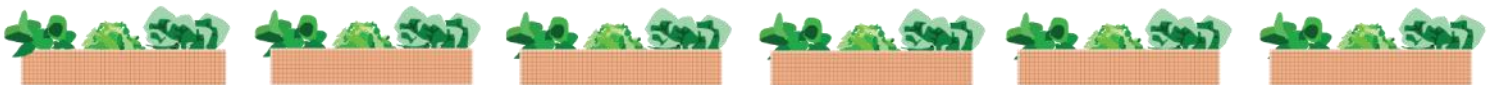
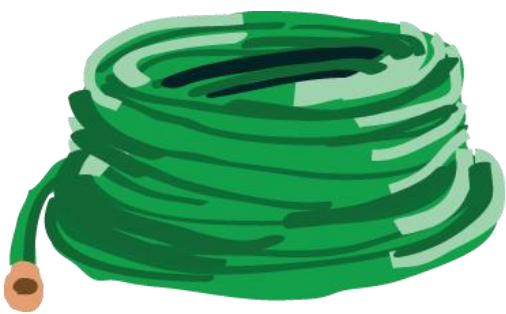


Summer in the School Garden

A Resource for Working with Volunteers to
Maintain your School Garden

By Pritha Golden and Karin Pfeiffer-Hoyt

Illustrations by Britt Appleton



Intro & Acknowledgments

What is this?

This is a resource designed to help school garden coordinators effectively maintain their school gardens during the summer. Success during the summer starts by building strong relationships with volunteers during the school year, so many of our recommendations are applicable throughout the year and focus on how to best work with volunteers. Many school garden coordinators in the Portland area generously gave their time to discuss the successes and challenges that they have faced in their gardens during the summertime.

We developed this document based on the resources that interviewees shared with us and the needs that they expressed. Our goal is to share tips and techniques that school garden coordinators use to successfully navigate the ins and outs of maintenance in the summer. Many coordinators put in unpaid hours, are strapped for time, and are really working from the heart to make things happen. For this reason, we have created planning and record keeping forms and templates that are customized and ready for use by school garden coordinators. Additionally, we have provided signs which can be printed, laminated, and posted in the garden to help guide students and volunteers in the right direction.

We know that there is not a one-size-fits-all solution for school gardens, but we hope that these tips, templates, and signs are useful and that you are able to customize them to suit your needs. Good luck in your garden!

Who are we?

The co-authors of this resource are Pritha Golden and Karin Pfeiffer-Hoyt. We are currently serving our 2011-2012 term as AmeriCorps members through the Confluence Environmental Center in the Portland Metro region. Summer is the most abundant time in gardens, yet it is also the most challenging for schools as they are not in session. Inspired to address the need for support at school gardens in the summer, we chose to create this document as our AmeriCorps Change Agent Project. Britt Appleton, a Portland-based artist, generously donated her time to make all of the illustrations and signs for this document.

Thank you!

We greatly appreciate and would like to thank the following people: Caitlin Blethen, Julia Gray, Sarah Canterberry, Sarah Sullivan, Kathy Garris, Amanda Hart, Ashley Coltin, Abbie Rankin, and Julie Baasch for taking the time to share their experiences, knowledge, and input with us. We also thank the Confluence Environmental Center staff for their support.

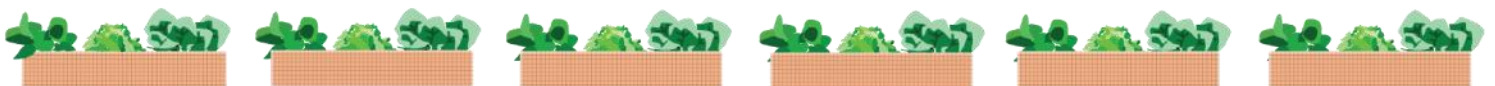


Table of Contents

Part 1: Helpful Tips

Volunteers are Worth their Weight in Compost _____ 6

Effective strategies for recruiting, coordinating, and engaging your volunteers. Includes tips on how to communicate clearly with volunteers as well as how to have successful work parties and events.

Summer Maintenance Models _____ 8

Examples of how other coordinators have maintained their gardens in the summer. Mix and match to develop a plan that works best for you!

Maintenance Nuts & Bolts _____ 11

Helpful tips from other school gardeners that range from how to weed your garden to vandalism prevention.

Part 2: Templates to Use for Success in Your Garden

School Garden Coordinator Checklist _____ 14

Consider this your master list of things to consider when planning for your summer program. It includes everything from developing a vision to where tools are stored.

Work Party Checklist _____ 16

This checklist will help you get everything in line to have a great work party.

Maintenance Plan _____ 17

This month-by-month template helps you think through the who, what, how, and when of tasks to complete in the garden over the course of the year.

Sample Maintenance Plan _____ 25

This is Abernathy Elementary Schools' maintenance plan.

Volunteer Interest Form _____ 29

This form is specifically tailored for school garden volunteers. Have folks fill out the form and you will have a ton of helpful information about your volunteers on file.

Formulario de interés de voluntarios _____ 30

The Spanish version of the Volunteer Interest Form.

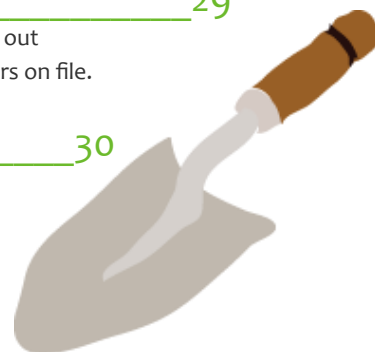


Table of Contents (Cont.)

Volunteer Maintenance Log (bilingual) _____ 31

Have your volunteers fill out this log to keep track of how many hours they spend maintaining the garden as well as which projects they have completed.

Work Party Sign-In Sheet and Waiver _____ 33

Just like it sounds. This is a very important tool for gathering contact info from occasional volunteers who may become regulars in the future.

Planting Date Tracking Sheet _____ 35

This sheet helps you track when you planted your veggies, what worked well, and what could improve. These records are very helpful for future planning.

