



Christmas SPIRIT Foundation
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2015 Checklist for Pick-Up Locations

Thank you for participating in the 2015 Trees for Troops program. **Your state or regional association is your main point of contact for the Trees for Troops program;** however, if you have questions or need assistance, please feel free to contact Nicole Feltes feltes@TreesForTroops.org or Lauren Mangnall at mangnall@TreesForTroops.org

- Let your state/regional contact know the number of trees you will be contributing.
- Purchase your Trees for Troops supplies, including banners, buckets and aprons, at www.TreesForTroops.org – under the “Store.”
- Utilize the Online Tool Kit that can be found at www.TreesForTroops.org – under “Get Involved.”

You'll find lots of useful resources, including:

- **Frequently Asked Questions and Fact Sheets**
 - **Media Information – customizable press releases, media alerts, etc.**
 - **Promotional Materials – posters, etc.**
 - **Logos & Graphics**
 - **Donation Receipts and Sponsorship Forms**
- Send press releases and contact your local media to explain Trees for Troops. Invite them to your farm or lot to cover this year's program.
- Brainstorm ways to promote your participation to customers – such as including the Trees for Troops logo in your advertising, linking to the Trees for Troops website, or including updates in your company's newsletter. We also have a Trees for Troops graphic you can put on your website. Be sure to download and display “We Support Trees for Troops” Signage.
- Please keep in contact with your state association coordinator. If you will be unable to fulfill your commitment for any reason, please let your coordinator know as soon as possible, so they can let Trees for Troops know.
- FedEx will be finalizing pick-up times and dates around early October, and this information will be relayed to you by your state association.
- The NCTA *American Christmas Tree Journal* acknowledges Trees for Troops participants. To ensure everyone is included, please fill out the Donation Log found in the Online Tool Kit or submit the following information to your coordinator:
 - Your name/farm name
 - Contact information
 - Email