

A step-by-step guide to get your school garden growing

This is a checklist of tasks that will help you to create a sustainable school garden project in NYC. Each major task is accompanied by a worksheet in this guide and/or resource page on the Grow to Learn website.

To make this guide work for you we recommend assigning a point person for each task. Write that person's name into the "Person Responsible" column of the guide and give her/him the accompanying worksheet. If you need support along the way, please visit our website www.growtolearn.org or contact us at growtolearn@grownyc.org, (212) 788-7900.

Join us on  / GrowtoLearn

Step #1: BUILD COMMUNITY SUPPORT

Task	Person Responsible
<ul style="list-style-type: none"> Recruit school garden committee members (Worksheet 1). In order to register your garden with <i>Grow to Learn</i>, your committee must include: <ul style="list-style-type: none"> Principal Assistant Principal Custodian Engineer 2 teachers (minimum) 2 other school community members (minimum) 	
<ul style="list-style-type: none"> Plan a site visit to a school garden and/or community garden near you. (Worksheet 2) 	
<ul style="list-style-type: none"> Schedule a school garden committee meeting. Start planning a season in advance! If you want to garden in the spring, schedule a meeting in the fall. If you want to garden in the fall, schedule a meeting in the spring. 	

Step #2: CREATE A SHARED VISION

Task	Person Responsible
<ul style="list-style-type: none"> Meet with your school garden committee and talk about goals and future plans for your garden. (Worksheet 3) 	
<ul style="list-style-type: none"> Draft a principal's letter of support for the garden and have your principal sign it. Use this as an opportunity to put your goals in writing! (Worksheet 4) 	
<ul style="list-style-type: none"> Find a school garden curriculum that fits your school's garden goals. Learn about: <ul style="list-style-type: none"> Garden Mosaics (high school) Nourish (middle school) Greenmarket Seed to Plate (elementary school) Our Growing Place (elementary and middle school) Inquiry based learning (all grades!) GreenBeetz (5th grade) 	

Step #3: PLAN AND DESIGN YOUR GARDEN

Task—Select Garden Type and Site	Person Responsible
<ul style="list-style-type: none"> • Locate the sunny areas at your school. Remember, edible plants need about 8 hours of sunlight each day in order to produce fruit and at least 4 to produce substantial leaf growth. 	
<ul style="list-style-type: none"> • Locate all available water sources. As a last resort, consider hydrant access. Contact Marie Vulcain (marie.vulcain@parks.nyc.gov) or Rasheed Hislop (rasheed.hislop@parks.nyc.gov) at GreenThumb about a hydrant permit. 	
<ul style="list-style-type: none"> • Learn about different types of gardens and the benefits of each: <ul style="list-style-type: none"> • Raised beds (can be built on concrete, pavement, or grass) • Sub-irrigated planters • Hydroponics and/or aquaponics • Living walls • Greenhouse • Rooftop 	

Task— Create a Garden Map	Person Responsible
<ul style="list-style-type: none"> • Draw a school garden map (Worksheet 5), indicating current or planned location of: <ul style="list-style-type: none"> • Cardinal directions • Water source • Dimensions of beds and garden space • Surrounding buildings, fences, streets, trees, shrubs, and other objects • Entrances and exits 	

Task— Test your Soil (if you're planting in ground)	Person Responsible
<ul style="list-style-type: none"> • Using a clean trowel, take small samples from 10 random, evenly distributed spots in your garden space. Sample depth should be 6-8". Place samples in a clean container. 	
<ul style="list-style-type: none"> • Mail samples to a lab to test for heavy metals. You can also test soil pH and standard nutrients at this time. Cornell, Brooklyn College, and UMass Amherst will all test soil for a small fee. 	

Task— Make a school garden supply list	Person Responsible
<ul style="list-style-type: none"> Take an inventory of all garden equipment already at the school. 	
<ul style="list-style-type: none"> Make a list of needed tools and materials. (Worksheet 6) 	
<ul style="list-style-type: none"> Find a place where you will be able to store garden equipment after you have purchased it. Consider building a shed with a rainwater harvesting system. 	

Task—Make a timeline (Worksheet 7)	Person Responsible
<ul style="list-style-type: none"> Schedule regular garden committee meetings. (Worksheet 8) 	
<ul style="list-style-type: none"> Set date for workday to build beds, move soil, etc. 	
<ul style="list-style-type: none"> Set date for ribbon cutting ceremony, if you plan to have one . 	
<ul style="list-style-type: none"> Tell students, faculty, and staff about the garden and get their input. Invite them to the workday. 	
<ul style="list-style-type: none"> Create a planting schedule with what to plant when. 	
<ul style="list-style-type: none"> Research school garden professional development opportunities in your community and schedule your teachers and garden committee members to attend. Learn about professional development at: <ul style="list-style-type: none"> Grow to Learn NYC events Calendar (www.growtolearn.org) BK Farmyards Bronx, Brooklyn and Queens Botanic(al) Gardens The Horticultural Society of New York Green Thumb Just Food Farm School NYC 	
<ul style="list-style-type: none"> Create and fill a class-use and maintenance schedule. (Worksheet 9) 	
<ul style="list-style-type: none"> Decide on a summer maintenance plan. Note: Planting a cover crop for the summer when you're not there does count as a plan! 	

