

**Cornell University**  
Cooperative Extension  
Rockland County

10 Patriot Hills Drive  
Stony Point, NY 10980  
Phone: 845-429-7085  
Fax: 845-429-8667  
WWW.RocklandCCE.org

For a complete evaluation and site visit to your existing or future school garden site, please complete this survey, and return it to Annie Christian-Reuter, at the address above.

## School Garden Sustainability Plan

School Name:

Phone Number:

Principal:

Fax Number:

Address:

Grades Serviced:

Total Number of Students:

### Get Organized:

1. Who's taking the lead/overseeing the garden (teachers, parents, staff & maintenance)?

2. Garden Committee Chairperson:

3. Sub Committees:

(a) Fundraising

(b) Volunteer Coordinator

(c) Documentation/Handbook (to update, and hand down to future volunteer and staff)

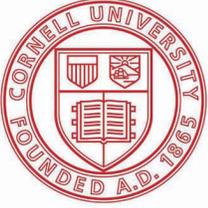
(d) In-service & Education

4. Do you have funding?

5. Where is the funding from?

National Grant \_\_\_ Local Grant \_\_\_ School Budget \_\_\_ PTA Budget \_\_\_

Local Civic Organization \_\_\_ Other \_\_\_\_\_



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**About the Site:**

6. Is there any open space available to you around your school for a garden? Is open space available, accessible and secure?

Yes  Currently used  Fenced, locked  Completely open  
 No  Currently Not used  Fenced, unlocked  Completely open

7. If you do have available open space, check which of the following you have:

Landscaped garden  unused parking lot/black top  Patch of dirt  Accessible roof  
 Concrete area around school  Grass (adjacent to school, between two buildings)  Courtyard  
Other (please explain) \_\_\_\_\_

8. What kind of light do these spaces receive?

Full sun (6 or more hours of direct sunlight a day)  
 Partial sun (3-6 hours of direct sunlight per day)  
 Shady (2 or less hours of direct sunlight per day)

9. Do any of these spaces have nearby water sources? If not, what is the closest water source available? (You may need to check with your maintenance team)

Yes  No Closest water source is \_\_\_\_\_ feet away.

10. Do you know how safe your garden is? Check if:

You have had your soil tested for lead  
 There are any raised beds that are using treated lumber to grow food

11. Do you have a convenient and secure storage space for tools, hoses and carts?

Yes  No Closest storage facility is \_\_\_\_\_ feet away.

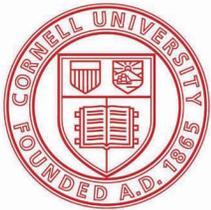
**Purpose of the garden:**

12. How does or will the school use the garden?

Intergrated into the curriculum  Individual lessons  After-School Programs  
 Community Gatherings  Used by various teachers as an outdoor classroom. (not related to gardening)

13. How is the garden incorporated into the curriculum and what grades are involved?

14. If the curriculum doesn't lead the garden, how can you do so? Who needs to be involved?



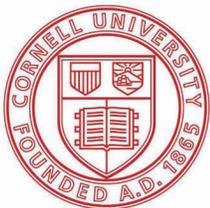
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**Keeping the Garden Growing Year after Year:**

15. Garden Clubs (before, during and after school?)
16. Scouts- Gold/Eagle Awards
17. Volunteer Plan- Who will coordinate this?
18. Maintenance Plan- Who will create and implement this?
19. Summer Maintenance Plan- Who will care for the garden?
20. What kind of documentation or handbook will be written? Who will create it? If it's an ongoing process, who will oversee it?
21. Future funding sources
22. Future projects- expansion of the garden?
23. How will you recruit more people, teachers, volunteers, etc. for each school year? Who will oversee this?
24. How could or will the garden be used in the summer by after-hours staff programming?
25. Create a realistic timeline based on the information you answered above:

Date	Task	Action Steps	Contact Person	Date Completed



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### **Some other things to consider when starting a school garden:**

Does your school garden have a history? Ask around and look for clues: are there tools or structures (like raised beds) that you could use for your school garden? Sometimes not all staff know about gardens that exist at their schools. Also consider asking neighbors, older residents, retired teachers or older students' families if they know of a school garden.

#### **There are many people with which to cultivate relationships for a successful garden.**

(a) Administrators - Support from your principal(s) is key. With it you can make your garden incredible!

(b) Custodial Engineer - This person may be your greatest ally in the school for maintenance and enthusiasm (and it affects his/her job). Talk to them and involve them in planning!

(c) At least 2 other school staff members- This will keep you from being overwhelmed, ensure that the garden is used by more than one person, and will be your safety net if some of the original coordinators leave the school.

#### **Suggestions:**

Here is a list of some people you might want to get involved and on board with your school garden:

- **Parents**- can help work with you and your students in the garden.

- **The Surrounding Community**- By knocking on some doors, this group may offer the protection from vandalism and summer maintenance help that you will need.

- **Local organizations**- businesses, schools and garden clubs for assistance in funding, installation and maintenance of your garden.

The School Garden Network is a program of:

Cornell Cooperative Extension of Rockland County and the Master Gardener Volunteers.  
For more information or to join please call Annie Christian-Reuter at (845) 429-7085 x108