

COMMUNITY GARDEN MANAGEMENT TOOLKIT

**Compiled by Betsy Johnson for the
Springfield Food Policy Council
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Community Garden Management Toolkit

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Community Garden Management Toolkit Introduction

This toolkit has been compiled from manuals for starting and managing community gardens from 20 cities across the United States, Canada, and Australia. Most of these manuals are available on the Web. We encourage you to use the Web to explore these other manuals, find more samples of garden agreements, forms, and rules. To effectively use the toolkit, we encourage you to complete the exercises and forms included throughout.

We start the toolkit with general information about community gardens: core benefits, general philosophies and principles, and descriptions of types of gardens. *No two community gardens are the same – every site and group of people are different.* Community gardens can have different purposes. Even if you have an established garden, we encourage users to start with the “*Developing a Vision for Your Garden*” exercise, as well as the “*Community Garden Guidelines*” exercise.

The toolkit includes general steps for starting a community garden or school garden, a “*Identifying Neighborhood Resources*” exercise for identifying community resources, and garden site evaluation checklist. While this Toolkit includes some materials related to *starting a garden* and assessing possible sites, most this toolkit focuses on *keeping a garden going*.

All community gardens have challenges. The balance of the Toolkit is organized around these challenges, as defined in the University of Missouri’s [Community Garden Toolkit](#).

Management – Community gardens are management intensive. They demand patience, time and capacity to work with and organize people and projects. They also typically require systems to develop and enforce rules and resolve conflicts.

Maintenance – Community gardens are maintenance intensive. Grass will need to be mowed, adjacent sidewalks cleared of weeds and snow, equipment repaired, and plant debris composted, among other things.

Participation – From year to year, gardeners and garden leaders come and go for a variety of reasons. Because of this, it can be challenging to maintain a sense of community and consistency at gardens. Unless there is broad participation, garden leaders “burn out.”

Theft/ vandalism and Safety– Theft and vandalism are commonplace. Broad community engagement and prompt harvesting are key to prevention.

Gardening skills – Many new and some returning gardeners don’t know a lot about gardening. Gardeners who have poor gardening experiences may be more likely to give up.

This Toolkit is in loose-leaf notebook format because we encourage you to copy sections and give them to your gardeners, complete the exercises and ADD your own materials!

FIVE CORE BELIEFS OF WORKING IN GROUPS

- Core Belief No. 1: “There are many ways to start and manage a community garden.” Although this may be taken as a whole, these core beliefs emphasize the importance of being inclusive, making room for diverse ideas and utilizing local assets when starting a community garden. They also demonstrate given, it helps to remember that community gardens can serve many purposes and take many forms.
- Core Belief No. 2: “In order for a garden to be sustainable as a true community resource, it must grow from local conditions and reflect the strengths, needs and desires of the local community.” Assistance from people or organizations outside of the community can be helpful. However, those who will be using the garden should make most of the decisions about how the garden is developed and managed.
- Core Belief No. 3: “Diverse participation and leadership, at all phases of garden operation, enrich and strengthen a community garden.” Gardens can be stronger when they are developed and led by people from different backgrounds.
- Core Belief No. 4: “Each community member has something to contribute.” Useful skills and good suggestions are often overlooked because of how people communicate. People should be given a chance to make their own unique contributions to the garden.
- Core Belief No. 5: “Gardens are communities in themselves, as well as part of a larger community.” This is a reminder to involve and be aware of the larger community when making decisions.

GENERAL PHILOSOPHIES & PRINCIPLES

We hope all communities will share the philosophies and principles of Denver Urban Gardens.

Denver Urban Gardens' core values are embodied in our vision of a thriving and connected network of deeply rooted community gardens—conceived of, cultivated by and supported by local residents and institutions throughout Metro Denver. We know that community gardens enrich and provide lasting benefits to neighborhoods when they are:

- initiated collectively by community members who participate in organization, design, construction, and ongoing care;
- planned for and protected as a highly valued neighborhood asset;
- well-maintained, inviting and accessible to all people;
- aligned with the broader purpose of the site, as in the case with a garden in a park, on the grounds of a school, or as part of an affordable housing development;
- encouraging individual self-sufficiency and integrity, while collectively developing strong social networks in which participants look after, learn from, and share with each other;
- donating a generous portion of their bounty to others in need;
- providing healthy food and promoting healthy lifestyles in which members celebrate growing, cooking and eating together;
- models of environmental stewardship through organic and sustainable practices including composting and water conservation;
- sites for fostering a sense of belonging and attachment, in both the lives of the gardeners and in the life of the neighborhood;
- honoring diverse viewpoints, valuing the strengths of each gardener, bridging differences, promoting understanding and developing respect through the unifying act of gardening together.

When working with communities to actualize their vision of an urban garden in their neighborhood, we look to our core values as well as to the bedrock principles of sustainability and social equity. The concepts of sustainability and social equity have been threaded throughout this Handbook. Before moving forward, we want to make sure that readers know how DUG defines these two overarching concepts in relation to community gardening.

Sustainability

Denver Urban Gardens is committed to providing spaces for long-term community building. Our gardens must be developed by the local community, must be set up for the long-term, and must be organically grown and cared for. The American Community Gardening Association states that “community gardening is most successful and long lasting when the people affected by the garden have a role in leading the development of the garden” (Abi-Nader et al., p. 13). This is demonstrated by DUG's commitment to the idea that community gardens are more likely to be sustained if they grow from the local community's desire, needs, and strengths. This approach helps to ensure there is enough demand and desire to care for and use the garden for years to come. This also allows the garden to reflect the individual community's needs and uniqueness.

To ensure the longevity of a community garden, we recommend that gardens not be built on privately owned land. Regardless of the landowner's commitment, in our experience, privately owned land is eventually sold or developed. Sustainability can be difficult to achieve when there is uncertainty around the long-term use of the land. Recognizing the need for environmental sustainability, we ask all of our gardeners to incorporate organic growing practices and refrain from

adding any non-organic amendments or using pesticides and/or herbicides. Along with this, we encourage gardeners to amend their soil each year with plant-based compost. Not only does composting increase soil health, it also has been shown to reduce water needs in community gardens, while reducing the amount of waste in our landfills. The majority of our gardens have on-site compost bins and gardeners are encouraged to develop a compost system.

Social Equity

Denver Urban Gardens works with communities of all income levels to create and build sustainable community gardens, while prioritizing the needs of underserved communities. Over 80 percent of DUG's community gardens are located in low- to moderately low-income neighborhoods. We work closely with organizations already serving low-income populations to round out services for those in need. Often, our gardens are located on public sites in low-income neighborhoods, such as at [Metro CareRing](#), a nonprofit emergency food pantry providing individuals and families with food, bus tokens and funds for utility assistance; [Focus Points Family Resource Center](#), a nonprofit that serves primarily young, low-income, Spanish-speaking immigrant families in northeast and north central Denver through family literacy programming; and multiple [Denver Housing Authority](#) public housing sites.

TYPES OF COMMUNITY GARDENS

Traditional: These gardens are mostly comprised of separate garden plots that are cared for by individuals or families. Community gardeners care for and harvest from their own plot. Shared spaces like pathways, perennial herb and flower beds, sheds, and gathering spaces are cared for by all members of a community garden. The day-to-day operations of the garden, including new gardener sign-ups and organization of community work-days and events are handled by volunteer garden leaders or steering committees.

The purpose of some of these gardens is mostly to provide community beautification and/or to serve as a community gathering space. In these situations, most of the garden is comprised of picnic tables, barbecue pit, performance area, children play equipment, etc.

Communal: In the communal model, gardeners are not assigned individual plots, but, rather, the entire garden is planted, harvested, and maintained by the group. These gardens are often connected to a specific program or organization with a defined goal. The gardening group needs to establish a detailed maintenance assignment schedule (e.g., one family does the watering and weeding for one week, and another the next.) Depending on the size, there may be a paid coordinator.

The following are some communal garden examples:

“Pocket Park” also known as a parkette, mini-park, vest-pocket park or vesty park) is a small park accessible to the general public. Pocket parks are frequently created on a single vacant building lot or on small, irregular pieces of land.

Food Pantry gardens may be established at a food pantry, food bank, or other location. Produce is grown by volunteers, a youth program, food pantry clients, or a combination, and donated to the food pantry.

Entrepreneurial/job training market gardens are typically established by non-profit organizations or other agencies to teach business or job skills to youth or other groups. They grow and sell the produce they raise. Proceeds from the sale of garden products are used to pay the participants for their work. Programs typically rely on outside sources of funding to offset costs.

School-Based: These gardens’ primary purpose is to expose young people to gardening and nature, give them the opportunity to do some of their own gardening and/or educate them in a variety of subject areas. These gardens are typically associated with a formal or semi-formal program that incorporates classroom lessons with hand-on gardening activities. Schools have opportunities to infuse produce from the garden into the cafeteria and community at large through programs such as Garden to Cafeteria and Youth Farmers’ Markets. School-based community gardens can also provide neighbors a space for gardening, especially when school is not in session during the summer.

Specialty: These gardens are designed and developed for specific populations with distinct characteristics, unique circumstances and needs. For example Therapy Gardens provide horticultural therapy to hospital patients and others. A trained horticulture therapist often leads programs and classes.

Demonstration Gardens show different types of gardening methods, plant varieties, composting techniques and more. Demonstration gardens located at working community gardens are often open to the general public for display and classes. They may be managed and maintained by garden members, garden support organization staff, or trained volunteers, such as Master Gardeners.

Location-Based: Other gardens are distinguished more by their location and less by their purpose. These gardens may combine elements of a neighborhood community garden with other community garden models. Examples include, but are not limited to: public agency gardens, community center gardens, senior gardens, church gardens, apartment complex/public housing gardens and prison gardens.

CREDITS: Denver Urban Gardens, University of Missouri Extension, Wasatch Community Gardens

DEVELOPING A VISION FOR YOUR GARDEN EXERCISE

Defining why you want to develop a community garden will help you create a vision for your garden project. Similarly, it will help you (your garden group) identify what you want to accomplish and how you will prioritize your garden's goals. This will help to recruit new garden members and gain community support.

A Community garden doesn't just happen, it takes hard work and commitment. List three aspects of what excites you about community gardening and why your group wants to develop a garden.

- 1.
- 2.
- 3.

Define what you want to accomplish and prioritize your goals.

What activities do you envisage happening in the garden? Who will use the garden and what will they use it for?

Examples:

1. Our primary goal is to produce fresh nutritious food for our families and our neighbors.
2. We want clean up our neighborhood block and create a beautiful garden where people can come together.
3. We want to educate youth about gardening and the importance of environmental stewardship.

List three goals your garden group wants to accomplish and then prioritize

- 1.
- 2.
- 3.

Use your garden goals to create a brief mission statement

Create a mission statement that unites the group and the garden to a larger purpose. Identify how your garden project will benefit your neighborhood and community.

Think of examples:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

ASSESSING COMMUNITY READINESS EXERCISE

When a group of community members comes to agreement that a community garden complements their vision for their neighborhood, the community must assess its own readiness to support and sustain a community garden. This requires a community to affirm that there is:

1. A critical mass of committed participants (we recommend a core group of at least 12-135 individuals to being the planning process.)
2. Broad-based support
3. Agreement from the participants on the need for the garden and the multiple purposes it may serve
4. An available, sustainable, long-term site.

We encourage groups to answer the following questions:

1. Is there a demand for the garden, by whom?
2. Does a broad base of support reflect the demographic makeup of the surrounding neighborhood?
3. Do you have partnerships to strengthen the connection between the community garden and the surrounding community? (Examples may include culinary arts program, service learning programs, youth education organizations, and senior centers.)
4. Is there a local group or organization that can benefits from a partnership with your community garden? (Examples may include schools, food pantries, and organizations that prepare meals for people in need.)
5. Have individuals/local organizations been contacted to help with day-to-day support with various activities? (Activities may include storing of equipment, help with snow removal and grass cutting, and teaching gardening classes.)
6. Is there any skilled and/or unskilled local labor to support garden construction, financial management, material donations, art installations, etc.? (Local support may include connecting with a local hardware store, service organization, or corporate or college volunteer program.)

CREDIT: Denver Urban Gardens

10 STEPS TO STARTING A COMMUNITY GARDEN

1. ORGANIZE A MEETING OF INTERESTED PEOPLE

Determine whether a garden is really needed and wanted, what kind it should be (vegetable, flower, both, organic?), whom it will involve and who benefits. Invite neighbors, tenants, community organizations, gardening and horticultural societies, building superintendents (if it is at an apartment building)—in other words, anyone who is likely to be interested.

2. FORM A PLANNING COMMITTEE

This group can be comprised of people who feel committed to the creation of the garden and have the time to devote to it, at least at this initial stage. Choose a well-organized person as garden coordinator. Form additional committees to tackle specific tasks, e.g., funding and resource development, youth activities, construction and communication.

3. IDENTIFY ALL YOUR RESOURCES

Do a community asset assessment. What skills and resources already exist in the community that can aid in the garden's creation? Contact local municipal planners about possible sites, as well as horticultural societies and other local sources of information and assistance. Look within your community for people with experience in landscaping and gardening.

4. APPROACH A SPONSOR

Some gardens "self-support" through membership dues, but for many, a sponsor is essential for donations of tools, seeds or money, for example. Churches, schools, private businesses or parks and recreation departments are all possible supporters. One garden raised money by selling "square inches" at \$5 each to hundreds of sponsors.

5. CHOOSE A SITE

Consider the amount of daily sunshine (vegetables need at least six hours a day), availability of water, and soil testing for possible pollutants. Find out who owns the land. Can the gardeners get a lease agreement for at least three years? Will public liability insurance be necessary?

6. PREPARE AND DEVELOP THE SITE

In most cases, the land will need considerable preparation for planting. Organize volunteer work crews to clean it, gather materials and decide on the design and plot arrangement.

7. ORGANIZE THE GARDEN

Members must decide how many plots are available and how they will be assigned. Allow space for storing tools, making compost and don't forget the pathways between plots! Plant flowers or shrubs around the garden's edges to promote good will with non-gardening neighbors, passersby and municipal authorities.

8. PLAN FOR CHILDREN

Consider creating a special garden just for kids—including them is essential. Children are not as interested in the size of the harvest but rather in the process of gardening. A separate area set aside for them allows them to explore the garden at their own speed.

9. DETERMINE RULES AND PUT THEM IN WRITING

The gardeners themselves devise the best ground rules. We are more willing to comply with rules that we have had a hand in creating. Ground rules help gardeners to know what is expected of them. Think of it as a code of behavior. Some examples of issues that are best dealt with by agreed upon rules are: if your group charges dues, how will the money be used? . How are plots assigned? Will gardeners share tools, meet regularly, handle basic maintenance?

10. HELP MEMBERS KEEP IN TOUCH WITH EACH OTHER

Good communication ensures a strong community garden with active participation by all. Some ways to do this are: form a telephone tree, create an email list; install a rainproof bulletin board in the garden; have regular celebrations. Community gardens are all about creating and strengthening communities.

CREDIT: American Community Gardening Association

SAMPLE TIME LINE FOR PLANNING AND STARTING A NEW COMMUNITY GARDEN

Summer - Fall

1. Publicize the community garden project, make a list of interested individuals, and then call, email or give each of them an introduction/welcome letter.
2. Call a meeting for those who showed interest in the garden project.
3. First meeting agenda:
 - Welcome, introduction
 - Envisioning stage. What type of garden -- theme (ex. Neighborhood garden), goals, objectives.
 - Form a planning committee (subcommittees for each task), organizational structure, positions
 - Next steps: (1) Investigate land options (2) Outreach/build support, funding
 - Schedule next meeting date

Fall

1. Review and assess land options/contact owners, soil test
2. Continue outreach, generating interest
3. Start drafting budget, listing garden needs, determine garden plot rental fee (if there will be one)

Fall - Winter

1. Finalize budget/start fundraising, looking for donations (\$ and in-kind)
2. Choose a site, negotiate lease
3. Plan the garden--determine rules and regulations
4. Insurance

Winter

1. Continue fundraising
2. Outreach — look for volunteers (to help develop site) and gardeners
3. Plan the garden -- layout

Winter - Spring

1. Organize the Gardeners: orientation, applications, waivers, fees, etc.
2. Finalize garden plan
3. Gather all remaining materials needed — plants, seeds, tools, compost, etc.

Spring

Prepare and develop site

Steps to Starting a School Garden

To initiate the garden planning process or for more information contact
 Denver Public Schools Department of Sustainability.

TIMELINE
 (Nine Months – One Year)

Step 1: Initial Planning/Things to Consider

- primary purposes for the garden
- school garden or school/community garden?
- who to involve?
- is there broad support?
- how to connect the garden with the curriculum?
- campus Master Plan status
- long-term facility plans for the school
- tour of other school gardens
- alternative sites for the garden on your school grounds

Step 2: Project Assessment Meeting

- Denver Public Schools
- school administration
- volunteer leaders
- Denver School Garden Coalition

Step 3: Firm Up Conceptual Plan

- garden purpose
- garden site selection
- organize planning committee
- determine DSGC lead

Step 4: Project Planning and Development

A: Site Planning

- master plan
- budget
- work plan/schedule
- fundraising plan
- soil test

B: Garden Organization

- leadership
- participant committees
- guideline development

C: Programming

- curriculum
- customized programs (see Step 7 on next page)

Design Considerations: prominent location, relationship to school facilities, garden size and features, water source and accessibility

Step 5: Site Plan Approval

Step 6: Garden Construction

Step 7: School Garden-Related Programs



Ten Tips on Gardening with Kids

By Rory Klick, Lake Villa, Illinois

- 1. Kid gardens must be kid-based.** This means that kids help generate the ideas for what will be there, help with construction and planting, and are responsible for maintenance. Grown-up's need to facilitate and show how, but not do everything. Focus on the process of involving them, and they will then take ownership.
- 2. Develop the garden to be appropriate for the site and regional conditions.** Involve the kids in the site analysis process so they understand how important the light, soil, drainage and other environmental factors are to having a garden. Develop the garden so the features and plant choices are adapted to local conditions, so you are not "working against nature."
- 3. Focus on functional garden design, not how it will look.** Start the design process by determining what the children want to be doing and learning in the garden. Base the features on the practical functions they will serve, and don't worry too much about aesthetics. Gardens that serve as hands-on learning laboratories for kids will be beautiful because they are well-used and well-loved spaces. Also remember that the children's sense of what is pretty may not be yours; that's ok because the garden is their space.
- 4. Be comfortable with dirt.** All kids are washable, so as long as parents have been notified about the gardening activity in advance and haven't sent them in fancy clothing, let them get dirty. If mud is a concern once the kids are going back inside the building, try plastic grocery sacks over their shoes, or set up a hand-washing and shoe-scraping station before they go back inside.
- 5. Bugs and crawly critters are cool.** Children aren't inherently afraid of things that crawl and creep. They learn that these things are bad or scary or icky from adults. When you pass on an aversion to something because of how it looks, that's called "prejudice." Worms, caterpillars, grubs, insects, spiders and all sorts of wondrous creatures are out in your garden as part of the ecosystem. Please see them as integral parts of the system, and the kids will be amazed and curious, not afraid. Check out *Worms Eat My Garbage* and other great teaching resources on garden critters.
- 6. No chemicals.** Given that you are gardening with children, this really should not need any explanation. Also in urban areas, it is advisable to have a basic soil assessment for lead and other urban contaminants to make sure your site is safe for children before the garden is developed.
- 7. Grow some things to eat.** Children are much more willing to try and consume fresh fruits and vegetables that they have grown. In fact, they likely will try things they never have eaten before *because* they have tended the plants through harvest. Since 60% of kids today don't eat enough fruits and veggies, learn more through the *There's a Rainbow on My Plate* from the USDA and other kids nutrition resources. Have a harvest celebration and encourage the kids to share their bounty with others, whether informally or through national programs like "Plant a Row."
- 8. Reinforce the lessons from the garden while indoors.** Prepare the kids for their gardening experience by asking questions like, "What will we see today?" or "How much do you think things have grown since last week?" Engage kids in keeping journals and/or scrapbooks of their garden to monitor its progress through the season and over the years. If working with a school garden, integrate the garden across disciplines beyond science.
- 9. Keep it fun.** Have enough equipment, whether trowels or watering cans, to allow small teams of 4-8 kids to work together on a task. Many children do better in small group situations, and it's also easier to guide the kids when each team has a specific assignment. Try partnering older (grades 5-8 or HS) and younger children to provide younger kids with a helper, and help older children be more responsible. Have a plan for how the kids' time in the garden will be organized so they aren't left idle for long, but also be open to the "teachable moments" that come along.
- 10. Gardening is a powerful experience for children.** Children have fewer and fewer chances to interact with the natural world, and the connection to nature is important for their development. Children who develop regard and concern for the natural world come to be good stewards of the land and its resources. Being responsible for tending a garden also fosters their sense of "nurturing" and helps them learn to care for other living things. Kids don't often hear much positive feedback from adults, and creating and tending a garden also empowers kids because they hear that they have "done a good job" from other adults.

There are many useful publications and website resources to assist you with gardening with children and about starting school gardens. Many links are found at ACGA's website www.communitygarden.org

For a terrific school garden start-up guide go to: http://celosangeles.ucdavis.edu/garden/articles/school_startup_guide.html. Copies also available by calling ACGA at 877-275-2242.

Visit the Chicago Botanic Garden and the National Botanic Garden's *School Garden Wizard* at www.schoolgardenwizard.org



GROWING YOUR GROUP

The following provides some tips for working with people in a garden.

GARDEN GUIDELINES

Guidelines Inspire

Guidelines are goals with behaviors associated to them. They are more than a list of “Do’s and Don’ts.”

Begin with a brief mission statement that unites the group and the garden to a larger purpose. Example: “Our mission is to strengthen our neighborhood by maintaining a sitting garden where people can get to know each other.”

Identify the garden’s needs and name the responsibilities people will have to take on to meet the needs and support the mission. Know the group’s abilities and limitations before setting goals.

Start with a few guidelines that will help the group get going.

Write them out and provide each person a copy. Plan to review the guidelines each year as a group, growing them along with the group.

Rules versus guidelines

“No leaving tools out.” vs. “We value our resources; be sure to put all tools away.”

Set a few small goals for the garden per three-month phases and the year. Review them, adjust them, set a few new ones.

COMMUNICATION

The most important skill is **LISTENING**, hearing another person from their perspective.

“Seek first to understand, then to be understood.” Win - win vs. Lose - lose.

Give everyone a chance to voice their opinion, and **be sure everyone feels heard.**

Expect differences. From the beginning, set up how the group will resolve differences and conflicts. **CONFLICT IS AN OPPORTUNITY** to create strength in the group by embracing it and navigating to resolution. Never give up, even in times then the group is struggling.