Step #4: REGISTER YOUR SCHOOL GARDEN

Task	Person Responsible
<ul style="list-style-type: none"> Collect the first and last names, email addresses, and phone numbers of garden committee members. 	
<ul style="list-style-type: none"> Go to growtolearn.org and click “Register a School Garden” or go to http://fm.grownyc.org/grownyc/landing.php and click the “Get Involved” button. That will take you to a full listing of DOE and Charter schools. Find your school and click the “Select” button. That will take you to our registration page for your school. You will first fill out your log in and contact info. <ul style="list-style-type: none"> Write down your email and password for your log in a safe place. Grow to Learn staff can always email you your password if you forget. Click “Save Contact” to continue. 	
<ul style="list-style-type: none"> Go back to http://fm.grownyc.org/grownyc/landing.php and log in. Add in contact information for the rest of your garden committee by clicking “Add New Participant” <ul style="list-style-type: none"> Each garden contact can use his/her email address with your password to log in to the registration 	

<ul style="list-style-type: none"> o You can always edit the contacts in your committee by clicking the “Edit” button next to each name. • Click “Enter a New Registration” to start your registration form • Fill out the relevant information for your school garden. <ul style="list-style-type: none"> o Remember to click “Save Registration” after each section to save your work. (Note: clicking “Save Registration” does not mean your registration has been completed). o You can always edit your registration form by clicking the “Edit” button next to your registration. 	
<ul style="list-style-type: none"> • Upload these documents into your registration <ul style="list-style-type: none"> • Signed Principal’s Letter of Support • Garden Map 	
<ul style="list-style-type: none"> • When your registration is complete, click the box that says “Garden Registration is Completed” 	
<ul style="list-style-type: none"> • Schools must log into their registration page once a year to re-register. <ul style="list-style-type: none"> o Click the “Add New Registration” button. o A new registration form will generate with most of your garden information pre-filled. Check that the information provided is still correct, add in any new changes and click “Garden Registration is Completed” 	
<ul style="list-style-type: none"> • Email any questions to growtolearn@grownyc.org. 	

Step #5: SECURE MATERIALS AND RESOURCES FOR YOUR GARDEN

Task	Person Responsible
<ul style="list-style-type: none"> • Find community partners and organizations that can donate resources (show them your materials list and see how they can help). (Worksheet 10) 	
<ul style="list-style-type: none"> • If you would like to receive material donations from GreenThumb, attend GreenThumb workshops for these supplies. For lumber, soil, compost, and mulch you must ATTEND A WORKSHOP ONE SEASON IN ADVANCE of when you need the material! 	
<ul style="list-style-type: none"> • Create a budget. Consider the following categories for your budget: <ul style="list-style-type: none"> • Materials for beds • Fencing • Planting containers • Soil and fertilizer • Mulch/Woodchips • Gardening tools <ul style="list-style-type: none"> • For students • For teachers • Watering/Irrigation • Seeds/plants/seedlings • Education curriculum and resources • Professional development for teachers • Materials for outdoor classroom (tables, chairs, clip boards, etc.) 	
<ul style="list-style-type: none"> • Make a fundraising plan. Note: Mini-Grant opportunities are available on the <i>Grow to Learn</i> website. (Worksheet 11) 	

<ul style="list-style-type: none"> Place order for soil, seeds, and/or starter plants. Make sure to check the GreenThumb calendar for seed and plant starter giveaways. You may be able to get these materials for free! 	
<ul style="list-style-type: none"> Place order for garden tools and supplies. For tools that you will need only once in a while, you can borrow them from GrowNYC's Grow Truck! 	

Next Steps: ONCE YOUR GARDEN IS UP AND GROWING...

Task	Person Responsible
<ul style="list-style-type: none"> Put up a garden sign and plant labels to teach the community about your garden. GreenThumb provides laminated garden signs for free. Check out this link http://www.greenthumbnyc.org/resources.html and place an order. 	
<ul style="list-style-type: none"> Create a list of garden rules that reflect your garden goals and school culture. 	
<ul style="list-style-type: none"> Host ribbon cutting ceremony. Invite your community and, if you're up for it, the press.(Worksheet 12) 	
<ul style="list-style-type: none"> Fill out an application for a <i>Garden to School Café</i> Harvest Event. Food services can help you to get the produce from your garden into your school cafeteria! Visit our website (http://growtolearn.org/view/DP5618) for more information. 	
<ul style="list-style-type: none"> Create a website or blog for you school garden. Check out Your Garden Show (http://www.yourgardenshow.com/) as a possible web host. 	

