

Tips for Planning a Garden Workday

Garden workdays are a great way to build interest and excitement around the garden. Planning for an event in the garden can take a lot of time and energy so allow enough time to properly plan for the event. Refer to the [Garden Workday Event Planning Calendar](#) as a guide for planning out your time in the 4 weeks before the event. Following is more detailed information.

Choose Date and Time

- Decide on the date with your Garden Team.
- Clear the date with the principal

Event Promotion

- Post the event in the School Newsletter / Community Bulletin.
- Ask the custodian to place the event on the school's marquee a few weeks before the event.
- Advertise!: Make posters to put up around the school. Attend Parent Meetings: PTA, PTC, TKBC, ESL Classes and more. Make flyers - photocopy and distribute the flyers.
- Ask the Principal or the Office Manager to send out a BIG MOUTH announcement the night before the event.

Materials / Supplies / Give-aways

- Tools
 - Update / make a school site tool list.
 - Label all tools. Provide tape and a marker for others to label their tools.
 - If you need more tools:
 - Check tools out from The Tool Lending Library in your neighborhood.
 - Ask volunteers to bring tools from home.
 - Borrow tools from other school sites
- If you need to purchase supplies for an event, be sure to do so in advance.

Establish Clear Objectives

- Establish the goals for the day.
- How are those goals going to be achieved?

Event Tasks

- Make a list of all possible tasks
 - Always have more activities planned than you could ever imagine accomplishing. It is amazing how much work 40 people can do.
 - Prioritize each task
 - Include a kid-friendly activity (coloring with chalk, craft projects, etc.)
 - Include a water station (or put signs by drinking fountains)
 - Optional: Include a simple cooking activity.
- Prepare a Planning Form for each task
 - What materials need to be purchased, borrowed etc.?
 - Who will be in charge of the task?
- Accomplishing tasks
 - Post directions for people to reference
 - Make an outdoor classroom map with locations for specific tasks on it
 - Make signs with directions to be posted in the activity areas
 - Make activity cards that describe the task
 - Assign Garden Team members to be in charge of specific tasks.
 - Choose one person who will be the point person during the day. This person should plan on roaming around and supporting all activities.
 - Schedule in time for clean up.

Day of Event Logistics

- Arrange for access to school. If necessary, find a certificated teacher or administrator who will be on site for the event as the security contact.
- Get school keys needed to access the garden areas
- The office manager will need to inform the District's Security Department that there will be a Family / Community event taking place on site outside of normal school hours. The person who is responsible

for the keys will have to call security upon arrival and after locking up the school site.

- Find out if the school sends out media release forms to all students. If the school does send out forms to all students, no other media release forms are needed. If the school does not send out media release forms, make copies of ACOE's Media Release Form for parents/guardians to sign on the day of the event.
- Talk to the custodian:
 - Arrange for access to the bathrooms
 - Get a broom, mop and extra garbage cans. Make sure that the outdoor classroom and any other areas used during the workday are clean.
 - Borrow extra tables to use at the event to set up a welcome table and a table for eating or cooking activities.

Sign-In

- Put out a Volunteer Sign In sheet to document who was at the event, to find out who has special skills and to gather names for future events.
- Put out ACOE's Media Release Form for attendees to sign as they arrive if the school does not send a Media Release form in the beginning of the year.
- It may be helpful to have a person in charge of signing people in, especially someone who is bilingual.