

# CITY OF DE PERE MEMO



To: Schools  
From: Don Melichar, City Forester  
Date: March 5, 2024

RE: **Arbor Day Tree Seedling**

## **EXTENT OF PROGRAM**

Available to students from elementary schools in the De Pere School Districts, grades 4K through sixth.

- **COST OF PROGRAM:**  
By using 8" - 10" Colorado blue spruce transplants, the cost per seedling is \$2.00.
- **MECHANICS OF PROGRAM:**  
The school sends home a letter to each student, which is furnished by the Department, explaining the program, and requesting parents to sign if they want their child to participate. This letter should be sent **home no later than March 8, 2024, if later please make sure it is returned by March 15, 2024.**

A letter signed by the parents along with the money for the tree (\$2.00/tree) must be turned in to the teacher by **March 15, 2024.** Please notify Grace Lahtela, Park Department via email [glahtela@deperewi.gov](mailto:glahtela@deperewi.gov) by **Monday, March 18, 2024,** with the number of trees needed for your school.

Trees will be delivered to schools on **Thursday, April 25, 2024,** between 7:30 a.m. and 9:00 a.m., and be sent home with the child that day.

We ask that you withhold payment for trees until you receive an invoice from the De Pere Parks, Recreation & Forestry Department.

Thank you for your cooperation.

# CITY OF DE PERE MEMO



To: Parents  
From: Don Melichar, City Forester  
Date: March 5, 2024  
  
RE: **Arbor Day Tree Seedling**

The Park and Forestry Department is sponsoring a tree seedling program for Arbor Day again this year. Your child will bring his/her tree home on **Thursday, April 25, 2024.**

Since 1889, Wisconsin has observed Arbor Day in recognition of the importance of our landscapes and of our commitment to restore and to manage all of our precious natural resources wisely. Past experience has shown that children are very enthusiastic about participating in this program and planting their own tree.

This year we again plan to use an 8" to 10" Colorado blue spruce transplant. We will package the tree in a plastic bag and include instructions for proper planting.

If your child would like to receive a seedling that can be planted in your yard, **please sign and return this letter to the teacher, with the money, on or before Friday, March 15, 2024.** The cost of the tree is \$2.00 and we ask that you limit your order to one per child.

Thank you.

Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Grade: \_\_\_\_\_ Room # \_\_\_\_\_ Instructor: \_\_\_\_\_

\_\_\_\_\_