What else would you like to see in this guide? We want to know! Please email us at growtolearn@grownyc.org with suggestions and comments. Thank you for joining *Grow to Learn NYC, the Citywide School Gardens Initiative*. Together we will make NYC grow!



A special thanks to Jennifer Loftin and the Horticultural Society of New York (HSNY) for spearheading the initial research for this project.

Worksheet 1: Recruit garden committee members and define their roles.

Web guide: <http://growtolearn.org/view/BuildCommunitySupport>

Instructions and Notes: In order to be eligible for GreenThumb resources and to apply for a *Grow to Learn* Mini-Grant, your school garden committee must include the seven starred committee members as listed below. For your co-coordinators, consider school librarians, community gardeners, farmers, custodians, cafeteria staff, parents, and students.

Position	Name	Role in Garden	Phone #	Email
*Principal				
*Asst. Principal				
*Custodian Engineer				
*Teacher				
*Teacher				
*Co-coordinators				
*Co-coordinators				
additional member (optional)				
additional member (optional)				
additional member (optional)				

Important considerations:

1. Who will be the committee leader? _____
2. Where will we meet? _____
3. How often will we meet? _____
4. How will we stay in touch between meetings? Email? Google Group? Private Facebook page?



Need help defining school garden committee roles? Check out this link for ideas and suggestions:
<http://www.schoolgardenwizard.org/wizard/plan/team.php>

Worksheet 2: Visit school gardens and/or community gardens near you.

Web guide: <http://www.growtolearn.org/view/success>

Instructions and Notes: Make a list of school and community gardens near you. Then visit some of those gardens to get inspiration for your own garden project. Find community gardens by searching on Oasis <http://www.oasisnyc.net/>, contacting GreenThumb with your Community Board information, or checking out the Google maps on the *Grow to Learn* website.

Garden	Address	Contact	Phone/Email

Visit a garden, take notes, make sketches, and take pictures (if allowed):

Garden Name _____

Address _____

Contact Person _____

Telephone Number _____

Email Address _____

Appointment Date and Time _____

Travel Directions _____

Helpful tips from garden visit:

1. _____

2. _____

3. _____

4. _____

Worksheet 3: Create school garden vision.

Web guide: <http://www.growtolearn.org/view/DevelopaSchoolGardenProposal>

Instructions and Notes: Answer the following questions with your school garden committee. This worksheet can be used as an agenda for your first school garden committee meeting.

What are our school garden goals? Why do we want to have a garden at our school?

Where might we want to place our garden?
Brainstorm all possible locations, indoor and outdoor.

Notes:

Which classes/grades will work in the garden?
Which subjects will we teach in the garden?
Check all that apply and write in the name of a teacher who teaches that subject and might want to get involved.

Notes:

Subjects:

- Math
- Science
- History
- ESL
- Art
- Nutrition
- English Language Arts
- Foreign Language
- Physical Education

<ul style="list-style-type: none"> • Social Studies <p>Grades: _____</p> <p>You can use your garden to teach one or all of these subjects.</p>	
---	--

<p>What is the educational theme of our garden? Check all that apply. Feel free to add in your own ideas. Common Garden themes:</p> <ul style="list-style-type: none"> • Edible • Alphabet • Herb • Heirloom • Flower • Nutrition and Health • Rain Garden • Pizza • Butterfly • Sensory <p>Mix and match themes.</p>	<p>Notes:</p>
---	----------------------

<p>How will we involve the community? Special Events? Volunteer Opportunities?</p>
--

<p>If the garden is doing well, do we want to expand? How? Feel free to add in your own ideas.</p> <ul style="list-style-type: none"> • Composting system • Lunchroom composting • Outdoor classroom • Garden club • Summer garden program • Chickens • Garden to School Café • After school programming • Rainwater harvesting <p>Visit other gardens for more ideas.</p>	<p>Notes:</p>
---	----------------------



*Need some technical support in planning your garden? Email Grow to Learn (growtolearn@grownyc.org). Grow to Learn staff can answer questions via email or phone, or, time permitting, make a site visit to your school.

Worksheet 4: Draft a principal's letter of support for the garden and have your principal sign it.

Web guide: http://growtolearn.org/view/mission_statement (this page will help you to build your case)

Instructions and Notes: Have your principal or another committee member draft a letter of support. You will need a signed letter of support in order to register your garden and apply for a *Grow to Learn* Mini-Grant. Completing "Worksheet 3" will help you to draft this letter. Here is a sample template:

[INSERT OFFICIAL SCHOOL LETTERHEAD]

[Date]

Ms. Jessie Kerr-Vanderslice
NYC School Gardens Initiative
GrowNYC
51 Chambers Street, Room 228
New York, NY 10007

Dear Ms. Kerr-Vanderslice,

I proudly write this letter to the NYC School Gardens Initiative in support and approval of the school garden project here at [School Name].