School Garden Harvest Log (bilingual) _____ 36

Tracking your summer harvest is a great way to celebrate success in the garden and to measure progress for grants and program promotion.

Part 3: Signs - Guide Volunteers and Kids with Visual Aids

Common Weeds _____ 37

This awesome sign shows common weeds you will find in your garden. Use it as a tool with volunteers and an education piece with students!

Water Shut-Off Reminder

Here is a helpful reminder to shut the water off.

Harvesting _____ 38

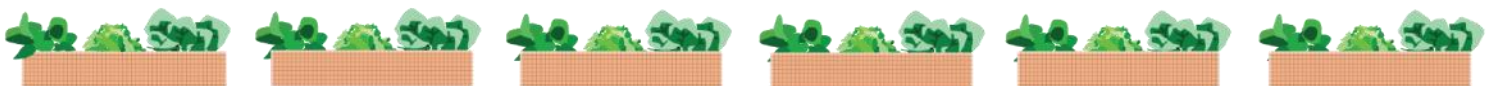
These green, yellow, and red lights will help folks know when a bed needs to be picked, is just for sampling, or is off limits.

Compost, Weeds and Waste _____ 39

Never underestimate the importance of having a place to put your wonderful waste. These signs designate areas for different materials and show when your compost bin is not accepting new waste.

Farewell and Garden Care _____ 40

A thank you to the volunteers and a reminder to take care of the garden appropriately.



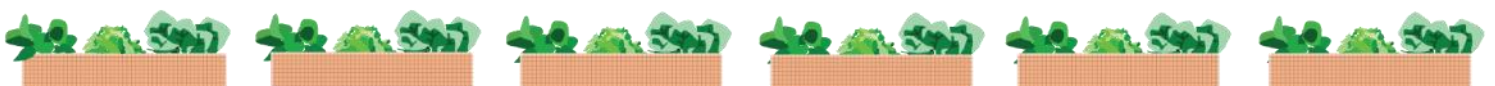
Volunteers are Worth Their Weight in Compost

Recruitment

- Be visible within the school community: get to know school families and community members.
- Build relationships and people will want to get involved.
- Identify the movers-and-shakers who support your program and ask them to help recruit volunteers.
- Table at PTA meetings and at Kindergarten Roundup.
- Advertise in the school newsletter and through email lists.
- Network with teachers; ask them to recommend parents who they think would be interested.
- Invite volunteers personally and always follow up by phone or email.
- Reach out to potential volunteers who may have language and/or cultural barriers. A great way to connect with these families is through the Parent Engagement Coordinator or other bilingual staff members at your school.

Coordination & communication

- Find out what days/times work best for your volunteers and schedule accordingly.
- Consider the volunteers' preferred mode of communication (in person, phone, email, google calendar, facebook, etc.). Adapt your communication style to include people without email or computer access.
- Orientation and training are invaluable! Encourage volunteers to ask you questions.
- Let volunteers know what your summer availability is and how to best contact you.
- Remind volunteers to bring any problems, questions, or concerns to your attention.
- Lay out expectations (both yours and theirs) from the beginning in terms of commitment level and garden ground rules.



Volunteers are Worth Their Weight in Compost (Cont.)

Engagement

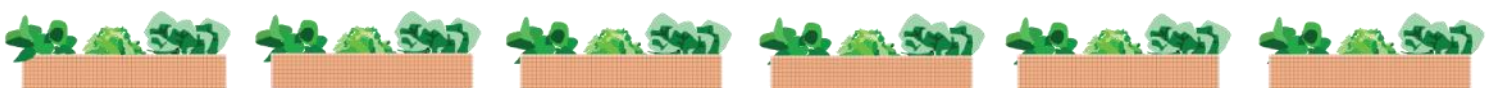
- The more ownership a volunteer has, the more engaged and committed he/she will be.
- Include volunteers in the planning and decision-making process as much as possible.
- Work within your volunteers' level of commitment and interest:
 - If you have volunteers with specific areas of interest and/or expertise, let them take the lead by starting a new bed such as "The Herb Garden" or implement the Adopt-A-Bed model, for example.
 - Create opportunities for casual and one-time participation (i.e. work parties, open hours, harvest events).

Follow up and appreciation

- Check in with volunteers at the end of their work period (either one-on-one or as a group).
 - Ask: What went well? Is there anything they would like to see done differently next time? Did they have everything they needed? Did they have fun?
- For increased volunteer engagement and retention, follow up with volunteers who attend work parties to encourage them to become regular volunteers.
- Personally invite back regular volunteers from one year to the next.
- Show appreciation for your volunteers so they keep coming back! Build it into your program, in everything from thanking volunteers at the end of work parties to giving awards or certificates at an appreciation event at the end of the season.

School District policies on volunteers

- Check with school administrators about your school district's policies on volunteers (including liability waivers). The Portland Public School District, for example, requires that "volunteers who may have potential for direct, unsupervised contact with students must be screened for a criminal background." (<http://www.pps.k12.or.us/departments/security-services/1106.htm>)



Summer Maintenance

All of the following methods can be combined or altered to suit your circumstances. All models require a willingness on behalf of the coordinator to step in and work independently when necessary as well as the flexibility to support volunteers' participation in the garden. As a coordinator, it is important to consider your availability and needs when developing your maintenance plan. Also consider the interests and commitment level of volunteers, as well as any barriers to participation they may face.

For success in the summer, it is important that you develop strong relationships with volunteers during the school year. Schedule work parties and drop-in hours before the summer starts. Decide how you would like people to help so that you can invite volunteers face-to-face while school is still in session.

Host garden drop-in hours

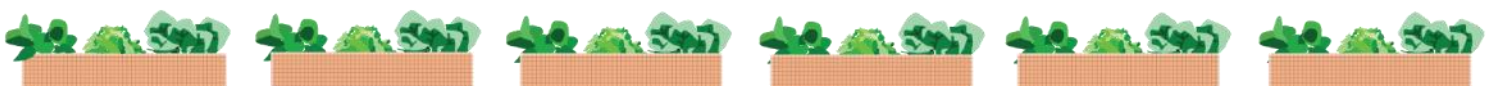
- Have a set weekly schedule when volunteers can access the garden and the tools
- Drop-in hours can be hosted by a coordinator or be unsupervised

This model may work well with volunteer supervision if...

