



Starting a School Garden: Checklist

Find your people, who will be your, **GARDEN SUPPORTERS:**

- Administrator (required)
- Teachers (1-2)
- Parents and PTO
- Health Teacher or School Nurse
- Volunteers
- Local Businesses/Organizations

From this list, establish a **GARDEN TEAM:**

- Establish mission statement
- Create garden plans
- Determine responsibilities
- Meet regularly

GARDEN PLANS:

- Garden site
- Garden layout
- Maintenance plan
- Financial plan
- Communication plan

Think about FINANCES:

- Determine project needs
- Identify resources
- Create a budget
- Establish a fundraising plan
- Request materials: staff, parents
- Apply for grants
- Explore sponsors: local businesses, companies of parents

VOLUNTEERS are important because there is always a lot of maintenance to be done!

- Match skills with tasks
- Define roles
- Utilize time wisely
- Identify regular vs. intermittent
- Provide training

COMMUNICATION is vital!

- Update team, teachers, and administration via email or newsletter
- Newsletter to parents and community partners
- Include current list of needs
- Provide a teacher garden sign-up
- Volunteer appreciation
- Take photos and share!
- Hold an "Open Garden" day to solicit donations and volunteers!

