[DATE]

Dear Staff,

We are planning to plant our Learning Garden on [DATE]. We are looking for classrooms to participate in Planting and Watering. The Planting Day schedule will be filled on a first come, first served basis and is currently posted [IN THIS LOCATION].

Attached to this email is the Planting Plan for this growing season. We will be planting [EXAMPLE CROPS] to name a few!

Classes who participate in planting will be in the garden for a short 30 minute class. You can expect your students to be engaged hands on in planting the garden, as well as to learn about the whole garden effort and their responsibility to care for it. We need our students to acquire a feeling of ownership in the garden so please sign up and bring your class!

Classes who participate in watering can expect to follow up after the planting day in a rotation with other classrooms. Depending on interest, you can expect to be asked to water once a week, or once every other week.

Classes will participate in watering by [THIS METHOD see “XXXXXXXXXX”].

Classes who participate in planting and watering will be given first priority in harvesting and eating food from our garden as well! Harvesting is expected to take place [DURING THESE WEEKS].

Thanks for your participation,

Your Garden Team