

# Trees For Tomorrow Planning Guide

## K-12 Schools: Day Programs



*All forms/documents are available via email: [ctodea@treesfortomorrow.com](mailto:ctodea@treesfortomorrow.com)*

- \_\_\_ Complete a **Workshop Planning Questionnaire** and submit it to Cheryl Todea, Operations Manager OR e-mail or call to confirm details of your workshop. Confirmation Contract will be created based on this initial information.
- \_\_\_ Begin **fundraising activities**, if needed. Contact Cheryl if you need assistance.
- \_\_\_ Return a **signed copy of your Contract** for Services to Cheryl Todea, Operations Manager at least 4 months prior. *Please note, until we have a signed contract on file, we cannot guarantee accommodations or program availability.*
- \_\_\_ Arrange transportation to and from Trees For Tomorrow.
- \_\_\_ Select students and chaperones. Please note WI Department of Health Services and TFT requires at least **1 adult chaperone for every 10 students**.
- \_\_\_ Work with Trees For Tomorrow's School Program Coordinator on specific content and standards to be covered to guide program focus. **Finalize schedule details** at least 6-8 weeks prior to scheduled workshop.
- \_\_\_ Arrange for full workshop payment to be paid no later than your arrival to Trees For Tomorrow.
- \_\_\_ Submit a **Roster Form** (or submit a copy of your own form) with full names, special needs, and dietary requests/food allergies at least 2 weeks prior to workshop. Submit updated roster upon arrival.

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### Trees For Tomorrow Contacts:

#### **FOR DATES, FEES, CONTRACT, AND INVOICES**

**Cheryl Todea**, Operations Manager

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#### **FOR LEARNING GOALS AND DETAILED SCHEDULE**

**Danielle Christensen**, School Program Coordinator

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