

# CHECKLIST

## Your Guide to Project Lemon Tree

- 1. Find School Champions:** Start by getting approval from administrators and maintenance staff. When introducing this program, share Lemon Factoids and the Care Plan. You're welcome to make photocopies.

Principal's Name:	Email:	Phone:
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Maintenance Manager's Name:	Email:	Phone:
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Project Lead:	Email:	Phone:
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- 2. Define Your Project:** Agree with administrators on a lemon tree project.

Potted Trees (one per student)? Ground-Planted? Pergola? Orchard? Lemon Product?

Our Lemon Tree Garden Project:
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- 3. Register:** Visit the PLT website to register your group. Registration is free. Groups may register as a class, club, school or individual. Go to [ProjectLemonTree.com](http://ProjectLemonTree.com).
- 4. Introduce Project & Distribute Journals:** Distribute student journals (1 per student).
- 5. Pre-Survey:** If your class is K-2, complete the pre-survey. If 3-12, have students take the survey (back of Journal), cut it out and turn it in for tabulation. A tabulation sheet is included in this guide.
- 6. Teams & Leadership Roles:** Breakout teams and assign leadership roles. Teams can self-select roles or teachers may assign.
- 7. Activities & Handouts:** Select activities that fit your available time and interests. Photocopy and distribute handouts to students (this guide includes grade-specific versions for K-2, 3-5 & 6-12).
- 8. Brainstorms:** After activities, students brainstorm and record ideas for their own projects in journals.
- 9. Care Plan:** Use the Care Plan in this guide to ensure adequate maintenance and results recording.
- 10. Post-Survey:** Have students take the survey (back of Journal), cut it out and turn it in for tabulation. A tabulation sheet is included in this guide.
- 11. Closing Report:** File a Closing Report at [ProjectLemonTree.com](http://ProjectLemonTree.com). You can also share your results on the PLT Wall of Fame.
- 12. Post Updates** (optional): Visit [ProjectLemonTree.com](http://ProjectLemonTree.com) from time to time or hashtag #projectlemontree.