

## Philadelphia Orchard Project COMMUNITY PARTNER CHECKLIST

POP provides its community partners with orchard design assistance, sourcing of plant materials, help with event organizing, and training in orchard care. The community partner is responsible for ongoing care of the orchard as well as distribution of the harvest. **The following qualifications must be completed by the applicant group prior to acceptance as a POP community partner:**

### Stage 1: Partnership Requirements

- \_\_\_ Submit a completed POP Community Partner Application form
- \_\_\_ Provide proof of long-term legal access
- \_\_\_ Clear the site of all trash, rubble, and tall weeds
- \_\_\_ Demonstrate convenient water access, protection from vandalism, and non-toxic soil test results
- \_\_\_ Submit petition sheet showing support from at least 20 community members
- \_\_\_ Have at least two people from your group attend a POP orchard care workshop, PHS Tree Tenders, or equivalent educational opportunity
- \_\_\_ Have at least two people from your group participate in a POP planting event at another location
- \_\_\_ Complete a POP Memorandum of Understanding (an agreement defining partner roles and expectations) signed by both community partner and the property owner

**After completion of the Stage 1 requirements and acceptance as a POP community partner, POP's Orchard Director and/or an Orchard Committee liaison will work with the partner group to develop an orchard plan and guide the group through scheduling site preparation and orchard planting activities:**

### Stage 2: Planting Preparations

- \_\_\_ Obtain all necessary tools and supplies for long-term orchard care including hoses, hand pruners, hand saw, wheelbarrow, shovels, rakes, trowels, and gloves
- \_\_\_ Hold a community meeting with the POP Orchard Director and/or liaison to discuss plans for the orchard
- \_\_\_ Acquire all necessary equipment and supplies for soil prep and planting including compost and mulch, carboard for sheetmulching, and any additional tools and supplies needed for volunteers
- \_\_\_ Complete sheetmulching or other soil preparation for the orchard area
- \_\_\_ Set a planting date with POP and inform volunteers from your community about the orchard installation and how they can be involved

**NOTE: POP is available to assist the partner as needed in every aspect of this process. No partner is turned away for lack of financial resources.**