- You can accommodate or prefer a consistent schedule
- You are free during hours when volunteers are available
- Volunteers may be new to the garden
- Volunteers may need supervision

This model may work without volunteer supervision if...

- You are not available when volunteers are available
- You are flexible with mistakes made in the garden
- Volunteers enjoy working in the garden either independently, with their family or with other families
- Volunteers are dedicated and very experienced working in the garden



More Maintenance Models

Work parties and flexible volunteer help

- Host monthly work parties to finish the bigger, more labor intensive jobs
- Call groups of dedicated volunteers as needed to help with smaller, more skilled tasks

This model may work well if...

- You have the support and supplies to host a monthly work party
- Apart from work parties, you enjoy or need flexibility in your schedule
- Volunteers enjoy flexibility and are often willing to assist when called in as needed
- Volunteers may be new to the garden and need supervision

Kids summer programming to cover the basics

- Use kids' summer programs to keep the garden weeded and planted
- Organize volunteer assistance for watering and possible additional maintenance

This model may work well if...

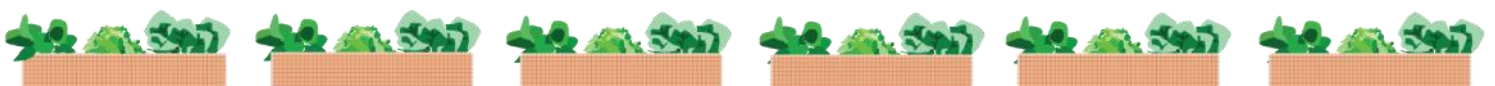
- Your school has a summer program
- Students use the garden frequently and are old enough to do weeding and planting
- You and/ or volunteers are able to water the garden and finish projects that kids start

Week-by-week maintenance

- Volunteers sign up for a week of watering/ maintenance/ harvest during the summer
- Phone calls are needed reminders—consider a volunteer phone tree

This model may work well if...

- You regularly check in on garden status and are available for backup
- You have the capacity to train volunteers on how to work in the garden
- Volunteers are experienced, dedicated and can commit to a set schedule



Even More Maintenance Models

Dedicated watering volunteer(s)

- Sometimes neighbors are willing to take on frequent or even full watering responsibility

This model may work well if...

- You are available for back-up any time a volunteer is not available to water
- Volunteers are experienced or well trained to water in the garden
- Volunteers live walking distance from the garden

Adopt-a-bed

- Have volunteers sign up to care for and harvest from a garden bed for the summer

This model may work well if...

- You have limited availability to assist in the summer
- You are willing to accept if some beds are neglected or if plants die
- Volunteers enjoy ownership and are experienced gardeners or are mentored
- The garden, tools, and watering system are accessible by combination locks

Lead volunteers take responsibility for maintenance

- Several volunteers each take the lead in maintaining a different part of the garden
- Lead volunteers check regularly to assess garden maintenance needs
- Lead volunteers coordinate other volunteers and host work parties as necessary

This model may work well if...

- You are highly experienced with gardening and volunteer coordination
- Lead volunteers are very experienced with gardening and volunteer coordination
- Your program is mature in its development



Maintenance Nuts & Bolts

Watering

If you do not have an irrigation system, this is going to be one of the more time consuming and time sensitive tasks in your garden during the summer. Taking time up front to make your system as user friendly as possible will save you and your volunteers lots of time and frustration in the long run.

- Drip irrigation systems will greatly reduce your work in the garden — keep your eyes open for volunteers with irrigation skills as well as funding opportunities for your system.
- Develop a watering method so volunteers have a step-by-step process to follow.
- The best volunteers for watering often live as close as possible to the garden—start knocking on doors!
- Set a sprinkler on in one part of the garden while hand watering in another to save time.
- Knowing when not to water is as important as knowing when to water. Encourage drought resistance in plants by irrigating more deeply and less frequently. Take tips from an expert!

Weeding

- To encourage a job well done, develop a basic weeding method to use in your garden.
- Provide an explanation of why this technique works well to serve your garden—the “why” will help newbies learn and will help experienced folks understand what you are looking for.
- Never assume someone knows the difference between a weed and vegetable. Always demo which plants you would like to be removed and how.
- Expect that mistakes are part of the job and never forget that every volunteer has good intentions!

Weeding Note:

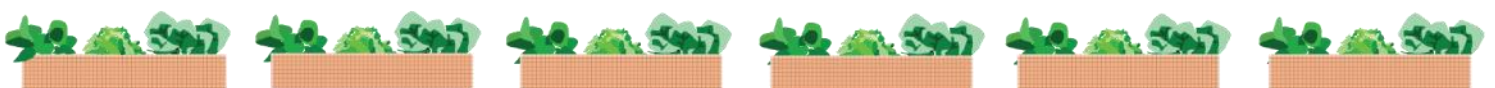
Save yourself tons of time by removing weeds when they are only 2-3 weeks old. At this point, scraping just below the surface of the soil with a sharp weeding tool will cut and uproot very small weeds, (even those you can't see yet) eliminating the need for “pulling weeds.” Leave weeds on the surface and they will decompose. Great tools for this job are the hori hori and the stirrup hoe.

Irrigation Note:

Drip systems save water by slowly releasing water directly where it is needed, at the roots. By watering only garden beds, you will reduce your water usage and save yourself time weeding pathways.

Timers are relatively inexpensive and will allow you to water the garden with the flip of a switch or by programming an automatic system.

Once you have an irrigation system on a timer, most of the work is done for you except for routine system maintenance.



Maintenance Nuts & Bolts (Cont.)