Celebrate! Frequent small celebrations; occasional big ones.

Juice and cookies, pot lucks, BBQ, musicians, plays, poetry readings, bake sale.

Share the joy of successes along the way. Show pride, joy, appreciation of each other, community.

SHARE LEADERSHIP

Everyone has some leadership qualities in them, so find ways that they can be expressed.

Share leadership via roles, responsibilities, committees, etc.

Support each other in filling the roles.

A common mistake is that one person assumes the role, the group lets them, and some form of dictatorship occurs, or a good-hearted person burns out from taking on too much.

Inventory the group's skills and resources, person by person. Match a person's skills to the roles and how that fits into the mission. This keeps people personally invested in the project.

REACHING OUT

An Open Invitation

A group that doesn't seek new participants will gradually shrink and cease to exist.

Always reach out to people to participate. Ask in an inviting way, honoring a "no," without accepting it as a final answer. Some people need to be asked a few times. Stop when it's clear they won't participate

Invite everyone: the neighborhood, store owners, local organizations, local officials to meetings, garden work days, celebrations, etc. Invite neighbors into the garden just to see it from the inside. Just being into it without feeling pressure to participate can inspire people to join and/or support your group.

YOUTH

Youth Is The Future In The Present

Many elder gardeners are now isolated for rejecting youth over the years as irresponsible and disrespectful. If not from adults, from whom are youth supposed to learn responsibility and respect?

Reach out to youth again and again. Be patient and encouraging with them as they learn. Allow mistakes. Let their interest grow gradually.

They Just Want To Belong

Youth who vandalize gardens but were invited in to learn rather than be punished often become eager participants and protectors of the gardens.

Get past anger and feeling victimized; don't grow animosity; **GROW GARDENERS!**

Like with conflict, youthful indiscretion is an opportunity to learn and teach.

Some Areas of Gardening Where Groups Can Grow

- Planning the Garden
- Providing for the garden
- Sharing the physical work
- Organizing people
- Growing through conflict
- Watering/providing water
- Keys to garden: open but with managed access
- Organizing events
- Outreach
- Attending gardening workshops, bringing new knowledge to the group
- Growing community:
 - o turn an organized garden group into a community group
 - o that shapes its neighborhood and destiny.

Invite the neighborhood so they catch the bug!

CREDITS: Philadelphia Green and Boston Natural Areas Network

TOOLS, SUPPLIES, AND OTHER RESOURCES FOR A GARDEN

Tools:

- ❖ Long handled, Round-nosed Shovels, for general turning soil and compost
- ❖ Steel, Level-head or Bow Rakes, for smoothing and grading soil, incorporating compost into the soil surface, and covering seeds
- ❖ Wheel-barrows, for moving soil/compost or if removing sod from the site
- ❖ Spading (Digging) Fork, for turning and aerating soil and compost, and digging for root crops
- ❖ Hand Shovels and Trowels, for weeding, cultivating and planting seedlings in prepared beds
 - Short/D-handled, Square-nosed Digging Spade, for double-digging and sod removal
 - Rectangular Digging Spade, for digging straight-edged holes (for trees or larger shrubs)
 - Garden Hoes, for weeding, cultivating soil, and making furrows to plant seeds into
 - Small Front-tine or larger, more powerful, Rear-tine Rotary Tillers, (depending on the size of the area to be tilled and the hardness of the soil) for initial preparation and aeration of beds, and working compost into soil
 - Broadfork, (if needed) for loosening and aerating soil with minimal structural disturbance to soil and soil organisms (sometimes used instead of the double-digging method)
 - Mattock, (if needed) used if the soil is very hard
 - Sod Cutter, (if needed) for removing sod (manual or motorized), but you can use shovels
 - Loopers, for pruning small-diameter tree and shrub branches
 - Swivel Saw, for pruning back shrubs and trees
- ❖ Indicates most essential tools

Supplies:

- Gardening gloves
- 100+ ft. measuring tape
- Building tools and supplies if building a fence, tool box/shed, raised beds, signs or a bulletin board
- Irrigation system supplies: timer, hoses, drip line, filter, sprinklers, etc. depending on which type of irrigation system has been chosen.
- Garbage bag for litter
- String and stakes for delineating plots
- Untreated wood for raised beds, lining the paths, etc.
- Benches and tables

Other Resources:

- Compost
- Extra topsoil
- Wood chips for the path
- Mulching materials
- Plants and trees that will occupy the communal spaces

CREDIT: Wasatch Community Gardens, [From Neglected Parcels to Community Gardens: A Handbook](#)

IDENTIFYING NEIGHBORHOOD RESOURCES EXERCISE

The key is to focus on what a neighborhood has, not what it doesn't. This process is sometimes called Asset-Based Community Development (ABCD). The overall process includes doing surveys and developing a neighborhood inventory, as well as creating a Reciprocal Map.

Before undertaking the exercise consider five categories of assets or resources:

Individual Gifts: Identify the specific talents and skills of yourself and others. Consider also identifying who are the community leaders; who knows the neighborhood history; who seems to know everyone, etc.

Associations: Identify the small formal or informal groups of people working together for a common goal – scouts, service organizations, alumni organizations, book clubs, park friends groups, crime watch, etc.

Institutions: Identify the local government, businesses and community organizations, religious, health care, and educational entities, to name just some.

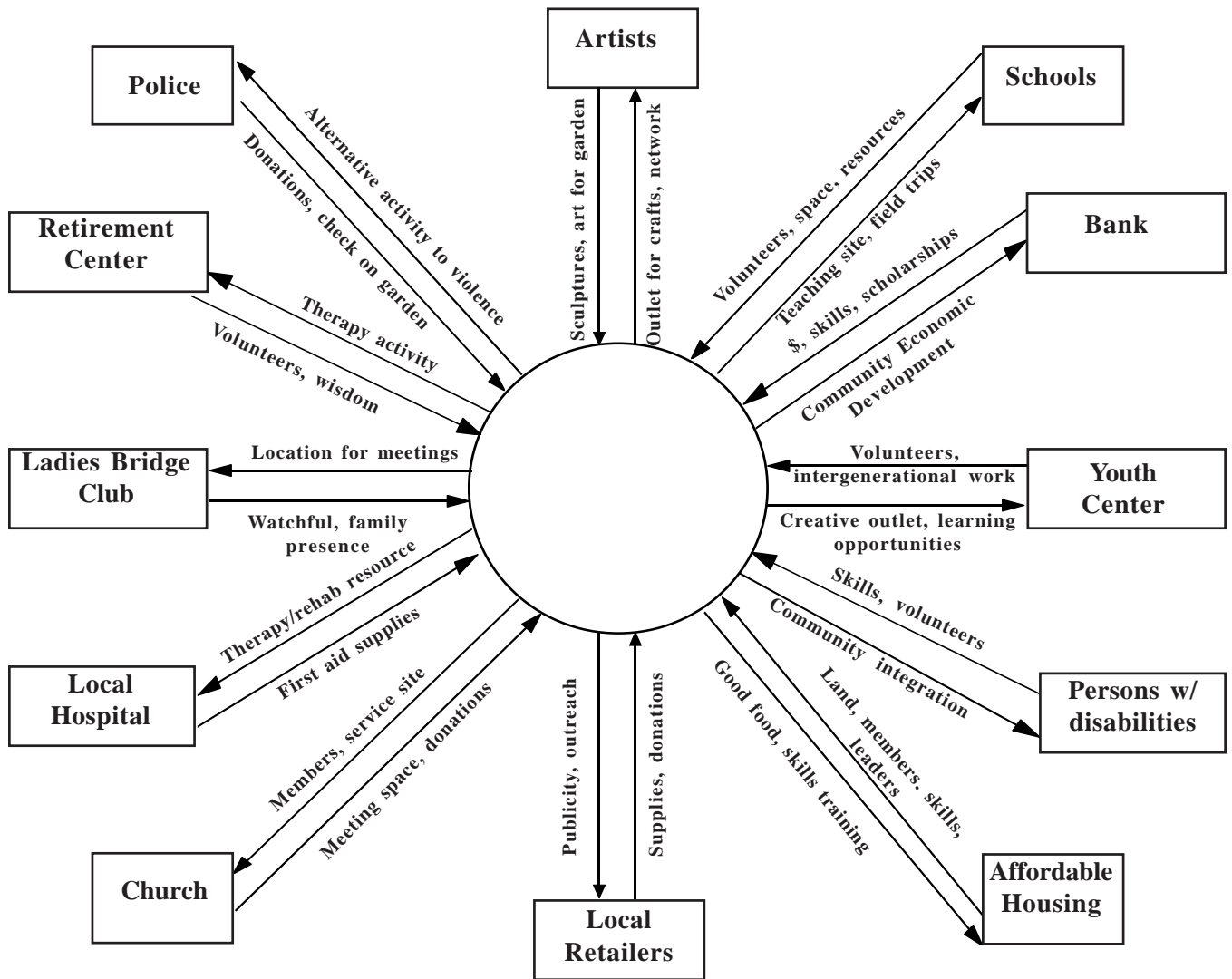
Land and Buildings: Determine if any of the above have available land or facilities that could be used for meetings and celebrations, etc.

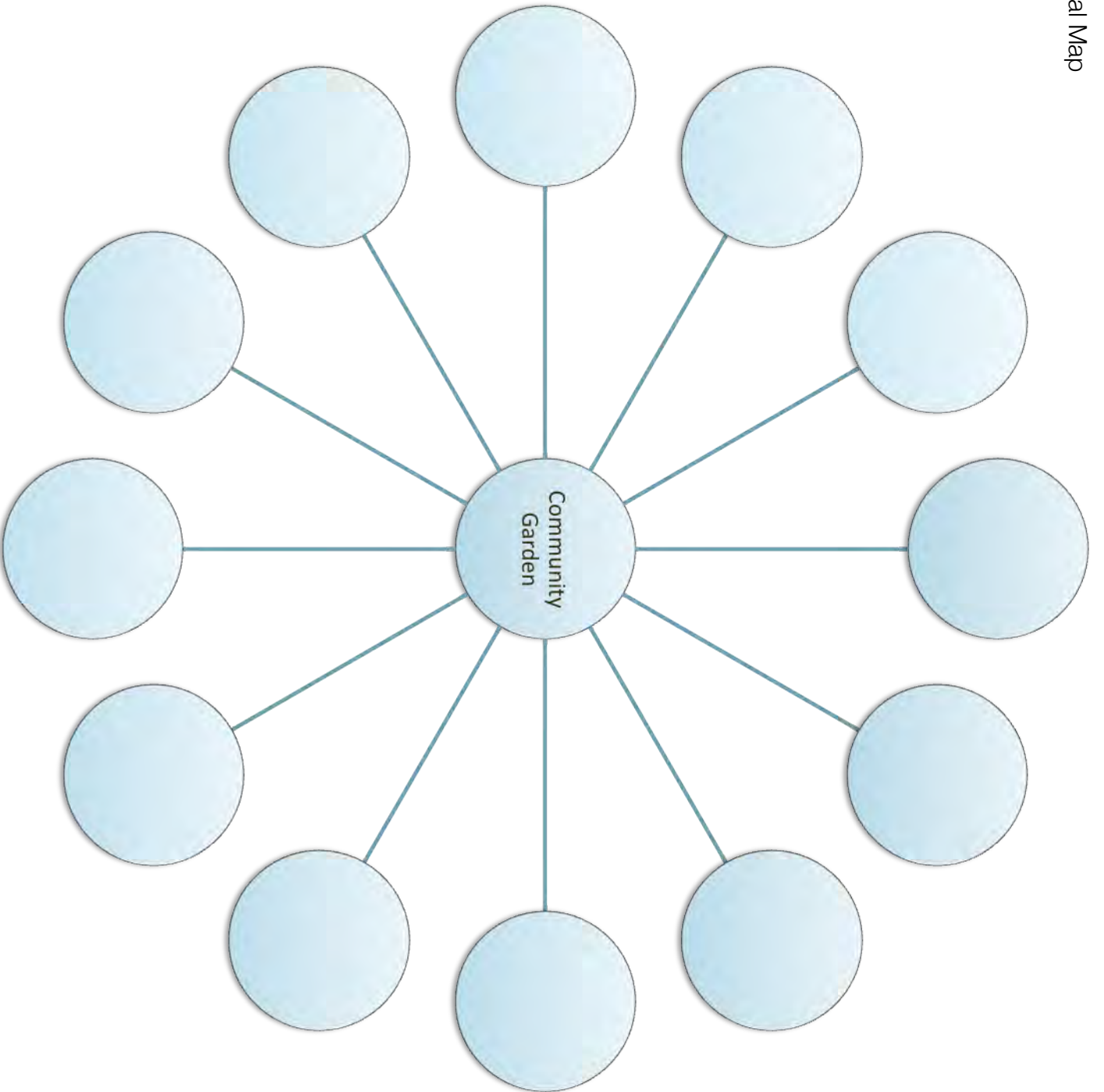
Local Economy: Identify businesses and lending organizations that can donate, publicize, and provide support.

Exercise instructions:

1. On a large sheet, draw a circle in the middle and write "Community Garden"
2. Around the circle write the names of individuals, associations, institutions, businesses, etc. from each of the asset categories.
3. Draw 2 lines from the community garden circle to each of the assets listed. On the line with an arrow pointing to the Garden, indicate what could be obtained from that asset. On the other line with an arrow pointing to the Asset, indicate what benefit the Garden could provide.

MAPPING RECIPROCAL PARTNERSHIPS





SITE ASSESSMENT EXERCISE

I. *What is the nature of the neighborhood?*

(Map the assets of the neighborhood: Is it residential, commercial, light industrial, etc.? What is the size of the street? What community services exist: health centers, fire departments, community centers, schools, etc.? What is the population of the neighborhood: young, old, special needs, multi-lingual, etc.?)

II. *Who owns the land and what is its history?*

III. *What are the current uses of the site?*

1. Are there *shortcuts* ? _____
2. Is the site used as a *dog walk*? _____
3. Do people use the site for *car, truck or motorcycle repair*? _____
4. Is the site used for *parking* ? _____
5. Are people currently *garden* on the site? _____
6. Do people use the site to *picnic or eat* their meals? _____
7. Do children use the site for *play*? _____
8. Do people use the site to *nap or sleep*? _____
9. Do people *dump trash or vandalize* the site? _____
10. Other? _____

Consider safety with this checklist for common neighborhood's concerns:

1. *Entrances and exits.* Can people come and go easily? _____
2. *Locks.* Do people want the site fenced and locked? _____
3. *Visibility.* Can people see into the site? _____
4. *Lighting.* Do people want lighting on the site? _____
5. *Access.* Do people "hang out" near the site? _____
6. *Trash and litter.* Do people want trash receptacles on the site? _____
7. *Crime watch.* Is there an active crime watch? _____
8. *Police.* Is there regular police patrol past or on the site? _____
9. *Graffiti.* Is it prevalent and an active effort for removal? _____
10. *Other.* Are there other concerns neighborhood people have? _____

Other comments about the current usage and site status:

IV. What are the current site conditions?

What is the size of the site? What is the possible growing area? Composting area? Site for shed/ other structures? Other activities

What soil and rocks exist on the site? (texture, depth of topsoil, compaction, nutrient level, contamination)

What plants are on the site?? (trees, invasive plants)

What light patterns exist on the site? (shade/partial shade/full sun (6-8 hrs.)) (Orientation: facing southwest/south/southeast/north/northeast/northwest)

What is the hardiness zone? (Consider the micro climate.)

What is the slope of the site?

Is water available for the site?

What are the drainage patterns of the site?

What animal may impact the site? (dogs, squirrels, deer, raccoons, woodchucks, etc.)

What structures currently exist on the site?

1. Is there *pavement, a walkway or stairs?* _____
2. Is there *fencing* around the perimeter of the site? _____
3. Are there *walls* on or around the perimeter of the site? _____
4. Is there *seating* on the site? _____
5. Are there *play structures* on the site? _____
Do they meet **current safety standards?** _____
6. Are there *curb cuts?* _____
7. Is there *“left over rubble”* from the prior use of the site? _____
8. Do nearby *buildings* create pleasant or unpleasant space? _____
9. **Restroom** access? _____
10. **Electric power** access? _____
11. Are there *utilities* on the site? _____

V. What are the desired uses of the site?

Check off what neighbors want:

- Vegetable plots
- Flowers
- Herbs
- Fruit
- Shrubs
- Trees
- Raised bed structures
- Sitting area
- Shade structure
- Change of slope
- Space for seniors
- Space for children
- Benches
- Tables
- Other (describe)

Key Design Considerations

1. Design the space for mature plants.
2. Create year-round interest.
3. Consider the view from inside the space and from outside the space.
4. Remember, the footprint (what you see when plant material is dormant or not visible – i.e., pathways, structures)

CREDIT: Boston Natural Areas Network, Wasatch Community Gardens, Gardening Matters

ESSENTIAL ORGANIZATIONAL REQUIREMENTS OF COMMUNITY GARDENS

- Have at least two coordinators or preferably a *leadership team* or steering committee
- Have a commonly-arrived-at *written set of rules* and a written enforcement policy.
- Determine an annual *garden budget*
- Have, collect, and report on *dues*, an amount determine by the garden's annual budget
- Hold at least two *annual meetings* (e.g., sign-up in the spring and wrap-up in the fall.)
- *Maintain a clean and attractive garden* during all four seasons.
- Have a garden *winterizing plan*.
- Have a *system* for periodic clean-ups, task assignments, and work requirements.
- Keep a written *waiting list of potential gardeners* so that vacant plots can be easily filled.
- Recruit and involve *neighbors* to help in a garden or park.
- Have planned *social events*, including at least one event a year for neighbors as well as gardeners.
- Have a *written list* of the gardeners' names, mail and email addresses, and phone numbers.
- Have a *system for informing* ALL gardeners (bulletin board, phone tree, email list, mail.)
- Have a *Sign* identifying the garden, including contract information.

Community Garden Management Checklist
(An adaptation of Organization and Governance Worksheet)

Garden Name _____ **Date** _____

Garden Owner _____

		HAVE	NEED	IMPLEMENT DATE	REVIEW DATE
Active Coordinator(s)	Gardeners know who leaders are				
	Gardeners know how to contact leaders				
	Owner knows who leaders are				
	BNAN knows who leaders are				
	Other				
Spring Sign-Up Meeting	Outreach by garden group				
	Outreach by Owner				
	Interview/indoctrinate new gardeners				
	Plot assignment per written guidelines				
	Waiting list per written guidelines				
	Annual Rules review				
Fall Wrap-Up Meeting	Outreach by garden group				
	Outreach by Owner				
	Plot re-assignment per written guidelines				
	Annual Rules review				
	Other				
Dues	Annual budget voted by all gardeners				
	Written record of dues collected				
	Written record of expenses paid				
	Projected budget for major expenses				
	Abatement from BWS on file				
	Other				
List of Gardeners with contact information	Available to all gardeners				
	Available to Owner or BNAN				
	Other				

		HAVE	NEED	IMPLEMENT DATE	REVIEW DATE
Written Rules	Garden Plot eligibility				
	Gardener participation/work expectations				
	Leadership responsibilities				
	Dues amount				
	Loss of plot				
	Planting date/clean-up date				
	Pesticide guidelines				
	Water regulations/guidelines				
	Plot maintenance (weed removal, common areas, etc.)				
	Locks				
	Safety				
	Children & Pet guidelines				
	Theft				
	Resolving gardeners' conflicts				
	Contacting leadership re address changes, etc.				
	Composting guidelines				
	Other				
Signage	Garden Name				
	Emergency phone number				
	Contact info for plot				
	Other				
Written Waiting List	Who keeps it				
	Who contacts people on it				
	How it works				
	Other				
Periodic workdays during growing season	Who schedules them				
	What work is expected				
	What training is required				
	Other				

		HAVE	NEED	IMPLEMENT DATE	REVIEW DATE
Garden Presence & Maintenance Plan	How to report garden concerns to leadership				
	Gardener/neighbor watchfulness				
	Maintenance Activity schedule				
	Other				
Gardener Tasks – hrs per month	Who assigns tasks				
	Who keeps track of gardener hours				
	Penalties for non-compliance				
	Other				
Coordinator or Rotating Coordinator	Annual elections				
	Written Responsibilities				
	Shared Leadership				
	Each gardener's turn				
	Other				
Gardener winterization policy	What must be removed for winter				
	When it must be removed				
	Cover crop guidelines				
	Other				
Written Enforcement policy	Who carries out rules enforcement				
	What constitutes loss of plot or fines				
	How gardeners are contacted for non-compliance				
	Who rules on exceptions, appeals, variances, etc.				
Planned social events	Who plans them				
	Who is invited				
	What is their purpose				
	Other				

COMMUNITY GARDEN APPLICATION AND GUIDELINES (RULES)

Just as there are many types of community gardens, there are many types of gardener applications and guidelines. Garden guidelines inform the gardener of participation. We have included examples of some, but many more can be found through an Internet search.

Having clear guidelines for gardeners to follow and application to collect their contact information will aid in the efforts to keep order among and stay in touch with gardeners.

Common issues gardener guidelines address:

I. Securing a Plot

- Application, liability waiver, photography waiver
- Assignment of plot to existing and new gardeners
- Annual sign-up requirement (such as only in person)
- Number of plots per family
- Fees and payment dates.

II. Plot and Garden Maintenance

- Start and end of season dates, including plant by and dead plant removal dates
- Disallowed plants (e.g., woody plants, height of plants)
- Plot fencing and structures
- Organic versus use of chemicals
- Water conservation
- Plot maintenance expectations
- Common area maintenance requirements
- Waste handling (organic material composting, trash removal system)
- System of shared materials and tools
- Prompt harvesting and theft from other plots
- Communal growing areas, such as herbs and berries (care and harvesting).

III. Governance

- Garden leader selection and service
- Garden meetings
- Community Service & volunteering
- Rule violation: warnings and penalties.

IV. Other

- Alcohol, smoking, and drugs
- Pets and children, including pet burial.
- Garden membership for persons without plots.

COMMUNITY GARDEN GUIDELINES EXERCISE

Discuss these questions and work together to generate ideas and polices for your community garden.
See Appendix for an even more detailed questionnaire and sample guidelines.

