



GARDEN TEAM MANAGEMENT

Annual communication schedule

As a Garden Team, you will handle all communications regarding your Learning Garden. Within your school community there will be several different groups with whom you will need to communicate with throughout the year in order to grow your Learning Garden. During each Garden Team Meeting, consider who you need to be communicating with, how you will address that communication, and look for ways to streamline your efforts.

All School Communications

- **Start of school or a growing season** – Communicate what will be growing, when it will be harvested, and expectations and rules around participating and interacting with the Learning Garden. This is a great opportunity to recruit volunteers and new teachers to the Garden Team, and celebrate past successes.
- **End of school or a growing season** – Celebrate growth, teaching, harvests, and anything notable. Photos are a great way to celebrate. Be sure to recognize all participating teachers, students and volunteers.
- **Special Events** – Keep everyone in the loop throughout the garden season as to plantings, harvests, and celebrations. Consider organizing a school wide special event



Participating Classroom Communications

- **Planting and Watering Schedules** – Classrooms will need specific instructions on Learning Garden care, watering techniques, and tools. Schedule a meeting with participating teachers to ensure everyone is on the same page with the shared responsibilities and comfortable with the role they will play.

Participating Teacher Communications

- **Big Green Workshops** – Be sure to invite all participating or interested teachers at your school to Big Green workshops. If teachers are unable to attend, you will need to communicate all the lessons, activities, and garden skills presented to participating teachers.

Parent Volunteer Communications

- **Special Events** – Parent volunteers can be a huge asset to your Learning Garden and to teachers. Involve volunteers in all Learning Garden events and be sure to invite them with a clear request for how they will be involved.
- **Weekend and Summer Watering Schedules** – You may involve volunteers to help water your Learning Garden outside of school hours. Communicate information about trainings and expectations for out of school time tasks.
- **Thanks for Participation** – If you are relying on volunteers, be sure to thank them for their participation in any and all events or activities. Share highlights of what you harvested and enjoyed from your Learning Garden with their support.

Cafeteria Staff Communications

- **Before a Harvest** – if you plan to bring food into the cafeteria, be sure to discuss this with your school's cafeteria staff well before you bring food to them. There may be specific guidelines you need to follow in order for them to accept the produce. In addition, they may not be able to feature every vegetable you harvest.

