meeting. Dropped off materials. Receptionist mentioned that she will give Mr. Beekhuizen the materials.	Send follow-up email
Chris	chris@otoolesgardencenters.com	303-347-8027	6/23/2015	Manager "Chris" not available. Visited around 10 am and noon. Dropped off materials.	Will need to visit, no email provided
	info@thenaturalwayinc.net		6/23/2015	Materials dropped off. Manager will be notified.	Send follow-up email
		303-337-6200	6/23/2015	Materials dropped off. Manager will be notified.	No email listed, will need to call or visit
Barbara Brooks		720-318-4199			
Sales & Marketing Consultant, Lisa Gerrells		303-217-5572			
Library Manager: Cynthia Kiyotake		303-542-7279			
		303-866-7450			
		303-762-2200			
		303-761-7530			
	info@laureateltd.com	303-692-9200			
		303-799-6300	6/23/2015	Doors locked / secure entrance. Were not able to drop off materials	No further action needed
Roger Van Wagner		303-761-0121			
		303-794-4265	6/23/2015	Location closed	Materials will be sent to corporate, no further action needed
	bearcreek@bearcreekarchery.com	303-781-8733	6/23/2015	Location closed	Send initial outreach email
City of Englewood		303-762-2670			
Ryan Stedeford	info@kompedge.com	303-468-1067	6/23/2015	Manager is Ryan, possibly have sponsored athletes involved.	Send follow-up email
Wayne Samel	info@paintballadventuresof	303-762-6106	6/23/2015	No notes listed (location closed?)	
Paul Altenhofen		720-280-5229	6/23/2015	Location closed	Send initial outreach email
Eddie Kanoza		303-761-2241			
John Kent	details@oxfordrecycling.com	303-762-1160	6/23/2015	Location office not accessible	Send initial outreach email
		303-347-8650			
	info@academyvethospital.c	303-789-1858			
Carole Jay Evert		303-781-9027	6/23/2015	Handed materials, receptionist mentioned that manager will follow up	No email listed, will need to call or visit
		303-979-4040			
Andy			6/23/2015	Handed materials, receptionist mentioned that manager will follow up	No email listed, will need to call or visit

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Appendix GG
Business Scripts: Phone and Email

IES Outreach Plan, Sheridan Quincy Tree Project
June 15, 2015

Outreach Platforms

Social Media: IES will continue to advertise SQT project information as it becomes available. Photographs can be a driving force for this format; social media experts recommend that every social media post be accompanied by a photograph or image. When project dates are determined, IES will use social media to advertise these dates by creating event pages and publically announcing the dates.

IES Website: IES will continue to provide project information through the IES site when it becomes available.

IES Newsletter: IES has been, and will continue to, write about the SQT project and provide updates in the IES Newsletter. These articles have been used by the City of Sheridan monthly newsletter.

Print Media: IES will continue to send press releases to print media sources and will continue to provide print sources with articles when requested.

Project Video: A project video will need to be produced to document the project.

All platforms will need to recognize sponsors where necessary in addition to providing relevant project information.

Sheridan Business Outreach

Timeline:

June 11, 2015	Sean sends outreach materials to team, discussion at team meeting.	Sean
June 12 to 15, 2015	Sean revises materials based on discussion.	Sean
Week of June 15, 2015	Team determines schedule for business visits.	Team
Week of June 29, 2015	Team begins outreach in Sheridan. Phase 1.	Team
Week of July 6, 2015	Team continues outreach in Sheridan. Phase 2.	Team
July 9, 2015	Team discusses outreach plan at Steering; evaluate and determine next phases.	Sean

Purpose

Business outreach, on a project specific basis, is critical for building support, financially and in volunteer numbers, for IES programs. For-profit businesses have an interest in IES's work because we strive to create healthy communities and thriving natural environments. This attracts more business, creates more walkable communities, improves community spaces and ecological balance in natural spaces. The purpose of business outreach is to generate program support through direct donations. Involving local businesses will also help to share the IES story and mission, create a buzz in the community about our programs and events, and build support for future endeavors. We will provide positive publicity for supporting businesses by acknowledging them as friends of IES through our media outlets and at program events. When possible, IES will

recognize business involvement through tangible materials such as t-shirts, kiosk announcements, and logo designs. We will encourage financial support and continued contact. A tiered system of acknowledgment will incentivize businesses to give more to receive more. Effective business outreach will help build IES program visibility and have a greater impact in communities because of bigger financial donations and volunteer involvement.

