

Team Planning Activity

Roles

Facilitator: It is the facilitator's job to keep discussion on task. Make sure all voices are heard and that all of the Guiding Steps are addressed.

Note taker: Make sure someone takes notes on this sheet.

Time keeper: Keep the group aware of time. Leave at least 5 minutes at the end to review the next steps.

Stacker: If many people want to speak at once, keep a list and call on people in order.

Guiding Steps for Planning a Workday

1) Finalize the Garden Design plan or Garden project.

2) Set up a meeting to communicate plans with your Principal or Garden Coordinator. Here are some questions you may want to ask.

- a) Is this location okay? Do you have a preferred location?
- b) Do you have any thoughts on the design? Are there any elements that you want included in the design?
- c) What do we need to do to have this site approved by District Maintenance/Grounds?
- d) Do you have any suggestions for our concerns: Security? Water access? Surrounding classrooms?
- e) If we're planning a Workday: Who do I need to talk to about...
 - Approving the date?
 - Opening the school?
 - Security issues?
 - Bathroom access?
 - Promoting the event at school?
 - Clean-up?
 - Deliveries of materials to site (where, how)?
 - Storage of materials at site?

3) For new sites or sites that want to expand, set up a meeting with Maintenance/Grounds (and Leah), if recommended by your Principal or your Garden Coordinator.

4) Choose a date for the Community workday, to build the garden and/or work on the garden project.

5) Plan what Tools and Supplies you will need to acquire by completing the "Budgeting your School Garden" worksheet.

- Item/Description: What tools and supplies need to be ordered?
- Where to Find It: Where do we order things? What can we borrow?
- Cost: What is the price estimate for each item?
- Total Cost: Does this fit into your budget?

6) Assign Tasks: What are your next steps? Who will do what? Fill out the Action Plan Table.