



# MONMOUTH COUNTY SHADE TREE DIVISION ARBOR DAY TREE REQUEST APPLICATION

The Monmouth County Board of Commissioners selects schools to participate in the County's annual Arbor Day Celebration. If your school is selected, the County's Shade Tree Division will prepare and plant a tree at your school as part of your Arbor Day program. ARBOR DAY THIS YEAR IS APRIL 24<sup>TH</sup>, 2026. We will celebrate Arbor Day the entire week of April 20, 2026!

To be considered, this application must be submitted by the filing deadline, the school must have an Arbor Day program and a viable tree planting location. If your school is selected, County Shade Tree staff will provide a tree for the school property and pre-plant the tree. During the week of April 20th, 2026. On a selected day that week your students will present their Arbor Day Program and complete the tree planting with the assistance of a County Commissioner. To commemorate the event, the Commissioner will present the school with a framed Arbor Day proclamation and provide tree saplings for participating students to take home. County staff and local media may attend as well. Photos will be taken. Submitting the application does not guarantee that your school will be selected to receive a tree.

Note: Traditionally in New Jersey, Arbor Day is the last Friday in April.

**DEADLINE to submit: March 17, 2026**

**Email completed application to: lauren.brand@co.monmouth.nj.us**

### SCHOOL NAME

\_\_\_\_\_

GRADE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_

ZIP: \_\_\_\_\_

Type of School: PUBLIC PRIVATE COUNTY SCHOOL

### APPLICATION QUESTIONS: (PLEASE CIRCLE RESPONSE)

1. Will the Monmouth County Shade Tree Division be permitted to access the school grounds to pre-plant the tree? **YES NO**
2. Does your school district have staff who will be able to maintain the tree including regular watering as required? **YES NO**
3. Will the school have an Arbor Day program to plant the tree, celebrate Arbor Day and the environment? **YES NO**
4. Please provide a total number of students that will participate (for the tree sapling distribution limited quantity): \_\_\_\_\_  
**IF SELECTED THE COUNTY WILL REQUIRE A COPY OF YOUR PROGRAM AND SCHEDULE WITH TIMES**
5. Will the Arbor Day program occur outside? **YES NO**
6. Will there be seating for the students, teachers, parents, participants, and dignitaries? **YES NO**
7. Please indicate your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> time preferences for the Arbor Day program. (If no time slot fits your school day, please select the one nearest to your schedule, Shade Tree will coordinate unique times, if possible.:  
**9 a.m.:** 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>    **11 a.m.:** 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>    **1 p.m.:** 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>

### SCHOOL ADMINISTRATION

PRINCIPAL (NAME): \_\_\_\_\_ Email: \_\_\_\_\_

VICE PRINCIPAL (NAME): \_\_\_\_\_ Email: \_\_\_\_\_

SCHOOL PHONE NUMBER: \_\_\_\_\_

### SCHOOL CONTACT PERSON

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

PHONE NUMBERS AND INFORMATION WILL ONLY BE USED TO CONTACT AND COORDINATE ARBOR DAY TREE PLANTING. THE SCHOOL WILL BE CONTACTED AFTER IT HAS BEEN SELECTED FOR THE ARBOR DAY TREE.

### SHADE TREE USE ONLY

Date Received: \_\_\_\_\_ (2026)