

Middletown Community Tree Giveaway

Frequently Asked Questions

PROGRAM REGISTRATION AND TREE AVAILABILITY

When does registration open?

Registration for the 2023 Tree Giveaway opens Monday, April 3 at 11 a.m.

How do I register?

Register online here: <https://www.cityofmiddletown.org/645/2023-Spring-Tree-Giveaway>. If you have issues using our registration software, you can email alisonm@cityofmiddletown.org for assistance.

Can I register for a free tree?

The giveaway is limited to the **City of Middletown residents**; one tree per household on a first-come, first-served basis.

Why is there a limit of one free tree per household?

By limiting each household to one tree, we can help both you *and* your neighbor!

Will you run out of trees this year?

YES! Tree Giveaway registration typically fills up by the second week after opening. Trees are available by registration only, on a first-come, first-served basis – while supplies last!

If registration fills up, will you order more trees?

No, we will not order more trees once registration has been filled. We have a limited budget for purchasing trees for each project and offer the most we can.

How do I confirm that I'm registered for the event?

Once you have registered, you will receive an automated confirmation email. No later than one week prior to the event, you will receive a second, more detailed confirmation email with all event information including your confirmed tree species and pick-up time. We appreciate your extreme patience as we confirm registrations – this is not an automated task. If you haven't received your second confirmation email (with your confirmed tree type and pick-up time) by one week out from the giveaway, please email alisonm@cityofmiddletown.org. **Also, please note, if you haven't received your second confirmation email please check your email's spam folder.**

I missed registration. Can I still receive a tree?

We wish we could give trees to EVERYONE, but sadly we are limited to a certain amount. If registration fills up before you could snag a spot, we encourage you to join our [waiting list](#). At the end of the event, we frequently have trees that are not picked up but still need a home. After the last pickup time, we allow waiting list participants to enter the event and choose from the leftover trees. They are limited to one per household and are first come, first served.

I can't make it to the event on April 22nd, 23rd, or 24th. Should I still register?

Please do not register if you cannot attend the event. However, you may register if you plan to arrange for someone else to pick up your tree on your behalf. They must bring a copy of your proof of residency. No alternate pick-up dates can be arranged – the Community Tree Giveaway is a three-day-only event.

TREE CHARACTERISTICS

Which trees are best for our southwest Ohio climate/soil conditions; have the best fall color; etc.?

All trees selected for the event are native or adapted to this area of Ohio which means they have spent generations adapting themselves to this climate. Review the [event website](#) to learn more about this year's available trees and their characteristics.

How big are the trees? Will I need a truck or trailer to pick up my tree?

Depending on the species, trees range anywhere from 3 to 8 feet tall and can be transported by car or truck – no trailer is needed. Trucks or large SUVs are encouraged. Please note that for midsize vehicles trees will more likely need to be arranged so that it sticks out the window. Please do not come in a small vehicle, on foot, or by bicycle to pick up your tree. If desired, line your car with newspapers prior to the event.



EVENT LOGISTICS

Is this a City of Middletown event?

Yes! The 2023 Tree Giveaway is hosted by the City of Middletown and Keep Middletown Beautiful. This event was supported by Pilot Chemical Company, OKI Regional Council of Governments, and Natorp's Landscape Supply.

Special thanks to funding sponsor Pilot Chemical Company for donating \$5000 for these great trees!

Can I volunteer to help with this event?

The tree giveaway is fully staffed, however in coordination with this event the City of Middletown and Keep Middletown Beautiful are **celebrating Earth Day and Arbor Day on April 22nd**! Please join us as we work to clean up the community we call home, celebrate an Arbor Day tree planting, and host various activities with giveaways and door prizes at the City Building. You can find out more information and sign up to volunteer (individually or with a group) by registering online at KeepMiddletownBeautiful.org.

CITY OF MIDDLETOWN RESIDENCY

I live in Middletown, Ohio but not in the City of Middletown. Can I still get a tree?