Successful outreach requires identification of:
1. Key business stakeholders.
2. The needs, attitudes, and motivations of ideal supporters and stakeholders.
3. Decide which outreach channels should be used for each stakeholder.
4. How contributions will benefit sponsors specifically.
5. How contributions will benefit IES and the community specifically.
6. How our specific program is unique to their community.
7. What the program delivers and how the program will benefit the unique community.

Outreach channels:
1. Direct mail and community newsletters.
2. Website presence.
3. Social media.
4. Face-to-face contact and word of mouth.
5. Calling campaign.
6. Email campaign.
7. Networking through IES associates and board members.
8. Community business association contact.
9. Print distribution materials.

Steps to create a business outreach plan:
1. Gather community business contact information.
2. Determine priority of businesses contacted based on relevance and proximity to project.
3. Solicit feedback from community members, project partners, and/or board members.
4. Create timeline and specific business outreach tasks.
5. Determine possibility of community media (print and online) publication and contact if feasible.
6. Create flier or project announcement to post and distribute in community.
7. Create social media schedule and best plan of action.
8. Create general script for face-to-face, phone, or e-mail correspondence.
9. Implement contact.
10. Log all correspondence.
11. Log all contributions.
12. Deliver on all pledges to project contributors.
13. Follow-up emails or calls to all businesses after project is completed.

Things to keep in mind:
1. We are sharing our story and mission in every outreach activity we undertake.
2. Consistent project updates keep IES activities in the minds of supporters. The more they think about IES, the more likely they are to donate.
3. Sharing success stories is extremely important to advancing IES projects.

4. Posting specific calls-to-action for participants can encourage people to get involved because clarifying needed actions make involvement more accessible and directed.
5. Gauge the emotional relevance of our programs to prospective supporters to make outreach efforts more effective.

Example face-to-face contact script
Context: Sheridan Quincy Tree Project, 2015

Hi, my name is ____ and I work for the Institute for Environmental Solutions. We are organizing and implementing an education and environmental improvement project in Sheridan. We are working with the City of Sheridan and local public schools. We would like to collaborate with *name of business* in improving the community. Is there a manager I could speak to about business involvement?

If a manager is there:
Hello, my name is _____ and I work for the Institute for Environmental Solutions. Thanks for taking the time to speak with me. I'll keep it short!

We are working in Sheridan to improve the Quincy Trail Corridor and adjacent areas near the football stadium. We are also partnering with local public schools to bring ecological science lessons to life in the classroom. The program includes workshops for the kids and a field trip to allow the students to plant their own trees and contribute to the beautification of this community open space.

Explain we are here first to inform the business about the program. Have key information about the program and its benefits. Use specific examples from program prospectus. Be ready to discuss the location of the trail, where on the school property we are planting, a general idea of the planting plan, and a description of the education workshops.

Need specific reasons for each specific business to be interested.

DON'T ask for money. Ask what the business is interested in. Have a list of examples of specific benefits for specific businesses.

Try to elicit what IES might be able to do for the business.

We can deliver positive business publicity because our program works directly with invested community members to enhance the public school science curriculum while remediating high need areas on school property. It's a great way to show your community support to the parents of these school children and to our volunteers, many of which live in Sheridan.

If appropriate, bring out the info-graph for discussion.

Determine what the level of interest is.

Make plans for a follow-up meeting and decide next steps.

If a manager is not there or not available, leave the project flier and contact information. This is why the flier needs to be as convincing as possible and include incentives for businesses to get involved. Always check back in with businesses where no one is available to talk to.

Example phone script
Context: Sheridan Quincy Tree Project, 2015

Hi, my name is ____ and I work for the Institute for Environmental Solutions, a Denver based non-profit working to implement an environmental education and remediation project in the community in conjunction with local public schools and other community members. We are looking to build a support base for our project. Is there a manager I could speak to about business involvement?

When connected to the right person:
Hello, my name is _____ and I work for the Institute for Environmental Solutions, a Denver based non-profit working to solve complex environmental remediation and education problems around the Denver area. Thanks for taking the time to speak with me. We will be working in Sheridan this fall to improve the environmental health of the Quincy Trail Corridor.

