



**Christmas SPIRIT Foundation**  
16020 Swingley Ridge Road, Suite 300  
Chesterfield, MO 63017  
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## 2015 Checklist for Trailer Drop Locations

Thank you for participating in the 2015 Trees for Troops program. If you have questions or need assistance, please contact Lauren Mangnall at [mangnall@TreesForTroops.org](mailto:mangnall@TreesForTroops.org).

- Make sure you have completed and returned your Trailer Drop Application to the Christmas SPIRIT Foundation, along with the required fee.
- Purchase your Trees for Troops supplies, including banners, buckets and aprons, at [www.TreesForTroops.org](http://www.TreesForTroops.org) – under the “Store” or on the Trailer Drop Application.
- Utilize the Online Tool Kit that can be found at [www.TreesForTroops.org](http://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.
- Invite volunteers, such as veterans groups, Boy Scout troops, or National Guard Units, out to your farm/lot for the Trees for Troops Weekend to load/bale trees and assist people with creating messages for the tree tags.
- 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.
- FedEx will be finalizing pick-up times and dates in early October, and this information will be conveyed to you. It is **VERY** important that you do not change pick up times and locations with your local FedEx driver. The local driver isn’t always aware of the overall plan. If there is an issue with your pick-up date or time, please call Lauren ASAP – 636-449-5060.
- Begin pre-selling trees to consumers prior to Trees for Troops Weekend.
- Load your committed trees onto the trailer for pickup.
- Don’t forget to turn in your \$5 per tree sold by Jan. 31, 2016.