Garden name & Address

I. Securing a Plot

- Do you want/need a liability waiver and photography waiver? _____
- What is the process for plot selection
(order of sign-up, lottery, common area volunteer, other?) _____
- Who will maintain the list of people who want a plot and
who will ensure that the plot assignment is fair? _____
- Who manages the sign-up and plot assignment? _____
- How many plots per family? _____
- What about for last year's gardeners
(will they have first choice of available plots, in what order?) _____
- What is the plot renewal sign-up deadline? _____
- Must the plot user be present to sign up for plot? _____
- By when must the garden fee be paid? _____
- Can people without a plot be a member of the garden? _____
- What is the annual fee for a plot or to be a member of the garden? _____
- Is there a sliding fee scale? _____
- What do plot fees include? (water, tilling, tools, events, etc.)? _____

II. Plot and Garden Maintenance

- What is the garden yearly opening date, if appropriate? _____
- By what date must a plot be planted? _____
- What is the garden closing date, if appropriate? _____
- What should gardeners have accomplished by the closing date? _____
- Are gardeners responsible for common area garden tasks or
contribution of time to common area maintenance? _____
- Are there required group work day(s)? _____
- What are specific plot and abutting pathway care
requirements (weed control, etc.)? _____
- Who will cut grass and shovel snow on borders and abutting sidewalks? _____
- What are the rules on the use of pesticides, herbicides and fertilizers? _____
- If a garden OK's chemical use, what are application rules?
(for example on windy days?) _____
- Are the rules about water usage (e.g., time limits, use of drip irrigation) _____
- Are there common tools? _____
- Which tools, where are they stored, how are they cared for? _____
- Is there a rule about prompt harvesting? _____
- Is there a rule about overripe and/or diseased vegetables? _____
- Are there plants that are not allowed to be grown? _____
- It is OK to grow tall or vining plants? _____
- It is OK to grow plants above a certain height (e.g., 4 feet? 5 feet?) _____

How is non-organic trash to be disposed? _____
How is organic trash to be disposed? _____
Are there rules about plot fencing and structures? _____

III. Governance

What if the plot is not planted or maintained and
other stated responsibilities not met? _____
Who will manage the work requirements compliance? _____
Will a warning be given? _____
By whom? _____
After how long? _____

Will a portion of the fee be refunded if gardener leaves plot in good
condition or will gardeners pay a fee for non-participation in work
sessions or if the plot and adjacent pathways are not well-kept? _____
How much? _____
Are there required garden meetings? _____
Is the management of the garden overseen by another entity
(e.g., landowner, non-profit organization)? _____
Is there clarity of what gardeners versus this other entity is responsible? _____

Among the gardeners, what are the leadership team positions?
President? Treasurer? Membership Coordinator? _____
Common area Management Coordinator? Other? _____
How are leaders chosen? _____
Are there term limits? _____
How are the garden funds managed? _____
Is there a bank account? _____
In whose name? _____
What is the annual garden budget? _____
Is there a new gardener orientation? _____
What other forms of communication will be used to notify
gardeners of requirements and events? _____
Is there a process for settling disagreements between gardeners? _____

IV. Other

Is alcohol consumption allowed in the garden? _____
Is smoking allowed in the garden? _____
Are children allowed in the garden? _____
Are pets allowed in the garden? _____
Can dead pets be buried in a plot? _____
Is there a plot reserved for growing for a food pantry? _____
Are there perennial plants (raspberries, strawberries) or fruit trees? _____
How is any produce from these plants distributed? _____
Is it clear that picking from other plot is theft? _____

LEADERSHIP: 21 TIPS

1. Learn to be a listener.
2. Learn to facilitate problem solving, rather than always have the answer!
3. Provide guidance with decision making by sharing consequences and options.
4. Question yourself: “Should I be doing this?” “Or making this decision?” “How can I facilitate others to make these decisions?”
5. Let go!
6. Learn to understand what motivates people and support this!
7. Appreciate that every group functions differently! No two groups are alike nor are any two garden sites alike.
8. Gardeners love to garden! Ensure that they are successful at gardening! And get their hands in the soil as quickly as possible!
9. Learn when to hold hands and when to let go!
10. Developing a permanent garden leadership group takes time! Create a long-term plan.
11. Learn not to impose your will on the group or on the project!
12. Teach people to see! Push them to articulate what they believe and see
13. Invest time in planning!
14. Be prepared to alter your plans based on new information!
15. Work with people to dream and help them realize their dreams (with a dose of realism!).
16. You don’t have to have all the answers.
17. Let the group move as fast or as slow as they need.
18. It’s not your garden!
19. Take time to celebrate the accomplishments! Use a checklist which has big things and little, as it helps everyone to feel like things are moving along!
20. Suggest that the group give their future garden a name at the first meeting! And make a sign announcing it!!!!
21. Don’t support one-(wo)man shows! Sustainable gardens and groups involve everyone and foster the emergence of new leaders!

LEADERSHIP EXERCISE

Even if you have never been in charge before, there are certain skills you can develop to make you a more effective garden leader. The first step is simple: to be very clear about your duties as a garden leader and to understand your relationship to your group of gardeners.

The success of a community garden, like any neighborhood effort, depends on its leadership. ASK:

- Who are the leaders in your garden? _____
- Where can new leaders be found? _____
- What kind of leader are you? _____

We tend to look for the “natural leader,” the all-purpose, community-minded expert who can do everything. There really seldom is such an individual. It can be risky to rely on only one person.

Instead, a community garden (or any organization!) is much healthier and safer when the members realize that leadership can be found and encouraged in several levels or roles. Think about the characteristics of effective leaders you know. Write in the characteristics that complete the sentence, “A good leader is...”

_____	_____
_____	_____
_____	_____

Of course, no one has all these traits, not even the best garden leader(s). So, your most important job is to encourage others in the community garden to develop THEIR leadership skills, so that working together you can accomplish your garden’s goals.

ASK:

- What kind of leadership do we need? _____
- Where can new leaders be found? _____
- How can leaders work together? _____

A first step to becoming a more effective leader is understanding your own strengths and weaknesses.

1. What kind of leader are you? Look back at the list of leadership traits in the previous section and choose those that are your own strengths. Then, decide which are your strengths and weaknesses.

STRENGTHS

WEAKNESSES

_____	_____
_____	_____
_____	_____

2. How and why did you get involved in your community garden? Think about your current role in the garden and how you got to this point.

- What things helped you increase your skills? _____
- What keeps you going? _____

3. What things would you like to improve in your organization? Consider how comfortable you feel as a garden leader. Are there things about your role you don’t understand? What can you work to improve?

CREDIT: Five Rivers MetroParks Dayton, Ohio

ROLES & RESPONSIBILITIES OF THE GARDEN LEADER(S)

DUG community gardens are created with and for the surrounding community. Neighbors are encouraged to participate in all levels of development and site maintenance. Individuals of all ages, backgrounds, etc. are encouraged to come together in the spirit of community to enjoy the community gardens, whether that entails gardening, resting on a shaded bench or meeting with friends and neighbors in the garden.

A neighborhood garden leader or steering committee locally manages each community garden site. DUG encourages management by a steering committee, which allows the management responsibilities to be shared so that one person does not become overburdened.

The garden leader(s) basic responsibilities include the following tasks:

1. Communicate guidelines and expectations for each garden participant, their household, pets and guests.
2. Be the line of communication between gardeners and DUG. Each season, please notify DUG when your plots are full. Also, please participate in the spring Garden Leader Symposium, mid-season garden leader calls, post-season garden leader survey, end-of-year budget reconciliation calls and other community-wide events that DUG facilitates every year.
3. Secure completed plot applications/waivers from every gardener, every year. Signing the plot application/waiver is necessary for DUG's insurance carrier and required by most landowners to secure the property. The address on the plot application/waiver provides DUG a mechanism to ensure gardeners receive DUG's newsletter, *Underground News*. This provides stories and experiences from other community gardens, gardening techniques, recipes, web connections and best practices for vegetable growing.
4. Determine and collect plot fees. DUG recommends that plot fee prices be set between \$35- \$60 per plot. These fees cover water cost, compost beyond the six free yards DUG provides annually, and can also be used to purchase small gardening tools such as shovels, mulch and hoses, or invest in garden improvement projects. Though DUG serves as the fiscal agent for gardens, the garden leaders are responsible for tracking all funds related to the garden.
5. Coordinate plot assignment. Plots are available to residents regardless of their affiliation with DUG, the Garden Leader(s) or the Land Owner. Typically one plot is available per family unless there are vacancies. Seniority is not a priority over a "waitlisted" household. Nearby residency is not a priority. Maintain an ongoing waitlist and do not clear people from year to year unless they have identified they are no longer interested.
6. Secure background checks when appropriate. For gardens located on school grounds, secure background check forms from every gardener according to the DPS background check policy instated in 2010.
7. Disseminate yearly water restrictions and use guidelines from DUG to the gardeners.
8. Organize community potlucks and work days, (weeding common areas, maintaining the compost bins, etc.) as necessary. DUG suggests scheduling these events at least monthly for social and community building value. Each site is responsible to perform maintenance. Gardeners must decide how to maintain the common areas (paths, lawn, plazas, etc.). Some schedule regular maintenance workdays, others organize committees for specific tasks, others have a sign-up sheet with a minimum number of hours required per month, and still others assign one task per gardener.

ROLES & RESPONSIBILITIES OF THE GARDEN LEADER(S), continued

9. Ask for help when you need it. DUG is available to assist community gardens with the fundamental site elements required for successful garden function: water, plots and pathways, perimeter fencing and tool storage. As our project priority list is constantly in flux, we appreciate a garden's patience when we are asked to support and/or complete garden enhancement projects. Please know that your project is important to us.

10. Educate your gardeners about what to do in case of irrigation problems. If your community garden has a break in the irrigation system, gardeners are asked to find the backflow device or the main shut-off valve and turn off the water. Once the water is off, gardeners should contact their garden leader to determine if the capability exists within their garden to properly complete the repair. If the garden leader requires DUG's assistance and the break is underground, gardeners and/or garden leaders will need to dig up the ground around the break to expose the broken pipe. That includes digging a hole large enough to allow for the repair, including the ground below and on either side of the break.

11. Mediate issues within the community garden. Issues may include neglected/weedy plots, vacant plots (can be planted in pumpkins or a cover crop), watering issues, alcohol, smoking, pets, or harvesting another gardener's produce. As per the plot application/waiver that every gardener should sign every year, DUG is the "final say" if the participants and garden leaders cannot resolve the conflict.

12. Inform gardeners and community members of opportunities DUG provides at the community garden and for the broader community, including workshops relating to composting; basic organic gardening; organic pest and weed control; seasonal, companion and succession planting; soil amendment; and water conservation methods. Post community garden events and general DUG events' fliers in the garden and distribute to gardeners.



SUGGESTED STEERING COMMITTEE ROLES

Steering Committee

As directed by the entire membership of the community garden, this suggested three-person committee is responsible for conducting the business of the community garden and ensuring a positive, rewarding experience for all gardeners. It is suggested that positions are a two-year commitment with the potential for renewal.

- Administrator – Provides communication avenues between gardeners, committees and DUG. Other responsibilities include setting monthly meetings and agendas, bringing suggestions/requests to the steering committee, leading meetings, writing minutes, maintaining guidelines and maintaining records and documents.
- Membership – Assigns and tracks membership. This includes assigning empty plots, fielding phone/email inquiries, maintaining the gardener waiting list and tracking member work hours.
- Treasurer – Manages the garden budget and conducts the financial business of the community garden. This includes maintaining financial records, collecting plot fees, paying bills, preparing monthly finance reports and maintaining records, and facilitating the expense reimbursement process with DUG’s garden leader coordinator.

Community Building Committee

This committee provides outreach and community building activities for the community garden. This could include a formal donation program, outreach events including non-gardening neighborhood residents, a garden newsletter, organizing potlucks/social events, etc.

Maintenance Committee

This committee ensures the upkeep of the garden’s physical infrastructure. This could include smaller working groups for improvement projects, composting, tools and storage shed, maintaining the perimeter xeriscape beds, the garden irrigation system, etc.

Garden Mentoring Committee

This committee offers training and advice, coordinates workshops with DUG, and educates community gardeners within the community garden. This could include specialty trainings on organic gardening, water wise gardening, composting, mediating garden disputes, youth education, etc.



Sample: Garden Coordinator Job Description/Responsibilities

Coordinate and Train Garden Steward, enable them to handle gardener disputes and organize communal space work projects

Organizes Community Garden Committee meetings

Recruit gardeners for garden each season as space is available

Assign garden plots

Plan and conduct garden orientations for community gardeners, work projects, and general garden meetings

Help committee determine which community gardeners would make good Garden Stewards and Treasurers--ask them if they're interested in volunteering for the job.

Determine roles, responsibilities, expectations of garden organization, community gardeners and Garden Coordinator

Lay out community garden goals with the Garden Steward and Treasurer

Determine method of communication with Garden Steward (check-in schedule)

Investigate leadership styles, different ways to operate garden, how to deal with difficult people, conflict resolution

Understand water and compost systems, policies and enforcement

Maintain good community relations, active public outreach, community contact list (community councils, churches, businesses, neighbors, non-profits, government staff, etc.)

Resolve conflicts that the Garden Steward and gardeners were unable to resolve

Sign lease on behalf of garden committee

Renew garden insurance plan

Help treasurer with fundraising

Help Garden Steward plan and implement social events, garden gatherings, and work projects in the garden

Develop goals and strategies for achieving them

Example Goals for the Season

Take every step possible to reduce water usage in all gardens

Increase gardener attendance at workshops

Increase gardener participation in maintaining communal areas

Hold a community celebration in each garden

Active composting in each garden

Determine calendar for coming year with Garden Steward and Treasurer

Sample: Treasurer Job Description

The treasurer position doesn't take as much of a time commitment as the Garden Steward or Coordinator positions, but it does entail a lot of responsibility.

Tasks include:

Managing the organizations finances and bank account

Paying the bills—water, insurance, utilities, resources, etc.

Issuing checks for expenses requested and approved by committee

Depositing rental fees

Helping the Garden Coordinator and planning committee raise funds

COMMUNITY GARDEN LEADERS' MONTH-BY-MONTH TASK ORGANIZER EXERCISE

Review the sample of Leader's Month-by-Month Task Organizer (pages 36-39), the Community Garden Maintenance Chart (pages 46-49), and the P-Patch List of Tasks (page 45) and develop your own month-by-month task organizer.

January and February

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

March

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

April

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

May

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

June

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

July

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

August and September

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

October

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

November and December

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

SAMPLE COMMUNITY GARDEN LEADER'S MONTH-BY-MONTH TASK ORGANIZER

January and February

1. Organize a leadership team for your garden group. Hold a meeting for those interested in helping manage the garden. Prioritize your garden's needs.
2. Identify and assign leadership tasks, so no one has an unfair burden.
3. If needed, renew the lease for using the garden land with the land owner.
4. Review your garden's rules; discuss possible changes/additions; agree on rules for distribution at the garden sign-up.
5. Review last year's expenses. Determine if you need new hoses or tools. Prioritize your garden's needs. Determine an adequate, but fair, plot fee amount. Consider a fundraising activity for your garden.
6. Set meeting date, time, and site for your garden sign-up.
7. Review garden plot assignments. Review the names, addresses, and phone numbers of your gardeners and waiting list. Determine if there are gardeners who did not follow the garden's rules and will not be invited back.
8. Draw out a site plan, noting plot locations, water system, landscaping, compost areas, storage areas, sitting areas, etc.
9. Distribute flyers at churches, libraries, and grocery stores to recruit new gardeners.
10. Identify and approach local businesses for donations for equipment or supplies.
11. Ensure that snow is removed from sidewalks adjacent to the garden.

March

1. Inform all gardeners by written notice and/or phone of the dates for the garden sign-up
2. Hold garden sign-up meeting, with all gardeners receiving a written copy of the garden's rules.
3. If plots are still available, print and distribute flyers to recruit new gardeners at apartment buildings, neighborhood centers, libraries, churches, grocery stores, banks, etc. Maintain a garden waiting list.
4. Invite garden owner to your garden sign-up meeting or spring garden cleanup for an update/review of responsibilities associated with the overall management of the garden.
5. Encourage all gardeners to collect a soil sample and have it tested by UMass Soil Testing Lab, www.umass.edu/plsoils/soiltest/.
6. Prepare soil in plots as soon as weather permits.

April

1. Hold a spring cleanup, review rules, finalize plot assignments, discuss compost management and trash removal arrangements, etc.
2. Schedule regular, required workdays throughout the growing season.
3. Note repairs needed; recruit garden volunteers or make other arrangements through the garden owner for repairs to fencing, water system, compost site, etc.
4. Ensure there is a current, attractive, readable garden sign visible to passers-by.
5. Utilize, construct, or repair a garden bulletin board to post announcements and information for gardeners.
6. Begin to plant and maintain the garden.

May

1. Have a spring garden get-together. Determine ways the garden can provide a community service: for example, donate extra produce to a soup kitchen, host neighborhood gatherings in the garden, plant and maintain flowers in tree pits, provide a plot for a local day care center, etc.
2. Post the regular, required workdays schedule.
3. Continue to plant and maintain the garden.
4. Start a compost pile. Have a compost management plan all gardeners understand.

June

1. Reassign unused plots to next people on the garden waiting list.
2. Plant a flower border, if possible.
3. Encourage gardeners to compost, using the agreed-upon management plan.
4. Hold at least one regular, required workday. Keep weeds controlled in the common areas, refresh pathways, prune and maintain trees, shrubs, and vines, etc.
5. Plan a garden event that includes the neighbors who don't garden there.

July

1. Host a garden event that includes neighbors, entrepreneurs, and local officials who don't garden there.
2. Recognize outstanding volunteers and gardeners.
3. Hold a regular, required workday. Keep weeds controlled in the common areas, refresh pathways, etc.
4. Encourage gardeners to compost, using the agreed-upon management plan.
5. Leadership team sends warnings to gardeners with up-kept plots.

August and September

1. Donate surplus produce to a food pantry or raise money for the garden by participating at a local farmer's market.
2. Contact the Cooperative Extension Service for accurate information on food preservation.
3. Plant fall vegetables.
4. Invite neighboring community gardens and residents to a workshop
5. Invite neighbors, entrepreneurs, and local officials to visit your garden.
6. Conserve water, remove weeds, remove pest-infested plant material (**do not compost pest-infested material**).
7. Hold a regular, required workday.
8. Hold a harvest party, recognizing outstanding volunteers and gardeners.
9. Leadership team sends warnings to gardeners with up-kept plots

October

1. Organize a fall cleanup date.
2. Plan a rain date to ensure all plant material, stakes, tools, etc. are cleared out of the garden by the required date.
3. Add organic soil amendments.
4. Clean, repair, and store tools and equipment.
5. Note repairs needed and make repairs to fencing, water system, compost site, etc. Discuss needed repairs with garden owner.
6. Encourage all gardeners to sow a cover crop.

November and December

1. Send thank you notes to all contributors and volunteers.
2. Prepare a final report. Include budget, summary of activities, items noted on Maintenance Activities Schedule, and recommendations and priorities for the coming year. Distribute to gardeners and garden owner organization.
3. Garden leadership committee should evaluate garden plots and determine who will be invited back next year. Notify the gardeners of the decisions, in accordance with garden's procedural guidelines.
4. Prune dormant trees, shrubs, and vines as required.
5. Have an organizational meeting to evaluate the garden, suggest changes and improvements, choose next year's priorities, and get organized for next season.
6. Ensure that snow is removed from sidewalks adjacent to the garden.

SUGGESTED MONTH-BY-MONTH LEADERSHIP ACTIVITIES**January - February**

- Go over site plan (call DUG if you do not have one) and determine which gardeners are staying for next season and which plots are empty.
- Prepare a garden budget, including estimated water and compost expenses and new equipment needs.
- Determine plot fees and gardener guidelines (fill in blanks on gardener waiver, located on the back of the gardener application).
- Encourage qualified gardeners to apply for Free Seeds and Transplants Program. Deadline is typically February 1. Visit www.dug.org for more details about how the program works.
- Review the waiting list for new community gardeners. Lists should be rolling and first come, first serve; for instance, a waiting list should not be started new each year to be fair to all.

March

- Organize a spring clean-up day, usually planned for April.
- Go over site plan and determine if any garden structures need repair, repainting or improving.
- Fill vacancies in garden from garden waitlist or call DUG for ideas on how to advertise to community members for new gardeners.
- Water shrubs and trees during warm spells (over 40 degrees). Continue this from March through summer and fall. Drying winds kill more plants than cold temperatures.
- Prune trees, especially any crossing limbs or broken branches.
- Start seedlings indoors. Ideally, use grow lights 2 inches above the seedlings, left on 14 hours/day.

April

- Hold a pre-season mandatory meeting with all community gardeners to discuss guidelines, plot assignments, potlucks, training events and community workday schedules. Make a list of special skills gardeners may be willing to share.
- Do spring clean-up tasks: garden preparation, including tilling plots, composting and staking new plots, and repairing winter damage to common areas in the garden.
- Prune roses. Winter-killed canes should be pruned at a 45-degree angle. The pruned ends can be sealed with Elmer's glue.
- Hold special training or education sessions. Call DUG if you would like ideas or information on Master Community Gardeners coming to your garden to do trainings on various topics.
- Assign garden plots and collect plot fees.
- Gather names, addresses, emails, phone numbers and signatures of all gardeners on the gardener applications/waiver so participants may be put in DUG's database and receive copies of our newsletter, *Underground News*.

May

- Water is typically turned on the first week of May. With over 120 gardens to attend to, DUG asks for your patience. Spring frosts may occur as late as the second week in May.
- Call DUG when all of your garden plots are full so that it can be noted on our website.
- Call DUG to schedule compost trainings. Have participants chop all compost material in 1- to 2-inch pieces ahead of time. Make sure many of your gardeners can attend.
- Hold special training or education sessions. Call DUG if you would like ideas or information on Master Community Gardeners coming to your garden to do trainings on various topics.
- PLANT!
- Hold garden potlucks.

SUGGESTED MONTH-BY-MONTH LEADERSHIP ACTIVITIES, continued

June - July

- Re-assign unused or neglected plots. Call original gardeners before re-assigning the plot.
- Call DUG when all of your garden plots are full so that it can be noted on our website.
- Keep garden information posted or have gardener newsletter to inform gardeners of current happenings.
- WEED! Especially in common areas. Weeding should occur on a regular basis.
- If your garden has sod, continue to mow and water.
- Hold special training or education sessions. Call DUG if you would like ideas or information on Master Community Gardeners coming to your garden to do trainings on various topics.
- Mulch all perennials and trees with chipped branches to conserve water.
- Hold garden potlucks.

August - September

- HARVEST! Try to harvest all produce (other than pumpkins and winter squash) on a regular basis.
- Arrange to distribute extra produce to needy families or agencies. Many gardens organize weekly distribution days.
- Continue weeding and begin cleaning garden plots for winter.
- Encourage food preservation for winter months.
- Hold garden potlucks.