We are also partnering with local public schools to bring ecological science lessons to life in the classroom. We have planned in class workshops for the kids and a field trip to allow the children to plant their own trees and contribute to the beautification of this high need area.

Right now, we are looking to involve local businesses in our project to help us reach our goals.

Even the smallest contributions will help out program be a success. We can deliver positive business publicity because we work directly with invested community members to enhance the public school science curriculum while improving the health of the Quincy Trail Corridor.

It's a great way to show your community support to the parents of these school children and to our volunteers, many of which live in Sheridan. Would it be possible to meet in person so that I can go over the different donation pledge levels and how it will translate into positive publicity for your business? What would be a convenient time to get together?

If you get an answering machine:

Hello, my name is _____ and I work for the Institute of Environmental Solutions, a Denver based non-profit. We will be working this upcoming fall in the Sheridan to enhance science education in Sheridan public schools while simultaneously improving the ecological health of the Quincy Trial.

We are reaching out to local businesses to open up discussion of project involvement and publicity. I will call again on _____ at _____. I can also be reached at __[phone number]__ or __[email]___. Thank you for your time.

Example e-mail script
Context: Sheridan Quincy Tree Project, 2015

TO: [Contact email]
FROM: [Your email]
CC: [Team members]
SUBJECT: Community Involvement Opportunity with IES and Sheridan Quincy Tree Project

Dear [Contact person name],

The Institute for Environmental Solutions (IES), a Denver-based non-profit working to solve complex environmental problems, will be working in Sheridan this upcoming fall in collaboration with Sheridan public schools, the City of Sheridan, and invested community members. We are looking for project partners, financial support, and volunteers to help make our project a success!

The Sheridan Quincy Tree Project is designed to improve a high risk trail corridor, the Quincy Trail Corridor, while enhancing public school science curriculum simultaneously. To do this, we are continuing to work with public school educators to design a civic engagement project for students based around science that brings students and their families into the community to help plant native trees, remove invasive plants, and reverse erosion damage in this important commuting trail. We will also be working in the classroom with the children to teach them the tree science, ecological balance, and how they can positively influence their local natural environment. The Sheridan Quincy Tree Project is based on our previous award winning environmental education and open space remediation programs. You can be a part of our unique efforts to improve the Quincy Trail Corridor while bringing science to life for Sheridan students.

We need your help to reach our goals! Donate today and become an active community participant in Sheridan! Visit us online at www.i4es.org to learn more about our members, mission, and past project successes.

Please don't hesitate to contact us for more information or to schedule a meeting at a time of your convenience.

Appreciatively,
[Contact information]

Emails should always be followed up with another email or phone call.

Sources:
https://www.udemy.com/blog/non-profit-fundraising-ideas/
http://www.afpnet.org/ResourceCenter/ArticleDetail.cfm?ItemNumber=21555
http://www.pulsemarketingagency.com/Nonprofit/how-to-build-an-effective-nonprofit-outreach-strategy

Draft

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John Kelly

Research Associate
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Sofia Ponte
Sofia@i4es.org