Programming for this event only covers the area within Middletown city limits, so only City residents are eligible to participate.

How can I prove my City of Middletown residency?

An official document that shows your household address, such as an Ohio Driver's License, or utility bill, can be used to prove your residency. Please bring proof of residency for registration volunteers to confirm the address.

Do I have to be a Middletown resident to join the event waiting list?

Yes, all participants and waiting list participants must live in Middletown, and proof of residency is required.

Will a copy of my confirmation email be accepted as proof of residency?

No, this does not confirm your proof of residency. Please bring an Ohio Driver's License, utility bill, or other proof of residency.

THE DAY OF THE TREE GIVEAWAY

Preparing for picking up my tree.

Please drive bring and prepare an appropriate vehicle for pickup. Dirt/planting substrate will spill out of the containers of the trees when they're loaded. Keep in mind some of these trees are over 5 feet tall.

When do I pick up my tree?

Once you have registered, you will receive an automated confirmation email. No later than one week prior to the event, you will receive a second, more detailed confirmation email with all event information including your confirmed tree species and pick-up time. If you arrive at a time different than your confirmed pick-up time, we cannot guarantee you will receive your desired tree species. **NOTE:** ALL trees must be picked up by April 24, 2 p.m. **The Giveaway is a THREE-DAY-ONLY event - if you cannot pick up your tree, please do not register.**



Where do I pick up my tree?

Location and directions will be provided in the second, more-detailed confirmation email you receive after you complete a date and time reservation. Once you arrive at the pickup location, follow the event signage and city employees to navigate you to the pick-up area.

Can I pick up my neighbor/friend/family member's tree for them?

Yes, you can pick up a tree for another registered participant, but ONLY if you have a copy of their proof of residency. Alternatively, you can arrange for someone to pick up your tree on your behalf, but they must show YOUR proof of residency.

How long will I have to wait in line to receive my tree?

Since the Tree Giveaway is an event with check-in, the estimated wait time from arrival to when you receive your tree is typically 5-20 minutes. We do everything we can to spread out participant arrival times to ensure that loading does not get backed up, which is why your reserved arrival time is so important. Our staff and volunteers work as quickly as possible to get you loaded and back home to plant your tree!

Why was I turned away this year when I tried to get a tree?

There are two reasons you may have been turned away: 1) You were not able to provide proof of residency at check-in, or 2) You did not register for an available tree. Participants who live outside of Middletown city limits or participants who have not registered are not eligible to receive a tree.

I wasn't able to pick up my tree at the event. Can I pick it up at a later date?

No, all trees are given away at the three-day-only event.

What happens to trees that aren't picked up at the giveaway?

Any trees that are not claimed are subsequently offered to waiting list participants at the close of the event. Participants may not pick up trees after the event closes.

Will I be provided information about planting my tree?

Yes! Tree planting demonstrations will be available as well as information handouts about planting and care of your tree. Please do not hesitate to ask staff any questions or concerns you may have when you pick up your tree.

AFTER THE TREE GIVEAWAY**I'm not sure how to plant or care for my tree properly. Where can I find good tree care information?**

We're so glad you asked! We are invested in making sure you have the tools you need to help your tree survive and thrive. A virtual Tree Owner's Manual, complete with detailed instructions for how to plant and care for your tree, will be provided to all participants via email. Virtual tree planting and care classes will be offered before and after the event. You can visit the [Tree Giveaway program page](#) to view a tree planting video, and other online resources.

For additional information, we recommend:

Arbor Day Foundation - www.arborday.org

Ohio Dept. of Natural Resources, Urban Forestry Division - <https://ohiodnr.gov/business-and-industry/municipalities-and-public-entities/urban-forestry>

ODNR Urban Forestry Tools and Resources - <https://ohiodnr.gov/business-and-industry/municipalities-and-public-entities/urban-forestry/uftoolbox/uftoolbox-resources?keyword=Tree%20Care>

OTHER QUESTIONS?

Contact **(513) 425-7944**