For quick links to additional information about working with volunteers, please visit arborday.org/bulletins.

**Tree City USA Bulletin ORDER FORM**

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Previous bulletins that may be especially helpful as you plan for Arbor Day. For a complete list of back issues, please visit arborday.org.

1. How to Prune Young Shade Trees 
2. How to Build a Tree Planter's Kit
3. How to Recognize Unhealthy Trees
4. How to Prepare Tree Planting Materials
5. How to Landscaping in Save Water
6. Tree City USA Growth Award
7. How to Select and Plant a Tree
8. A Systematic Approach to Planting with Trees
9. How Trees Can Save Energy
10. Tree City USA Foundation for Better Virg.
11. How to Conduct a Street Tree Workshop
12. Streets and Parking Lots
13. Tree Line USA
14. Understanding Landscape Cultures
15. How to Manage Community Natural Areas
16. Placing a Value on Trees
17. How to Plan for Management
18. Ten Tree Myths to Think About
19. Tree Protection Guidelines
20. Let’s Stop Road Damage
21. How to Interpret Trees
22. How to Guide Community Forestry
23. Protect Trees During Underground Work
24. How to Work with Volunteers Effectively
25. Tree City USA Annual Report

**COMPLETE SET OF TREE CITY USA BULLETINS**

An excellent way to bring new volunteers up to speed on urban and community forestry is to provide them with a complete set of Tree City USA Bulletins. The set includes all issues along with attractive 3-ring binders for storage. Available for $99 from the Arbor Day Foundation.

**THE TWO BEST BOOKS**

Of the many useful references on how to do a better job of working with volunteers, here are two that are “must” books for anyone in community forestry:

*A HANDBOOK FOR TREE BOARD MEMBERS*  
This helpful book from the Arbor Day Foundation is designed to prepare all new or prospective tree board members for a productive, fulfilling volunteer role in their communities. Easy to read and well-illustrated, topics range from what is expected of a tree board member to some of the basic technical elements of managing community trees. Publication was made possible by a grant from the USDA Forest Service, with the goal being to reach every tree board member in the nation. Grants copious were distributed to all state urban and community forestry coordinators. Additional copies are available at the nominal price of $2.95 each, 25 for $95, or 50 for $59 from the Arbor Day Foundation.

**“THE SIMPLE ACT OF PLANTING A TREE”**

By Andy & Katie Koep

This book is actually more about organizing and supporting volunteers to plant trees than it is about the technical aspects of planting, and rightfully so. Technical problems pale next to the challenges of fundraising and managing armies of eager tree volunteers and managers. No other publication of its kind provides such rich detail or is written in such an entertaining style. Easy to read and well-illustrated, topics range from what is essential is that when volunteers are well-organized and supported in other ways too numerous to list. Of the many lessons that have emerged from this experience, perhaps the most essential is that when volunteers are well-organized and guided by skilled leaders, the result is mutual satisfaction for both the individual and community officials.

Unfortunately, too often the happy marriage between volunteers and managers soon goes sour. In some cases, volunteers find that they are really not needed. Standing around on a cold, spring morning with more people than trees to be planted is nobody’s definition of a good use of time. Neither is sitting in on a poorly conducted meeting that goes on and on, dominated by a few outspoken individuals or producing little more than the need to schedule another meeting.

Then, too, there are professionals who have been let down by volunteers. Many have watched initial enthusiasm waver away when the fun wears off. Others have been promised equipment, supplies, or donations that don’t materialize. And then there is the matter of long-term care of a project site or trees that have been planted. Many urban foresters have found that volunteers show little interest in watering, pruning, stake removal or the other care a young tree needs in the years following planting. If crews are not able to handle the additional workload, the trees suffer and the project may even fail.

When well-managed — and when not expected to substitute for the professional workforce that is the backbone of larger communities — volunteers are a valuable resource. When not managed effectively, or when city officials view volunteers as a way to avoid financial responsibility for trees, volunteers can actually be detrimental to community forestry. The pages that follow contain suggestions that should help nourish a positive, beneficial relationship both within volunteer groups and between volunteers and the professionals with whom they work on behalf of trees.

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