Harvesting

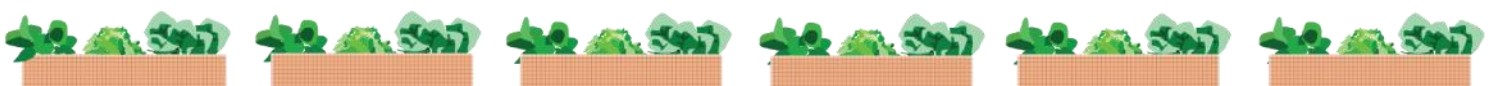
- Some folks are hesitant to eat veggies from the garden, while others may unknowingly help themselves to the last of your carrot crop. To encourage volunteers both to feel comfortable sharing the harvest and also to leave some for others, they must know how much they can harvest certain plants and why.
- If certain crops are off limits, give clear explanations of what they are being saved for.
- Use signs to designate which beds can be harvested from and which beds cannot (see signs!).
- Any fruit or flower will produce much more if harvested more frequently – these are good candidates for “help yourself” plants.
- If you have a scale, don’t forget to track your pounds of harvest and where it is going.
- If you have extra produce, find a weekly food donation outlet. This makes a great volunteer job.

Locks and theft

- Using combination locks in the garden will avoid issues of limited garden access and lost keys.
- Combination lock codes can be changed regularly to increase security.
- Have a lock box in the garden that is separate from your main tool shed with supplies that volunteers can access independently.
- In order to avoid nozzle and wand theft, keep these items locked when not in use (hoses themselves do not seem to be a hot item to take).

Vandalism

- Know that people pick veggies from school gardens and that vandalism cannot always be prevented.
- Removing evidence of vandalism as soon as possible reduces the rate of reoccurrence.
- Put spiky plants along fences and less “pickable” plants near the periphery of the garden.
- Have a “community bed” or harvest basket by the entrance to share harvest with the public.
- Post signs to indicate that the garden is a school project.
- The more eyes the better. Ask a neighbor to keep a look out and encourage lots of garden use.



School Garden Coordinator Summer Checklist

①	Develop the Summer School Garden Vision (This is best done in the fall/winter)
	Identify who has a stake in the summer garden
	Determine the basic purpose and goals of the summer garden with a group (volunteers, teachers, kids etc.)
	Consider how to integrate the garden into summer programs at the school or in the neighborhood
	Get input and feedback from students and teachers
	Check in with school administrators & maintenance staff
	Get input and feedback from parents & community members
	Check in with school neighbors; ask for their input and let them voice their concerns

②	Develop and Conduct Volunteer Orientations
	Determine when and how often you will conduct garden orientations, based on volunteer availability
	At the orientation do a walk-through of the garden, including storage areas
	Have volunteers fill out interest forms and any additional paperwork required by your school
	Communicate all garden logistics (see checklist 3)

Example Summer Harvest Goals :

- Recruit a volunteer to harvest all plants once a week and drop off produce donations.
- Donate 50lbs of produce to the Food Bank.
- Record the weight of every harvest and how it is used.
- Share produce with volunteers each time they help in the garden.
- Save all root crops for the school year!

③	Garden Logistics to Communicate with Volunteers
	How and when to best contact you
	Who to contact if volunteers can't reach you
	What a volunteer should do if he/she can't follow through with his/her commitment
	How to access the garden (including gate code or key location)
	What times the garden is accessible
	How to access tools
	How to access watering and irrigation supplies
	Bathroom access
	Harvesting procedures or rules
	Which areas (if any) are off-limits to summer garden volunteers
	Where to put weeds
	Where to put non-weedy green material
	Where to put brown material (e.g. dried leaves)
	Where to put recycling and trash
	What are prohibited substances/activities in the garden



School Garden Coordinator Summer Checklist (Cont.)

④	Tracking
	Track harvest weight and how it was used
	Log all volunteer hours
	Document summer successes and lessons learned
	Consider creating a garden legacy notebook to keep notes (see sidebar for more information).

Garden Legacy Notebook

Maintaining a Garden Legacy notebook is a great way to keep your program growing and improving from year to year. Use the notebook to record the contact information of both volunteers and garden partners, keep track of planting dates, archive garden maps (to make sure that you rotate crops from year to year), as well as notes about what worked and what didn't in everything from volunteer management strategies to maintenance plans.

⑤	Evaluation
	Develop program evaluation criteria
	Build feedback opportunities into volunteer routine
	Conduct a season evaluation by informal discussion or by survey

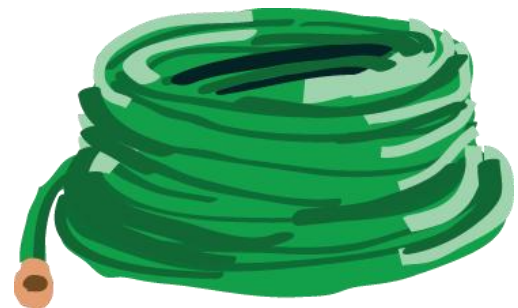
⑥	Volunteer Appreciation
	Plan an event/harvest party at the end of the summer to thank your volunteers
	Create awards or certificates for volunteers
	Announce total summer volunteer hours
	Announce total pounds harvested
	Tell a story to highlight good memories



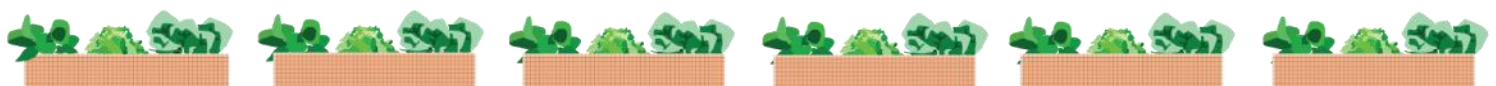
Work Party Checklist

①	Pre-planning for Work Parties
	Set aside appropriate projects for larger groups
	Prioritize tasks
	Estimate the number of volunteers needed for each task
	Assign a lead volunteer for each task
	Do a walk-through of tasks with lead volunteers and offer them the opportunity to practice demonstrating tasks
	Review how many tools will be needed at each station and any guidelines around their use
	Gather all necessary tools and materials
	Make reminder calls or send reminder emails
	Create a sign with the day's tasks in order of priority and include diagrams if appropriate
	Mark plants to remove/leave with colored flagging or ribbon

②	Work Party "Day Of" Checklist
	Make sure all volunteers have filled out necessary forms/waivers
	Welcome and Icebreaker
	Give an overview of the day's goals
	Give a tour of the site if there are new volunteers
	Identify risks and point out safety info
	Answer any questions volunteers have
	Demonstrate tasks (or have lead volunteers do this, if applicable)
	Regroup at the end of the day to thank your volunteers and discuss how the day went. Take notes on feedback and use it to improve future work parties!



