



## PROJECT DESCRIPTIONS

### **Mayor's Beautification Award (June)**

Each year, Roots and Branches honors a private property owner from each district in the City of West Bend that have made their neighborhoods more attractive through their landscaping efforts.

Volunteer judges work in teams of two and evaluate properties in one of the eight districts to select a property for this award. Judges receive information packets with detailed criteria and guidelines for evaluation and selection. No expertise in landscape design is necessary – just an eye for what is attractive. Judging begins in June and continues through the summer. The Awards Reception is held in late September.

### **"Cleanup Greenup" Citywide Spring Clean-up (April/May)**

A team of volunteers plans and executes this annual city-wide event. Meetings take place beginning in late winter for planning and promoting the clean-up. Volunteers are also needed to assist on the day of the event. This event beautifies the city through the annual removal of thousands of pounds of litter and trash from streets, parks, and other public places.

### **Arbor Day Activities (April)**

Each year we distribute tree seedlings to each graduating elementary student in the West Bend school district. We also sponsor an Educational Program at one elementary school (on a rotating basis) each year. Volunteers are needed to help bag and deliver seedling trees, to assist with the school presentation.

### **Plant Sale Fundraiser (May)**

Each year in mid-May, we hold a fundraising plant sale. The most beautiful plants and best prices in town! Volunteers are needed to set up the sale area, assist with sales and clean up during the two days.

### **Adopt-A-Plot Gardens/Special Gardening Projects (May, Summer, & throughout the year)**

Each year in mid-May, volunteers plant annuals and perennials at dozens of gardens on public properties throughout the city of West Bend. Volunteers help unload and sort plants on the day prior to planting. Volunteers also "adopt" garden sites and taking responsibility for planting, weeding and maintaining their garden throughout the summer. *This is our largest program which requires many volunteers.* Throughout the growing season, special projects come up such as planting, dividing, weeding, or otherwise maintaining Adopt-A-Plot gardens which do not have regular care. Volunteers join a team on designated days to work on these gardens.

### **Gardens of West Bend Tour (July)**

In mid-July, we hold a fundraising garden tour. Private gardeners in West Bend and surrounding areas open their gardens to the public for a day to benefit Roots and Branches. Volunteers are needed to sell tickets and greet guests or act as "hosts" and "hostesses" at each of the gardens on the day of the tour. Knowledge of garden plants is helpful but not necessary.

### **Garden Party Event and Fundraiser**

At the end of September, this night recognizes those who have received awards that year and serves as a fun fundraising event for Roots and Branches. Help is needed the day of the event to set-up and clean-up. We also need volunteers to help during the event. In preparation, volunteers are needed to help acquire our raffle and auction prizes from our many wonderful supporters.

### **Administrative Tasks (throughout the year)**

Throughout the year there are miscellaneous office tasks that require volunteers. These include things like distributing posters, preparing mailings, computer data entry & other similar things.