

Planning Your Community Garden Year

Rev 11/9/05

Following are suggested planning activities for the Garden Volunteers to carry out through the year.

January- February

- Pre-season planning meeting:
 - Review last season.
 - Assign tasks to prepare for next season.
 - Determine if all volunteer positions are filled. Begin to recruit volunteers if needed.
 - Determine if changes to Welcome Packet, Rules, etc are needed.
 - Consider whether garden will offer special social/educational events, and make contacts with possible facilitators.
 - If necessary, make plans for special building projects or expansion.
 - Decide if outreach activities are needed to recruit new gardeners, and plan if needed.

- Planning meeting to:
 - Finalize plans for Registration, Opening Day, special events, etc.
 - Set Garden Calendar.
 - Review Welcome Packet for changes/additions.

- Give CAC your Garden Calendar and contact info for the Registrar. Discuss whether CAC or the Registrar will send out postcards to invite all of last year's gardeners to Spring Registration. New people on the waiting list should be invited by the Registrar.

March-April

- Carry out outreach activities to recruit new gardeners, if needed.
- Mail notice of Registration Day (one month prior) to last year's gardeners and those on waiting list.
- Prepare for Registration Day.
- Till if your garden chooses to (discuss this with CAC if you need their help).
- Hold Registration Day.
- Prepare for Opening Day.

April-May

- Hold Opening Day.

May

- Turn on water May 1 or later (danger of pipes freezing before that).

June, July, August

- Last Planting Date, announced at Spring Registration, is the time by which all gardeners need to have started gardening or their plot will be reassigned. Some gardens use June 1.
- Hold work days as scheduled to care for common areas, help with weedy plots, fix broken hoses etc.
- Hold social events at your garden.
- Hold educational events at your garden that could include bringing interpreters to help non-English speakers share their gardening skills, classes in the garden led by experts, food preservation workshops led by UW Cooperative Extension, or welcoming the public to your garden for tours.

September

- Shut off water by September 30.

October

- Send postcard reminder of Closing Day.
- Prepare for Closing Day.
- Hold Closing Day.
- Till if your garden chooses to.

November

- Hold post-season review meeting.