③	Work Party Follow Up
	Log volunteer hours
	Make a list of the tasks that were completed/ not completed
	Document volunteer feedback
	Write what worked well and what could improve in the future
	Follow up with <i>Thank Yous</i> and send photos to volunteers



Maintenance Plan

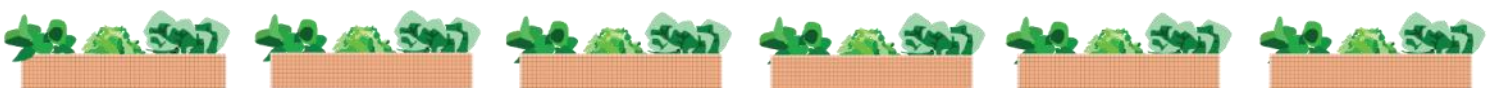
This month-by-month template provides a structure for planning what you would like to complete in your garden over the course of the year. It is best to take time in the winter to sit down and fill out the year's maintenance plan. If you are new to this you can reference forms that have already been filled out or sit down with someone who has experience and can help you fill it out. Taking the time to create a maintenance plan will do wonders for your garden, your students, your volunteers, and for you!

Included in the template are lists of vegetables you can direct seed and transplant each month. These plant lists are selected from the OSU Extension Service, "Educator's Guide to Vegetable Gardening"* and Portland Nursery's "Veggie Calendar."** Check out these great resources to find more extensive plant lists, indoor seeding dates, and variations in planting dates with the use of season extension devices.

A sample maintenance plan from Abernathy Elementary is provided following this template. Reference the plan as you complete your own.

*<http://ir.library.oregonstate.edu/xmlui/bitstream/handle/1957/22858/em9032.pdf>

**http://www.portlandnursery.com/docs/veggies/veggie_calendar.pdf



Maintenance Plan

Priority #

September

Student job

Work party

My job

Volunteer job

Other

Notes/ Supplies Needed

Direct Seed: Peas, fava beans, cilantro, spinach, salad greens, garlic, and cover crops (oat, rye, vetch)

Priority

October

Student

Work party

My job

Volunteer job

Other

Notes/ Supplies Needed

Direct Seed: Fava beans, cover crops, and garlic



Maintenance Plan

Priority #

November

Student job

Work party

My job

Volunteer job

Other

Notes/ Supplies Needed

Signs will last longer if you bring them under cover now!

Priority #

December

Student job

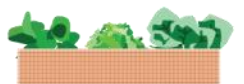
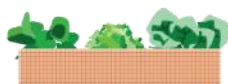
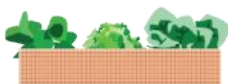
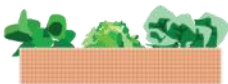
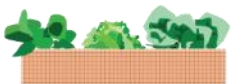
Work party

My job

Volunteer job

Other

Notes/ Supplies Needed



Maintenance Plan

Priority #

January

Student job

Work party

My job

Volunteer job

Other

Notes/ Supplies Needed

Priority #

February

Student job

Work party

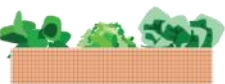
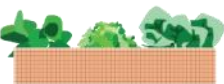
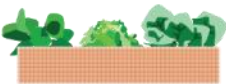
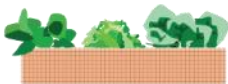
My job

Volunteer job

Other

Notes/ Supplies Needed

Direct Seed after the 15th: Fava beans, peas, arugula, radishes, and garlic



Maintenance Plan

Priority #	March	Student job	Work party	My job	Volunteer job	Other

Notes/ Supplies Needed

Direct Seed: Peas, fava beans, parsley, cilantro, radishes, greens, beets, spinach, chard, and scallions. **After the 15th:** Jerusalem artichokes and potatoes

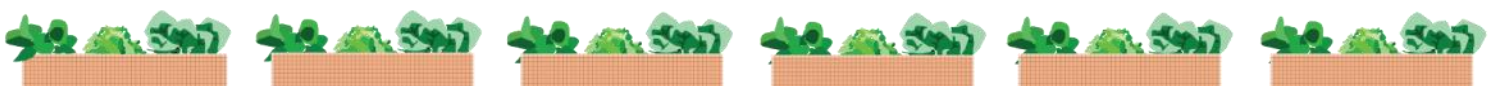
Transplant after the 15th: Parsley, cilantro, broccoli, kale, chard, collards, salad greens, lettuce, and onion

Priority #	April	Student job	Work party	My job	Volunteer job	Other

Notes/ Supplies Needed

Direct Seed: Peas, carrots, parsley, cilantro, parsnips, turnips, radishes, greens, beets, spinach, chard, and potatoes

Transplant: Parsley, cilantro, cabbage, cauliflower, kale, chard, broccoli, lettuce, and onions



Maintenance Plan

Priority #

May

Student job

Work party

My job

Volunteer job

Other

Direct Seed: Peas, carrot, parsley, cilantro, turnips, radishes, beets, spinach, lettuce, corn, and potatoes **After the 15th:** Beans and all squash

Transplant: Cabbage, broccoli, cauliflower, greens, kale, lettuce, and summer squash

Notes/ Supplies Needed

Priority #

June

Student job

Work party

My job

Volunteer job

Other

Direct Seed: Peas, beans, carrot, parsley, cilantro, parsnips, dill, turnips, radishes, greens, beets, spinach, chard, cucumbers, melons, and squash

Transplant: broccoli, kale, lettuce, leeks, onions, and tomatoes. **After the 15th:** Peppers and eggplant

Notes/ Supplies Needed



Maintenance Plan

Priority #	July	Student job	Work party	My job	Volunteer job	Other

Notes/ Supplies Needed

Direct Seed: Parsley, turnips, spinach, chard, lettuce, and greens **Before the 15th:**
Beets, parsnips, carrots, bush and snap beans

Transplant: Cabbage, broccoli, cauliflower, kale, greens, lettuce, and leeks
Before the 15th: Summer squash and cucumbers

Priority #	August	Student job	Work party	My job	Volunteer job	Other

Notes/ Supplies Needed

Direct Seed: Cilantro, spinach, chard greens, and radishes



Use this as a reference when developing your own maintenance plan.



