

# TEAM LEADER KITS



## WORLD RECORD ATTEMPT: MOST TREES PLANTED IN 1 HOUR SIMULTANEOUSLY IN MULTIPLE LOCATIONS BY GROUPS OF 25 TO 100

**Thank you for taking the initiative to be a Team Leader on this Guinness World Record attempt.**

The following provides all the necessary instructions and forms to help you successfully document your participation.

*Please note that each of the requirements is essential and must be followed as outlined by Guinness World Records.*

### **Essential Documentation Required for Submission:**

1. Participant forms completed and initialed by Witness.
2. Two Signed Witness Statement documents.
3. One signed Steward Statement for every 50 planters.
4. Group photos of before, during and after the event. Identify individuals pictured when possible
5. Video recording of the full 1 hour event (Can be amateur recording)

**Team leaders are responsible for sending the completed documents to Danny Karch:**  
[danny.karch@sfiprogram.org](mailto:danny.karch@sfiprogram.org) - documents must be received by June 5, 2015.

Or mail to: Danny Karch  
Sustainable Forestry Initiative  
91 Lakeside Road, Suite #6  
Knowlton Quebec, J0E-1V0  
Phone: 450-242-1233

**We thank you for your  
participation and look forward to  
breaking the New World Record!**

### Team Leader Essentials:

1. There must be a team leader for each group, who will organize and fully execute the event.
2. Teams must be between 25 and 100 planters/participants per location (groups with fewer than 25 or more than 100 planters will not qualify).
3. Teams can be made up of individuals including SIC members, Scouts, or other SFI stakeholders.
4. There is no minimum of seedlings required to be planted.
5. Each team is responsible for sourcing and purchasing their own seedlings.
6. The trees being planted should be young native species or young trees of a species (or of a variety of species) appropriate for the chosen sites. The location should form one specific area for planting.
7. A loud start and finish signal recognized by all participants must be used.
8. The entire attempt must be filmed at each location (amateur filming is acceptable).
9. The event will be run continuously for a full one hour. The clock does not stop.
10. Two independent witness statements are required at each location, which confirm participants and the total trees planted.
11. Examples of witnesses (*see pages at the end of the document*) include audit companies, professional services firms, certified teachers (with expertise in the field relevant to the record), independent Registered Professional Foresters and Forestry Technicians. Necessary template forms will be provided by SFI. **Please use the Official Witness Statement Document provided.**
12. A steward signature (*see pages at the end of the document*) is required for every 50 people attempting the event. This individual can be any independent person not associated with the event. **Please use the Official Steward Document provided.**
13. For each tree, a hole should be dug that is easily big enough to accommodate the roots comfortably. Digging machinery cannot be used. The soil should be replaced over the planted tree so that all roots are covered.
14. The event must take place in a public place or in a venue open to public inspection.
15. The participants may take as many breaks as they wish, but the clock must not stop at any time for any reason.
16. **The event will take place May 20 from 1 p.m. to 2:00 pm EST.** The event will be synchronized so that it occurs simultaneously in all locations and time zones. The local time at each venue must be included in each team's documentation.
17. An official head count of the people planting trees must be documented in writing.
18. An official count of the number of trees planted at each location must also be documented in writing.
19. The same documentation format must be followed at each location (SFI to supply).
20. It would be advisable to contact your local council (Local Ministry Office), or the Forestry Commission, or similar national/regional body, for further advice on the possibilities of this record attempt proceeding in your area. It is important to plant species that are appropriate to the site.
21. The name of the organization, company or people making the attempt must be given, along with the date and place by the team leader. **Please use the Official Participation Document provided.**
22. Team leaders are responsible for sending the completed document to **Danny Karch** [danny.karch@sfiprogram.org](mailto:danny.karch@sfiprogram.org) (tel: 450-242-1233)

Or mail to: Danny Karch  
Sustainable Forestry Initiative  
91 Lakeside road, Suite #6  
Knowlton Quebec, J0E-1V0

### WITNESS STATEMENTS

We require statements of authentication from two independent and valid witnesses who have been present throughout your whole record attempt and can confirm all details.

#### What is an independent witness?

An independent witness is someone who is not associated with, or related to, the record organisers, participants or any persons involved staging of the record attempt. Nor should they have anything to gain from the final outcome of the attempt. The witnesses must be independent of each other – they should not be related, nor work for the same company – the only exception is where witnesses are both members of the same professional body or officials of a national sporting organisation.