October

- Have a garden clean-up day for everyone to clean their plots and help with common areas.
- Prepare the garden for winter by planting cover crops such as winter rye or winter hairy vetch. All plots should be put to bed by November 1.
- Make sure compost areas are not overflowing and all plant material has been chopped into small pieces.
- Store tools and supplies for winter. Tools should be cleaned, wooden handles protected with linseed or mineral oil and all rust removed with coarse sand paper. No cages or mobile supports can be left standing in the garden.
- Have an end-of-season potluck to celebrate successes.
- Prepare a final report of activities and evaluate the season for next year's improvements.



COMMUNITY GARDEN FINANCIAL RECORD KEEPING

BUDGET: A budget listing anticipated receipts and expenditures should be prepared at the beginning of each garden year. A budget can help a garden group plan for things they need to purchase or replace. If you plan ahead, you can put the money aside to cover seasonal expenses and/or purchase items for improving or maintaining your project.

Sample Budget for a Large Community Garden

Income

60 plots @ \$10 each = \$600
35 Senior plots @ \$4 each = \$140
Plant sale = \$95
Raffle = \$250
TOTAL INCOME = \$1085

Expenses

Concert in the Garden = \$425*
Plowing = \$400
Water bill = \$190
Harvest Festival = \$70
TOTAL EXPENSES = \$1085

Sample Budget for a Small Community Garden

Income

20 plots @ \$10 each = \$200
Donation from local hardware = \$60

TOTAL INCOME = \$260

Expenses

Plowing = \$100
Water bill = \$55
New garden hoses = \$45
Extra plants and seeds = \$45
Mailings = \$15
TOTAL EXPENSES = \$260

RECORD KEEPING: Record keeping will be less complicated and more meaningful if four basic guidelines are followed.

- ☼ Record every transaction on a ledger or balance sheet;
- ☼ Issue a receipt each time someone pays dues or gives money;
- ☼ Pay out money only on receipt of an itemized sales slip;
- ☼ Save original receipt for all transactions.

LEDGER OR BALANCE SHEET: All financial transactions should be recorded on a ledger or balance sheet for accurate and meaningful record keeping. Another idea is to organize your budget on a computer spreadsheet, using software like Microsoft Excel. All deposits (receipts) and expenditures (payment of bills) should be recorded in the ledger as soon after the transaction as possible. A running account of the balance can quickly be had if the amount of each deposit is added to and each expenditure is subtracted from the old balance. The ledger sheet will also serve as the basic source of information for the organization's annual report.

RECEIPTS: The treasurer should issue a receipt whenever any money is received by the organization. Each receipt shows the date, from whom the money was received, the amount, the reason for the payment, the name of the organization, and the signature of the treasurer. A copy of the receipt given by the treasurer should be kept (to explain the source of revenue and show where it went). Any time the organization spends money on purchases or services, original receipts should be saved.

EXPENDITURES: Funds should not be spent unless authorized by the membership of the organization or the approved budget. The treasurer will authorize payment only upon receipt of an itemized sales or charge slip showing vendor name, address, date, items received, and price of each item. Register all expenditures in the ledger at the time of the transaction, listing the date, description (recipient and item), and amount. All payments should be made by check rather than by un-deposited cash on hand. A canceled check is your best evidence of payment and will aid you in presenting a true and accurate record.

SAMPLE BUDGET AND BUDGET EXERCISE

Use this sample budget, which includes some typical expenses for gardens, as a guide to list anticipated costs for items the garden group has planned. For existing gardens, items should reflect the known garden expenses. *Please note the dollar amounts used in the sample are not estimates and are only illustrative.*

Items	1st Year	2 nd Year	3 rd Year
Plot fees (20 plots x \$25)	\$500	\$500	\$500
Neighborhood Start-up Grant	\$500		
Garage Sale Fundraiser		\$150	\$300
Balance from previous year		0	\$50
Total Income	\$1,000	\$650	\$850
Expenses/Costs			
Basic Elements			
Water bill	\$200	\$200	\$200
Water system (hoses, barrels)	\$200	\$50	\$50
Tool storage & lock		donated	
Hand tools & wheelbarrow	\$150	\$100	
Lease fee (if applicable)			
Liability insurance (if applicable)			
Woodchips & mulch	donated	donated	donated
Compost or topsoil	\$350	\$100	\$100
Plant material	donated	donated	donated
Printing	donated	donated	donated
Garden sign	\$100		
Additions (Wishlist)			
Bulletin board			\$250
Pavers			donated
Picnic Table		\$150	
Fruit trees			\$100
Total Expenses	1,000	\$600	\$700
NET INCOME (income-expenses)	0	\$50	\$150

Now, develop your Garden's budget:

Items	1st Year	2 nd Year	3 rd Year
Plot fees (20 plots x \$25)	\$	\$	\$
Neighborhood Start-up Grant	\$	\$	\$
Garage Sale Fundraiser	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Balance from previous year	\$	\$	\$
Total Income	\$	\$	\$
Expenses/Costs			
Basic Elements			
Water bill	\$	\$	\$
Water system (hoses, barrels)	\$	\$	\$
Tool storage & lock	\$	\$	\$
Hand tools & wheelbarrow	\$	\$	\$
Lease fee (if applicable)	\$	\$	\$
Liability insurance (if applicable)	\$	\$	\$
Woodchips & mulch	\$	\$	\$
Compost or topsoil	\$	\$	\$
Plant material	\$	\$	\$
Printing	\$	\$	\$
Garden sign	\$	\$	\$
Repairs	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Additions (Wishlist)			
Bulletin board	\$	\$	\$
Pavers/other hardscape	\$	\$	\$
Picnic Table	\$	\$	\$
Fruit trees	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Total Expenses	\$	\$	\$
NET INCOME (income-expenses)	\$	\$	\$

EXAMPLE

**LISTING OF FUNDS COLLECTED/EXPENSES PAID
FOR THE
BENEFIT OF THE COMMUNITY GARDEN**

Year: 2010 **Start Date:** April 3, 2010 **End Date:** October 2010
Name of Community Garden: Garden of Happy Neighbors
Andi Will *10 Happy Way* *02130-3226* *617-542-7696*
Recorded by (name): **Street Address** **City** **Zip + 4** **Phone**

Date	Name	EXPENSES Amount Paid	INCOME Amount Received	FOR
4/20/03	Copy Cop	\$12.75		Meeting Notices
4/21/03	Post Office	\$8.00		Stamps
5/1/03	Bianca		\$20.00	Dues (plot #6a)
5/1/03	Teddy		\$20.00	Dues (plot #3)
5/1/03	Solomon		\$20.00	Dues (plot #5)
5/1/03	Yasmarie		\$20.00	Dues (plot #2)
5/1/03	Jose Q.		\$20.00	Dues (plot #1)
5/1/03	Jose T.		\$20.00	Dues (plot #4)
5/8/03	Samuel		\$10.00	Dues (elder #7b)
5/8/03	Martha		\$10.00	Dues (elder #7a)
5/8/03	Eddie		20.00	Dues (plot #6b)
5/8/03	Wanda		\$20.00	Dues (plot #9)
5/8/03	Marguarette		\$20.00	Dues (plot #8)
5/8/03	Happy Day Care		\$20.00	Dues (plot 10)
5/8/03	Garden/Neighbor Potluck		\$23.00	Bake Sale/Shed Fund
5/16/03	Ace Hardware	25.00		Garden Hoses (x2)
5/20/03	Ace Hardware		\$25.00	Donation
10/15/03	BNAN	\$120.00		Water Bill (BW&S)
10/20/03	Raspberry Preserve Sale		\$90.00	Rasp. Sale/Shed Fund
		TOTAL PAID:	TOAL REC'D:	
		\$165.75	\$358.00	

SEATTLE P-PATCH LIST OF GARDEN TASKS

You have eight required P-Patch Community Hours. Please use this list to select tasks that reflect your interest, skills professional expertise.

Leadership:

1. Interested in being Site Coordinator or part of site leadership team. Components include: Overseeing maintenance, plot use, composting, food bank donations, work parties
2. Block Leader
3. Lead a work party
4. Lead a composting work session
5. Coordinate ornamental and peripheral garden beds

Site Maintenance—Physical Tasks

6. Gather organic material for compost (e.g. coffee ground, leaves)
7. Will attend work parties on Weekends
8. Will attend work parties on Weekends
9. Will attend work parties on Weekends
10. Work at composting session
11. Weed communal herb and flower beds
12. Prune and care for trees (including fruit trees)
13. Assist with Food Bank Gardening (cultivate food bank beds, adopt abandoned plots, deliver produce to food banks, be a Lettuce Link volunteer)
14. Prepare plots for others
15. Compile Community Hours for gardeners at my P-Patch/ post notices
16. Take noxious weeds home for clean green pickup
17. I have a truck to haul stuff (very important)
18. Start or help with a children's garden

Site Maintenance—Technical Tasks

19. Repair gas-powered equipment (e.g. weed whackers, rototillers)
20. Operate gas-powered equipment
21. Repair tools (e.g., sharpen machetes, inflate wheelbarrow tires)
22. Will be the Water Czar for my site. (P-Patch will train. Tasks include: repair hoses/ fix leaky faucets/ irrigation system and turn water on and off)
23. Lend my tools (hand or power--specify on application form)
24. I have construction skills useful for my site (e.g., plumbing, woodworking, design)
25. I am a Master Gardener (Cooperative Extension trained)
26. I am a Master Composter

Site Maintenance—Social Tasks

27. Call or email gardeners at my site
28. Photograph site/ gardeners throughout the year
29. Social Butterfly: Organize a potluck or group event for my site.
30. Mentor new gardeners
31. Outreach to my P-Patch neighborhood (helps build waitlist, fill vacancies)
32. I am active in my community or neighborhood council (please specify)
33. Lead a tour of my garden
34. Prepared newsletter

SAMPLE MAINTENANCE ACTIVITIES SCHEDULE

ITEM	ACTIVITY	BY WHOM	FREQUENCY							MONTH IN WHICH ACTIVITY IS PERFORMED											
			D	W	M	Y	AR	J	F	M	A	M	J	J	A	S	O	N	D		
ORGANIZATIONAL ISSUES	Annual plot assignment	L				X															
	Rules & task assignment	L				X															
	Update gardener contact info	L				X															
GENERAL CLEAN-UP	Common areas	G			X					X	X	X	X	X	X	X	X	X	X		
	Individual plots	G		X																	
	Graffiti removal	OC						X	X	X	X	X	X	X	X	X	X	X	X		
	Leaf removal	G						X													
	Trash removal	G		X					X	X	X	X	X	X	X	X	X	X	X		
SIDEWALKS	Trash & weed removal	G		X						X	X	X	X	X	X	X	X	X	X		
	Snow removal	O,G		X						X	X	X	X	X	X	X	X	X	X		
SOIL	Garden-wide renewal	O								X	X	X	X	X	X	X	X	X	X		
	Test - lead	O								X	X	X	X	X	X	X	X	X	X		
	Test - pH	G								X	X	X	X	X	X	X	X	X	X		
WATER SYSTEM	Inspect functioning	O,IS,OC,L					X														
	Fall shut down:																				
	System blow-out	O,IS,OC,L						X											X		
	Backflow removal/drain	O,IS,OC,L					X												X		
	Meter removal	O,IS,OC,L					X												X		
	Spring start-up:										X										
	System turn-on	O,IS,OC,L					X														
	Leak check & repair	IS,OC,L				X						X	X	X	X	X	X	X	X		
	Meter operational	O,L										X									
	Water Dept. inspections	Water Dept										X									
FENCES/GATES WALLS, & MOW BANDS	General repairs	IS,OC					X												X		
	Carpentry repairs	IS,OC						X											X		
	Masonry repairs	IS,OC						X											X		
	Metalwork repairs	IS,OC						X											X		
	Paint	IS,OC						X											X		
	Inspect gates & locks	L,G								X	X	X	X	X	X	X	X	X	X		
	Lubricate gates & locks	L,G																	X		
	Maintain universal lock	L									X	X	X	X	X	X	X	X	X		

AR = As Required
O = Owner
IS = In-House Specialist
OC = Outside Contractor
L - Leadership
G = Gardeners

SAMPLE MAINTENANCE ACTIVITIES SCHEDULE

ITEM	ACTIVITY	BY WHOM	FREQUENCY							MONTH IN WHICH ACTIVITY IS PERFORMED											
			D	W	M	Y	AR	J	F	M	A	M	J	J	A	S	O	N	D		
RAISED BEDS	Wall, edge inspections	IS,OC,L				X					X	X									
	Repairs	IS,OC					X												X		
DELIVERY AREA	General clean-up	G		X							X	X	X	X	X	X	X	X	X		
	Weed	G		X							X	X	X	X	X	X	X	X	X		
	Surface renewal	IS,OC,G					X												X		
COMPOST FACILITY	General clean-up	G			X						X	X	X	X	X	X	X	X	X		
	Compost turning	G			X							X	X	X	X	X	X	X	X		
PATHS	Surface inspection	IS,OC,L				X					X	X							X		
	Surface renewal	IS,OC,G				X					X	X							X		
	Weed	G		X								X	X	X	X	X	X	X	X		
	Edge	IS,OC,G				X						X	X	X	X	X	X	X	X		
	Litter & debris pickup	G		X						X	X	X	X	X	X	X	X	X	X		
	Rake	G					X					X	X						X		
	General inspection	C				X					X	X	X						X		
PLOT DIVIDERS	Repair	IS,OC					X				X	X							X		
	General inspection	IS,OC					X				X	X							X		
TREES	General inspection	IS,OC,L,G				X													X		
	Fertilize	IS,OC,L,G					X					X	X						X		
	Prune	IS,OC,L,G					X					X	X						X		
	Water	G						X				X	X	X	X	X	X	X	X		
	Mulch maintenance	G					X					X	X						X		
	Plant replacement	IS,OC,L,G					X					X	X						X		
	General inspection	IS,OC,L,G				X						X	X						X		
SHRUBS	Fertilize	IS,OC,L,G					X					X	X						X		
	Prune	IS,OC,L,G						X				X	X						X		
	Water	G						X				X	X	X	X	X	X	X	X		
	Mulch maintenance	G						X				X	X						X		
	Plant replacement	IS,OC,L,G						X				X	X						X		
	General inspection	IS,OC,L,G					X					X	X						X		
	Fertilize	IS,OC,L,G						X				X	X						X		

AR = As Required
O = Owner
IS = In-House Specialist
OC = Outside Contractor
L - Leadership
G = Gardeners

SAMPLE MAINTENANCE ACTIVITIES SCHEDULE

ITEM	ACTIVITY	BY WHOM	FREQUENCY							MONTH IN WHICH ACTIVITY IS PERFORMED											
			D	W	M	Y	AR	J	F	M	A	M	J	J	A	S	O	N	D		
FRUIT TREES BERRIES	General inspection	IS,OC,L,G				X									X						
	Fertilize	IS,OC,L,G					X							X							
	Spray	IS,OC						X						X							
	Prune	IS,OC,L,G					X							X				X			
	Water	G				X								X				X			
	Mulch maintenance	G					X							X							
GROUND COVER	Plant replacement	IS,OC,L,G						X						X							
	General inspection	IS,OC,L,G				X															
	Weed	G			X																
	Water	G					X														
	Mulch maintenance	G						X													
	Plant replacement	IS,OC,L,G																			
PERENNIALS	General inspection	IS,OC,L,G				X									X						
	Weed	G			X																
	Divide plants	IS,OC,L,G						X													
	Water	G			X										X						
	Mulch maintenance	G				X															
	Plant replacement	IS,OC,L,G							X												
ANNUALS	Plant	G					X														
	General inspection	IS,OC,L,G			X										X						
	Weed	G				X															
	Remove dead plants	G				X															
	Water	G			X																
	Mulch maintenance	G					X														

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Ten Tools Every Community Gardener & Garden Needs

Courtesy of Toronto FoodShare

Gardeners may not agree on the best mulch or the perfect fertilizer, but there's one thing that every gardener agrees on: when it comes time to purchase tools, buy the best. Quality garden tools are an investment that yield dividends over time. Here are the top 10 gardening tools every community garden should own.



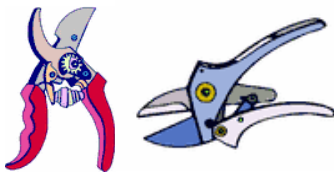
1. Trowel A well-made trowel is your most important tool. From container gardening to large beds, a trowel will help you get your plants into the soil. Essential for everyone.



2. Hand Fork or Claw or Cultivator A hand fork helps cultivate soil, chop up clumps, and work amendments into the soil. A hand fork is necessary for cultivating in closely planted beds.



3. Hoe A long-handled hoe is a gardener's best friend. Keeping weeds at bay is the purpose of this useful tool. Hoe heads come in all different shapes and sizes and every gardener swears by a different one.



4. Secateurs (aka Hand pruners) Invest in a pair of quality pruners, such as Felco, which is clearly a cut above. There are different types and sizes depending upon the type and size of the job. Secateurs are for cutting small diameters, up to the thickness of your little finger ;-). Anything larger and you need loppers.

5. Watering can A watering can creates a fine even stream of water that delivers with a gentleness that won't wash seedlings or sprouting seeds out of their soil.



6. Fork You can't dig and divide perennials without a heavy-duty fork (and some dividing methods even suggest you own two!).



7. Shovels & Spades

There are several different types and shapes of shovels and spades, each with their own purpose. There are also different types of hand holds for either—a “D” shape, a “T” shape, or none at all. They are a requisite tool for planting large perennials, shrubs, and trees, breaking ground, moving soil, leaves, just about anything. The sharper the blade, the better.



8. Wheelbarrow Wheelbarrows come in all different sizes (and prices). They are indispensable for hauling soil, compost, plants, mulch, hoses, tools...everything you'll need to garden.



9. Gloves Unless you want to wear your favorite hobby under your nails, use gloves. Leather gloves hold up best. If you have roses, get a pair that resist thorn pricks.



10. Hose. This is the fastest way to transport lots of water. Consider using drip irrigation hoses or tape.



COMMUNITY ORGANIZING GUIDELINES

- Organizers organize organizations (not people)
- People are motivated by their own self-interest
- Personalize the target
- Not everyone is alike
- Don't do for others what they can do for themselves
- People need to experience a sense of their own power
- Power must be taken, not given
- General education is the key to long-term success
- Paper and Email don't organize, people do

FINDING VOLUNTEERS FOR YOUR PROJECT

Get specific. Make a job description before you start looking for volunteers. Chances are, if the job can't be described in writing you're not ready for a volunteer.

Piggyback. Tap into existing programs. Other greening groups as well as nonrelated corporations often look for "cause for a day" events to promote.

Bark up the right trees. [Not all greening] volunteers...have to be [greening] people. May the right person to work...is a statistician or paper pusher. The neighborhood social butterfly could be ideal to organize [a]...festival.

Look locally. People are much more likely to take care of [plants] if they were involved in the planning and planting stages.

Ask. People volunteer for many different reasons but are much more apt to find reasons if they are sought after personally.

SUCCESSFUL TEAM BUILDING

- In all actions, demonstrate respect and consideration for all persons as valued members of the team.
- Identify individual tasks and responsibilities and performance standards and see that they are known.
- Work to secure good communication with each other as individuals and as a team.
- Establish individual and group goals, preferably in coordination with those concerned.
- Reward teamwork and team building efforts.
- Practice and encourage loyalty to the team.
- Engage in active listening – process and content – through verbal communication and nonverbal communication.

CREDIT: Boston Natural Areas Network and Five Rivers MetroParks, Dayton, Ohio

KEY POINTS IN EFFECTIVE DELEGATING

1. Break tasks down into manageable parts. Stay away from vague and general statements. The more concrete and specific, the better. Explain the job and the results you are looking for.
2. Reach clear agreement on the job and the time frame for accomplishment. Make sure what you're asking for makes sense to both of you.
3. Establish a reporting system for interim progress. Use it for follow-up and for checking in.
4. Recommend resources to help in the task.
5. Make it clear that you are available for questions and brainstorming.
6. Delegate tasks to people who have the ability to carry them out. Don't put people in a situation in which they are likely to fail.
7. Be realistic about what people are able to do, given the other demands in their lives. Don't belittle the contribution someone is able to make, no matter how small.
8. Praise an individual's effort in public; make suggestions and criticisms in private.
9. Show appreciation for work well done.
10. Provide training where skills and knowledge are not sufficient. Look for free or low-cost workshops in areas like: fundraising, planning events.
11. Check yourself: guide, but do not interfere.
12. Let people carry out a task differently than you might do it. There are always different ways to approach a problem or a task. Allow for mistakes; they are part of learning. Use them as part of the learning process. Use it as an opportunity for evaluation.
13. Give people time to practice new skills. Create a "buddy system" where current leaders pass on and share skills, knowledge and contacts.
14. Evaluate the work at the completion of each task.
15. Be open to criticism. Take a mental step backwards. Try not to get defensive when your leadership is challenged or criticized.

CREDIT: Citizens Committee for New York City & Boston Natural Areas Network

MAKING THE MOST OF MEETINGS

A successful community garden is often the result of many factors, the most important of which may be effective, open communication among members. Whether an active member of the leadership team or a one hour a week gardener, everyone wants to feel that their voice is heard and that no important decisions are made in secret. The most effective way of ensuring this is to hold regularly scheduled meetings at which everyone's concerns can be addressed and all important decisions are openly discussed and agreed upon by the general membership. However, unless they're well organized, regular meetings can be an onerous obligation that attract fewer and fewer members as time goes on. Meetings that rehash the same old thing time after time can actually be an obstacle to open communication and can result in opposite of what was intended.

How to Conduct More Effective Meetings

Before the Meeting: Prepare

The garden leadership should write up an agenda (see below) and distribute it before the meeting. Arrange for a location that hopefully can be used for every meeting. Make sure that the facility is accessible, that there is adequate seating for everyone, a black/white board or flip chart to write on, bathroom facilities, refreshments. Call/email with reminders about the meeting.

The Agenda

An agenda is a written plan for the meeting listing what you want to discuss and accomplish and how much time each item will take. It is an indispensable tool for ensuring clear thinking in meetings.

- It should be devised before the meeting and is usually the task of the garden leadership.
- Everyone should be invited to submit agenda items.
- Time should be allotted for unexpected items which may arise during the course of the meeting.
- If possible, distribute the proposed agenda in advance of the meeting.
- Agendas can always be changed or enlarged.

At the Meeting

- Write the agenda on a black board or flip chart so that everyone can see it.
- Designate a facilitator or chairperson whose job it is to see that all items are dealt with, the time schedule is followed, and that everyone is heard.
- Designate someone to record the minutes of every meeting. This job could be rotated among members or can be the responsibility of one person.
- Minutes of previous meetings can be kept in a binder so that they are easily available.
- Keep a record of attendance.
- *Start on time and, unless the group agrees to stay longer, end on time.* Everyone will appreciate this policy and habitual stragglers will soon realize that if they want to participate they will have to accommodate themselves to the group and not vice versa.
- Ask if there are any additions to the agenda.
- Acknowledge and thank people for what's been done since the last meeting.
- Be flexible about topics or time allotted. While every effort should be made to stick to the time schedule, some things may arise that are more complicated than was imagined when the agenda was devised.