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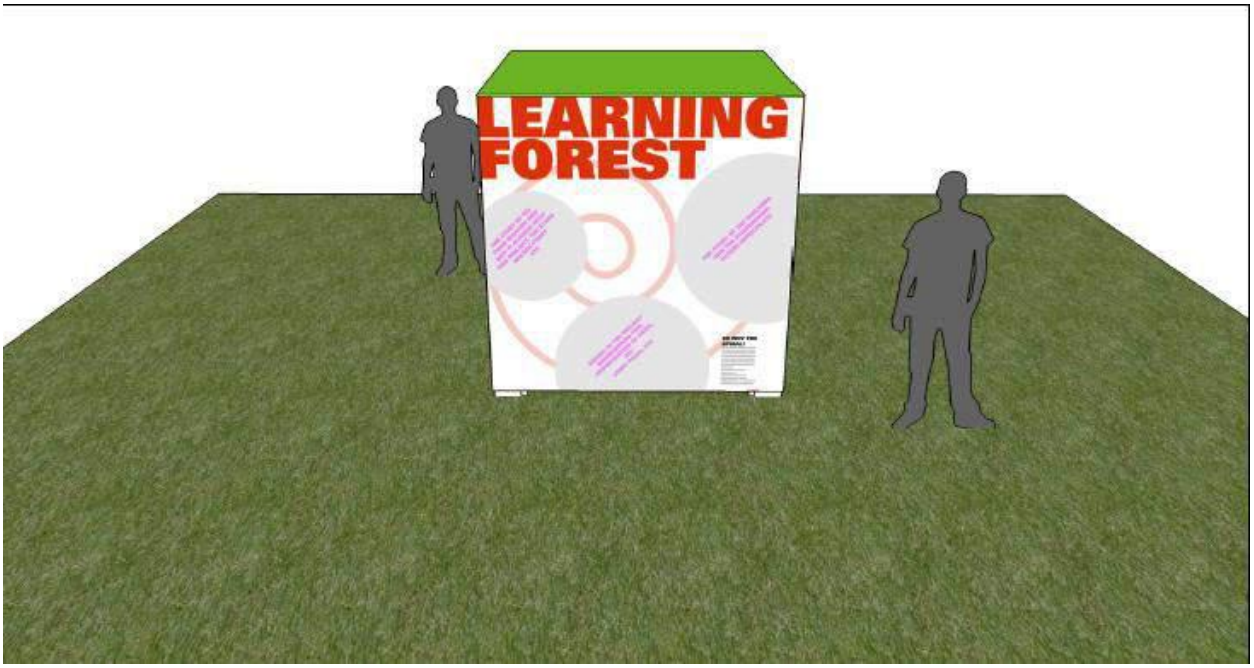
Appendix HH
Cube Design Specifications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