#### Who can act as an independent witness?

- A. Guinness World Records official Adjudicator. If Guinness World Records is present during your record attempt we can immediately verify and announce the success of your attempt. When an Adjudicator is present you do not need to compile some of the evidence listed in points 1–4. If you wish to invite an Adjudicator contact the team: [adjudication@guinnessworldrecords.com](mailto:adjudication@guinnessworldrecords.com)
- B. At least one witness must be qualified or an expert member of the international body, association, group of reference governing the category under which the record takes place – for example, federated sport referees if the record is in the area of a particular sport, or university teachers with expertise in the field relevant to the record.
- C. Civil law notary. In countries where this figure exists, notary affidavits coming from notaries (who have the legal power to prepare contracts and act as legal witnesses before the law) are acceptable.
- D. Audit company or professional services firm contracted by the record organizers to independently verify the outcome of the record and the following of the guidelines, in a similar manner to the civil law notary.
- E. For records happening in public areas, where police presence is requested we can accept statements from Police Departments (but not from police officers independently).

#### 2.3 What should the witness statement cover?

- A. Each statement must be compiled by the witnesses themselves and signed in their own hand. Whenever possible, statements should be written on headed notepaper which demonstrates the relevant credentials of the witness.
- B. Each statement must include the witness' full contact information (name, address, telephone number, e-mail address and employment details including title and stating their expertise in the area)

C. The statements must confirm which of the points of the Record Guidelines have been followed and which have not. The statements must state exact details about record measurement – dimensions, how the measurement was taken, participants involved, time taken or duration – along with the record title, name of person attempting the record, date and location

D. For record attempts that take place over several hours or days, an unlimited number of witnesses can act. But at least two witnesses must be at the record attempt at all times. Each statement must detail exactly when that particular witness was 'on duty'.

E. In case of mass participation records the official witnesses must count and confirm the total number of participants and the number of stewards. Their statement should detail the exact method of counting.

F. In the case of mass participation records, one steward for every 50 participants is required to verify the number of people actively participating. Each steward must submit a signed statement with the exact number of active participants confirmed. A separate list of stewards stating full names, profession, address and phone number must be submitted.

**IMPORTANT: All fields mentioned in the Witness and Steward statement below are mandatory.**

### VIDEO EVIDENCE

We require video footage to be sufficiently high-quality and it must clearly depict the action of the record attempt so our Adjudicators can assess whether the record has been successful.

#### Length

Video evidence must cover the **entire record attempt**. Even for record attempts lasting longer than 24 hours (such as marathon records) we must receive footage of the entire attempt.

Where a record attempt lasts for at more than 24 hours the following points must be listed in a supporting letter:

- The start of the attempt
- Any significant incidents that occur during the attempt
- The point at which the record is broken
- The end of the attempt

### 3.2 Format

All video footage must be submitted on DVD/CD-ROM, in Windows Media, QuickTime or VHS format.

### PHOTOGRAPHS

Photographs are a compulsory evidence for all record attempts. Guinness World Records will not assess a record attempt without photographs.

We accept photographs in digital format on CD-ROM or on DVD, or in photographic print or slide format. Colour photocopies of existing photos are not acceptable. Print-outs of digital images are only acceptable when submitted along with the digital files.

\*Your record has a much higher chance of appearing in the Guinness World Records book or on [www.guinnessworldrecords.com](http://www.guinnessworldrecords.com) if you supply us with interesting, high-quality photographs.

#### What kind of pictures should you send?

- **Variety** – Include photographs from various angles and positions, and ones taken at different stages of the record attempt (start, during, end)
- **Show a sense of scale** - If your record involves a large gathering of people or a large object, you need to capture its large scale.
- **Capture the action** - Aim to capture the participants in action and in the act of attempting the record
- **Label the pictures** - Tell us who the people are in the pictures

#### WHERE SHOULD I SEND MY EVIDENCE? (Must be received by June 5, 2015)

Please send all documentation in English to:

Danny Karch  
Sustainable Forestry Initiative  
91 Lakeside road, Suite #6  
Knowlton Quebec, J0E-1V0

Phone: 450-242-1233

**Clearly mark all documentation, photographs, DVDs with your name and address, Claim ID and record title which has been attempted.**