- Before voting or coming to decision by consensus, the chair should summarize the issue and make sure that it's clear to everyone what the points, questions, concerns and viewpoints are.
- End the meeting with a review of what was decided, who is to do what, and a date for the next meeting. .
- Invite everyone to stay (or change locations) for refreshments. Meetings are for business first, but are also a good opportunity for socializing afterwards.
- If possible, call those not at the meeting to tell them what happened. Distribute minutes of the meeting to all members.
- Thank everyone for attending.

Format for an Agenda

1. At top, write "Purpose of the Meeting"
2. List 5-6 items and be specific about what you want to get done (e.g., decision/outcome/result)
3. Write agenda with ACTION WORDS, e.g.,
 - Appoint...
 - Decide on...
 - Approve...
 - Consider...
 - Schedule...
4. Show how time will be allotted
5. Try to build a high point and then wind down (e.g., end agenda with "open discussion")

Norms of Behavior for Meetings: Guidelines for Meeting Discussion

- Begin and end meetings on time
- Everyone participates
- Treat every contribution as valuable
- Respect differences – welcome new ideas
- Listen to others – seek first to understand
- Ask clarifying questions
- Disagree with ideas, not people
- Avoid blame
- No side conversations
- Respect confidentiality
- Stay on task, be results oriented
- Celebrate success, give credit where credit is due
- Respect the facilitator's decisions.

Information Sharing

- Provide regular updates on all current activities, but don't bog down meetings with reports if the information can be provided in other forms prior to the meeting
- Inform others of proposed neighborhood-based activities
- Respect creativity
- Share uniformly – don't just send emails unless ALL gardeners are regular users!

CREDIT: American Community Gardening Association, Boston Natural Areas Network, Five Rivers Metro Parks Dayton, Together4Health Waterloo, Canada

MEETING MINUTES TEMPLATE

(INSERT NAME) MEETING MINUTES AND ACTION STATEMENT

Group:		Date of Meeting:
Venue:		Start Time:
Chair:		Finish Time:
Recorder:		
MEMBERS PRESENT:		
OTHER ATTENDEES:		
APOLOGIES:		
OTHER:		

AGENDA ITEM		Expected Outcome	WHO	STATUS
1				
2				
3				
4				
5				

	DECISIONS MADE	DECISION MAKER
1		
2		
3		
4		

	OUTSTANDING ITEMS THAT REQUIRE DECISIONS OR ACTION	WHO RESPONSIBLE
1		
2		
3		
4		

ACTION POINTS	EXPECTED COMPLETION	WHO RESPONSIBLE	STATUS
1			
2			
3			
4			
5			

ADDITIONAL DETAILS OR COMMENTS

1	
2	
3	
4	
5	

NEXT MEETING	
DATE:	
TIME:	
VENUE:	

SAMPLE GARDENER ORIENTATION OUTLINE

Many gardens require new community gardeners to attend a garden orientation before they are assigned a specific plot. Returning gardeners are also encouraged to attend these orientations. The following information should be used when planning spring orientations.

1. Preparation

A. In January, set the dates for Orientations

- Each garden should have two options scheduled – Orientation and alternate Rain Date
- Try to schedule on a Tues., Wed. or Thurs. evening to catch those who work
- Schedule Spring Garden Cleanups on Saturdays soon after the orientation date
- Usually Orientations are scheduled at the end of March, beginning of April. This gives gardeners enough time to work their plots before the May 1 deadline.

B. Notify gardeners of Orientation dates

- Print the dates in the Spring Newsletter
- Print postcards and send to new and returning gardeners
- Do not tell people about the orientation until they have returned their registration form.
- Reminder phone calls might be helpful, but not required

C. Materials

- Print any handouts you will need at least a week before the first Orientation
- Prepare drip irrigation demos
- Make sure that you have access to dry erase board and writing implements.

2. Orientation

A. Orientation should take 30-45 minutes

- Some gardeners will have more questions than others
- Be prepared to repeat items for latecomers.

B. Use Gardener Information and Policies sheet as a guide for discussion topics

- Remember to discuss rules for "subletting" garden plots (not on sheet)
- Be sensitive to group dynamics; maintain group attention
- Emphasize importance of community/working together.

C. Goals

- To discuss and familiarize gardeners with garden policies
- To emphasize drip irrigation protocol
- To emphasize appropriate planting practices
- To assign plots to new gardeners
- To provide gardeners with an opportunity to get to know each other.

D. Do a short garden tour

- Tool bin
- Bulletin board or place to communicate
- Water source
- Compost pile(s)
- Combination Lock
- Garden Layout

E. Assign plots to new gardeners

- Gardeners must complete Orientation before receiving plot assignment

CREDIT: Wasatch Community Gardens, From Neglected Parcels to Community Gardens: A Handbook

SAMPLE GARDEN ORIENTATION SURVEY

GardenName:

The _____ Community Garden wants new members to feel welcome and to ensure that they are aware of their rights and obligations, the facilities available, the way the Garden is run and the opportunities for social interaction among members. Your feedback on your orientation session will help us to improve the way we do this.

1. When was your induction session?
2. Are you confident that you understand the following (*respond "yes", "no", "not sure"*)?
 - How to lock the gates and sheds?
 - How the compost bag system works?
 - Where to access tools?
 - What sort of information is on the whiteboard in the shed?
 - How to find committee members in emergencies or for information?
 - What options are available for accessing a toilet?
 - How to access the Garden's web page?
3. Which of the following items does the Garden pay for (*respond "free", "pay", "not sure"*)?

• Straw	• Grass
• Manure	• Water
• Compost	• Seeds
• Mulch	• Seedlings
4. How often do you expect to participate in activities in the Garden (*respond "weekly", 2 or 3 times a month", "when schedule", "other", "not interested"*)?
 - Working on your plot
 - Working in the general area
 - Attending social events
 - Participating in community outreach
5. Why did you decide to join the _____ Community Garden?
6. Did you find the induction session useful? Yes No Not sure
Do you have any feedback on the session? For example, amount and type of information provided, length of session, delivery format, type of presentation?
7. Do you have any other comments about the orientation session or the Garden?

CREDIT: West Leederville Community Garden, West Leederville, Australia

FUNDRAISING, EVENTS, AND ACTIVITIES

I. CONTRIBUTIONS

- a. Don't be afraid to ask people for money.
- b. Who would be the most likely contributors? Some are:
 - People who love gardening (pledges).
 - Members of the gardening group (dues).
 - People who benefit from the garden (family, friends).
 - Then ask for money from public local community organizations - political reps.
 - Begin to energize your own fundraising campaign from your personal activities.
- c. Reward those members who raise the most money for the garden.

II. EDUCATION AND ENTERTAINMENT

- a. Invite a speaker to give a lecture or demonstration.
 1. Charge admission for the program.
 2. Tea or luncheon may be served and an appropriate cost for the food charged.
- b. Members volunteer to be hostesses and invite people into their homes or community room to play games for the evening e.g., bridge, canasta, or some other game of their choice. The donation for the evening could be \$1.00. The hostess may also provide refreshments.
- c. Christmas Decoration Workshops.
 1. Members or outside people are invited to show one or two Christmas ideas each.
 2. Materials are purchased at a discount and sold to the "students" at a regular price.
 3. The "students" are taught how to make wreaths, etc., and take home the finished products.
 4. This may be a full day session with box lunches provided at cost or a half-day session with a snack provided at cost or profit.

III. SALES

- a. Christmas Decoration and Green Sales
 1. Sell Christmas wreaths and other decorations made by garden members.
 2. Sell bundles of cut evergreens, berries, shrubs, and other suitable greens.
- b. Craft Sale

A craft sale in conjunction with a breakfast is most profitable when held before festive dates such as Halloween, Thanksgiving, and Christmas. The items are moderately priced but show a profit over the cost to make them. The items are made by garden members. These items may include:

- Pressed flower notes Pressed flower Christmas cards
 - Styrofoam pumpkins for table decorations Styrofoam trees for Christmas
 - Small tree candles made in paper cone cups Embroidered materials
 - Small candles designed to float in water Christmas matchboxes
 - Paper or silk flowers Sewing baskets
 - Sachets Cookbooks
 - Stocking holders Terrariums - fresh and dried
 - Pressed flower pictures - framed Plant hangers - macrame
 - Dried plant materials (to make arrangements) Other craft items - Be creative!
- c. Bake Sales
 1. Homemade cakes, cookies, donuts
 2. Apple butter, jams, and jellies
 3. Other relishes and candy

4. Candy on consignment basis
- d. A Vegetable Stand

You can sell vegetables straight from your gardens. Part of the proceeds can go to the community garden and the other part to the gardener.
- e. Prepared Meals
 1. Breakfast (e.g., strawberry breakfast)
 2. Potluck luncheons - you can also sell copies of each recipe
 3. Dinners
- f. Cookbooks

Make a collection of favorite recipes from your garden and make a book out of them.
- g. Auction and Raffles
 1. Get books or other desirable items donated (such as containers, plants, costume jewelry, used Christmas decorations, garden gadgets, etc.).
 2. These items can be wrapped up and raffled sight unseen at a meeting or other function.
 3. These items can be auctioned off either wrapped or seen.
 4. The donated merchandise may be moderately priced and displayed.
- h. Plant Sales
 1. Plants may be contributed by garden members or friends.
 2. Vegetable seedlings may be sold in the spring.
 3. Each member can start seedlings to be sold to garden members or friends.
- i. Organized Tours
 1. Rent a bus or van and sell tickets for bus fare above your costs.
 2. Make a box lunch and sell at a profit.
- j. Cosmetic Sales
 1. Workshops covering the making of cosmetics from vegetables and herbs
 2. Sales of cosmetics, salves, etc.
- k. Films - Movies
 1. Show film, videos on "How to" gardening projects. Sell refreshments.
- m. Herb Sale and Fashion Show
- n. Cocktail Party and Cosmetic Demonstration or Talent Show

IV. SEASONAL EVENTS

Spring - Garden Tours

- Arrange tours of backyard gardens and front lawns.
- Host Spring Holiday gatherings! Valentine Dance; St. Patrick's Day Dinner (serve corned beef and cabbage); other ethnic holidays.

Summer

- Garden parties - live entertainment.
- Barbecues, picnics, tennis matches, other outdoor sports competition, walk-a-thon, etc.

Fall

- Hayrides, bazaars, harvest celebrations, dances, garden harvest sale (herbs and late crops).

Winter

- Stay at home tea (donation requested for tea bag sent in mail with letter of explanation, date, and time of special tea party).
- Indoor dinners (Martin Luther King, Jr. dinner, recognition, testimonial, Humanitarian of the Year, Mother of the Year, etc.).
- Rummage sales; jewelry sales; garden preserves for sale.



SPRINGFIELD FOOD POLICY COUNCIL

Gardeners Gathering

Saturday, May 11th

10 AM to 12 PM

GTC Community Garden

256 Hancock Street

Springfield, MA



Come learn how to do Urban Agriculture!

Backyard and Balcony Gardeners

Experienced and new gardeners welcomed!

Hosted by Gardening the Community

Plant sale 9:00 am to 1:00 pm

affordable herbs, veggies and flowers for your garden

To pre-order call 413.693.5340

Perennial Swap 10 am to 12:00 pm

STEPS IN RESOLVING CONFLICT

Listen for understanding. Listen to the others' feelings as well as how they perceive the issue. Establish eye contact, ask open-ended questions, clarify, and summarize to let the person know that they are being understood.

Be quiet if the angry person needs to vent. Refuse to take whatever is said personally. Understand that the other person is angry at the situation, not the person.

State the problem clearly. To negotiate, everyone must first understand the conflict.

State feelings and perspectives of the issue clearly. Ask what is needed and explain what you would like to have happen so that the negotiation can continue.

List the solutions to the problem. Prioritize options and look at advantages and disadvantages.

Decide on standards or rules for resolving the dispute. These may include focusing on the problem, not the person; looking to the future, not the past; attempting to satisfy both parties; and attempting to be generous.

Come to a decision. This may be avoiding the issue, imposing a solution, compromising or collaborating.

Thievery, Fraud, Fistfights and Weed: The Other Side of Community Gardens

By Jesse Hirsch on December 6, 2013 for [Modern Farmer](#)

This summer, a community garden in Queens, New York became a battlefield, as long-simmering tensions erupted into fistfights and death threats. When the story came out, there was an outpouring of shock and dismay: How could a haven of cooperation turn so very ugly? But not everyone was surprised.

“People have this idea, because it’s a ‘community’ garden, you’ll have a bunch of people sitting around holding hands, singing ‘Kumbaya,’” says Julie Beals, executive director of the Los Angeles Community Garden Council (LACGC). “Have you seen an actual community?”

Community gardens make wonderful additions to any city — that’s not in dispute. But let’s face it: Any time strangers mix, you can’t always bank on good behavior. Children’s birthday parties turn into brawls. Subway riders become instant enemies. Department store shopping looks like trench warfare.

Community gardens throw a cross-section of people cheek to cheek, shovel to shovel, on a continual, regular basis. There’s bound to be some issues.

“People never fail to both delight, disappoint and exasperate me,” says Laura Campbell, a community gardener in Albuquerque, New Mexico. “The garden is micro community living — heck, it is Syria, Iraq, USA, Russia — just in plots and plantings.”

Veggie Theft

Johanna Collins* (not her real name) tends a community garden plot in Spokane, Washington. Or at least she used to: after multiple squash and onion thefts, she ripped up her plot in frustration. “I am done,” Collins says. “If I want to garden again, I’ll buy a house with a yard.”

Scrolling through community garden message boards, you can find dozens of similar indictments. In Galveston, Texas, one woman says fellow gardeners stole her eggplants and lopped the heads off her sunflowers. Another gardener plans to buy magnetic sensors and decoy tomatoes to trap thieves. Bobby Wilson, president of the American Community Gardening Association, says he’s encouraged people to shake flour on their plants: “Would-be thieves think it’s some kind of poison,” he says.

Some theft comes from hungry outsiders, but there’s plenty of inter-garden pilfering too, with motives ranging from gluttony to spite. (Collins is convinced a greedy garden member made off with her zucchini.) More gardeners are now locking up their plots, according to Beals, an added layer of security on top of perimeter gates. The downside to this trend? She says people now steal each other’s combination locks.

Some community gardens grow a certain amount of communal produce, free for the taking. This bus stop garden in London found it was a good way to cut down on stealing; Beals agrees. “Instead of more locks and fences, we try to encourage communal areas with fruit trees,” she says. “If we ask people to take from that area, they’re more likely to leave the other stuff alone.”

(The Canadian city of Edmonton has a cute list of ways to handle garden theft, like posting signs that say “Do Not Steal.”)

Misbehavin'

Beals says in poor neighborhoods, people steal produce out of sheer desperation — they need to feed their families. But in wealthier areas like Hollywood, gardening is a fashionable hobby, easy to drop. “You get young people moving in, think it’s cool and trendy to garden organically,” she says. “But after a few months they realize it’s too much work. They let their plots sit, abandoned.”

Other issues can include hard partying in the gardens, with a fair amount of heavy drinking and drugs. On multiple occasions, the LACGC has had to step in when they’ve found pot plants growing in people’s plots. (The procedure involves a few polite written warnings before the council cleanly digs up the offending plants.)

Removal of the homeless also comes into play. Gardens have a fenced-off leafy appeal; Beals says it’s common to find people bedding down among the produce. It’s not her favorite role, but the LACGC performs swift evictions.

Other Stealing

The Los Angeles Community Garden Council budgets for a certain amount of equipment theft every year. Wheelbarrows and tools will always be a hot commodity — Beals calls it a write-off. “We can paint ‘Community Garden’ on all our stuff and hope for the best,” she says. “But when you’ve got so many people making their income tending rich people’s gardens, you have to make peace with some loss.”

Other communities take these thefts a little harder. This April in Boston, the robbery of water piping from a community garden was called “devastating.” In Tampa, the August robbery of tilling and mowing equipment led to an outpouring of community support and sympathy. A Houston group of community gardens lost \$4000 worth of equipment in September; “I don’t know how we are going to be able to go forward,” said a garden director.

Some garden theft is straight cash money. Most community gardens require some type of member dues; Beals says allegations of fraud are common. Members accuse garden directors of skimming some off the top, or of pocketing cash without issuing receipts. “These allegations come up all the time,” she says.

Culture Clashes

Urban neighborhoods often encompass two or more distinct ethnic or racial groups. If these groups have tensions, expect them to play out in the garden. The most marked recent example is the Queens flare-up, where an old guard of Korean gardeners threatened to kill themselves — and others — when the city tried to make them share the garden (check out some fistfight footage here).

Beals says L.A. neighborhoods have lots of cultural crossover, mostly peaceable. Still, some cultures use traditional gardening techniques that their neighbors don’t dig. In the Crenshaw Community Garden, Korean gardeners shade their plots with vines that reach up to eight feet; neighboring gardeners don’t appreciate the shade. Other feuds arise over watering times. “Some cultures say you should water between 6 and 10, others say early afternoon,” Beals says. “It’s old country stuff.”

Kuki Tautuaa is a 55-year-old Polynesian woman in South Central L.A., one of two non-Hispanic gardeners in the Stanford-Avalon Community Garden. Tautuaa claims the garden’s board of directors has been trying to get rid of her for years, refusing to take her dues, telling her she isn’t

welcome, even chopping down her prized plumeria plants. “I feel like that person in the Bible, you know, who got stones thrown?” she says. (Irma Gamboa, the garden’s director, was unavailable for comment.)

Petty Conflicts

Many community garden feuds are small. Campbell claims a fellow gardener took over her plot while she recuperated from a broken leg. Collins got into a flame-out with her garden’s manager, after the woman watered her plants without her asking (“I don’t want root rot!”) One gardener in Atlanta describes a “nightmare situation”: a child knocked over his blueberry bush and someone gave him low-quality soil.

Each Los Angeles garden holds a monthly meeting, where LACGC members listen to people’s complaints and attempt to mediate. These meetings get heated; yelling and screaming are common. Still, it’s all part of the process. Beals believes it’s all part of neighbors getting to know each other, learning to work side-by-side.

“You start from a place of isolation, right? People are sitting at home, watching TV, not getting to know their neighbors,” Beals says. “Getting them into the garden is a wonderful thing. It’s just, after a few months, people realize they don’t like their neighbors as much as they did from a distance.”

COMMON CONCERNS

People who are new to community gardening may have questions about whether the garden will affect the neighborhood in adverse ways. Below are a list of common concerns and the ways in which these issues are addressed.

Theft and Vandalism

We recognize that theft and vandalism are different and may have different motivations. Community-wide engagement is the top priority in preventing both of these detrimental activities.

Odor and Rodents

There are often worries about the potential for unpleasant smells and unwanted rodents associated with garden compost bins. With a well-managed, healthy compost pile these concerns are unwarranted. To avoid these nuisances, it is important to educate gardeners about what is allowed in the compost pile (we suggest garden material only be allowed with, no food scraps from outside sources) and to make sure that the compost pile is covered. In a well-maintained and regularly turned pile, matter decomposes quickly and does not emit an unpleasant odor.

Parking

There are often concerns that garden participants will monopolize a valued segment of street parking in proximity to the garden. While some people may regularly drive to the community garden, many will walk and bike. Community gardens, by their nature, inherently appeal to the immediate neighborhood and typically draw from a base of support within walking distance. Additionally, gardeners have varying schedules and visit the garden as their time permits, limiting the number of parking spaces needed at any one time.

Excessive Noise and Lighting

With a new amenity in the neighborhood, people may have concerns regarding excessive noise and night lighting. Community gardens occasionally conduct group work days, evening potlucks and may host a neighborhood event such as an art opening, an education workshop, a public cooking demonstration, or even a wedding, dedication, or memorial service. While noise and lighting may have been an initial concern for neighbors, we have found that this apprehension dissipates once the garden is in place and events occur. Community gardeners need to be sensitive to their neighbors and celebrate and learn in such a way that is not intrusive or unpleasant. Additionally, community gardens will often observe quiet hours: a time by which gardeners are expected to keep their voices down or conclude events and gatherings (e.g. quiet hours may be from 9pm to 7am).

Invasion of Privacy

Concerns may arise about residential privacy, just by the adjacency of some gardens to private yards and outdoor spaces and by the presence of gardeners, especially in the early morning and evening hours. As noted earlier, many gardens observe quiet hours. Neighbors tend to find their initial concerns to be unfounded, as community gardeners end up being a built-in neighborhood watch group.

Aesthetics

There may be a concern that the community garden will become untidy and unsightly. Community gardens, by their nature, can appear eclectic and at times untidy to passers-by (especially in the off-season, November through March). It is our experience that even an eclectic garden will be accepted by the community, if it is constantly tidy, and why adherence to Garden Guidelines is critical.

Ten Tips for Preventing Vandalism and Theft (To Fence or Not to Fence)

- 1. Befriend the garden's neighbors.** General neighborhood support for the garden is the primary way to prevent garden vandalism and theft. Neighbors, teachers (if the garden is near a school) and park friends (if it is in a park) who watch the comings and goings of the garden are the best protection. Some gardens have encouraged someone to become the "Garden Angel."
- 2. Involve kids.** Neighborhood children "hanging around" are often the cause of garden vandalism. Invite the kids to garden with adult gardeners or even let them have plots of their own.
- 3. "Friends of the Garden" membership.** Some gardens extend membership to neighbors who are non-plot holders. These members are given a key to the garden, invited to come into the garden to visit and relax and in return they pay a small fee or may help on work days.
- 4. Invite the community to the garden.** From pig roasts to concerts to posted visiting hours to neighborhood barbecues, many gardens have had success with having events for the greater community. Such activities help break down the perception that the garden is a private enclave just benefiting a few.
- 5. Signage.** Whether the garden is fenced or not, has a locked gate or not, signage is key to explaining who owns and uses the garden, and in a friendly manner the rules of the garden.
- 6. Edible landscape and U-Pick.** Some gardens have had success with preventing theft by providing plots of strawberries, cherry tomatoes, cutting flowers, lettuce, and herbs, as well as raspberry, blueberry and other edible landscaping that are signed for limited harvesting by all. Put out a surplus produce basket for neighbors and passers-by.
- 7. Make friends with police and firefighters.** Attend community policing meetings. Invite police and firefighters from nearby stations to garden events. Have gardeners help with landscaping at the police and fire stations. This should make them more responsive to future calls for help and build community.
- 8. Acknowledge the purpose and limitation of fences.** While fences and locked gates may seem necessary in certain locales they can most always be scaled or broken. Their role should more be to define the garden's boundaries.
- 9. Grow to prevent theft.** Tomatoes and pumpkins are particularly tempting. Encourage gardeners not to plant such vegetables at the edge of the garden. Potatoes, Brussels sprouts, beans, kale are seldom stolen and provide a protecting ring around the tomatoes.
- 10. Expect and accept some vandalism and theft.** Understand that there is no amount of fencing, neighborhood involvement, and community relations that will prevent all theft. Since some of the theft will be from within the garden, make sure that the garden's guidelines clearly state strong repercussions from theft and encourage prompt harvesting to discourage others from picking it first. However, community gardens have continued to thrive – just don't let it get you down!