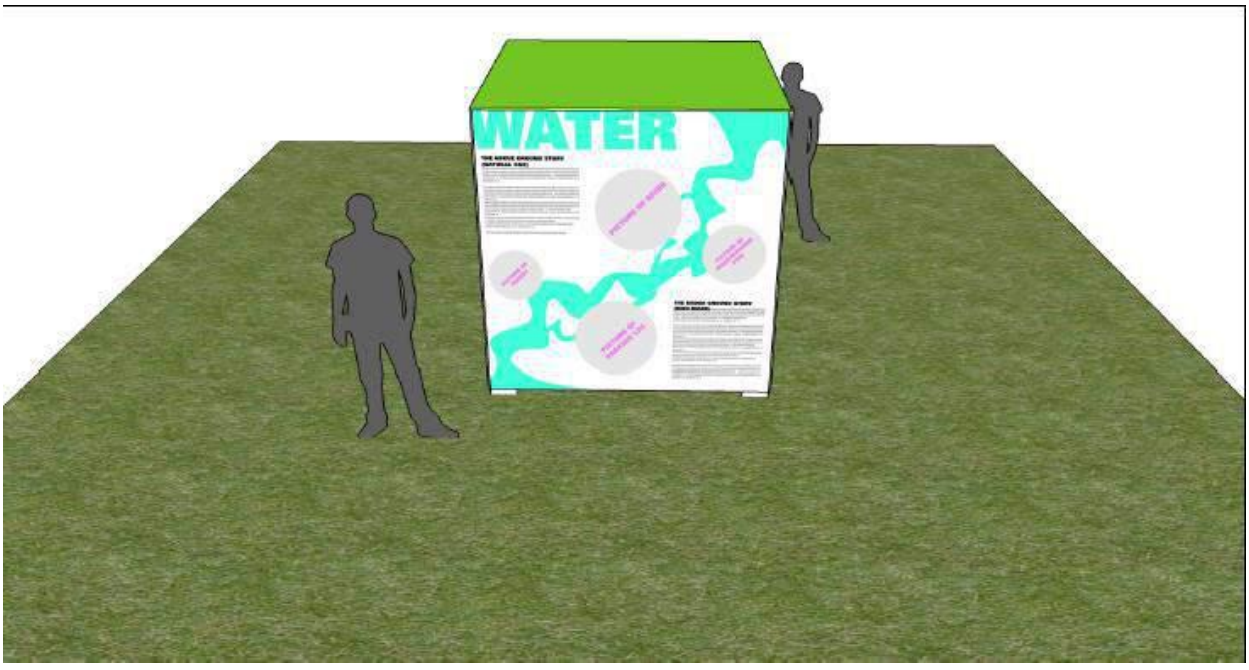
FOREST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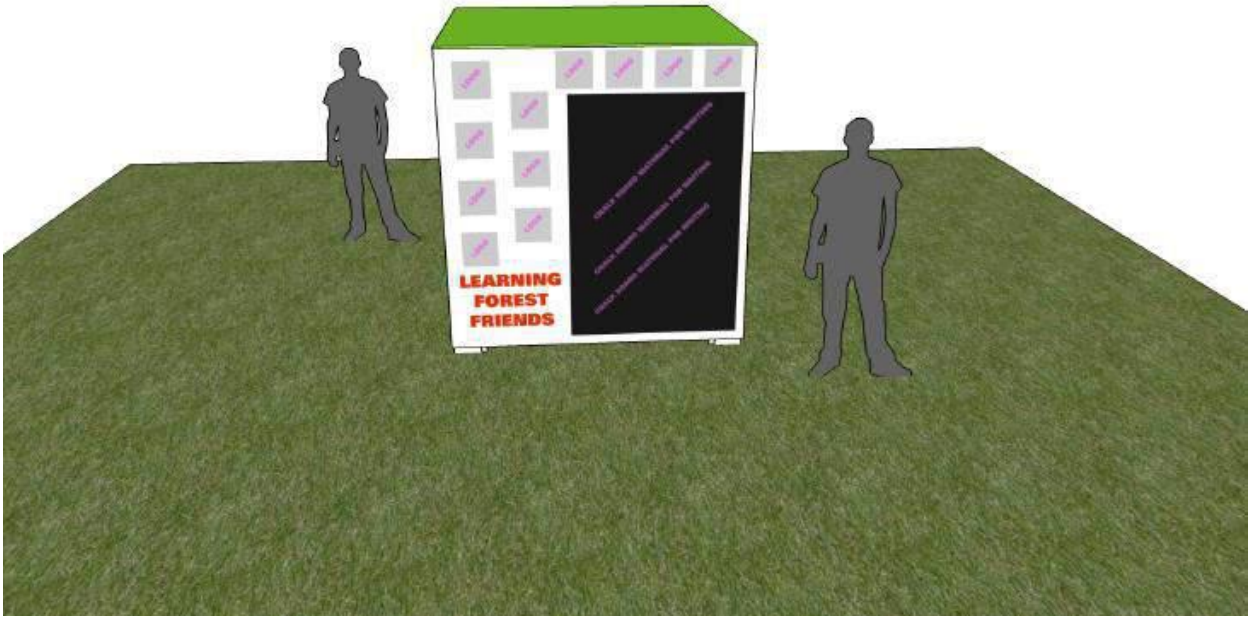
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