Abernethy Elementary

2421 SE Orange St Portland, OR 97216

Abernethy School Kitchen Garden Maintenance Schedule

September

- Harvest with students. Harvest for eating and for taking to the kitchen.
- Harvest the rest of the potatoes
- Turn over the kitchen garden and plant for the fall. Salad greens and greens do best and are most easily integrated in the kitchen throughout the winter.
- Clear some space in the GOW to plant a bed (or a few spaces) of salad greens. These will be useful through the winter.
- Observations with students, especially 5th graders who planted the garden as 4th graders.
- Clear some spaces, or a few beds, and plant starts of greens (chard, kale), radishes, turnips, over wintering peas and over wintering (edible) fava beans.
- Plant nasturtiums and calendula. Calendula can be weedy so remove most of the plants and leave a few. Always!- pull out mint!!
- Check on and set up greenhouse. Plant out any starts. Make sure heat mats and lights are working for winter. Check extension cords (plug into classroom above greenhouse).
- Check worms and compost
- Set up new cold frames on south side of school (might need a new load of soil and compost (4-way mix and mushroom compost), just ask Tammy to order it for you and it will be dumped by the garden).

October

- Clear beds and plant cover crops. Try to do this by end of Oct. Cover crop with mixture of field favas, clover, vetch, etc. Plant a mix or plant them in separate beds. These will come in handy for observations about soil and for demonstrating the nitrogen fixing bacteria colonies on the roots of the legumes.
- Cover crop new garden areas on the west side of the playground.
- Sheet mulch one or two of the beds
- Wrap up hoses and hang in shed.
- Tidy/stake down irrigation soaker hoses/base for winter.
- Plant garlic, onion sets and edible favas.
- Plant other bulbs.
- Harvest for kitchen when possible.
- Prune back plants in herb beds. Cover crop blank spots.
- Fight mint if needed!
- Check worms and compost
- Plant garlic!

This is a sample maintenance plan from Abernethy Elementary School.

November

- Observe garden with student's
- Plant bulbs and garlic
- Dig in soil
- Cut back dahlias by month's end. Leave a few inches of stem above ground. Cover with leafy mulch or compost.
- Prune berry bushes. Cut back canes that fruited this year. Leave canes that only have leaves, those will fruit next year.
- Plan for winter pruning of fruit trees. This could be an educational community event or just someone volunteering time to prune the trees.
- Harvest for kitchen when possible
- Check on compost and worms.

December

- Observe.
- Make sure tools are clean and away before the long holiday vacation.
- Turn compost if possible.
- Make sure worms are good for the break.
- Harvest for kitchen from garden if possible.

January

- Make sure greenhouse is up to speed (lights, heat, soil, clean pots). Start seeds with classes and get them in greenhouse.
- Dig in garden.
- Observe.
- Take temperature readings of air and soil. Watch for frozen spots! The garden is shaded through the winter and will often freeze in spots. This makes for good observation too!
- Harvest for kitchen when possible.
- Check on worms and compost.

February

- Fourth graders start planning for gardens! Make sure they have enough time to plan (look at lesson matrix to see how many lessons they need before planting lesson) so they can have their spring planting lesson right before spring break.
- Re-do string that makes the square foot grid in the garden.
- Weed beds really well (especially bed with golden raspberries, it's very weedy!).
- Start onions and shallots in greenhouse.
- Spring work party?
- Check on worms and compost

March

- Check irrigation. Make sure all lines work properly and fix any leaks with electrician tape. Extra parts can be bought at Hankins Hardware on Hawthorne and 17th.
- Prune and clean-out herb bed.
- Weed and mulch around berry plants and fruit trees.
- Work party? Good time to get more wood chips for garden paths. We need about 5 cubic yards. Tammy can order from the district. Just let her know a few weeks before you want them and they can dump them by the plum tree beside the garden.
- First planting with 4th grade classes!
- Start plants in greenhouse - peppers, tomatoes, greens.
- Check on worms and compost.
- Get mint out!

This is a sample maintenance plan from Abernathy Elementary School.

April

- Plant greens and salad mix, radishes (lots!!!), turnips, brassicas. Wait for beans until late April.
- 4th graders monitor and weed their beds, fill-in empty spots.
- Weed strawberry patch.
- Weed around dahlias.
- Work party?
- Start cucurbits and other fast growing crops in greenhouse.
- Check on worms and compost.
- Pull mint!

May

- Plant beans, early or late May depending on weather.
- Weed regularly
- Watch rain levels. The end of May usually requires the first irrigation of the season.
- Plant with students in garden whenever possible (can also use the kitchen garden space).
- Plant with forethought to fill in garden gaps without students to create a bit of order to where things are placed:)
- Observe bulbs as they grow and fade.
- Start fast growing seeds in greenhouse - cucurbits
- 4th graders maintain their beds.
- Weed strawberries, dahlias.
- Check on worms and compost
- Pull mint!

June

- 4th graders maintain beds, as will AmeriCorps member. Fourth graders plant summer crops at beginning of May.
- Weed often.
- Irrigate when needed.
- Check on worms and compost.
- Pull mint!

July

- Maintain garden. Weed, harvest, irrigate. Plant to fill-in gaps.
- Start seeds in greenhouse for fall crops (brassicas, onions, greens)
- Check on worms and compost
- Pull mint!
- plant winter crops

August

- Maintain garden. Weed, irrigate, harvest. Fill in gaps as needed.
- Manage greenhouse, start seeds for fall.
- Check on worms and compost.
- Pull mint!