HEALTH AND SAFETY IN THE COMMUNITY GARDEN

As you head to your community garden, take the following personal health and safety considerations into account. Adult gardeners are responsible for their own safety. Children are expected to be under the control of an adult. Do not allow children to run in the garden.

- Avoid isolation. Share information with other gardeners. Know who has chronic medical conditions, who is allergic to insect stings, which elders might need shelter from extreme heat or cold, etc.
- Have a cell phone or know where the nearest phone is located. If the nearest phone is a pay phone, carry change for the pay phone with you to the garden. Know which gardeners carry a cell phone to the garden with them.
- Know where the nearest public restroom is located. Urination and defecation on the open ground (including by children) is not allowed.
- Ensure plenty of drinking water while at the garden, and develop the habit of drinking water before visiting the garden (instead of “when you start to feel thirsty.”) This is especially important for youth and elders, whose “thirst triggers” may not alert the person in time to avoid dehydration.
- Avoid gardening during the “heat of the day,” generally the early to late afternoon hours.
- Avoid gardening during extreme high humidity and/or “bad air quality” alerts.
- Use sunscreen and re-apply as needed if staying at the garden for a long period of time. Use sunscreen even on cloudy days; the harmful rays are present even when cloudy. Use sunscreen regardless of the darkness/lightness of your skin.
- Use insect repellent as warranted. Consider adding Bti (*Bacillus thuringiensis israeliensis*) to any standing water that is in your garden; it will prevent mosquito populations. After gardening, check for ticks.
- Avoid unnecessary blisters and scrapes, and ingestion of soil by wearing gloves and proper foot wear while doing heavy work in the garden.
- Treat scrapes and skin abrasions. Keep the bacteria that is good for the soil and compost bin out of your body; wash abrasions thoroughly with soap and water.
- Avoid injury by using the proper tool for the job. Avoid weak or damaged tools; breakage can cause injury. To avoid unnecessary stress or injury, use proper body mechanics when lifting, shoveling and doing other heavy physical labor. Take garden tools home or leave only in the proper storage areas.
- If you see a hazard, unsafe condition, or situation that could result in injury or ill health, take the appropriate action. Eliminate the hazard or unsafe condition only if you are able to do it safely and are comfortable taking the action. Otherwise notify the garden leadership or owner, as soon as possible.
- Rototillers, lawn mowers, power weed trimmers, wood chippers, chain saws, or other power equipment should only be operated by individuals who own the equipment or who have leased the equipment. These individuals use this equipment at their own risk.
- Smile while in the garden. It’s good medicine.

CREDIT: Boston Natural Areas Network, Boston, MA and Gardening Matters, Minneapolis, MN

INTRODUCTION TO SUSTAINABLE GARDENING PRACTICES

"We 'farm' as we eat. For example, if we consume food that has been grown using methods that inadvertently deplete the soil in the growing process, then we are responsible for depleting the soil. If, instead, we raise or request food grown in ways that heal the Earth, then we are healing the Earth and its soils. Our daily food choices will make the difference. We can choose to sustain ourselves while increasing the vitality of the planet." John Jeavons, *How to Grow More Vegetables*

The goal of gardening sustainably is to maintain a healthy environment, community, and economy while providing nutritious food. It is a “whole system” growing method. This means that all of its components—composting, companion planting, cover cropping, intensive planting, double digging, and water conservation—must be used together for the best results.

Five Components of Sustainable Gardening Practices

1. Composting

Composting is the keystone to a successful sustainable garden. Creating compost piles is one of the best investments you can make in your garden. As the soil's health improves, plants are more healthy and you will grow more food. Rather than sending your garden wastes to the landfill and spending upwards of \$50 a year on fertilizers, your compost pile allows you to invest your precious plant materials to produce nature's finest fertilizer. Compost will:

- Add organic matter naturally
- Prevent plant and soil diseases
- Correct sandy or clay soil structure
- Make a great mulch or top dressing
- Provide a variety of nutrients when plants need them
- Aerate soil
- Improve drainage
- Prevent erosion
- Neutralize toxins
- Recycle garden wastes

2. Companion Planting and Interplanting

Companion plants are ones that produce better yields and healthier plants when they grow near each other. Interplanting is the practice of sewing 2 or more varieties of plants together (e.g. beans using corn as a living trellis). Some plants are useful in repelling pests, while others attract beneficial insect life. Borage, for example, helps control tomato worms while its blue flowers attract bees. Many wild plants have a healthy effect on the soil; their deep roots loosen the subsoil and bring up previously unavailable trace minerals and nutrients. And there seems to be no obvious reason why some plants would be companions, like carrots and tomatoes. Follow the guidance of companion planting charts.

3. Cover Cropping

Cover crops are any type of planting that covers your soil when it is not being used for active production. Favorite cover crops are ones that produce a good amount of dry matter for the compost bin (rye, wheat, sudangrass) and ones that “fix” nitrogen from the air to the soil, called legumes (peas, vetch, clover). Cover crops should be harvested and composted to add organic matter and nutrients to your soil. Although cover cropping has traditionally been used by farmers 50 for maintaining healthy soil, many home and urban gardeners are using the same techniques on a smaller scale. Using cover crops can:

- Protect soil in winter months
- Attract beneficial insects
- Break up clay or hardpan
- Increase nutrients in your soil
- Conserve soil moisture
- Suppress weeds
- Cover & protect unused areas
- Prevent erosion by wind and rain
- Increase organic matter in your soil
- Recycle garden nutrients

4. Intensive Planting in Double-dug Beds

By spacing plants closely together, the home gardener can create a "living mulch" or mini-climate to protect and enrich the soil. Seeds or seedlings are planted in 3- to 5-foot wide beds using a hexagonal spacing pattern. Each plant is placed the same distance from all seeds nearest to it so that when the plants mature, their leaves barely touch. This provides a "mini-climate" under the leaves that retains moisture, protects the valuable microbiotic life of the soil, retards weed growth, and provides for high yields. Why not just mulch the soil around plants? Because the carbon wasted in the mulch you would use could have been recycled in the compost pile to enrich your soil in the future, and if you buy mulch, then you're simply depleting someone else's soil. Remember that there is only so much farmable land in the world to feed the millions of inhabitants, even though the U.S. seems to have more than enough.

Double digging is a method of preparing the soil that loosens and enriches 24 inches of soil—allowing plant roots to fully explore the fertile soil and produce healthy, productive crops. Even though it may take a few hours to fully prepare a garden bed, the plant health benefits and lack of needing to weed with closely spaced crops more than make up for the up-front work.

5. Water Conservation

Paying attention to the amount of water we use in our homes and landscapes is important for the health of our communities and our gardens. Utah is the second driest state in the nation. It is surprising to know that our per capita water consumption levels are 290 gallons/day/person - the second highest in the nation, and far above the national average of 180 gallons/day/person. One of the best ways to reduce water consumption is to reduce your need for water. Intensive planting with closely spaced plants creates a microclimate above the soil that keeps soil from drying out as quickly. Cover crops also keep organic matter in the soil, which increases the soil's capacity to hold water. Bare soil is the #1 enemy to water conservation. The use of drip irrigation that slowly applies water at the base of the plant (where it's needed the most), over a longer period of time is recommended. Drip irrigation allows us to water deeply without wasting water. Water that is sprayed overhead with a hose or sprinkler risks being lost to evaporation when done at inappropriate times of the day. A great time to water is after 6pm or before 8am. Saving seeds from your best varieties of vegetables is a way to create your own store of vegetables that slowly adapt to our conditions.

CREDIT: Wasatch Community Gardens, Salt Lake City, UT

GTC QUICK GUIDE '10 COMPOSTING

GARDENING
THE COMMUNITY



Carbon-rich matter

(brown or dry matter)

Dry leaves
Straw/hay
Sawdust
Coffee grounds (including filters)
Tea leaves (including bags)
Napkins
Paper (recycling is recommended)
Pasta
Bread
Rice
Peanut shells
Fruit pits
Natural fibres (cotton, linen, wool, untreated leather...)

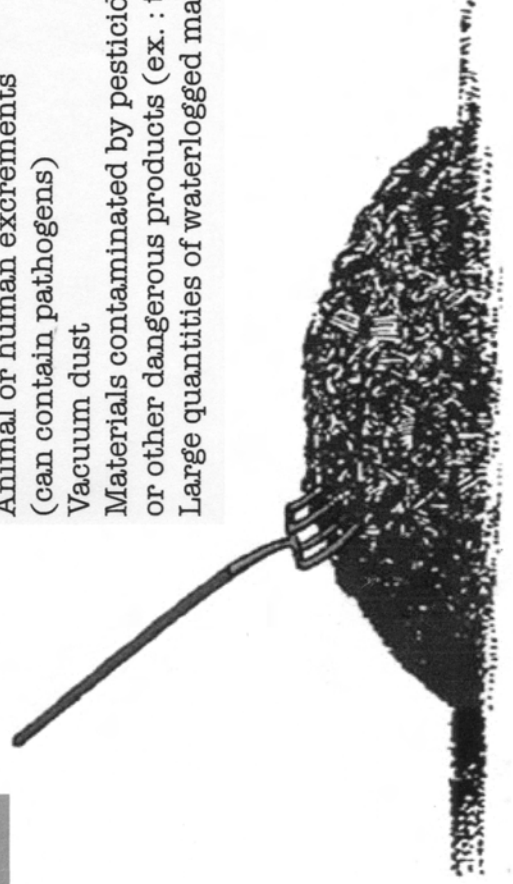
Material that should not be composted

Meat and Fish
Oil (fat)
Bones
Dairy products
Rhubarb leaves (stalks too)
Weeds that have gone to seed with roots
Treated grass
Diseased plants or leaves
Wood ashes
BBQ briquettes
Animal or human excrements
(can contain pathogens)
Vacuum dust
Materials contaminated by pesticides
or other dangerous products (ex.: treated wood)
Large quantities of waterlogged material

Nitrogen-rich matter

(green or wet matter)

Fruit and Vegetable scraps (even rotten)
Egg shells
Fresh grass clippings
Fresh weed clippings



GTC QUICK GUIDE TO COMPOSTING

Home Composting in 10 Easy Steps

1. Get a refuse container or pail that you keep on the counter or under the sink.
2. Post the list of compost matter in plain view.
3. Get a compost bin from your municipality or nearby warehouse store, or better yet, make one yourself using wood (cedar), wire-mesh, bricks, etc.
4. Using a shovel, turn the soil in the selected area. A sunny, well-drained area is the ideal spot for a compost bin.
5. Cover the bottom of the composter with a 5 or 6 cm-layer of small, dry branches.
6. On this bed of branches, place a layer of dead leaves or earth. This will allow air circulation and improve drainage.
7. Layer 2 parts of carbon-rich matter (brown or dry matter) to 1 part of nitrogen-rich matter (green or wet matter).
8. Add finished compost, gardening soil or newspaper to keep flies out
9. Aerate (turn over) the compost pile using an aerator or a pitch fork at least twice a month
10. Check the degree of humidity. Add water to the compost until the degree of humidity is similar to that of a damp sponge. Remember that it is always easier to add water than to remove it!

The final product will be rich, dark mulch that has a discernable smell of humus. Use it in your vegetable garden, flower beds, hanging baskets, around perennials, and on the grass. And give back to nature what it has given you!

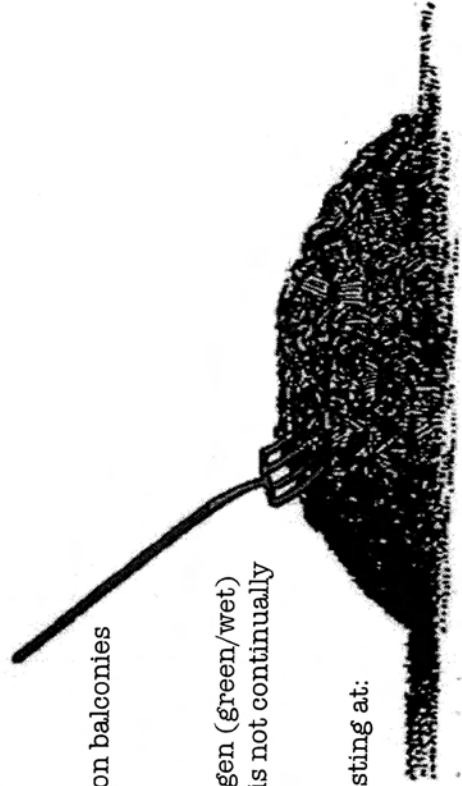
What if you live in an apartment or condo?

There are plastic compost bins with lids that are specially designed for use on balconies and under sinks.

What about odors?

Odors are present when there is a lack of air or an imbalance between nitrogen (green/wet) and carbon (brown/dry). Rebalance the pile, aerate, make sure the bottom is not continually waterlogged and that should do it!

The City of Springfield also provides useful information on backyard composting at: http://www.springfield-ma.gov/DPW/yard_composting.0.html



Companion Planting Charts

Companion planting means that certain vegetables, herbs, and flowers like to grow together. They often help each other grow better, yield more or taste better. Some plants can also repel pests or attract pollinators. These plants can be planted in squares next to each other or even in the same square if there is enough space.

Vegetable	Compatible With	NOT Compatible With
Beans	Cabbage family, carrot, corn, cucumber, eggplant, peas, potato, Swiss chard, marigold, nasturtium, oregano	Chive, garlic, leek, onion
Beets	Bush beans, cabbage family, lettuce, onion, garlic	Pole beans
Cabbage family*	Beets, cucumber, lettuce, onion, potato, spinach, Swiss chard, chamomile, dill, garlic, nasturtium, sage, thyme	Pole beans, tomato
Carrot	Beans, lettuce, onion, peas, peppers, tomato, chives, rosemary, sage, thyme	Dill
Corn	Beans, cucumber, melon, peas, potato, squash, marigold, parsley	Potato
Cucumber	Beans, cabbage family, corn, lettuce, tomato, marigold, parsley	Potato, sage
Eggplant	Beans, peppers, marigold, thyme	
Lettuce	Beet, cabbage family, carrot, onion, chive, dill, garlic, onion	
Melon	Corn, pumpkin, squash, marigold, nasturtium, oregano	
Peas	Beans, carrot, corn, cucumber, turnip, parsley	Onion family**, squash, tomato
Peppers	Carrot, eggplant, onion, tomato, basil	
Spinach	Cabbage family, lettuce, pea, radish, onion	
Squash	Corn, melon, pumpkin, radish, marigold, nasturtium, oregano, onion	
Tomato	Asparagus, beans, carrot, cucumber, onion, peppers, eggplant, basil, chive, parsley, sage, thyme	Corn, dill, cabbage family, potato

*Family members include broccoli, Brussel sprouts, cabbage, cauliflower, collards, kale, kohlrabi, turnips

** Onion family includes asparagus, chive, garlic, leek, onion, scallion

Examples of plants that can help deter pests include:

- Nasturtiums, marigolds, cosmos
- Members of the mint family
- Members of the onion family

Seed Information Chart

Crop	Seed Depth (inches)	Spacing (plants/square)	Hardiness	Ideal Soil Temperature	Number weeks Seed to Harvest	Number of Years seeds store	Full Sun (6+ hours) or Partial Sun (4-6 hours)
Beans, bush	1	9	T	70-85	8	2-3	Full
Beans, pole	1	8	T	70-85	8	2-3	Full
Beets	1/2	9-16	H	65-85	8	3-5	Partial
Broccoli	1/4	1	MH	65-85	16	3-5	Full
Cabbage	1/4	1	MH	65-85	16	3-5	Full
Carrots	1/2	16	H	65-85	10	2-3	Partial
Cauliflower	1/4	1	MH	65-85	14	3-5	Partial
Swiss Chard	1/2	4	H	65-85	8	3-5	Partial
Corn	1	1	T	70-90	9-13	2-3	Full
Cucumbers	1/2	2	VT	75-95	9	5-10	Partial
Eggplant	1/4	1	VT	75-85	19	2-3	Full
Kale/Collards	1/4	1	VH	65-85	8	3-5	Partial
Lettuce	1/8	4	H	50-75	7	2-3	Partial
Melons	1/2	1	VT	80-95	12	5-10	Full
Onions	1/2	9-16	MH	60-85	20	1	Partial
Parsley	1/4	4	VH	50-85	14	2-3	Partial
Peas, Bush	3/4	8	H	65-85	10	2-3	Partial
Peas, Climbing	3/4	12	H	65-85	10	2-3	Partial
Peppers	1/4	1	VT	75-85	19	2-3	Full
Radishes	1/2	16	H	60-85	4	3-5	Partial
Spinach	1/2	9	VH	60-80	7	2-3	Partial
Summer Squash, vine	1	3 per 1'x4' block	T	70-90	8	2-5	Full
Summer Squash, bush	1	1 per 3'x3' space	T	70-90	8	2-5	Full
Winter Squash	1	1 per 1'x4' block	T	70-90	12	2-5	Partial
Tomatoes, Bush	1/2	4 per 4'x4' block	T	68-80	17	5-10	Full
Tomatoes, Vine	1/2	1	T	68-80	17	5-10	Full

KEY

VT	Very Tender	can be damaged by temperatures under 40 degrees
T	Tender	will not survive frost
MH	Moderately Hardy	survives light frost
H	Hardy	survives frost, generally to low 20s
VH	Very Hardy	will 'winter over' if protected



Three Key Hints for Starting Your Own Seeds

By Don Boekelheide, Charlotte, North Carolina

Starting your own vegetable plants from seed makes a lot of sense for community gardeners. For the modest price of a seed packet, a community garden group can grow more than enough tomatoes or peppers for an average vacant lot-sized garden. That's not all – you also have a potential educational benefit if you can get kids involved in the process, and you can grow choice varieties – especially heirlooms – rarely available in garden centers. You can also time your growing so you've got top quality seedlings ready to go at the best time for your particular gardens.

To reap the rewards, though, you have to do things right. To thrive, our tiny crop, like all babies, needs tender loving care applied with common sense techniques. Doing it right doesn't, by the way, require spending a wheelbarrowful of money.

In the next issue of *Community Greening*, you'll find a longer article with more detailed information on starting seeds. In the meantime, keep these three key points in mind:

1. Timing is everything. You want your seedlings to be ready on planting day, which means paying attention to the calendar. For spring planting, determine your last frost date (Cooperative Extension agents and their Master Gardeners often have this information at their fingertips), and work backwards. Start warm weather crops like tomatoes and peppers roughly 6-8 six weeks before that date. For instance, if you can plant out on May 1, you can start your tomatoes indoors on about March 15. No sense in rushing – I've seen people start warm season crops far too early.

If you just have to grow something, start a cool season crop, like broccoli and lettuce. These can be planted outside 2-3 weeks before the last frost (and even earlier with row covers or in mild-climate areas), so you can start them earlier, 10-12 weeks before the last frost. Example: If your last frost date is May 1, you can start your spring broccoli in late February-early March.

Remember, not all plants are well suited to transplanting. Some, like beans, root crops (turnips, radish, beets...) and most melons (in my opinion), do better planted directly in the garden. And, once the ground is warm, it's sometimes easier to simply direct seed crops like cukes, leaf lettuce and okra.

2. Let there be light! The problem I see most frequently with indoor seedling projects is lack of light. Once veggie seeds have germinated, they want bright and ample light for 14-16 hours a day. A south-facing window isn't enough. The least expensive way to provide the needed light is with plain ordinary shoplights with regular fluorescent bulbs (no fancy 'grow lights' needed). You need to suspend the lights just above the growing baby leaves – just an inch or two, literally right down on top of them. Since you need to be able to move the lights up as the plants grow, you can suspend the lights from the ceiling or on a simple frame.

3. Getting it right. Getting started can be especially confusing. There are some excellent web-based how-to guides and a couple of excellent reference books – use them! I like Purdue University's guide at www.hort.purdue.edu/ext/ho14.pdf, and Whitney Farm's site at www.whitneyfarms.com. In print, I recommend *New Seed Starters Handbook* by Nancy Bubel (Rodale Press), and *Caring For Seedlings* by Shepherd Ogden (Brooklyn Botanical Garden).

Bonus hint – if you are new to all this, start small, with just a single plastic seedling tray or the equivalent, and pick easy plants, such as tomatoes. Let them be your (forgiving) teachers the first time around. Next season, you can go for broke, once you've learned the ropes.



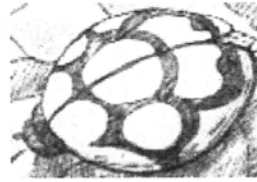

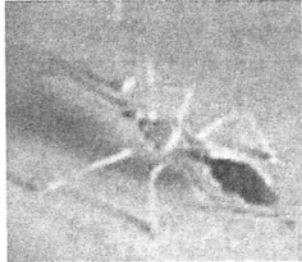



Illustration by Natalia Moroz

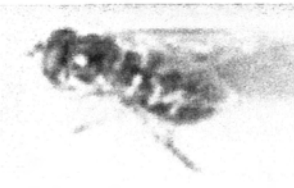

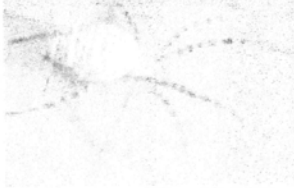


<http://www.absolutearts.com/portfolios/n/nataliamoroz>

BENEFICIAL GARDEN CREATURES

Many beneficial insects are predators or parasites which eat up harmful insects. These are the Pest Police. Some are pollinators which fertilize plants so they can produce fruit. Without them, there would be no agriculture.