[Suggestions for OPTIONAL narrative:

- School garden vision and goals
- Garden Committee activities
- Description of collaboration with partners
- Anything else you would like to share with us about your garden!]

Our garden will serve as an educational space to inform youth about food related issues, such as health and the environment, as well as to support science and math learning.

I am excited to be a part of this network, and a part of the larger movement for school gardens in New York City and abroad.

Sincerely,

[Principal Signature]

[Principal Name]



You can also download this template at <http://growtolearn.org/view/RC4966>.

Worksheet 5: Draw a school garden map.

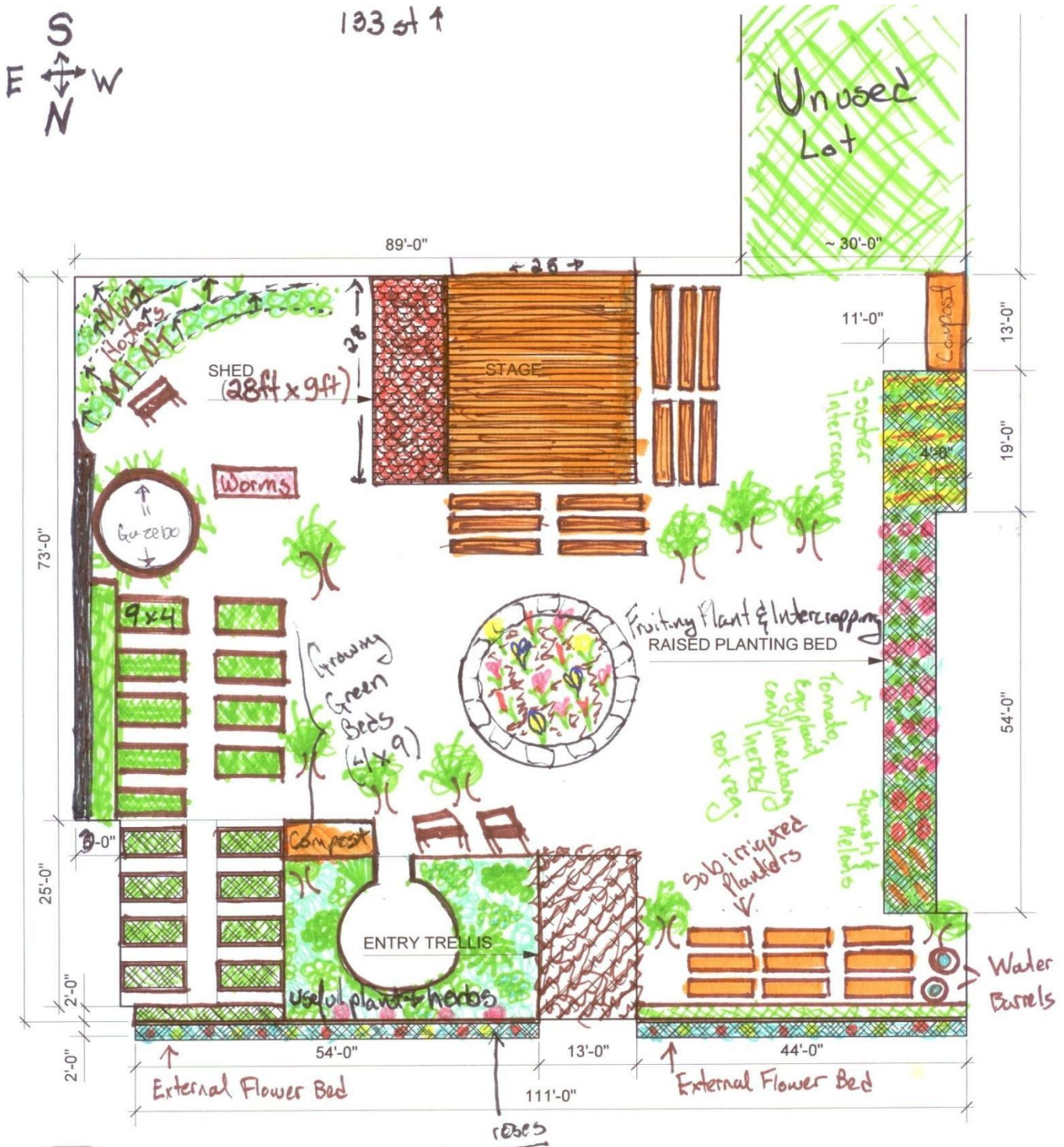
Web guide: http://www.growtolearn.org/view/Plan_and_DesignYourGarden

Instructions and Notes: Draw a map of your garden. Be sure that the map includes:

- Cardinal directions
- Dimensions of the garden area, beds, and pathways,
- Bed placement
- Water access
- Exits
- Existing buildings, walls, fences, streets, trees, and shrubs

Download sample maps like the ones below at <http://growtolearn.org/view/RC4966>.





