



SF Environment

FRIENDS OF THE URBAN FOREST



Green Christmas Tree  
Pick up and Return

## Picking Up Your Tree

**Trees must be picked up by Friday December 11<sup>th</sup> at 4pm.**  
**Program fees for trees not picked up by December 11<sup>th</sup> at 4pm will be considered donations to Friends of the Urban Forest. No refunds will be given.**

Trees will be available on a first come, first served basis. Trees must be ordered by Friday December 4<sup>th</sup> at 5pm to pick up at the City Hall Plaza Green Christmas Tree lot. **Please note: Picture ID and a print out of your ordering receipt will be required for pick up.**

You have two options for picking up your tree this year:

**Option one:**

For the best selection, pick up your tree at the City Hall Plaza Green Christmas Tree lot on Saturday December 5<sup>th</sup> and Sunday December 6<sup>th</sup> from 10 am to 2 pm.

The lot will be located in the plaza in front of San Francisco's City Hall. Click [here](#) for a map.

**Option two:**

If you miss the tree lot days, you can pick up your tree at the Friends of the Urban Forest offices during normal business hours from December 7<sup>th</sup> through December 11<sup>th</sup>.

Click [here](#) for a map to the FUF offices.

**Remember:** These 6-8' tall living trees need to be protected and moved carefully; they cannot be tied to the top of a car like a traditional Christmas tree. Please plan your transportation accordingly

Calendar of pickup availability:

### DECEMBER

Saturday	Sunday	Mon	Tues	Wed	Thurs	Fri	Saturday
<b>5</b> <b>Green Christmas Tree Lot Today!</b> 10 am – 2 pm	<b>6</b> <b>Green Christmas Tree Lot Today!</b> 10 am – 2 pm	<b>7</b> FUF Office Pickup  9am-5pm	<b>8</b> FUF Office Pickup  9am-5pm	<b>9</b> FUF Office Pickup  9am-5pm	<b>10</b> FUF Office Pickup  9am-5pm	<b>11</b> FUF Office Pickup  9am-4pm	<b>12</b>  <b>2009 Program Closed</b>

**\*Remember to pick up your tree before December 11<sup>th</sup>!\***

**\*Pick up your tree early for the best selection!\***

“Dreaming of a Green Christmas” is a joint project of Friends of the Urban Forest and SFEnvironment. Visit [www.fuf.net](http://www.fuf.net) or [SFEnvironment.org](http://SFEnvironment.org). SFEnvironment is a department of the City & County of San Francisco.



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## Returning Your Tree

It's important to make sure the trees come back in healthy condition to be planted in the City, so we make returning your tree easy!

You have two options to return your tree:

### Option One

We will pick up your tree from your home after the holiday season is over for **\$30**. To sign up for this service, add this option to your online order form and then contact Doug Lybeck at [DougLybeck@fuf.net](mailto:DougLybeck@fuf.net) to schedule your appointment.

Tree collection will begin on January 4<sup>th</sup> and continue until January 15<sup>th</sup>, Monday through Friday, during normal business hours. Pick up times will be scheduled when signing up for the pickup service and are subject to change and availability.

Please note: Pickup fees are not tax deductible.

### Option Two

Alternatively, you may choose to return your tree yourself. Trees may be returned anytime after the holiday season, but must be returned by January 15<sup>th</sup>, and can be received by staff anytime during normal business hours. Please call ahead to make an appointment or ensure staff is available before you bring your tree back. Trees should not be left at the site without checking out with program staff as all trees need to be accounted for.

Click [here](#) for a map to the FUF offices to drop off your tree.