(Adapted from "Beneficial insects" Virginia State Univ., www.ext.vt.edu/departments/entomology)

<p>1. Everyone knows the ladybug, or ladybird*. Some ladybugs eat aphids, others prefer scale insects and mites. They are very effective at getting rid of pests. Ladybug larvae also prey on aphids. They are colourful and look fierce, so people often think they must be harmful to people or plants. Nothing could be less true.</p>	
<p>2. The praying mantis*, with its folded legs in prayer position, is another well-known insect predator. Both adults and young lie in wait for insects that stray too close, then grab them with their modified front legs.</p>	
<p>3. Assassin bugs are found in tropical countries. Most kinds have slender bodies and dull colours so they are not noticed. They have a curved "beak" which they use to pierce beetles, grasshoppers and caterpillars.</p>	
<p>4. Ground beetles (e.g. Carab) are often found under logs and rubbish. Both larvae and adults feed on insects, slugs, snails, snail eggs and mites.</p>	
<p>5. The Lacewing fly has green filigree wings and metallic eyes. Close up, the larvae are like miniature monsters. Both adults and larvae hunt for scale, aphids, mites, mealy bug, thrips and whitefly. The larvae eat up aphids at the rate of 60 per hour and sometimes stick the empty bodies on their bristles as camouflage!</p>	
<p>6. Soldier beetles or pirate bugs are slender, brownish red or yellowish, with long antennae. They are often seen on flowers, but both adults and larvae are carnivorous. Like their cousins fireflies and glowworms, they secrete a material which liquefies their prey. They have a "piercing-sucking beak" which they use to suck their victims dry. Each adult pirate bug can eat 5 to 20 thrips larvae per day.</p>	

<p>7. Hoverflies or robber flies are a large and useful family. Some fat kinds look like bees; others with narrow waists mimic wasps. They hover in mid-air and dart in to get pollen or nectar from flowers. Their larvae prey on aphids - one larva may eat 900 aphids! The adults are more effective predators than ladybugs.</p>	
<p>8. Centipedes feed on slugs, snails (and their eggs), mites and insects. Be careful! They can give a painful bite.</p>	
<p>9. Spiders and scorpions are also dedicated hunters. Spiders use six eyes, eight legs, poisonous fangs and sticky, transparent webs to hunt on the ground or in the air. If you find their webs in your garden, leave them there!</p>	
<p>10. Many small wasps and flies are parasites on other insects. They are valuable allies. Tachinid flies, for example, lay their eggs on caterpillars. When they hatch, the fly maggots burrow through the caterpillar's skin and feed on it.</p>	
<p>11. Pollinators Many insects pollinate flowers: wild bees, flower flies, butterflies. The best known is the honey bee, which also gives us honey and beeswax. Without pollinators there would be no citrus fruit, nuts, berries, coffee, melons, cucumbers, squash, or other fruits and vegetables. Without them, farmers could not grow crops.</p>	

* Mel Futter, pub Big Issue Namibia, 2004
 Photos: Ken Gray, Oregon State University, www.govlink.org

COMPANION PLANTING

Planting particular plants together can attract good insects and drive away pests. In general, mixed crops and strong smells repel garden enemies, while flowers attract beneficial insects. 'Companion planting' is a natural way to protect plants.

Flowers which attract beneficial insects are camomile, carrot, celery, clover, coriander, daisy, dill, canna, carrot, citrus, mint, nasturtiums, parsley, parsnip, rosemary, rue, thyme and yarrow. Let some of your vegetables flower.

Strong-smelling plants which deter pests by "putting them off the scent" are aloe vera, artemisia, basil, calendula, camomile, catnip, chilli, chives, citronella, garlic, ginger, horehound, lantana, lavender, leeks, lemon grass, marigold, mint, onions, tansy, thyme and tobacco.

Plants which repel soil pests

Garlic plants kill off some fungi in the soil.

Some marigolds kill nematodes in the soil. Get the right kind.

Cabbage smell repels soil pests.

Special combinations. Some say these combinations work well. Try them and see!

- Basil repels tomato hornworms.
- Nasturtiums get rid of squash bugs.
- Marigolds, mint, thyme and camomile drive away cabbage moths.
- Radishes trap beetles that attack cucumber and squash.
- Thyme and lavender deter slugs.
- Tansy and pennyroyal get rid of ants.
- Tomatoes repel asparagus beetles.
- Beans and brassicas planted together confuse each other's pests.

UMass Extension

CENTER FOR AGRICULTURE

Soil and Plant Tissue Testing Laboratory

West Experiment Station
682 North Pleasant Street
University of Massachusetts
Amherst, MA 01003
Phone: (413) 545-2311
e-mail: soiltest@umass.edu
website: http://soiltest.umass.edu/



USE THIS FORM FOR HOME GROUNDS AND GARDENS

Visit our website to download a copy of the Sampling Instructions sheet which includes a description of routine, and optional soil tests offered. Send your sample(s), completed submission form and payment to the address listed above. Enclose check payable to UMass for \$10 for each sample plus additional fees for optional tests requested below.

Main contact:		Send copy to:		Method of receiving results <input type="checkbox"/> US Mail (please include \$2 for postage & handling) <input type="checkbox"/> E-mail
Name:	Name:			
Business Name:	Business Name:			
Street Address:	Street Address:			
City, State, and Zip	City, State, and Zip			
Phone:	Phone:			
E-mail address:	E-mail address:			

LAB # (Leave blank)	Sample ID (You create this)	Approx. area represented by sample (sq ft. or acres)	Crop Code, limit of 3 (See reverse side of this form)	Routine analysis (\$10.00)	Organic matter (\$5.00)	Soluble salts (\$5.00)	Nitrate (\$5.00)
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Office Use Only	
Received	Due
Check#	PO#
Cash	

Order Total \$ _____

Crop Codes

Lime and nutrient recommendations are provided on your test report specifically for the crop code(s) you identify on your soil sample submission form and are based on the analytical results for your sample. Crop Codes for home grounds and gardens are listed below. Select the crop code that best describes your management objectives.

Home Lawns

Description	Crop Code
Lawn-Establishment.....	HA1
Lawn-Maintenance	HA2

Home Gardens, Trees and Shrubs

Description	Crop Code
Flowers, Roses, & Herbs.....	HB3E
Home Vegetable Garden (mixed).....	HB1
Home Blueberries-Establishment.....	HD1E
Home Blueberries-Maintenance.....	HD1M
Home Brambles-Establishment.....	HD2E
Home Brambles-Maintenance.....	HD2M
Home Strawberries-Establishment.....	HD3E
Home Strawberries-Maintenance.....	HD3M
Home Grapes, American Varieties-Establishment.....	HD4E
Home Grapes, American Varieties-Maintenance.....	HD4M
Home Grapes, European Varieties-Establishment.....	HD5E
Home Grapes, European Varieties-Maintenance.....	HD5M
Deciduous Trees, Shrubs & Vines-Establishment.....	HC1E
Deciduous Trees, Shrubs & Vines-Maintenance.....	HC1M
Needleleaf Trees & Shrubs-Establishment.....	HC2E
Needleleaf Trees & Shrubs-Maintenance.....	HC2M
Acid-loving Trees, Shrubs, & Groundcover-Establishment.....	HC3E
Acid-loving Trees, Shrubs, & Groundcover -Maintenance.....	HC3M

UMass Extension

CENTER FOR AGRICULTURE

Soil and Plant Tissue Testing Laboratory

West Experiment Station
682 North Pleasant Street
University of Massachusetts
Amherst, MA 01003

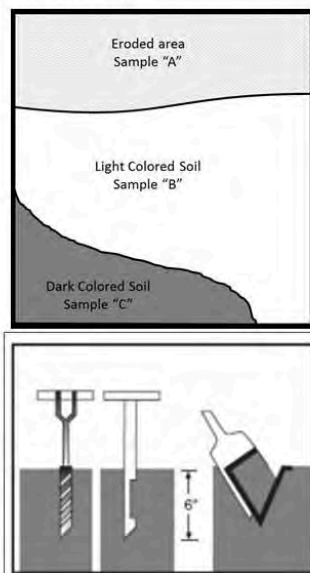
Phone: (413) 545-2311 e-mail:
soiltest@umass.edu website:
<http://soiltest.umass.edu/>



Soil Sampling Instructions

The most critical step in soil testing is collecting the sample. It is important that you take the necessary steps to obtain a representative sample; a poor sample could result in erroneous recommendations.

The first step is to determine the area that will be represented by the sample. Soil physical appearance, texture, color, slope, drainage, and past management should be similar throughout the area. It may be helpful to draw a map of the property and identify areas where you will collect samples. Using a clean bucket and a spade, auger, or sampling tube collect 12 or more subsamples to a depth of six to eight inches (four to six inches for turf) from random spots within the defined area. Avoid sampling field or plot edges and other non-representative areas. Avoid sampling when the soil is very wet or within six to eight weeks after a lime or fertilizer application.



Next, break up any lumps or clods of soil, remove stones, roots, and debris, and thoroughly mix subsamples in the bucket. Once the sample is thoroughly mixed, scoop out approximately **one cup** of soil and spread on a clean sheet of paper to air-dry. A fan set on low will help speed the drying; do not apply heat. **Do not submit wet soil samples to the lab.**

Place approximately **one cup** of your dry sample in a UMass Soil Testing Laboratory carton (obtained from the lab) or a plastic zip-lock bag. Label each box or zip-lock bag with your sample ID (you create this: limit of 5 characters) and complete the submission form.

Complete all information on the sample submission form (found on our website). Provide your contact information, including a phone number and email address, under "Main contact." If you would like a copy of your results sent to anyone else, include their contact

information under "Send copy to." Enter your Sample ID using the same five characters you labeled your samples with. Please include the approximate area represented by each sample. This information is useful to the lab and will be reported with your results. A rough approximation is adequate (i.e., +/- 1000 square feet for turf or +/- one acre for row crops). **Be sure to specify a Crop Code** for each sample; without a Crop Code, the lab cannot provide lime and nutrient recommendations. Crop codes are listed on the second page of the submission forms. Finally select any optional tests you would like in addition to routine soil analysis. A brief description of these is provided below.

Send your sample(s), completed submission form and payment to the address listed on the front. Enclose check payable to UMass with your order. Please include \$2 for postage and handling if you would like your results sent by US Mail.

Soil Test Descriptions & Fees

Routine Soil Analysis

Standard fertility test: \$10.00

Includes pH, acidity, Modified Morgan extractable nutrients (P, K, Ca, Mg, Fe, Mn, Zn, Cu, B), lead, and aluminum, cation exchange capacity, and percent base saturation. Recommendations for nutrient and pH adjustment are included with results.

Optional Additional Soil Analysis

Soil organic matter: \$5.00

Measurement of soil organic matter by loss on ignition at 360° C. This measure is useful for evaluating soil quality and nutrient supplying capacity. A measure of soil organic matter is also required to determine the effective rate for certain herbicides.

Soluble salts: \$5.00

Measure of electrical conductivity of a 1:2 soil:water extract. This test is used to determine if salinity levels are high enough to limit plant growth. Sources of soluble salts in Northeastern soils include fertilizers, animal manure, compost, runoff from surfaces treated with de-icing salts, and poor quality irrigation water.

Soil nitrate: \$5.00

Measurement of nitrate nitrogen (NO₃-N) using an ion specific electrode. Due to the inherent variability of soil NO₃-N in our climate, these results are not directly used to make nutrient recommendations. However, under certain conditions this test may provide useful information for nutrient management.

START-UP/ MANAGEMENT GUIDE WEBSITES

American Community Gardening Association: <http://www.communitygarden.org>

Australian City Farms and Community Gardens Network: <http://communitygarden.org.au/>

Boston Natural Areas Network, Boston, MA: <http://www.bostonnatural.org/communitygardens.htm>

University of California Cooperative Extension Los Angeles County:
http://celosangeles.ucanr.edu/UC_Master_Gardener_Program/Community_Gardens/
(Includes link to a Spanish version of a Garden Start-Up Guide)

Cornell Small Farms Program, Guide to Urban Farming in New York State:
<http://www.nebeginningfarmers.org>

Denver Urban Gardens, Denver, CO: <http://dug.org/>

Community Action Coalition for South Central Wisconsin, Madison, WI: <http://www.cacscw.org/garden>

Gardening Matters, Minneapolis, MN: <http://www.gardeningmatters.org>

Community Gardening Toolkit, University of Missouri Extension:
<http://extension.missouri.edu/p/mp906-6>

North Carolina Cooperative Extension: <http://nccommunitygardens.ces.ncsu.edu/>

Gateway Greening, St. Louis, MO: <http://www.gatewaygreening.org/>

P-Patch Program, Seattle, WA: <https://www.seattle.gov/neighborhoods/ppatch/>

Wasatch Community Gardens, Salt Lake City, UT
<http://wasatchgardens.org/>

Portland, OR: <http://www.portlandoregon.gov/parks/39846>

Vermont Community Garden Network, Burlington, VT: <http://vcgn.org/>

Waterloo, Ontario, Canada:
<http://www.together4health.ca/workgroups/waterloo-region-community-garden-council>

Center for Rural Affairs, list of Spanish language farm/garden resources - Recursos en español sobre jardines/granjas: <http://www.cfra.org/community-food/siouxlandcommunitygarden>

ChangeLab Solutions (See Seeding the City and Ground Rules, A Legal Toolkit for Community Gardens)
<http://changelabsolutions.org/>

Community Toolbox, University of Kansas: <http://ctb.ku.edu/en/toolkits>

LifeLab, School Garden Resources, including in Spanish
<http://www.lifelab.org/2011/07/spanish/>

Multiple Benefits



Of Community Gardening

Carbon Footprint

- Food in the United States travels an average of 1300 miles from farm to fork, changes hands half a dozen times, and consumes 10 calories of fossil-fuel energy to produce a single calorie of modern supermarket food (Kloppenborg, Hendrickson and Stevenson, 1996, p. 33, 42; Pollan, 2008). Producing food locally greatly reduces the greenhouse gas emissions related to transportation of food.
- Fruits and vegetables sold in supermarkets spend as many as 7 to 14 days in transit. During this time, almost 50% of the transported food is lost to spoilage. Locally grown food reduces or eliminates this transit time, helping to greatly reduce waste (Community Food Security Coalition, 2003, p. 4).

Municipal Benefits

Community Gardens are an economic benefit to local governments:

- Community gardens have been shown to increase property values in the immediate vicinity where they are located. In Milwaukee, properties within 250 feet of gardens experienced an increase of \$24.77 with every foot and the average garden was estimated to add approximately \$9,000 a year to the city tax revenue (Bremer et al, 2003, p. 20; Chicago, 2003, p. 10; Sherer, 2006).
- Been and Voicu estimate that New York's "gross tax benefit generated by all community gardens over a 20-year period amounts to about \$563 million. Under the scenario in which the local government would have fully subsidized the garden provision [which is rarely the case], the city's total investment would have amounted to about \$83.5 million. Thus, the estimated net tax benefit would be, in the aggregate, about \$480 million or, per garden over \$750,000" (2006, p. 28).
- Developing and maintaining garden space is less expensive than parkland area, in part because gardens require little land and 80% of their cost is in labor (Saylor, 2005).
- Community gardens provide a place to retreat from the noise and commotion of urban environments, and have been shown to attract small businesses looking to relocate (Sherer, 2006).
- Community garden programs provide employment, education, and entrepreneurship opportunities for a wide variety of people, including students, recent immigrants, and homeless people (Community Food Security Coalition, 2003),
- While vacant lots can be magnets for litter and criminal activity, community gardens are observed and managed by the gardeners, resulting in a cleaner space and more active local community. All of this often comes at little or no cost to the city (Schmelzkopf, 1995).

Food Production

Community gardens allow families and individuals without land of their own the opportunity to produce food, and provide a place for gardeners to share knowledge and skills.

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Food Production (continued)

- Gardeners save significant amounts of money on produce. One project estimated that community gardeners saved between \$75 and \$380 in food costs every season (adjusted for inflation from 1994 to 2011) (Hlubik et al. 1994; Armstrong, 2000).
- Local agriculture conserves resources by shortening the commodity chain, saving on fuel-demanding transportation and packaging (Bremer et al, 2003, p.23)
- From 1978-1989, \$8.9 million worth of produce was grown in Milwaukee community gardens (Bremer et al, 2003, p.22, 56).
- In 1999, the fifteen New York gardens organized as the City Farms program of the organization “Just Food” grew close to 11,000 pounds of fresh vegetables and fruits. Nearly 50 percent was donated to nearby soup kitchens and food pantries (Just Food 1999 Summary Report, as cited by Englander, 2001, p. 14).

Health Benefits

- Community gardens provide access to fresh, traditional produce and nutritionally rich foods in low-income neighborhoods, where nutritious food is much less available than in other areas. “A study of all food stores in three low-income zip codes in Detroit found that only 19%, or fewer than one in five stores, carried a minimal 'healthy food basket' [of] products based on the food pyramid” (Pothukuchi 2003).
- Studies (like the one conducted by Lackey and Associates) have shown that community gardeners and their children eat healthier, more nutrient rich diets than do non-gardening families (Bremer et al, 2003, p.54).
- People who garden (or who live with someone who gardens) tend to eat more fruits and vegetables on a daily basis. In a survey in Flint, Michigan, while only 17.8% of respondents from non-gardening households ate fruits and vegetables at least 5 times a day, that number rose to 32.4% in households with a gardener. The same study showed that gardeners also tend to eat one more serving of fruits or vegetables per day than non-gardeners (Alaimo et al., 2008).
- Increasing the consumption of organic local produce reduces exposure to chemical fertilizers and pesticides. Local food can also “be eaten fresh, without the preservatives that are typically added to produce that is shipped long distances” (Bremer et al, 2003,p. 54).
- Multiple studies have shown that natural areas such as community gardens grant a variety of mental health benefits. Being in natural places fosters recovery from mental fatigue, improves outlook and life satisfaction, helps us to cope with and recover from stress, improves our ability to recover from illness and injury, restores concentration, and improves productivity (Maller et al., 2005).
- Simply viewing plants has been shown to reduce fear, anger, blood pressure, and muscle tension (Relf, 1992 p. 161; Ulrich, 1979; Ulrich, 1986).

Exercise

- Gardens can be areas for recreation and exercise. According to the American Journal of Preventive Medicine, the “creation of or enhanced access to places for physical activity combined with informational outreach” produced a 48.4% increase in frequency of physical activity in addition to a 5.1 percent median increase in aerobic capacity, reduced body fat, weight loss, improved flexibility and an increase in perceived energy (as referenced in Sherer, 2006).
- Gardening is considered a moderate to heavy intensity physical activity, and has been linked to significant beneficial changes in total cholesterol, HDL cholesterol, and systolic blood pressure (Armstrong, 2000).

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Exercise (Continued)

- Besides being a great way to exercise, gardening motivates people to stay active longer than other activities. In one study, participants spent significantly more time gardening (225 minutes/week) than doing other leading forms of exercise, such as walking (160 minutes/week) and biking (170 minutes/week) (Caspersen et al., 1991).

Crime Prevention

Community gardens offer a focal point for community organizing, and can lead to community-based efforts to deal with other social concerns.

- Community gardens give youth a safe place to interact with peers and can involve them in beneficial activities (Sherer, 2006).
- Community gardens increase neighborhood surveillance or “eyes on the street”, often deterring crime (Kuo & Sullivan, 2001b).
- In a study of violent and property crimes around public housing buildings in Chicago, buildings with a high level of vegetation that doesn't obscure view (such as most garden plants) had 52% fewer crimes than those with no landscaping. Buildings with medium levels of this type of vegetation had 42% fewer crimes (Kuo & Sullivan, 2001).
- Scientific studies show that crime decreases in neighborhoods as the amount of green space increases, and that vegetation has been seen to alleviate mental fatigue, one of the precursors to violent behavior (Kuo and Sullivan, 2001).
- Community gardening is recognized by many police departments as an effective community crime prevention strategy. In Philadelphia, burglaries and thefts in one precinct dropped by 90 percent after police helped residents clean up vacant lots and plant gardens. (“Healing America’s cities” p. 5-6, as cited in Englander, 2001).

The Urban Ecosystem

Gardens help to improve the health of the city ecosystem in several ways:

- Community gardens add beauty to the community and heighten people’s awareness and appreciation for living things. In a Chicago survey, this was the #1 reason given for the importance of community gardens, mentioned by 14.3% of respondents, while 83% of respondents felt that the garden has enhanced the beauty of the community (Chicago, 2003, p. 34).
- A 1995 Regional Plan Association poll of individuals nationwide found that the major components of a satisfactory quality of life are safe streets and access to greenery and open spaces. In another survey, owners of small companies ranked recreation, parks, and open space as their highest priority in choosing a new location for a business (Sherer, 2006, p.5).
- Urban green spaces are unevenly distributed and access is extremely limited near low-income neighborhoods populated by minorities, including recent immigrants. For example, in “Los Angeles, white neighborhoods enjoy 31.8 acres of park space for every 1,000 people, compared with 1.7 acres in African-America neighborhoods and 0.6 in Latino neighborhoods” (Sherer, 2006, p.6).
- Filter rainwater and help to keep lakes, rivers, and groundwater clean (“Plants and the micro-organisms with which they symbiotically coexist help to clean and filter water as it percolates through the soil”) (Bremer et al, 2003, p. 50).

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Urban Ecosystem (continued)

- Reduce soil erosion and runoff, which lessens flooding and saves the city money (Bremer et al, 2003, p. 50, 56; Sherer, 2006; tpl, 2004).
- Restore oxygen to the air and help reduce air pollution through the gas exchange systems of leaves and soils (Chicago, 2003 p. 14; Sherer, 2006).

Youth Education

Community gardens can serve as an outdoor classroom where youth can learn valuable skills, like those involving practical math, communication, responsibility and cooperation. They also provide the opportunity to learn about the importance of community, stewardship and environmental responsibility.

- When combined with science education, gardening can be a form of experiential learning that is more effective than traditional classroom learning. In a study of Hispanic and African American middle school students in Los Angeles, students who participated in a science class with a school garden project showed dramatically improved science-processing skills when compared to those in a traditional science class (Blair, 2009 p. 19).
- In California, the San Francisco League of Urban Gardeners has a program in Alemany, a community with an unemployment rate of 84%, which employs 20-25 local youth during the school year and about 60 during the summer. They are trained in gardening, landscaping, habitat restoration, work skills and leadership development (Feenstra et al, 1999 p.40).

Cultural Opportunities

- Community gardens offer unique opportunities to establish relationships within and across physical and social barriers. (Bremer et al, 2003; Tranel & Handlin, 2004). In places like the Twin Cities, where there are large communities of first and second generation immigrants, community gardens have provided a space for: Inter-generational exposure to cultural traditions; Cultural exchange with other gardeners; Access to non-English speaking communities
- In gardens across New York that are supported by the city's community garden association, GreenThumb, there are gardeners from 45 different countries and many regions of the U.S.
- A recent study found that, compared to residents living near barren areas, those closer to green common spaces are more likely to use them and more likely to interact with neighbors as a result (Kuo et al, 1998, p.26).
- Community gardens are great places to host social and cultural events, helping to strengthen local communities (Krasny & Saldivar-Tanaka, 2004).