1 SUCESS GARDEN - PLAN 2011
Scale: 1/16" = 1'-0"

Worksheet 6: Create a garden materials list.

Web guide: <http://www.growtolearn.org/view/MakeaGardenSuppliesList>

Instructions and Notes: Here is a list of common garden needs. Check off everything that you want to have (immediately or in the future). When you create your budget, write in all of your immediate needs and then add in the other items as your budget allows. Later you can approach local hardware stores and nurseries for donations.

SCHOOL GARDEN WISHLIST

• Soil test kit	• Immediate need	• Future need	Notes:
• Growing media • Soil • Compost	• Immediate need • Immediate need	• Future need • Future need	Notes:
• Mulch (often used in walkways)	• Immediate need	• Future need	Notes:
• Kids' Tools • Kids' gloves • Kids' shovels • Kids' hoes • Kids' steel rakes • Kids' leaf rakes • Kids' hand trowels • Wheelbarrows	• Immediate need • Immediate need • Immediate need • Immediate need • Immediate need • Immediate need • Immediate need	• Future need • Future need • Future need • Future need • Future need • Future need	Notes:
• Tools • Garden rake • Spading fork • Cultivator • Hand trowel • Hoe • Pruners • Spade shovel • Wheelbarrow	• Immediate need • Immediate need • Immediate need • Immediate need • Immediate need • Immediate need • Immediate need • Immediate need	• Future need • Future need • Future need • Future need • Future need • Future need • Future need • Future needs	Notes:
• Materials for beds • Lumber	• Immediate need	• Future need	Notes:

<ul style="list-style-type: none"> • Screws/Nails 	<ul style="list-style-type: none"> • Immediate need 	<ul style="list-style-type: none"> • Future need 	
<ul style="list-style-type: none"> • Seeds and Plants <ul style="list-style-type: none"> • Seed packets • Fruit Trees • Herbs • Perennials • Plant starts • Bulbs • Cover crops (for the winter) 	<ul style="list-style-type: none"> • Immediate need • Immediate need • Immediate need • Immediate need • Immediate need • Immediate need • Immediate need 	<ul style="list-style-type: none"> • Future need • Future need • Future need • Future need • Future need • Future need • Future need 	Notes:
<ul style="list-style-type: none"> • Supports (for tomato and other plants) 	<ul style="list-style-type: none"> • Immediate need 	<ul style="list-style-type: none"> • Future need 	Notes:
<ul style="list-style-type: none"> • Fencing 	<ul style="list-style-type: none"> • Immediate need 	<ul style="list-style-type: none"> • Future need 	Notes:
<ul style="list-style-type: none"> • Water <ul style="list-style-type: none"> • Rain barrel • Hose • Spray nozzle • Water wand • Watering cans 	<ul style="list-style-type: none"> • Immediate need • Immediate need • Immediate need • Immediate need • Immediate need 	<ul style="list-style-type: none"> • Future need • Future need • Future need • Future need • Future need 	Notes:
<ul style="list-style-type: none"> • Instructional materials <ul style="list-style-type: none"> • butterfly nets • magnifying glasses • insect collection boxes and jars 	<ul style="list-style-type: none"> • Immediate need • Immediate need • Immediate need 	<ul style="list-style-type: none"> • Future need • Future need • Future need 	Notes:
<ul style="list-style-type: none"> • Professional Development for teachers or students 	<ul style="list-style-type: none"> • Immediate need 	<ul style="list-style-type: none"> • Future need 	Notes:
<ul style="list-style-type: none"> • Containers <ul style="list-style-type: none"> • Cedar planters • ½ Wine barrels • Buckets 	<ul style="list-style-type: none"> • Immediate need • Immediate need • Immediate need 	<ul style="list-style-type: none"> • Future need • Future need • Future need 	Notes:
<ul style="list-style-type: none"> • Other <ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • Immediate need • Immediate need • Immediate need 	<ul style="list-style-type: none"> • Future need • Future need • Future need 	Notes:

•	• Immediate need	• Future need	
•	• Immediate need	• Future need	
•	• Immediate need	• Future need	
•	•	•	

Worksheet 7: Make a timeline for your garden committee. Figure out who will do what when!

Instructions and Notes: Use this timeline as a model to start a spring garden. Fill in dates and names in the grey spaces, as seen in the example below. You can download a blank copy of this Excel document on the *Grow to Learn* website.

