



**WEST LAFAYETTE
TREE FRIENDS**
Planters • Pruners • Protectors

Step-by-Step Guidelines for Planting a West Lafayette Tree Friends' Tribute Tree

The coordinator for the Tribute Trees program (tribtreecoor@wltreefriends.org) will work with you to help you through the steps below.

1. **Identify tree location, type, and planting date** – The coordinator will put you in contact with a city administrator who serves as a liaison to the Tree Friends. This person will help you identify where you might locate a tree, what would be an appropriate tree for that location, and when planting can occur (some trees do better when planted in spring or fall). If multiple donors are contributing to the planting of a tribute tree, please have a designated representative work with the coordinator to make all arrangements.
2. **Arrange your donation** - After you have chosen a tree and location that suits you, the coordinator will help you arrange your donation for the tree. We ask you to go to the *West Lafayette Tree Friends* web site at <https://wltreefriends.org/> and click on the “Donate tab at the top of the page. This will take you to the instructions for donating on line or by mail. With multiple donors, when the required donation has been made, we will proceed with the tree planting process. If we receive donations in excess of the required donation amount, excess funds will go into the WLTF general fund and be used to support the work we do enhancing West Lafayette’s urban forest.
3. **Fashion an inscription** – If you want a commemorative leaf plaque, you will be asked to provide an inscription for it. One plaque will be hung in the tree and a copy will be provided to you as a memento. Some examples of plaques can be found [HERE](#). The inscription needs to be fairly brief to fit on the leaf (typically less than 60 characters). If you do not wish to have a leaf plaque, that is fine.
4. **Produce the plaques** – If requested, the coordinator will arrange for two leaf plaques to be produced. As soon as the plaques are ready, the coordinator will deliver one of them to you for your keeping. He will hold the other plaque until it can be attached to the Tribute Tree.
5. **Display the plaque** - Once your Tribute Tree is planted, you will be contacted. Then, the coordinator will attach the commemorative plaque to your Tribute Tree or help you attach it, as you wish.