<b>Team #:</b> _____ for admin purpose only
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**OFFICIAL REGISTRATION SHEET:**

**Sustainable Forestry Initiative Guinness World Record Tree Planting Attempt:  
Most trees planted simultaneously in 1 hour, in different locations, by groups of 25 to 100 people.**

**Guinness Claim ID: 446270**

**Membership Number: 386656**

**Date & Time: May 20th, 2015 (1:00 to 2:00 pm eastern standard time)**

**Event Location/Country:** \_\_\_\_\_

**State or Province:** \_\_\_\_\_

**Town or City:** \_\_\_\_\_

**TEAM LEADER NAME:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Tel #:** \_\_\_\_\_

**Witness #1:** \_\_\_\_\_

**Steward #1:** \_\_\_\_\_

**Witness #2:** \_\_\_\_\_

**Steward #2:** \_\_\_\_\_

*(Steward #2 only applicable if over 50 planters)*

**Total # of planters:** \_\_\_\_\_

**Total # of trees planted by group:** \_\_\_\_\_



<b>Team #:</b> _____ for admin purpose only
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## INDIVIDUAL FORM

**NAME OF PARTICIPANT:** \_\_\_\_\_

**COMPANY/ORGANIZATION:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**TEL #:** \_\_\_\_\_

**NUMBER OF TREES PLANTED:** \_\_\_\_\_

**SIGNATURE OF PARTICIPANT** \_\_\_\_\_

**WITNESS INITIALS:** \_\_\_\_\_



<b>Team #:</b> _____ for admin purpose only
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## GROUP FORM

**NAME OF PARTICIPANT:** \_\_\_\_\_

**COMPANY/ORGANIZATION:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**TEL #:** \_\_\_\_\_

**NUMBER OF TREES PLANTED BY GROUP:** \_\_\_\_\_

**SIGNATURE OF PARTICIPANT** \_\_\_\_\_

**WITNESS INITIALS:** \_\_\_\_\_

# WITNESS OF A GUINNESS WORLD RECORDS ATTEMPT – STATEMENT

Witness #1

I, \_\_\_\_\_ declare that I am not associated with, or related to, the record organizers or participants, nor have anything to gain from the final outcome of the attempt. Therefore I have acted as a witness of the Guinness World Records™ attempt for the record:

\_\_\_\_\_

This attempt has the Claim ID number: \_\_\_\_\_

My current job title/profession is: \_\_\_\_\_

I work for: \_\_\_\_\_

## My contact details are:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

I am willing to be contacted by Guinness World Records to discuss any details regarding this record claim.

I acted as a witness in this record attempt because my field of expertise is:

I am including my business card to this witness statement:  YES  NO

*(Place your business card here)*

**WHERE the record attempt took place?**

**Witness #1**

Venue: \_\_\_\_\_

City: \_\_\_\_\_

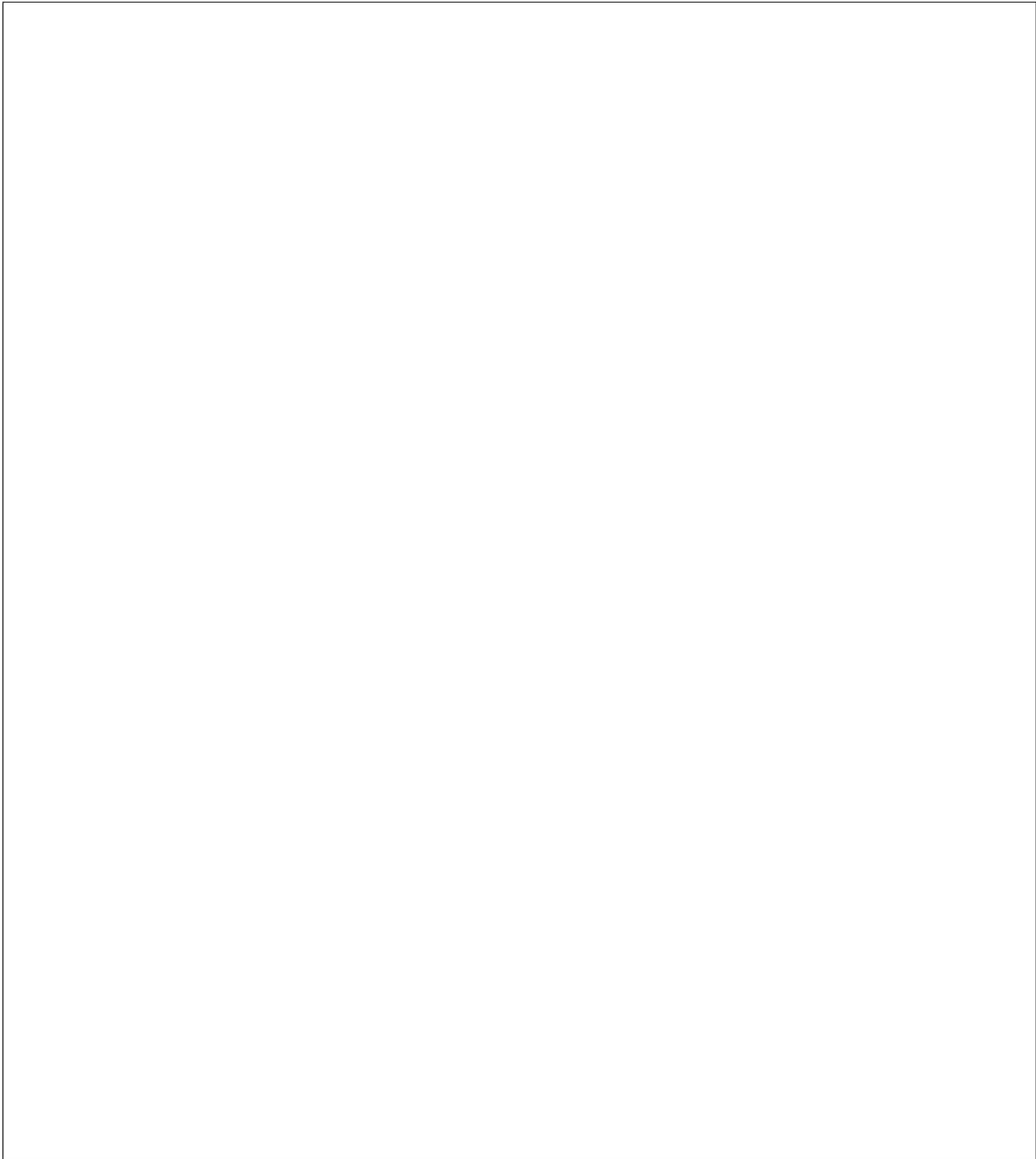
State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

**WHEN were you present at the record attempt (dates and times)?**

**Final measurement:**

**WHAT DID YOU SEE / MEASURE / EVALUATE AS A WITNESS?**



I am willing to be contacted by Guinness World Records to discuss any details regarding this record claim.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# WITNESS OF A GUINNESS WORLD RECORDS ATTEMPT – STATEMENT

Witness #2

I, \_\_\_\_\_ declare that I am not associated with, or related to, the record organizers or participants, nor have anything to gain from the final outcome of the attempt. Therefore I have acted as a witness of the Guinness World Records™ attempt for the record:

\_\_\_\_\_

This attempt has the Claim ID number: \_\_\_\_\_

My current job title/profession is: \_\_\_\_\_

I work for: \_\_\_\_\_

## My contact details are:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

I am willing to be contacted by Guinness World Records to discuss any details regarding this record claim.

I acted as a witness in this record attempt because my field of expertise is:

I am including my business card to this witness statement:  YES  NO

*(Place your business card here)*

**WHERE the record attempt took place?**

**Witness #2**

Venue: \_\_\_\_\_

City: \_\_\_\_\_

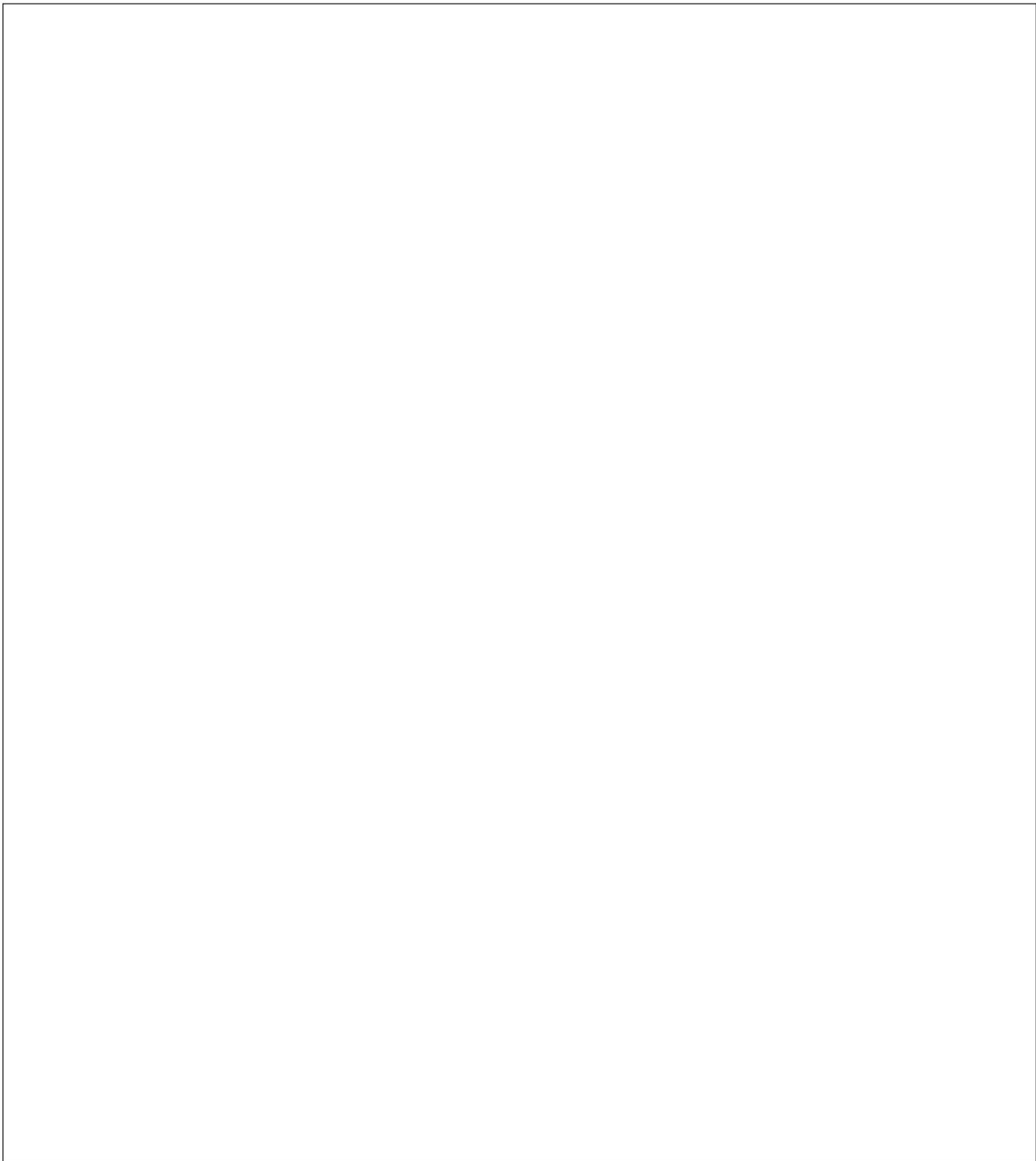
State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

**WHEN were you present at the record attempt (dates and times)?**

**Final measurement:**

**WHAT DID YOU SEE / MEASURE / EVALUATE AS A WITNESS?**



I am willing to be contacted by Guinness World Records to discuss any details regarding this record claim.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# STEWARD OF A GUINNESS WORLD RECORDS ATTEMPT – STATEMENT

I, \_\_\_\_\_ have acted as a steward of the Guinness World  
Records™ attempt for the record: \_\_\_\_\_

My current job title/profession is: \_\_\_\_\_

I work for: \_\_\_\_\_

## My contact details are:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

*I am willing to be contacted by Guinness World Records to discuss any details regarding this record claim.*

## Attempt location:

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

## When were you present at the record attempt (dates and times)?

**What was your role as a steward?**

**How did you count the participants?**

**How many participants did you observe in total?**

**How many of these participated fully, as per the specific guidelines of the record?**

**How many participants did you have to disqualify and why?**

**Are you aware of the specific guidelines of the record attempt?**

I am willing to be contacted by Guinness World Records to discuss any details regarding this record claim.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_