Example:

September	Task	Objective	Notes	Persons participating	Person Responsible
	Hold September planning meeting	Make 2011/2012 timeline and plan.		FULL COMMITTEE	
	Schedule additional professional development, if necessary. Recommended workshops are marked with a *.	Teach teachers about basic gardening design and maintenance.	Contact a botanic(al) garden or a gardener educator to set up specialized workshops	TEACHERS INVOLVED IN GARDEN PROGRAM	

2011/2012 SAMPLE GARDEN TIMELINE

September	Task	Objective	Notes	Persons participating	Person Responsible
	Hold September planning meeting	Make 2011/2012 timeline and plan. If you already have a garden, review your fall maintenance schedule.		FULL COMMITTEE	
	Schedule additional professional development, if necessary. Recommended workshops are marked with a *.	Teach teachers about basic gardening design and maintenance.	Contact a botanic(al) garden or a garden educator to set up specialized workshops. Or send your teachers to one full day of professional development on election day.	TEACHERS INVOLVED IN GARDEN PROGRAM	
October	Task	Objective	Notes	Persons participating	Person Responsible

TBA	Send committee rep to GreenThumb lumber and soil workshop	Secure free lumber and soil donation for Spring 2012.	Check GreenThumb events page for exact dates.		
	Hold October planning meeting	Organize for pumpkin sale/harvest event.		FULL COMMITTEE	
	Host fall pumpkin sale and harvest festival	Raise money for 2012/2013 garden budget.			
November	Task	Objective	Notes	Persons participating	Person Responsible
	Hold November planning meeting.	Decide which classes will work in which parts of the garden.		TEACHER INVOLVED IN GARDEN PROGRAM	
	*Attend garden design workshop PART I	Show teachers how to design their raised beds with their classes.		TEACHERS INVOLVED IN GARDEN PROGRAM	
December	Task	Objective	Notes	Persons participating	Person Responsible
	Order indoor gardening materials (minus seeds)	Gather materials to start seeds indoors.			
	Hold December planning meeting	Make a spring maintenance schedule, start thinking about summer maintenance.		FULL COMMITTEE	
Before PART II of design workshop	Design raised beds with your class	Involve students in garden design process.		CLASSROOM ACTIVITY	Individual Classroom teachers
	*Attend garden design workshop PART II	Review garden designs together, select final plan.		TEACHERS INVOLVED IN GARDEN PROGRAM	
January	Task	Objective	Notes	Persons participating	Person Responsible
	Order seeds with students	Gather materials to starts seed indoors.	Great opportunity to practice business letter writing w/ students	CLASSROOM ACTIVITY	Individual Classroom teachers
	*Attend seed starting workshop	Teach about indoor seed starting.		TEACHERS INVOLVED IN	

				GARDEN PROGRAM	
	Re-register garden with Grow to Learn	Keep your garden on the map and eligible for GreenThumb resources.	You will get a reminder email from growtolearn@grownyc.org		
February	Task	Objective	Notes	Persons participating	Person Responsible
	Hold February planning meeting	Make a summer maintenance plan.		FULL COMMITTEE	
	Make labels for indoor seed trays	Introduce students to plant names.	Hint: Cut-up yogurt containers make great indoor plant labels	CLASSROOM ACTIVITY	
March	Task	Objective	Notes	Persons participating	Person Responsible
	Make a garden sign	Let the community know about your garden.	Hint: Plywood works great here.	CLASSROOM ACTIVITY	
	Start seeds indoors	Allow students to see full plant cycle...seed to fruit.		CLASSROOM ACTIVITY	
	Make labels for outdoor raised beds	This will help students and community to learn the names of different plants.	Hint: Paint a picture of the plant or fruit on the sign as an art project. Write names of plants in multiple languages. Also label the trees!	CLASSROOM ACTIVITY	Individual Classroom teachers
	*Attend transplanting and maintenance workshop	Teach teachers about planting techniques and row spacing.		TEACHERS INVOLVED IN GARDEN PROGRAM	
	Hold March planning meeting	Plan work day and ribbon cutting ceremony/harvest event.		FULL COMMITTEE	
	Order gardening supplies (especially tools)	Make sure that all supplies are ready for work day.			
April	Task	Objective	Notes	Persons participating	Person Responsible
	Host a volunteer work day	Build raised beds, move soil, etc.	Involve the community!	FULL COMMITTEE	

After April break	Transplant seedlings and plant root vegetable seeds into raised beds (except for tomatoes and herbs, they go later)	Get the garden growing!		CLASSROOM ACTIVITY	
WHOLE MONTH	Water, weed, harvest		See maintenance schedule for details.	CLASSROOM ACTIVITY	
	Host ribbon cutting ceremony	Introduce the garden to the school community.		FULL COMMITTEE	
May	Task	Objective	Notes	Persons participating	Person Responsible
	Plant tomatoes and herbs outside	Get the garden growing!	They will not do well if you plant them earlier--they like warm weather	CLASSROOM ACTIVITY	Individual Classroom teachers
	Host troubleshooting workshop with teachers who work in the garden.	Talk about problems that you're having so far, learn about common gardening problems.		TEACHERS INVOLVED IN GARDEN PROGRAM	
	Water, weed, harvest		See maintenance schedule for details.	CLASSROOM ACTIVITY	Individual Classroom teachers
June	Task	Objective	Notes	Persons participating	Person Responsible
WHOLE MONTH	Water, weed, harvest		See maintenance schedule for details.	CLASSROOM ACTIVITY	Individual Classroom teachers
	Host spring harvest festival			FULL COMMITTEE	
July	Task	Objective	Notes	Persons participating	Person Responsible
WHOLE MONTH	Water, weed, harvest		Note: You need to create a summer maintenance schedule.		
August	Task	Objective	Notes	Persons participating	Person Responsible