This is a sample maintenance plan from Abernathy Elementary School.

Volunteer Interest Form

Thank you for your interest in volunteering with us! Whether you are just curious to learn about the garden or are interested in volunteering on a regular basis, everyone is welcome here. We want your experience in the garden to be the best it can possibly be, so we have a few questions for you to answer. Filling out this form is not a commitment to participate; it just helps us learn a little bit more about you.

Name _____ Email _____

Preferred phone _____ Secondary phone _____

Please mark the best ways to contact you in order of preference, with **1** as most preferable and **3** as least.

Phone call _____ e-mail _____ mail _____ other (please describe) _____

What are the best days and times to reach you? _____

What days and times would you most likely be available to attend events or volunteer in the garden? Do you prefer to participate on a regular schedule or on occasion as you are available? _____

Mark your confidence in each statement with **1** indicating not at all confident, and **5** indicating highly confident.

____ I know how much and how often to water plants of different maturities during different times of year.

____ I can identify weeds and know how to weed.

____ I know when most vegetables or fruits are ready to harvest.

Mark any skills or interests you could share with the garden program. All skills sets have a place here!

____ Spreading the word ____ Arts or crafts ____ Irrigation systems ____ Construction ____ Fundraising

____ Graphic design ____ Bilingual(language): _____ Other (describe): _____

How do you see yourself participating in the garden program? ____ General program help

____ With student groups ____ With my kids ____ Working solo ____ At work parties ____ At planning meetings

Why are you interested participating in the garden? What is your vision for the school garden?

If your photo or video is taken in the garden may we display the images publicly for outreach? ____ Yes ____ No

Signature _____

Date _____



Formulario de interés de voluntarios

Gracias por su interés en ser voluntario/a con el programa del huerto escolar. Todo mundo es bienvenido aquí, no importa las veces que quiera trabajar como voluntario/a con nosotros, esperamos que su experiencia en el huerto sea lo mejor posible. Para saber más de sus habilidades y preferencias con relación al huerto, tenemos este formulario que esperamos complete con la información que se le pide.

Nombre _____ Correo electrónico (opcional) _____

Número de celular _____ Número de teléfono adicional _____

¿De qué manera prefiere que nos comuniquemos con usted? Siendo 1 el más preferido y 3 el menos preferido.

Llamada por teléfono _____ Correo electrónico _____ Correo regular _____ Otra manera (especifique) _____

¿Qué días y horas son más convenientes para comunicarnos con usted? _____

¿Qué días y horas estará disponible para ayudarnos en el huerto? _____

¿Prefiere usted venir cuando puede y quiere o con un horario fijo? _____

Por favor, marque el nivel de su conocimiento en las siguientes áreas siendo 1 ningún conocimiento y 5 bastante conocimiento.

_____ Conocimiento sobre la cantidad de agua y frecuencia de riego que requieren las hortalizas.

_____ Identificación de malezas y su control (desyerbar).

_____ Conocimiento sobre cosecha de cada variedad de hortaliza y fruta.

Marque las áreas en que usted tiene conocimientos e interés adicionales:

_____ Promoción del huerto _____ Artesanía _____ Sistemas de riego _____ Construcción _____ Recaudación de fondos

_____ Diseño grafico _____ Dominio de otros idiomas (cuáles): _____ Otro (especifique): _____

¿Cómo quiere participar en el huerto? _____ Ayuda general del programa _____ Con grupos de estudiantes
_____ Con su familia _____ Trabajo individual _____ Trabajo en grupos _____ Asistiendo a reuniones de planificación

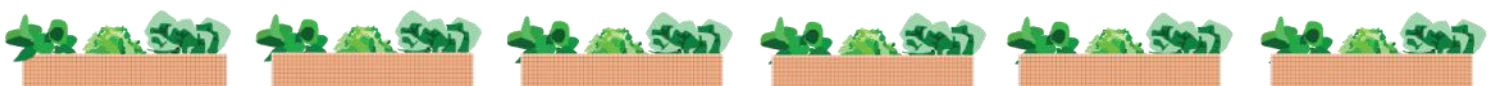
¿Por qué está interesado/a en participar en el huerto escolar? _____

¿Cual es su visión del huerto? _____

En el huerto se toman fotos y videos, ¿nos da permiso para usar su imagen en nuestras promociones? _____ Si _____ No

Firma _____

Fecha _____



Volunteer Maintenance Log

Record del mantenimiento hecho por voluntarios

Name/Nombre: _____ Date/Fecha: _____

Hours Volunteered/ Horas trabajadas: _____

Tasks Completed & Notes/ Trabajo hecho y notas: _____

Name/Nombre: _____ Date/Fecha: _____

Hours Volunteered/ Horas trabajadas: _____

Tasks Completed & Notes/ Trabajo hecho y notas: _____

Name/Nombre: _____ Date/Fecha: _____

Hours Volunteered/ Horas trabajadas: _____

Tasks Completed & Notes/ Trabajo hecho y notas: _____

Name/Nombre: _____ Date/Fecha: _____

Hours Volunteered/ Horas trabajadas: _____

Tasks Completed & Notes/ Trabajo hecho y notas: _____



Work Party Sign-In Sheet and Waiver

Date: _____ Projects/Tasks Completed: _____

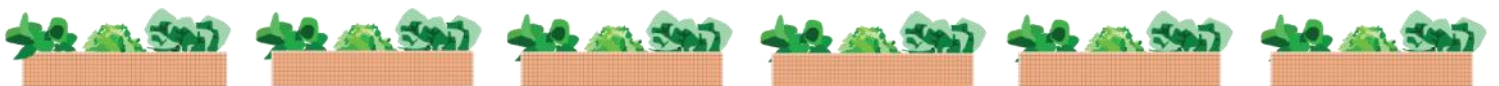
Notes/Observations: _____

Thanks for helping out! You must sign the waiver to participate. *By signing below, I agree to release and hold harmless all staff, volunteers, and partner organizations any injury or accident that may result from my participation in volunteer events. I agree to listen to and follow any safety instructions presented to me. I agree to use good judgment based on physical ability and to immediately stop participating if it becomes too difficult.*

Name	Signature	Time In	Time Out	Phone/Email	Photo/ Video OK?



