

Emerson Garden Team Guidelines

The Emerson Garden Team (consisting of teachers, parent and community volunteers) oversees the Emerson Garden Based Education Program. The team approach allows for flexibility, with the work being divided with consideration of people's interests, time and commitment. Below is an outline of the current guidelines for the team to insure continued success of the program. These will continue to change as the program changes and grows.

Beginning-of-year startup

- Organize garden team. Garden team leader? What responsibilities will each member have?
- Find volunteers to fill remaining needs.
- Back-to-school packets – letter to parents explaining the Emerson garden based education program and asking for volunteers.
- Collect parent volunteer information from (?), make a list and contact each volunteer.
- Community volunteers – neighbors, Master Gardener program, UCD, etc.?
- Garden volunteer orientation and training?
- Teacher letter, orientation and/or training?
- Any changes in teacher plot assignments for the year? Update garden map? Post in shed.

Oversee gardens and garden shed

- Water when needed, make irrigation repairs, change watering schedule when needed (student-volunteer help?) Solve watering problems with DJUSD maintenance.
- Submit work orders (to whom?, how?) for tree pruning, compost and wood chips
- Control weeds and make sure gardens are cleaned up, cut back and pruned (student-volunteer help?)
- Maintain order in the garden shed (student-volunteer help?)
- Purchase tools, mulch, seeds, plants and supplies
- Repair tools (student-volunteer help?)
- Turn and repair compost bins as needed (student-volunteer help?)
- Make and replace plant labels (student-volunteer help?)
- Organize and oversee 3-4 work parties per year
- Summer maintenance and water
- Get volunteer help.
- Pick up plants from Ace Lumber monthly donations, store-plant-distribute.
- Take photos to document?

Curriculum -- help teachers and garden volunteers

- Try to provide the guidance necessary to understand the garden/classroom connection.
- Work with teachers to tie the garden to the lessons being taught in the classroom.
- Training of teachers and/or parent volunteers?
- Oversee planting and harvest of crops (Oct. and May). Get volunteer help.
- Help encourage the cooking component of the garden. Recipes, guidelines, etc.
- Help with garden related classroom activities.
- Create and update Garden Guides (binders) as needed
- Make sure seeds, plants, supplies and instructions are available for student lessons in the garden and classrooms
- Assist with students in the garden.
- Research how best to use the garden to enhance what is already taught in the classroom

Buy books as needed or funds available. Keep them in the library with list in the garden shed.
Compile plant list data base showing plants in the garden and relationship to Emerson curriculum.

Cooking program

Keep cooking cart and sign-up chart in order.
Get volunteer help with classroom cooking projects
Chef program –organize dates, teachers, volunteers, etc.

Garden club

Help the weekly Garden Club as needed (volunteers, supplies, etc.)

Lunch recycling and vermicomposting programs

At this time the program is managed separately.

Communication

Keep principal informed of the garden program.
Organize periodic garden team meetings.
Keep communication open among garden team, recycling-worm program, volunteers, teachers, etc.
Write garden updates for teachers and garden volunteers?
Write articles for Emerson Eagle monthly newsletter and Enterprise?
Garden bulletin board?
Coordinate visits to the garden so there aren't many classes in one period.
Attend 2-4 district garden meetings per year –network with other schools
Communicate progress with Dorothy Peterson, DJUSD garden and recycling coordinator
Communicate progress with PTA and Farm-to-School

Budget

Write yearly budget for the garden based education program, submit to PTA. Ask for matching funds from PTA and Davis Educational Foundation (\$1000 each)
Manage funds and submit receipts for payments, periodic updates to the garden team.
Help teachers and garden volunteers get reimbursed for supply expenditures
Submit end of year summary and budget to PTA
Write grants for additional funding and supplies. Follow up with summaries and reports for received funds.
Fundraising (rosemary wreaths, farmers market, etc.)

End-of-year

Summary of the garden based education program for the year.
Garden team in place for next year?
Summer maintenance?
Extra funds spent?
Who is going to organize letter in Back-to-School packets?
Update Emerson Garden Team Guidelines for the next year.