Trees for Charity

**Tree Application**

Things to Remember:

**Trees for Charity is a** **501(c)(3) Organization. This means that you can choose a charity, family, or organization that is not recognized as a 501(c)(3). We encourage you to focus on local families and charities.**

You are encouraged to get out into the community and raise awareness of your charity.

When community members understand or have a particular interest in a charity, the amount of donations increase. Historically when this is done the trees raise much more money for the charity, rather than just leaving it up to the auctioneer to sell them. You are looking to raise money at the Auction Gala, Tree Topper donations, and donations from people visiting the tree view.

While we will do our best to address tree spot requests, numbers will be assigned at the discretion of the committee.

Application and $30 entry fee must be turned into the Chamber no later than 4:00pm on November 13th, however, spots fill quickly and only the first 40 charities/trees will be chosen. Submitting an application does not guarantee you a tree spot.

* Event will be held at the Uintah Conference Center 313 East 200 South, Vernal (435) 789-8001
* Setup is between 9AM-8PM on November 27th. All items must be completely set up during this time.
* All items on and around the item will be included in the auction and sold
* Nothing can be hung or attached to the walls of the Conference Center
* Maximum Tree Space is 5’x5’
* The **complete value** of your tree and its surrounding items, **INCLUDING donated items** will be required upon delivery of the item the day of setup. This is different from previous years, due to changes in tax law.
* **You will need to contact the person receiving the tree to set up a time to deliver the tree. Trees must be removed by you or the purchaser before Tuesday December 3rd at noon.**
* Battery Operated lights and ornaments are discouraged. If you choose to have battery operated décor and want your lights turned on and off, they must be easily accessible to committee members. We highly recommend a remote systems. We will not guarantee lights will be turned on.
* Please note that the committee does not, and will not, give out donor or recipient information.

Thank you for your interest in Trees for Charity! The key to this event is the time, talents, and effort of those who build the beautiful trees. We look forward to another year of great success. If you are interested in being involved in the Trees for Charity Committee please contact us.

If you have questions, or concerns please call

Jessie Barton (435)790-6407 (2019 Trees for Charity Chairman)

Trees for Charity

Suggested Equipment and Materials for set up

Questions please call Jessie Barton 435-790-6407

* **Tree set up will be November 27th from 9:00 am to 8:00 pm**
* Extension cord for lights on your tree (goes with tree)
* Wire matching the color of the tree (to wire decorations on)
* Wire cutters
* Needle-nose pliers
* Scissors
* Glue gun, glue, extension cord
* Drill or screwdriver
* Ladder or step-stool
* All decorations for the tree
* Tree skirt or floor covering (to go with tree)
* Labeled boxes for items not on tree
* Plan on providing your out of pocket cost on your tree (this is required by the accountants)
* Please clean area when finished
* Plan on leaving tree box to send with the purchaser

Trees for Charity

Tree Application

\*Applications and $30 entry fee must be turned into the Chamber no later than 4:00pm on November 13th

Submitting application does **not** guarantee Tree Space

\*Items must be completed and dropped off between 9AM-8PM on the day of setup November 27th

Title/Name (name of tree) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requested Tree #\_\_\_\_\_\_\_\_

Contact information: This is necessary to stay compliant with our charity status please complete in entirety:

Donor Name:

Address:

Phone:

Email:

Name of Charity/ Organization:

Charity address:

Charity phone:

Check to be Made out to\*:

\*It is essential to have this information correct. Changing the recipient after acceptance of the application will not be permitted without cause.

 Charity Verified by Committee Member

Business/ Sponsor:

Charity Description: This information will be used for the program the night of the Auction Gala to encourage bids. Write a single paragraph to describe the purpose of your charity. Be sure to include what the funds will be used for. (75-125 Words)

By submitting this application, I agree to the following rules and regulations (Please Initial):

 I understand that any information missing on this application may disqualify my application.

 I understand that spots are first-come, first-served and the first 40 charities/trees will be picked.

 I understand that only one tree will be auctioned for each charity and that I will be notified if my charity is ineligible.

 I understand I am responsible for the delivery of the tree to purchaser, and I will not leave the tree on the doorstep.

\*\*\*If your charity is not a 501(c)(3) you must certify the following:

\_\_\_\_\_\_ I understand the funds raised must be used as described in the charity description

 **I understand that if I do not comply with all the following rules and regulations, I may be ineligible to donate a tree next year.**

 I will have the **complete cost** of materials for my item, **including the value of any donated items,** upon delivery of the item the day of setup. This is a change from previous years, due to changes in tax law.

 My tree will be:

* + - New, with a box, and at least 5 feet tall, with a strong metal stand.
		- Reinforced by inserting a minimum of 1/4" rebar **from the base of the tree to half-way up the top section** into the base of the trunk of the tree or securely attaching to the outside of the tree. (rebar is available at the Chamber Office or the day of set-up) The trees have a tendency to break right above the base when delivered. This helps to prevent that breakage.
		- Factory pre-lit, with a heavy-duty extension cord for tree lights to be sold with the tree
		- Trees must be wired or zip-tied together where the pieces of the tree connect.
		- Full decorated all the way around with all decorations wired on to ensure ornaments do not fall off tree during delivery
		- Decorated with light-weight decorations that will not cause stress to, or break, the tree during delivery
		- Delivered to Uintah Conference Center between 9:00 AM and 8:00 PM on November 27th

\_\_\_\_\_\_\_ I am interested in volunteering at the Tree View