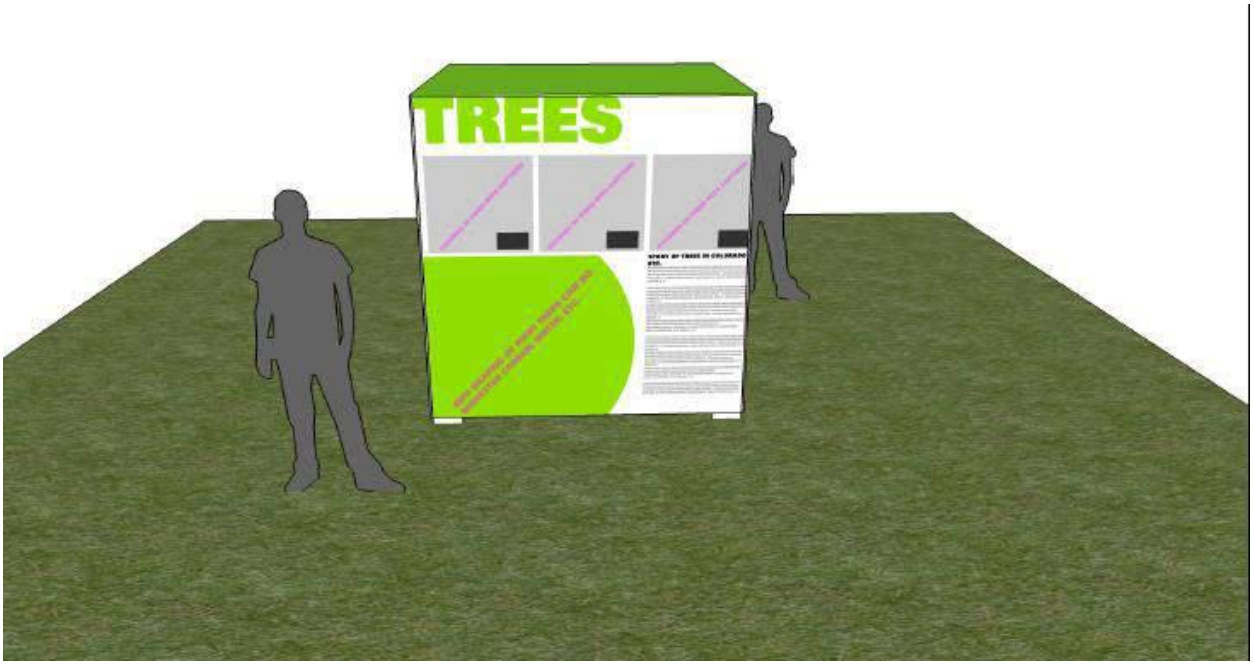
FOREST
FRIENDS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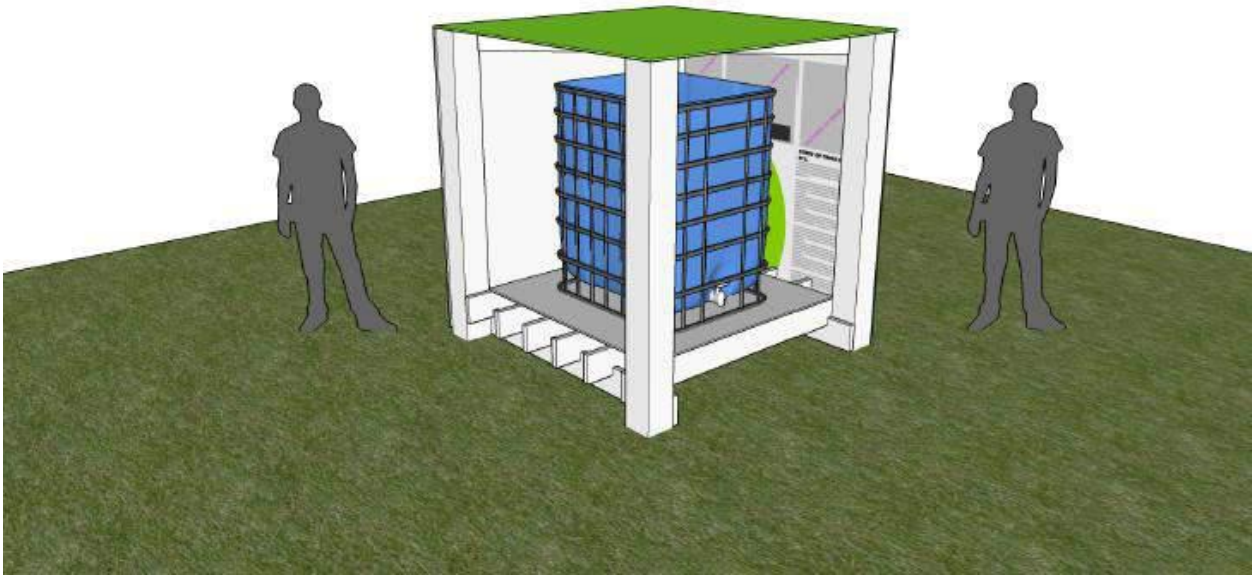
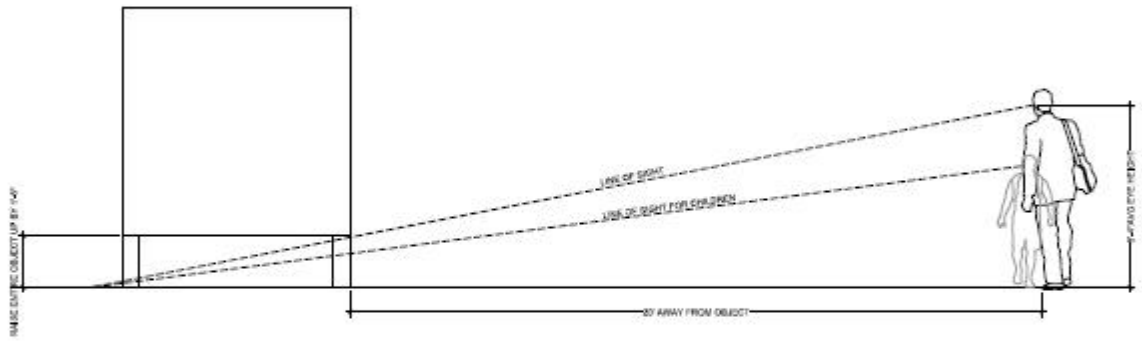


