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## WEST VIRGINIA PROJECT COMMUNITREE

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### EXAMPLE OF IN-KIND DONATION MEMO/EMAIL (for after project reporting).

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From: Public Work Manager, City of Hope, West Virginia

To: Tree City USA Tree Board

Date: *(after planting)*

RE: CommuniTree Planting on Main Street

To Whom It May Concern,

The City of Hope appreciates the work of the Tree City Board and all the volunteers who helped with the planting on Main Street. The trees provided by CommuniTree and the WV Division of Forestry will add beauty, shade our sidewalks, and reduce storm water runoff pollution for generations to come.

In support of the project the City of Hope contributed the following:

Soil amendments and tree pit preparation by backhoe operator and team

1 yard soil (\$25) plus backhoe operator for 2.5 hours (\$50/hour) at a cost of \$150

1 yard of mulch delivered

1 yard mulch (\$50) delivered by dump truck (.75 hours x \$44/hour) at a cost of \$83

Public Works is proud to be of service in the project and we look forward to working with CommuniTree in the future.

Signed, *Manager Public Works*

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