Thanks for helping out! You must sign the waiver to participate. By signing below, I agree to release and hold harmless all staff, volunteers, and partner organizations any injury or accident that may result from my participation in volunteer events. I agree to listen to and follow any safety instructions presented to me. I agree to use good judgment based on physical ability and to immediately stop participating if it becomes too difficult.

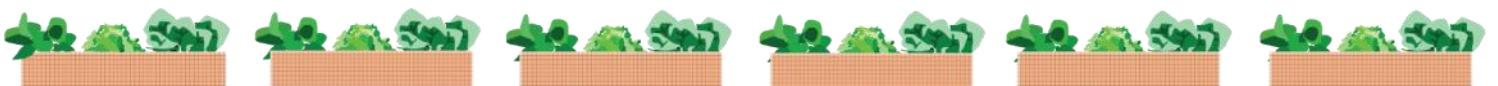
[illegible]

Planting Date Tracking Sheet

[illegible]

School Garden Harvest Log

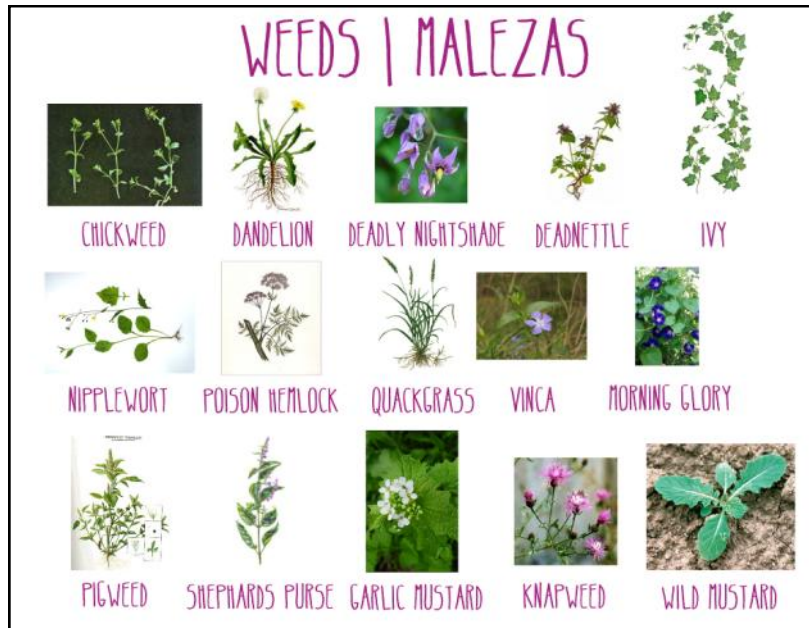
Please use the following form to record harvest amounts so we can keep track of how much our garden produces. Thanks!

[illegible]

Signs

The signs on the following pages were created by Portland-based artist Britt Appleton. Larger, printable versions of these signs are available on the Growing Gardens website at <http://www.growing-gardens.org/>. These images can be printed in color, laminated and attached to stakes for use in the garden.

Common Weeds



Water Shut-Off Reminder



Signs

Harvesting

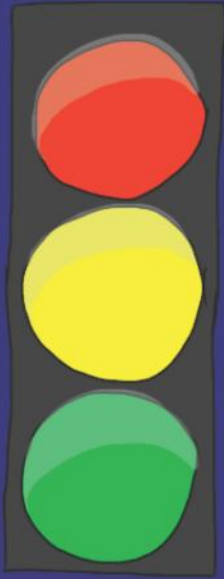
HARVESTING IN THE GARDEN
LA COSECHA EN EL HUERTO

WHEN YOU SEE DIFFERENT LIGHTS IN THE GARDEN, PAY ATTENTION! THEY ARE TELLING YOU WHAT YOU CAN AND CAN'T HARVEST IN THE GARDEN.
¡CUANDO VEA LUCES DIFERENTES EN EL HUERTO, PRESTE ATENCIÓN POR FAVOR! ESTAS LUCES LE DICEN QUE ES LO QUE DEBE Y LO QUE NO DEBE COSECHAR EN EL HUERTO.

ROJO - ¡NO LA PISQUE! ESTAS PLANTAS DEBE DEJARLAS PORQUE TIENEN UN USO ESPECÍFICO O NO ESTÁN LISTAS PARA COSECHARSE. COMO ESTAMOS COMPARTIENDO EL HUERTO, POR FAVOR RESPETE A LOS DEMÁS.

ARMARILLO - ¡PRUEBELAS! PISQUE Y COMA UN POCO. POR FAVOR, COMA SÓLO UN POQUITO PARA QUE LOS DEMÁS TENGAN LA OPORTUNIDAD DE PROBAR TAMBIÉN.

VERDE - ¡PISQUELA POR FAVOR! NO PERMITA QUE NUESTRA COMIDA SE ECHÉ A PERDER PUES YA ESTÁ LISTA PARA COSECHARSE. ¡PISQUE LO QUE PUEDA!



RED - DON'T PICK! THESE PLANTS ARE BEING SAVED FOR A PARTICULAR REASON OR THEY ARE NOT YET READY TO HARVEST. PLEASE RESPECT THAT WE SHARE THE GARDEN WITH OTHERS.

YELLOW - TRY ONE! PLEASE SAMPLE AND ENJOY THIS CROP. WE ASK THAT YOU ONLY TRY SOME SO THAT OTHERS HAVE A CHANCE TO HAVE SOME AS WELL.

GREEN - PICK ME PLEASE! WE DON'T WANT OUR FOOD TO GO TO WASTE AND THIS IS READY TO BE HARVESTED. PLEASE HELP YOURSELF!



Signs

Compost, Weeds and Waste



Signs

Recycling and Trash



Garden Farewell