WHOLE MONTH	Water, weed, harvest		Note: You need to create a summer maintenance schedule.		
Mid-August	Start cool season crops	Have plants for fall harvest.		SUMMER SCHOOL ACTIVITY	
September	Task	Objective	Notes	Persons participating	Person Responsible
1st week of school	Transplant cool season crops to garden	Have plants for fall harvest.		CLASSROOM ACTIVITY	
2nd or 3rd week of September	Hold September planning meeting	Make 2012/2013 timeline.	Use this timeline as a model!		
October/November	Task	Objective	Notes	Persons participating	Person Responsible
	*Attend cover crop workshop	Teach teachers proper techniques to prepare the garden for winter.	Contact a botanic(al) garden or a gardener educator to set up specialized workshops	TEACHERS INVOLVED IN GARDEN PROGRAM	
	Plant a cover crop, store winter tools, etc.	Take care of the soil and prep the garden for winter.	Contact Grow to Learn staff for more info on how to do this. Growtolearn@grownyc.org	CLASSROOM ACTIVITY	Individual Classroom teachers

Worksheet 8: Schedule regular garden committee meetings.

Instructions and Notes: This is template agenda for a monthly garden meeting. Edit this document to fit your garden committee's needs.

Garden Committee Meeting

DATE
TIME
LOCATION

AGENDA:

1. **Review notes from last meeting**
2. **Old business**—Updates from individual committee members
3. Important news from *Grow to Learn Newsletter* and *NYC Youth and School Gardens Google Group*--have one committee member sign up and report each month!
4. **New business**—see below for recommend agenda items by month

September—Make a timeline for the calendar year, scheduling work days, harvest events, and regular meeting times. Discuss any professional development needs for the upcoming year. Review fall maintenance schedule.

October—Organize fall fundraisers and fall harvest event.

November—Decide which classes will work in which parts of the garden.

December—Make a spring maintenance schedule, start thinking about summer maintenance.

January—Re-register garden with *Grow to Learn*. Use this as a time to discuss future garden goals

February—Make a summer maintenance plan.

March—Plan work day and harvest events.

April—Make final plans for work day.

May—Host troubleshooting workshop with individual classroom teachers.

June—Make plans for spring harvest event.

Worksheet 9: Create and fill a class-use and maintenance schedule

Instructions and Notes: Fill in the chart below, indicating which classes and/or volunteers will work in the garden during the spring and fall growing seasons. Note: In May and June, you will probably need to water the garden *at least* once day. Also the best time to water a garden is in the morning.

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Early Morning						
Mid Morning						
Early Afternoon						
Late Afternoon						
After school						

Worksheet 10: Find community partners and organizations who can donate resources.

Web guide: <http://growtolearn.org/view/greenthumb> (Check out this link for some great free resources!)

<p>Instructions and Notes: Visit local organizations. Share your material list and see how they can help. Business Name: Address: Contact: Tel.: Email: Contribution:</p>	<p>Notes:</p>
--	---------------

<p>Business Name: Address: Contact: Tel.: Email: Contribution:</p>	<p>Notes:</p>
--	---------------

<p>Business Name: Address: Contact: Tel.: Email: Contribution:</p>	<p>Notes:</p>
--	---------------

<p>Business Name: Address: Contact: Tel.: Email: Contribution:</p>	<p>Notes:</p>
--	---------------

<p>Business Name: Address: Contact: Tel.:</p>	<p>Notes:</p>
---	---------------

Email: Contribution:	
-------------------------	--

Business Name: Address: Contact: Tel.: Email: Contribution:	Notes:
--	--------

Business Name: Address: Contact: Tel.: Email: Contribution:	Notes:
--	--------

Business Name: Address: Contact: Tel.: Email: Contribution:	Notes:
--	--------

Business Name: Address: Contact: Tel.: Email: Contribution:	Notes:
--	--------

Business Name: Address: Contact: Tel.: Email: Contribution:	Notes:
--	--------

Worksheet 11: Make a fundraising plan.

Web guide: <http://growtolearn.org/view/otherresources>

Instructions and Notes: Meet with your committee to fill out this worksheet. Have this meeting after you have completed your budget and received garden donations. Make sure to decide who will write each grant or spearhead each fundraising project.

