

Organizing Garden Workdays

Timeframe

Date	What needs to happen?
June	<ul style="list-style-type: none"> • Identify spring and fall dates for work days for following school year. • Communicate to PTA person doing school calendar and to school secretary.
One month before workday in spring and fall...	<ul style="list-style-type: none"> • Publish announcement in school newsletter; send first flyer home. • Send out requests for volunteers • Ask teachers to announce date in weekly newsletter home • Review plan for workday with garden committee; identify jobs that need to be done • Request delivery of mulch from City's Forestry Department • Meet with garden committee to review plans/responsibilities; identify coordinators for each area being worked
Two weeks before workday	<ul style="list-style-type: none"> • Purchase any materials needed for workday • inventory tools; use check list to record • Send another flyer announcement home. • Ask teachers to remind student to come out with their parents • Teachers send reminder home in newsletter
Week of...	<ul style="list-style-type: none"> • Send out reminder to committee members • Post reminder of workday on Dawes Listserv
Day of...	<ul style="list-style-type: none"> • Arrive an hour before to set up. • Set-up staging area for tools in the garden and at benches in wooded landscape • Coordinators for each work area greet people and assign tasks