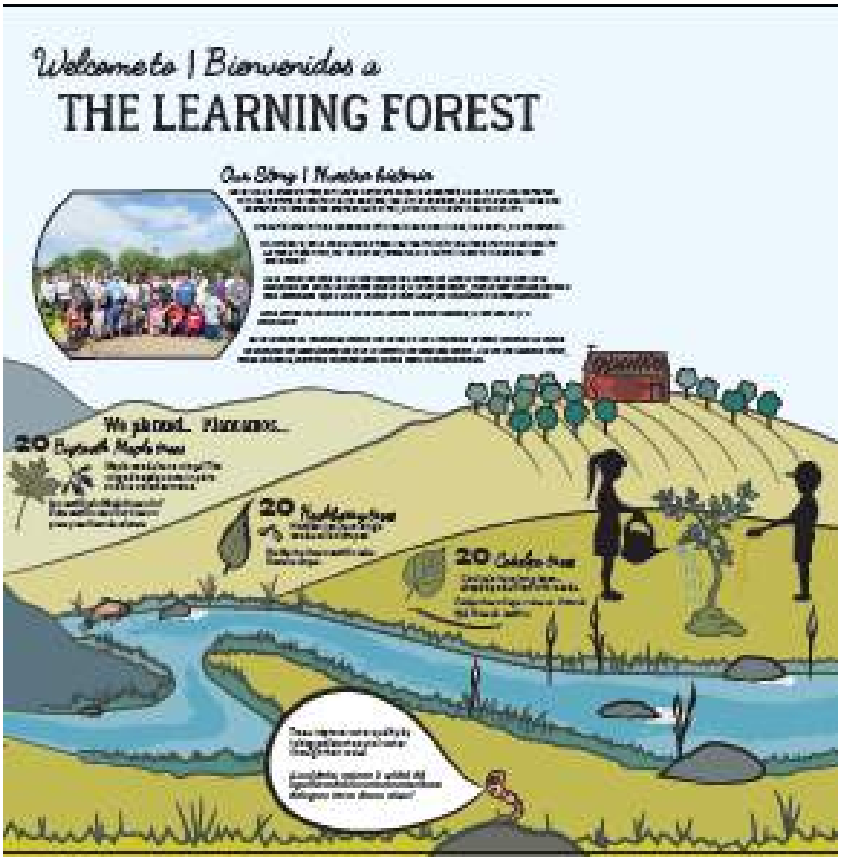


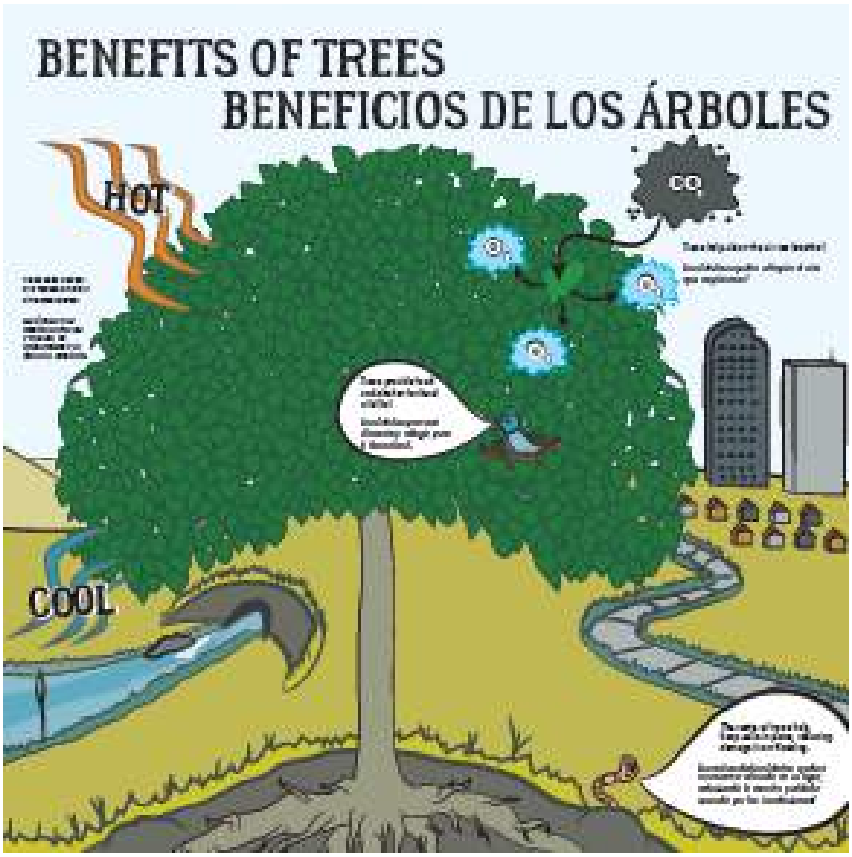
DWF Response to School Request
11/16/15
We propose to raise the entire cube by 1'-6" to account for the line of sight of an average height person to see underneath "The Cube" to the other side at 20' away.

