




Adopt a Holiday Tree in Covered Bridge Park

South Whitehall Township's holiday season is about to get a little brighter! We invite all families, businesses, and groups to join in the fun and adopt a holiday tree. This is a great way to kick off the holiday season with your family or a great teambuilding activity for your employees. The adopting groups will be encouraged to come to the park and decorate their trees at the times designated below. A community tree lighting ceremony will then take place on the first Saturday in December. Trees will stay illuminated throughout the month of December for the entire community to see!



TIMELINE FOR TREE DECORATING AND REMOVAL: The trees will be delivered and set in staked stands throughout Covered Bridge Park on the last Thursday in November. When you arrive at Covered Bridge Park, during the designated times, just look for your Family/Business/Groups name tag on a tree. Please leave the name tag on your tree so that all those who come to view the trees will know which one is yours!

-  All Tree Adoptees will be able to decorate their trees anytime between the last Friday in November and first Friday in December.
-  On the first Saturday in December at 12:00 p.m, the Parks & Recreation Department will hold a test lighting. If malfunctions occur with your tree, you will be notified immediately, and assistance will be given to fix the problems before the community Tree and Bridge Lighting event that evening.
-  **REMOVAL OF DECORATIONS/TREES:** All tree decorations **MUST** be removed during the first week of January. Any decorations that are not collected will be discarded by the Township.



PLEASE SEE THE FOLOWING PAGE FOR INFORMATION AND SUGGESTIONS ON DECORATING AND MAINTAINING YOUR TREE. THE PARKS AND RECREATION DEPARTMENT WILL CONTACT YOU ONCE YOUR APPLICATION FOR ADOPTION HAS BEEN RECEIVED AND ACCEPTED. THANK YOU!

GUIDELINES FOR TREE ADOPTEES: Each tree requires a minimum \$55 donation, and all proceeds will support future events and programs offered by the Parks and Recreation Department. You are then encouraged to decorate your tree in any way you please, following a few guidelines:

- The Tree Adoptee is responsible for all tree decorations.
- Your tree is limited to 500 LED lights (white or colored). LED ONLY!!!
- You must provide all ornaments/ribbons/balls/etc. Please note that this tree will be out in the elements, and therefore could be subjected to winds. No tinsel please! Our best recommendation is that you adhere all decorations onto the tree with pipe cleaners that can be twisted tightly to the branches.
- No glass/breakable decorations.
- You must provide a 20 ft. (minimum) OUTDOOR/ALL WEATHER extension cord to extend from your tree lights to our Industrial Cord. No indoor cords will be permitted!

As previously mentioned, the trees will be out in the elements, and therefore will be subjected to winds, rain, snow, etc. While South Whitehall Township employees and volunteers will be monitoring the park decorations and trees, we ask that you keep a keen eye on your tree and make sure that nothing is damaged. In addition, the trees will be staked into the ground and up the trunk of the tree. However, if strong winds occur, some trees may lean or fall. The Township will do their best to rectify the situation. If you notice something out of the ordinary with your tree/decoration/stand, please contact the Parks & Recreation Department at 610-398-0401 ext. 211 or by email at kukitzm@southwhitehall.com.

To adopt a holiday tree, please fill out the form below and send it, along with your \$55.00 (minimum) donation to; South Whitehall Township Parks & Recreation, Attn: Tree Lighting, 4444 Walbert Ave., Allentown, PA 18104. Please make checks payable to 'South Whitehall Township'.

On the Tree Tag Information line, please PRINT how you would like the tag on your tree to be displayed. (ex. In Memory of John Doe, The Beckett Family, John Doe Incorporated, Scout Troop 8)

Tree Tag Information (Family Name, Business Name, Etc.)

Contact Person for the Adoption

Telephone Number

Email Address

Mailing Address

Office Use Only: Check Number _____ Cash Payment _____ Received on _____