

Standard Operating Procedures: Community Garden Builds

Overview of phases of Garden Builds

- 3 Phases:
 - Phase 1: clean out / weed / dismantle abandoned garden site and lay landscape fabric
 - Phase 2: Cover entire plot with woodchips
 - Phase 3: Build beds and fill with soil

Material to bring to all builds

- Snacks/Water
- Sign in Sheet - Bring this in one of the clipboards that you can store pens and extra paper in. They're in the conference room. This helps keep everything organized + keeps papers dry.
- 1 or 2 sharpies
- Plot Sign up sheet
- Blueprint of garden (this should come w/ us to every garden build)
- 1st Aid Kit

Scheduling and Coordinating GVI Team and Volunteer Groups

- Determine dates of each phase based on availability of volunteer groups. Schedule Phase 3 Build Days and volunteer groups' availability.
- Work w/ GVI Volunteer Coordinator to: Schedule the volunteer days based on a core volunteer group, such as Builders Beyond Borders, or other groups who can confirm a minimum number of people. Get the word out as needed, to attract individual volunteers, via: Volunteer Group in Mailchimp, FaceBook, Instagram and partner organizations such as: Make The Road CT, Bridgeport Generation Now, Bridgeport Food Policy Council, NRZs (Neighborhood Revitalization Zones).
- Garden Coordinator or Garden Intern: Get the word out to any people on the GVI waitlist or people who have expressed interest in the garden site. This should be done via email and phone.
- Recruit GVI Team and Board Members to ensure at least a 1:6 ratio of GVI : Volunteers.
- Standard volunteer days are 9 - 12.
- Limit # of volunteers to at most 30; smaller #'s will be more appropriate for smaller sites. Make sure the workload matches the number of volunteers and GVI representatives.

Detailed Info of Each Phase

- Phase 1: Clean Up, Weeding and Landscape Fabric
 - Tools Needed: Shovels, Rakes, Hula Hoes, 2 Wheel Barrow, Gloves, Garbage bags, Lawn bags, Trowels, Clippers, Landscape Fabric (and Scissors)
 - Other Material / Supplies
 - Overseeing Volunteer Tasks
 - Depending on total of volunteers break them up into smaller groups.
 - Make sure there is a scheduled break.
 - Consider rotating groups after break so that they work on different tasks.
 - Group one can work on garbage clean up of the whole site (inside & outside of garden)
 - Group two can work on weeding the whole garden
 - Group Three can work on dismantling the garden site and laying down landscape fabric when the ground is completely ready and clean from all garbage and weeds.
 - Follow up steps before Phase 2:
 - Schedule debris pick ups w/ city

- If possible, have woodchips delivered early for next build day.
 - Make sure to block off parking the night before woodchip delivery.
- Phase 2: WoodChips (tools needed, etc.- tarp and flat shovel (if woodchips can't be delivered inside the garden on the landscape fabric.))
 - Schedule woodchip delivery w/ city
 - Schedule volunteer group's availability. if possible, schedule a large volunteer group.

Overseeing volunteer groups:

- Depending on total of volunteers break them up into smaller groups.
- Schedule breaks and make sure to rotate volunteers so they can work on different tasks.
- Group one can work on shoveling woodchips into wheelbarrows.
- Group two can work on delivering wheelbarrows full of woodchips to areas that need to be covered.
- Group three can work on spreading the woodchips around.

Follow up steps for phase 3:

- Lay down tarp for soil delivery.
- Block off road entrance to garden so soil can be delivered on tarp.

- Phase 3: Build and Soil. (tools needed, etc. Staple gun; large tarp to go under and also cover soil and flat shovel (in case soil are delivered onto pavement.))
 - Schedule Build Days Tom McMillian's availability and volunteer group's availability
 - Ensure that at least 2 - 3 volunteers have some experience with carpentry, using drills, etc. Builders Beyond Borders is a great group for this. Volunteers with most carpentry experience should be assigned to help Tom and his team.
 - Finalize site design and double check based on plot size, bed size, etc. Follow best practices:
 - 2 foot non-garden perimeter/walkway around site inside fence
 - 1 foot height of raised beds, to ensure 1 foot of growing soil
 - Schedule material delivery.
 - Make sure enough people (6?) are onsite to move lumber from truck into garden.
 - Lumber delivery can occur day before if the garden is secure/locked.
 - Make sure soil delivery doesn't occur at the same time as lumber delivery. This can happen a day before if it can get delivered inside the garden and wouldn't prohibit lumber delivery.
 - Coordinate material delivery:
 - Plan out material delivery so that the location of the soil and the lumber is strategic and allows space for a well-planned build day. Wheelbarrow traffic shouldn't prohibit beds being built and beds being put into position.
 - Block off parking in front of garden entrance night before material delivery
 - Make sure volunteers are on site for lumber delivery
 - Lay down tarp for soil delivery
 - If any soil is delivered on street or sidewalk, or anywhere outside of garden, ensure that all soil can be moved into garden beds on that same day
 - Make sure that soil is delivered in a location that allows for access by wheelbarrows, with multiple direct routes to garden beds.