2019 Student Tree Guidelines

Tree Entry
To decorate a tree, please complete and return the attached student tree contract by September 27, 2019. Space is limited and only 50 trees are available. Contracts will be accepted on a first-come, first-served basis. Only one contract per school/class will be permitted. Information provided on the contract will be used for signage and print materials. Any requested changes after October 2 will result in a fee.

The trees will be provided by the Capital Region Medical Foundation and delivered to your school office during the first two weeks of October. Undecorated trees must be returned to the Foundation.
Tree Specifications
The trees are 24 inches tall including the base. All trees must have their own tree skirt, which must be attached to the base. The skirt should be no more than 12 inches in diameter.

Ornaments can be made from any material, except for live or perishable materials (plants, flowers, food). Ornaments must be wired or hot glued to the branches. Electrical lights may not be used on the tree, however battery operated lights are acceptable.

When delivered, your tree will have a tag with your school name, teacher name and class, please leave this tag attached to your tree.

Tree Pickup
All trees must be decorated and ready for pick up in your school office by Wednesday, November 6, 2019.

Tear Down
The decorated student trees may be picked up, donated or sold. All trees not being donated or sold must be picked up between 5 and 6 p.m. on Sunday, November 10. Please feel free to leave your tree, and it will be donated to an area nursing home, retirement home or outlying Capital Region clinic.

For more information, contact Jewel Allen, Student Trees Committee Chair, at 573-353-1600 or jaynjewel@aol.com.