



**TREES FOR SURVIVAL™**  
*Children growing our future*

## TFS SCHOOL APPLICATION FORM

<b>FULL SCHOOL NAME</b>			
<b>POSTAL ADDRESS</b>			Postcode
<b>PHYSICAL ADDRESS</b>			Postcode
<b>Phone</b>	Fax	Email	
<b>SCHOOL CONTACT PERSON</b>	Phone	Email	
<b>BOARD CONTACT PERSON</b>	Phone	Email	
1. Why do you want to join the TFS programme? (you may use a separate page if you wish)			
2. How will TFS be incorporated into the school's curriculum?			
3. Please list the environmental programmes in which the school is currently involved and how environmental protection and sustainability is promoted in your curriculum activities. It would be useful to append a copy of your school's Environmental Education Policy to this application.			

Please send your **APPLICATION FORM** along with a copy of your school's **ENVIRONMENTAL EDUCATION POLICY** to:

Shirley Conway, Administrator, Trees for Survival, PO Box 11836, Ellerslie, Auckland 1542.

Ph: 027 258 9875 Email: [admin@tfsnz.org.nz](mailto:admin@tfsnz.org.nz)

**SUPPORTING ORGANISATION/s**

**Please give contact details of 3/4 community groups, service club or businesses linked to the school which may consider funding your**

**(a) Plant Growing Unit (\$3,154+GST+freight for a 6m unit) and/or**

**(b) Annual Fee (up to \$604.35+GST) which covers the ongoing cost of seedlings and materials to grow your trees.**

Name and Contact .....	Name and Contact .....
Phone ..... Fax .....	Phone ..... Fax .....
Email	Email
Name and Contact .....	Name and Contact .....
Phone ..... Fax .....	Phone ..... Fax .....
Email	Email

We have read the attached *School Procedures and Responsibilities* document, understand our obligations and wish to apply to become a TFS School.

**Principal:** .....

**Board Chairperson** .....

**Date**

**Date**

**STEPS TO BECOMING A TFS SCHOOL**

1. The Board of Trustees and Principal apply to incorporate the TFS programme into their school environmental education curriculum
2. The TFS Management Committee receives and approves the application pending appropriate funding arrangements being made and a commitment to the programme being made by the School Board
3. The school and TFS work together to arrange funding to cover the Annual Fee and/or Plant Growing Unit from one or more supporting organisations.
4. An appropriate and secure location for the Plant Growing Unit is established at the school and the school arranges appropriate insurance against damage by vandalism
5. The supply of seedlings, materials and availability of resource personnel is confirmed.
6. The time from receipt of the application until installation of a PGU and implementation of the programme can take up to three months.



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## **PROCEDURES AND RESPONSIBILITIES - SCHOOLS**

When a school becomes involved in the programme a school TfS Teacher is appointed. For the programme to work well in the school, this teacher should have a personal commitment or interest in the programme's objectives and who can work to incorporate the programme into the curriculum. The TfS teacher should be able to call on assistance from the grounds person, a parent or someone else involved with the school in some way. The TfS Teacher is the person responsible for implementing the TfS programme within the school.

The TfS Teacher is required to:

- Take responsibility for the Plant Growing Unit and ensure the plants are cared for and their growth properly managed. Provide year-long learning opportunities and encourage environmental awareness which are the expected outcomes of a schools' participation in the TfS programme. There are TfS resources available.
- Ensure a secure location for the Plant Growing Unit is established at the school and that the school management arranges appropriate insurance against damage by vandalism. Consult with TfS over PGU repairs and maintenance resulting from normal wear and tear.
- Liaise with the TfS representative and the school supporting organisation/s to ensure the effective implementation of the TfS programme.
- Meet with TfS representative assigned to the school in February and undertake the PGU plant count for the upcoming planting season.
- With the help of students and expert help, provide appropriate care and grow the seedlings to a height suitable for planting (>30cm) and maximize the environmental educational opportunities for the students. Resources and information to assist in this are available from TfS and other sources.
- Ensure that at least one full day in the second or third term is earmarked as planting day on the school calendar. Liaise with Council (or equivalent), TfS representative, Supporting Organisation and landowner to achieve a mutually suitable date.
- Arrange for the landowner to pick up the plants to be planted approximately two weeks prior to the planting day. This provides the plants a chance to harden off at their new locality.
- Arrange to visit the site before planting day and discuss any special requirements you or the students may have to ensure school policies are applied.
- Prepare a Health and Safety Plan for planting day
- If assistance to fund transport of the students to and from the planting site is required, liaise with a Supporting Organisation, as soon as the planting site and planting day are confirmed, to agree what assistance can be supplied. Encourage the Supporting Organisation, along with the TfS Field Officer, to provide adult personnel to assist with planting on planting day.
- Seek support from parents to attend planting day.

- Attend the planting day with the students and be responsible for discipline. While it is the TfS Teacher's decision as to who attends the planting day, students who have been involved with the growing of the plants should be encouraged to attend.
- Ensure that the students are suitably attired with closed shoes for tree planting, bring lunch, drink and if not supplied, a spade.
- Be aware that the better part of a day out of the classroom should be timetabled for planting day. This gives the students an opportunity to do a good job planting the trees without the pressure of having to return to school before the plantings are completed.
- Make sure the landowner returns all school materials and equipment, including crates, to the school after the planting day.
- Encourage a liaison between school and landowner so that the long term result of school plantings can be reported to the school.

When an appropriate and secure location for the Plant Growing Unit is established at the school the school management arranges appropriate insurance against damage by vandalism and undertakes to maintain and repair the PGU resulting from normal wear and tear.

It is expected that a school with a 6m plant growing unit will plan to plant out at least 800 trees on planting day.