How much money do we need to raise? _____	Notes:
---	--------

How do we plan to fund the school garden?	Notes:
---	--------

Are we going to apply for a Grow to Learn NYC Mini Grant? If so, for how much will we ask? What items will we request? Who will write the grant?	Notes:
--	--------

Will we apply for other grants? Who will research grant opportunities? Who will write the grants?	Notes:
---	--------

<p>If we need more funds, what sort of fundraisers will we organize? Who will organize them? Check all that apply. Feel free to add your own ideas.</p> <ul style="list-style-type: none"> • Plant sale (Christmas, Mother's day, etc.) • Fall pumpkin sale • Walk-a-thon, Read-a-thon • • 	Notes:
---	--------

•	
---	--



Worksheet 12: Write a press release to introduce your garden to the community. Share it with *Grow to Learn* and we will feature your garden on our website, Facebook, and Twitter page!

Instructions and Notes: This is a sample media advisory (front of page) and a sample media release (back of page). Fill in the blanks for both documents. Email or fax the advisory to local media three to seven days before the ribbon cutting ceremony. Email or fax the release to local media on the day of the ribbon cutting ceremony.

LOGO HERE

ADDRESS HERE

Contact: [ADD](#) HERE

FOR IMMEDIATE RELEASE

CATCHY TITLE HERE

XYZ School Hosts Ribbon Cutting on New Learning Garden

DATE (BOROUGH, NY) On DATE, XYZ school, joined by ADD HERE, will cut the ribbon on their new learning garden, designed to ADD HERE. DESCRIBE GARDEN HERE – WHAT’S GROWING, SIZE, LOCATION, ETC. DESCRIBE HERE WHAT SUBJECTS WILL BE INCORPORATED, MATH, SCIENCE, ETC. Press coverage welcome. (this section should be short for an advisory)

WHAT:

WHEN:

WHERE:

####

ADD INFO ABOUT SCHOOL HERE

Grow to Learn NYC: Citywide School Gardens Initiative is a partnership between GrowNYC and the Mayor’s Fund to Advance New York City with the mission to inspire, promote and facilitate sustainable school gardens in New York City’s public schools. *Grow to Learn* was created to serve as an umbrella for school garden activities, providing centralized coordination for government and non-government efforts to ultimately ensure that all 1,600 NYC public schools are connected with needed tools and resources. For more information, visit us at www.growtolearn.org

##END##



LOGO HERE

ADDRESS HERE

Contact: [ADD](#) HERE

FOR IMMEDIATE RELEASE

CATCHY TITLE HERE

XYZ School Hosts Ribbon Cutting on New Learning Garden

DATE (BOROUGH, NY) Today XYZ school, joined by [ADD HERE](#), cut the ribbon on their new learning garden, designed to [ADD HERE](#).

DESCRIBE GARDEN HERE – WHAT’S GROWING, SIZE, LOCATION, ETC. DESCRIBE HERE WHAT SUBJECTS WILL BE INCORPORATED, MATH, SCIENCE, ETC.

XYZ school received a Grow to Learn Mini Grant of [AMOUNT](#) from *Grow to Learn NYC: Citywide School Gardens Initiative*. *FOR EXAMPLE:* The school was recently awarded a *Grow to Learn* mini-grant to amend garden beds, purchase composters and lights so they can grow seeds indoors. After registering their garden on www.nyc.gov/growtolearn, they received donated plant materials and technical assistance from *Grow to Learn* Partner Green Thumb, and their Harvest Day and other nutrition curriculum comes from participating in Garden to School Café, operated by the Office of SchoolFood, another partner in *Grow to Learn*.

DESCRIBE WHAT STUDENTS WERE OUTSIDE DOING AT THE GARDEN...

INSERT PRINCIPAL QUOTE

INSERT GROW TO LEARN REP. QUOTE

Schools who register with *Grow to Learn* become eligible to receive materials and expert advice from GreenThumb, the community garden division of the NYC Department of Parks and Recreation. 32 school gardens programs are up and running thanks to *Grow to Learn* mini-grants. Schools can go to <http://www.nyc.gov/growtolearn> and access information on how to plan a garden, ask technical gardening questions, apply for subsequent mini-grant rounds, get inspired by success stories and more.

####

ADD INFO ABOUT SCHOOL HERE

Grow to Learn NYC: Citywide School Gardens Initiative is a partnership between GrowNYC and the Mayor’s Fund to Advance New York City with the mission to inspire, promote and facilitate sustainable school gardens in New York City’s public schools. *Grow to Learn* was created to serve as an umbrella for school garden activities, providing centralized coordination for government and non-government efforts to ultimately ensure that all 1,600 NYC public schools are connected with needed tools and resources. For more information, visit us at www.growtolearn.org

##END##