

## Part 3

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# Appendices

- A. School Gardening Program Checklist
- B. School and Desert Gardening References
- C. Seed and Other Suppliers
- D. Educational and Technical Assistance
- E. Grants and Funding Sources
- F. Planting Calendars
- G. Diagnosing Plant Problems





## Appendix A

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### School Gardening Program Checklist

#### Garden Program Management

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- Develop a School Gardening Proposal**
  - Identify potential site(s)
  - Discuss program objectives
  - Identify leaders and participants
  - Outline program requirements (activities, training, tools, supplies), both start-up and ongoing
  - Prepare a budget
  - Identify potential donors for both skilled labor and materials
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- Form a Gardening Committee**
  - Include faculty, parents, administrators and students
  - Include members with a variety of skills, not just gardening
  - Develop a vision of what the garden and the garden program will be in five years
  - Establish program goals and a budget for the year
  - Decide who participates and how
  - Ensure garden operational needs (watering, weeding, feeding, class scheduling, tool and system repair) are met
  - Create an annual program to provide focus for class activities, fund raising and special events
  - Establish rules of garden “etiquette” and behavior management
  - Enlist and train classroom volunteers
  - Write grants and conduct fund raising
  - Secure garden supplies

**Cultivate Administration and Community Support**

- Make the garden a showcase; keep it neat, attractive and interesting
- Know the garden program and discuss it with enthusiasm
- Keep your administrator and sponsors well-informed
- Invite district personnel and local media to garden events
- Include the maintenance staff
- Credit sponsors in the school newsletter and on signs in the garden
- Include the garden in the school's annual report and use it as a promotional tool
- Know your organization's tax status for donors
- Provide awards or recognition for your volunteers

**Garden Start-up and Maintenance****Select a Site that has:**

- Full sunlight (prefer morning to mid-afternoon) for 6-8 hours minimum daily
- Good drainage (Test by digging a hole and filling it with water. After it drains, refill. It should drain at least one inch per hour.)
- Level ground
- Healthy, workable soil (Review history of property to identify any potential contaminants. Conduct soil test if necessary. Lots of weeds or grass is a sign, at least, of adequate soil.)
- Easy access to water
- Easy access for classrooms
- A highly visible location to showcase program and minimize potential for vandalism. However, avoid sites that have been used previously as high-traffic areas.
- A nearby shady area for group discussion and work
- Long-term potential as the garden site (Review future plans for school grounds to ensure at least a three-year commitment to garden location.)
- Potential for expansion as the project grows
- Existing schoolyard fencing around perimeter




 **Design and Develop the Site**

- Think small, beautiful and manageable for first attempt
- Clean the site of debris
- Remove weeds and kill grass
- Design garden on paper
- Lay out planting beds and walkways
- Prepare soil
- Install watering system
- Add other improvements (fencing, compost bin/heap, tool shed) as time and funding permit

 **Planting Time**

- Check the Planting Calendars (Appendix F) to learn what to plant when
- Prepare soil 2-3 weeks before planting by working in organic matter, soil amendments and fertilizers
- Time your plantings so that you can harvest while school is in session, avoiding the hottest months
- Create shade and conserve space by trellising plants
- Consider using taller plants for shade and natural trellises
- Group plants with similar water, fertilizer or light needs
- Mark or record what and where you planted
- Mulch to minimize evaporation and weeds
- Use deep watering techniques
- Check your garden often for weeds, over- or underwatering, insect or other problems, and to capture your successes
- Keep records to help determine what worked and what didn't to help plan the next season
- Compost your weeds, grass clippings and cafeteria peelings
- Consider expanding to cut flowers and other specialty gardening as your confidence builds
- Relax and enjoy. Gardening is therapeutic!



 **Weathering the Summer**

- Consider “R&R” (rest and rejuvenation) for the garden by leaving it fallow or planting a soil-building cover crop
- Handle pests (weeds, disease or nematodes) by solarizing soil under plastic for several weeks
- Schedule staff, parent or student volunteers to water, weed and care for garden if still in production
- Have summer school, recreation program, maintenance staff or other volunteers adopt garden
- Use plants that withstand the summer heat and that can be harvested when school resumes