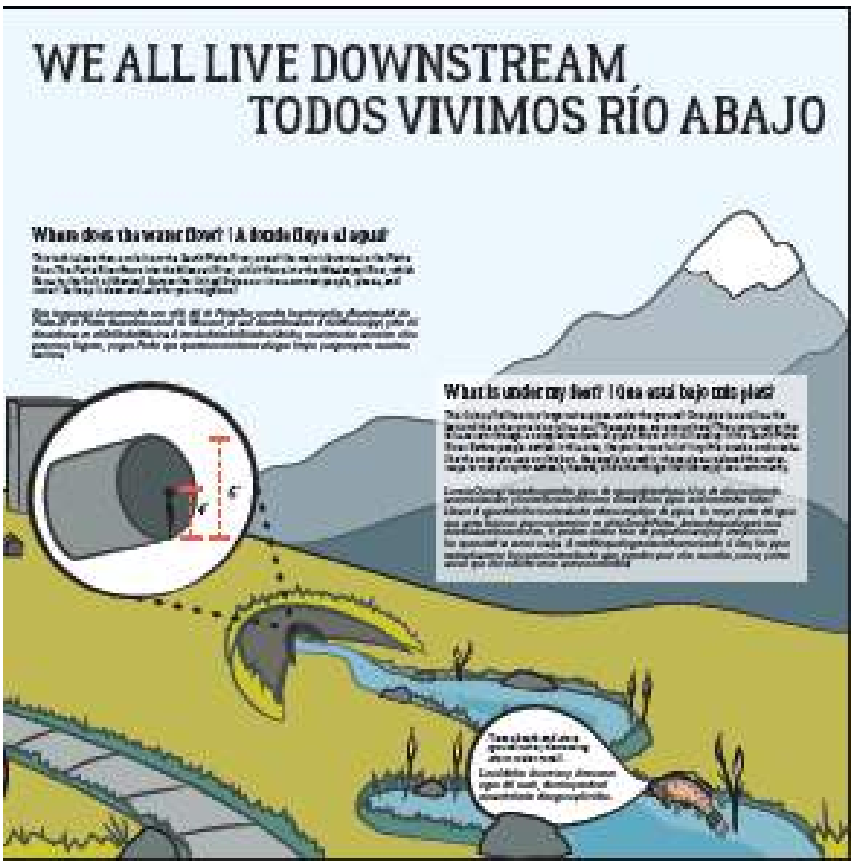
Sheridan Quincy Tree Project
Final Report
August 2016

Appendix II
Cube Illustration

THANKS NEIGHBORS!
GRACIAS VECINOS!
Project Sponsors
Patrocinadores de Proyecto
Xcel Energy
DESIGNWORKSHOP
patagonia


Welcome to | Bienvenidos a
THE LEARNING FOREST
Our Story | Nuestra historia
We planted... Plantamos...
20
20
20


BENEFITS OF TREES
BENEFICIOS DE LOS ÁRBOLES
HOT
CO2
COOL


WE ALL LIVE DOWNSTREAM
TODOS VIVIMOS RÍO ABAJO