Horticultural Therapy

- Exposure to green space reduces stress and increases a sense of wellness and belonging (Bremer et al, 2003, p. 55).
- "A ten percent increase in nearby greenspace was found to decrease a person's health complaints in an amount equivalent to a five year reduction in that person's age" (Sherer, 2006, p. 16).
- In Brentwood California, the Vets Garden employs 35 patients, many of whom have not been able to hold down a job since the Vietnam War. Since the garden program started, inpatient stays have been significantly reduced and the gardeners have been making progress at faster rates and are better able to "participate more fully in the world and move on to jobs outside the hospital". Employment opportunities such as gardening and landscaping throughout the city have become available to Vet gardeners and several program participants have even gone back to school. (Feenstra et al, 1999, p. 52).

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10 BASIC GARDEN RULES

1. Participate in spring and fall cleanups.
2. Plant your plot by June 1, or lose it.
3. Keep your plot clean, and help maintain common area, paths and fence lines.
4. Conserve water, don't waste it.
5. Avoid chemical pesticides.
6. No herbicides.
7. Prepare your plot for winter by November 30. Clean up. Protect your soil from erosion.
8. No pets in the garden.
9. Children must be supervised in the garden.
10. Discourage theft: harvest early. Don't pick from your neighbor's plot.

REGLAS PARA JARDINES COMUNITARIOS

1. Participe en limpiezas del terreno de primavera y de otoño.
2. Siembresu parcela antes del 1 de junio, o la perder.
3. Mantenga su parcela limpia, y ayude a mantener las areas, los caminos y los bordes limpios.
4. Conserve el agua, no la desperdicie.
5. Evite las insecticidas químicas.
6. El uso de herbicidas está nprohibido.
7. Prepare y limpie su parcela para el invierno antes del 30 de noviembre.
8. Los animales domésticos son prohibidos.
9. Los niñostienen que ser supervisados en el huerto.
10. Evite el robo: coseche a temprano; no coja de las parcelas ajenas.

Community Garden Rules

Garden rules inform the gardener of the expectations of participating in the community garden. Good garden rules also provide a context or a reason for the rules and, when necessary, provide information about how one can abide by the rules. A manual for one's community garden can also provide much of this information as well, but it helps new gardeners understand the reasons for the rule, and how important that rule is to the garden.

Twin Cities community gardens (and some from outside the area) sent in their gardener agreements in the Spring of 2006 to be consolidated into a menu of options to be used by other gardeners when drafting or revising their garden's rules. Not all rules will be pertinent to each garden, as these came from 20 different community gardens representing many different kinds of community gardens with differences in size, location (urban, suburban, rural), arrangements and organization.

With gardener agreement forms, have gardeners sign the form, and then provide them a copy of the agreement for them to take home to review again and again!

Reading these Rules...

We did not change the language in the rules so some will read "I" (the gardener) and others will be in the third party. Specific names were replaced with general terms, two of which might cause some confusion:

1. A "garden group" is the community of gardeners at the garden or the group of gardeners whether formal or informal.
2. A "sponsoring organization" is typically a 501(c)3 nonprofit organization that acts on the behalf of the garden group as a leasee of the garden site for the gardeners and can be the liaison between the gardeners and the landowner.

A community garden does not necessarily need a sponsoring organization, but in some cases it may be required by the landowner.

CATEGORIES:

- 1) LEASE REQUIREMENTS, PAYMENT AND PLOT AGREEMENTS . . . p.2
 - Fees and plots
 - Start of Season
 - Unclaimed or Neglected Plots
 - End of Season
 - Gardener Meetings
 - Community Service & Volunteering
- 2) GARDENING RULES . . . p.5
 - One's Plot
 - Adjacent Paths & Borders
 - Watering
 - Garden Site – in general
 - Compost and Trash
 - Other Garden Plots
 - Property and Tools (and Equipment)
 - Gardeners, Family, Guests and Pets
 - Miscellaneous
- 3) WARNINGS AND PENALTIES . . . p.10
- 4) GARDENER'S SIGNATURE & LIABILITY WAIVER . . . p.11

LEASE REQUIREMENTS, PAYMENT AND PLOT AGREEMENTS

Fees and plots

FEES AND SECURING A PLOT

- Gardeners can officially garden at *[name of garden]* after reading and signing this agreement, and after the official *[year]* gardening opening. If you are a past gardener wanting to retain your plot, you will additionally need to pay *[garden group]* a \$20.00 garden fee.
- I agree to pay \$___ to the *[garden group]* to cover the cost of gardening at the site for the *[year]* gardening season. I understand that part of this fee is refundable at the end of the gardening season upon satisfactory cleanup of my garden plot by the end of the gardening season, return the gate key, and return the water key. Fees must be paid by June 1st.
- I will pay a deposit of \$___ for use of tools, land, and as a contribution to other garden expenses. I understand that half of this deposit will be refunded to me when I clean up my plot at the end of the season.
- Pay the rent** for your plot by March 1, 2006. Registrations postmarked March 2-March 15, add \$___ **for late registration**. Registrations received after **March 15** will not be accepted.
- The basic fee for a garden plot is \$___, payable no later than Good Friday of each year. I will only be granted a plot when I have paid my fee. Plot fees include one-year use of the plot and water.
- Garden plots are chosen and paid for at the annual meeting, the second Saturday of February at noon at *[location]*.
- Renters to pay rent and clean up deposits by May meeting. Payments to be made at May meeting. Any not paid for will be reassigned any time there after.

CHOOSING A PLOT.

- Plots are assigned on a first come/first serve basis. Gardeners who have previously gardened at the site are given preference as are members living in the *[name of neighborhood]* area. Garden plots are assigned to one person only and are not transferable. Others may garden at your site, but the responsibility for payment of fees, cleanup and other duties at the site will be the responsibility of the individual whose name is assigned to the plot
- You can request specific plots, but please remember that since it is a first-come, first-served program, you may not get your first choice. Reserving more than one garden is permissible but, if you do, you must still leave the required walkway between each individual garden. Obstructions in walkways will be removed.
- It is the responsibility of each gardener to follow Community Garden rules and to take an active role in administering the gardens. All gardeners are required to attend the Annual Spring Meeting, April 22, 2006, 9:30am, at the *[location]* and to participate in the maintenance of their garden section. Failure to attend that meeting (or to send a representative) may result in forfeiture of your plot and the return of your fee. Applicants will be notified of their plot number and receive a copy of the Season Schedule at the Annual Spring meeting).
- Plot requests are filled according to the order in which the registration forms arrives **BY MAIL**. Check or money order must be included with the application form. If requests cannot be filled, the fee will be refunded. A waiting list will be maintained for applicants for whom no plot was available.



- ❑ I will have right of first refusal to my plot for the following season. As an established participant, I will have first choice of any open plots for the following season. Plot-selection disputes will be settled by seniority first, then randomly by name-draw.
- ❑ **Your plot is not transferable.** You may not give your plot to another person. A one-season temporary transfer is allowed; notify the Garden Committee by voice mail at [phone number].

Start of Season

“PLANT BY” RULES

- ❑ I will have something planted in my garden by June 1 and keep it planted and weeded all summer long. Gardener will call [telephone number] if you decide not to plant your assigned plot.
- ❑ Tend your plot by May 15th. You must tend your plot by May 15th. If the kind of plants you are growing must be planted later, weed your plot as needed before then. You are responsible for your plots for the entire season. Keep it free of weeds and harvested through September.
- ❑ **Plant your plot** by the time designated and clean up your plot at the end of the season by removing dead plants and temporary supports. The planting deadline is June 3, 2006. Plots that are unplanted by the planting deadline are assumed abandoned and will be forfeited without a refund. Plots not planted will be reassigned.
- ❑ Individual plots must be cleaned and started no later than May 1, or they will be given to the next person on the waiting list and the plot fee returned to the original applicant.

PLOT MAINTENANCE EXPECTATIONS

- ❑ Gardeners must maintain plots (including adjacent aisles) throughout the growing season. Gardeners who do not maintain their plots will not be eligible for a plot in the following year.
- ❑ Each gardener is expected to spend at least 4 hours/week working on his/her plot and the surrounding area.
- ❑ I will maintain my garden on a regular basis of at least 3 times a week; including planting, watering, weeding, and harvesting. I will keep weeds down and maintain the areas immediately surrounding my plot.
- ❑ If, for any reason (health, vacation, work pressure), you will be temporarily unable to maintain your plot, inform the coordinator. If you have a substitute gardener, inform the coordinator.
- ❑ Please contact your section manager or the garden coordinator if you will be moving, taking an extended vacation, or otherwise will be unable to maintain your plot throughout the summer. Abandoned plots are reassigned mid-season.
- ❑ I understand that if I abandon my garden for more than 2 weeks, without having given prior notice (i.e. of vacation, sickness,etc.) to the garden coordinator, my plot will be re-assigned to someone else.

Unclaimed or Neglected Plots

- ❑ Plots not chosen at the meeting are first come, first served (after payment).
- ❑ June 10 is the day we will let gardeners use unused plots at no charge, if any plots remain.



- ❑ If gardens are not being used nor taken care of, a vote at *[the monthly membership meeting]* will be taken whether or not renters will be permitted to anv or part of their plots the following year.
- ❑ Gardens in a weekly & uncared-for condition by July 4th will be cleared. They will be given to existing gardeners for fall planting only. They will be open for new gardeners in the following season.
- ❑ If my plot becomes unkempt, I understand I will be given 2 week's notice by phone or mail address given to us to clean it up. At that time, it will be re-assigned or tilled in and any produce will be donated to charity. Deposit is forfeited to pay for cleanup

End of Season

- ❑ Renter must pay clean-up deposit on each plot. Money is to be kept in a savings account. Money will be forfeited if plot is not clean by November 1st. The clean up money will be paid to the person or persons who clean uncleared plots. Renters who do not clean plots will lose one half of the plots they have. If renters have only one unclean plot they will be put on a year's probation and if the plot is not clean the following year, they will lose it.
- ❑ Garden cleanup must be accomplished by October 31st. Failure to do so by this date will result in forfeiture of your fee refund.
- ❑ Clean up refunds made by request only & by the person getting the refund. Cleaned up means plot is ready for tilling, clean and level.
- ❑ Gardeners must clear annual vegetation by October 31st. Cover crops can be left on plots.
- ❑ At the end of the season, all dead plants and weeds should be removed, boxed and placed at curbside on trash day.
- ❑ Gardens must be cleared and cleaned at the end of the growing season. All stakes should be pulled and piled in the designated location and the ground made ready for fall tilling by October 15, 2006.

Gardener Meetings

- ❑ Garden meetings are held the 2nd Thursday of each month in the gardening season: April, May, June, July, August and September. (*good to put meeting times within the agreement*)
- ❑ I agree to attend meetings of the *[community garden group]*.
- ❑ It is the responsibility of each gardener to follow Community Garden Rules and to take an active role in administering the gardens. All gardeners are required to attend the Annual Spring Meeting, April 22, 2006, 9:30am, at the *[location]* and to participate in the maintenance of their garden section. Failure to attend that meeting (or to send a representative) may result in forfeiture of your plot and the return of your fee. (before the garden is opened for planting , the ground will be plowed and the plots marked. Applicants will be notified of their plot number and receive a copy of the Season Schedule at the Annual Spring meeting).

Community Service/Volunteering

- ❑ Gardeners understand that this is a community garden and in order for it to succeed gardener support is needed to maintain the site, manage compost, keep on top of equipment, make signs, deal with wildlife, obtain our donated transplants, plan and execute produce giveaways, help keep site picked up from debris, and plan celebrations.



- I agree to participate in general garden maintenance, garden construction and or committee work of up to 3 hours per month.
- Gardeners are encouraged to work together as a group on communal aspects of the garden for four hours at the beginning of the planting season.
- Feel free to give notes on the bulletin board in the shed for any useful hints and ideas
- ALL gardeners will participate in garden activities and events like: filling water barrels, clean-up days, preparation for *[event]* and special fundraising events.
- I will participate in the spring and fall cleanups of the garden. I will participate to the best of my ability in group workdays. (dates included elsewhere).
- Work days may be called and each gardener is responsible to have themselves or a representative there to do work on that day.
- I agree to volunteer hours toward community gardening efforts such as organized work sessions as well as spring and fall cleanups. Organized work sessions focus on maintaining the community areas of the garden and not your own plot. This will also be the time to discuss members' ideas and concerns.
- I understand that the Garden Committee meets once a month (please see schedule of meeting days) and my participation, contribution, and ideas for the gardens will be highly valued and I am encouraged to attend.
- I will participate in garden workbees on a bi-monthly basis during the gardening season (workbees will include; a planting day in May, weeding day in July, harvest day at the end of summer, and a fall clean-up day of the gardens).
- Gardeners must **perform 4 hours of service** per plot, to the garden each season. Report completed hours within one week to your service coordinator. All service hours must be completed and reported by November 15. Gardeners who have not completed and reported required service hours will receive a citation for rules violation. (See *Procedures below*)
- I will participate in the fall clean up of the garden. I understand that the \$5.00 deposit will be refunded only to those who do participate.
- Participate in monthly cleanup and maintenance: volunteer for general garden upkeep 4 hours per month for each family member over 12 years. Exceptions to this rule may be granted by the general membership upon request.

GARDENING RULES

One's Plot

ORGANIC

- I commit to using organic gardening methods and will not use chemicals (fertilizers, pesticides, etc.) in or near the gardens.
- Adhere to organic growing practices. *[garden]* is an organic garden. Do not use synthetic chemical pesticides or fertilizers like miracle-Gro. If you are not sure if something is allowed, please check with another gardeners or call the garden at *[phone number]*.
- Gardeners must agree to garden organically. This means toxic fertilizers, pesticides, herbicides & rodenticides may not be applied. Organic definitions can vary and organically labeled pesticides can actually be as toxic or even more toxic than synthetic versions. However, using compost, barriers and weeding are always acceptable. Gardeners agree to check with *[sponsor organization]* before applying any fertilizers, pesticides, herbicides & rodenticides, even if labeled "organic".
- I agree to follow organic gardening principles. I understand only fertilizers allowable under certified organic standards are permitted. I will not use fertilizers, insecticides or



weed repellents that will in any way affect other plots, nor any product that is not allowable under certified organic standards. I will be provided with specific allowable and restricted inputs.

WEEDS AND DISEASE (see also "Compost and Trash")

- Gardeners agree to keep the garden & garden edges free of weeds, diseased plants, insect-infested plants and over-ripe vegetables. [*Landowner*] will maintain the greater property.
- As a community garden, please respect the surroundings and tend to your plot and help keep the area free of litter and weeds.
- Diseased and infected plants must be removed from the garden and disposed of properly.
- I will keep weeds down and maintain the areas immediately surrounding my plot.
- Weeds, if removed from your plot, are to be piled in the labeled areas for hauling to the compost site.
- Keep your garden **neatly weeded** on a regular basis. Weeds may not become taller than 8 inches (*city ordinance*). Weeds are a major complaint of neighbors and other gardeners, and are the leading cause of plot forfeiture.

LARGE/WOODY PLANTS OR STRUCTURES

- Do not plant trees or shrubs. If it's woody and perennial, it's not allowed in your plot.
- Be respectful, tall crops (such as sunflowers and corn), structures, trees, etc... should be planted to not shade another garden.
- Large plants such as raspberries and corn must get the okay of a majority of gardeners at the annual meeting.

SOIL AMENDMENTS/REMEDICATION

- Don't bring in sand or gravel.** These materials are difficult or impossible to remove later, and the soil is already quite sandy and "well-drained".
- Mulch with leaves, grass clippings, or hay to reduce water evaporation and unwanted weeds.
- All rocks should be removed from the garden area and piled in the labeled areas. Rock borders are not permitted, including the outside flower beds. Do not dump rocks in the path.

Adjacent Paths & Borders

- Wood chips may be used in the public paths but not in the individual plots. Hay and straw are great mulches and may be used in the plots.
- Weed the path adjacent to your plot. You are responsible for maintaining the chipped paths near your plot. Weed them and add wood chips when necessary.
- Renters must keep debris inside own plots. Any plant that protrudes into the next plot or walk-way, may be trimmed or picked by the next plot owner.
- Gardening activity and plant growth must be restricted to the gardener's plot. Please prevent vegetation from attacking walkways and adjacent plots.



- ❑ You are responsible for maintaining half of the **path** next to your plot. Paths must be kept clear of weeds, rocks, garden plants and other obstacles. This includes plants overhanging from your plot, such as raspberry canes. You may use the landscaping cloth covered with wood chips to keep weeds from the path, but you may not use carpeting, roofing material or other non-organic materials on common pathways.
- ❑ Please be considerate of plot aisles, which are needed for hose and water movement. Do not create multiple continuous planted plots that obstruct the aisles between plots.
- ❑ The assigned garden lots have been established with access paths between them to provide access for all gardeners. Access paths should be no less than 4 feet wide. When planting near paths, leave adequate space for plant growth so as not to encroach into or overhang the paths.
- ❑ Gardeners should respect each other's plots. Leave a 6" unplanted border along each plot line where there is no aisle. Do not place opaque structures where they will shade a neighboring plot.

Watering

- ❑ Gardeners need to be diligent in shutting the water off after their use (in the past, flooding has occurred due to the water not being shut off!).
- ❑ Hydrant needs to be shut off and locked if you are the last one using it. The lock is to be locked to the hydrant when it is in use so we don't lose it!
- ❑ Water Rules. Gardeners must report all leaks. Shut off faucet when done watering. Keep hoses on the path not in other gardener's garden. No over night watering.
- ❑ Water hoses must not cross other plots and **must be attended at all times**. Water sprinklers are not permitted in the garden.
- ❑ Water use is limited to 15 minutes per plot per day. Please help avoid water loss in the aisles and be considerate of other waiting gardeners.
- ❑ Please refrain from watering your garden with an open-ended hose. The use of a hose nozzle will conserve water and maintain sufficient water pressure for other gardeners. Additionally, if a watering ban is in effect, please comply with regulations.

Garden Site – in general

- ❑ Gardeners will not make any permanent changes to the garden, such as adding an underground watering system or drastically changing the fence, without permission from *[landowner or sponsoring organization]*.
- ❑ Gardeners agree to get approval from *[landowner]* to plant trees, shrubs or bushes (non-herbaceous plant material that does not die to the ground every winter).
- ❑ Electric fences are not permitted in the garden.
- ❑ No digging for worms anywhere in the garden.
- ❑ Both the access and perimeter paths must be free of garden materials and debris so as not to create a hazard nor to impede their maintenance. It is suggested that gardeners designate a small area at the center of their assigned gardens for storage of garden tools and supplies, etc.
- ❑ Glass containers are prohibited from the gardens. In addition, containers, bags, etc of any kind should be secured so as not to blow around and/or detract from the orderliness of the gardens. Such items are best removed when they are no longer needed.

Compost and Trash

- Each gardener is responsible for trash removal.
- It is strongly recommended that gardeners maintain compost bins at the center of their garden throughout the gardening season to compost weeds and other organic materials. Compost makes excellent mulch; the use of plastic and other non-porous materials for ground cover is prohibited.
- I will keep trash and litter cleaned from the plot, as well as from adjacent pathways and fences. I will take responsibility for removing all refuse that is not composted.
- Compost and rubbish must be put in the compost bins or trash can and not left in a heap that someone else will have to clean up.
- Gardeners agree to keep the garden area trash-free during the growing season. *[landowner]* will designate trash bins and recycling collection bins for disposal of materials found & used in the garden. Trash cannot be brought from off-site. Plant material is not allowed in the trash bins unless it is diseased or infested & there is known risk of contaminating the compost pile.
- Gardeners are expected to put weeds on compost pile.
- Any "leaf/mulch" bag brought to garden must be emptied when brought, any filled bag must be immediately removed.
- The use of the compost bin will be discussed at a gardener meeting-workday so we all understand the best way to make it useful.

Other Garden Plots

- Stay out of other people's plots unless specifically invited.
- I will not plant, weed, water or harvest from any other members plot.
- While you may view the success of other gardeners, refrain from stepping off the access paths and into other garden lots. Gardeners have their own methods of planting, which may be damaged in the process.
- Pick only the plants you are growing, or have permission from the grower to pick.
- No gardener can give permission to any one to go into anyone else's plot for any reason only the gardener who that plot is assigned to can do that.

Property and Tools (and Equipment)

- Take care of tools.** When you are finished with your work, hang the tools and neatly coiled hoses in the shed and lock it. Help keep the shed building safe by keeping it free of clutter. Help clean up seemingly random piles and bags of materials around the garden
- I will sign out the keys to the greenhouse (to access tools and garden supplies) at the front desk and return the keys promptly after use.
- I understand that the garden tools are for everyone to use and will therefore clean and return them promptly after using them.
- Gardeners provide their own tools and seeds. Water is available at the garden.
- Each gardener is responsible to return the key to the lock box and locking the gate if there is no other gardener in the garden.
- Power equipment** may only be operated by those over 16 who own or lease the equipment. All use is at your own risk (insurance requirement). Return all commonly-owned tools to the shed and store them securely. No personal power tools may be left

in the shed. You must follow all rules concerning rototilling that are posted on the shed bulletin board.

Gardeners, Family, and Pets

GARDENERS

- ❑ Gardeners agree to take breaks, snack or informally gather within the garden areas only. Gardeners agree not to use *[landowner's]* or adjacent neighbor's outdoor seating areas.
- ❑ Be considerate of the garden's neighbors (*a number of garden rules leave explicit instructions about the neighbors, such as not blocking access to their house, or delivery of large items, such as compost or mulch, or use of a neighbors property for access to the garden*).
- ❑ I will respect the privacy of the garden's neighbors and do my best to preserve their *[quality of life]*. I will not ask neighbors to provide use of telephones (excepting emergencies) or restrooms.
- ❑ Gardeners are reminded to use good personal safety practices when visiting the garden.
- ❑ In the spirit of cooperation, all gardeners shall treat the garden, other gardeners, neighbors, and visitors with respect and consideration. No stealing (harvesting from others' plots without authorization), verbal or physical harassment is allowed. Violation of this rule will result in expulsion from the garden.

CHILDREN

- ❑ Children are welcome at the garden when accompanied and fully supervised by an adult.
- ❑ Teach young children to stay on paths.
- ❑ Parents are encouraged to bring children to the garden and introduce them to the wonders of gardening. Please monitor their behavior and whereabouts at all times.
- ❑ *[Landowner]* and *[sponsor organization]* believe this site is really inappropriate for children. For safety & other reasons parents are encourage not to bring children to the garden.

PET ANIMALS

- ❑ Gardeners agree to not bring pets to any portions of *[landowner's]* property, garden or otherwise.
- ❑ Keep *pets* out of other plots. Keep dogs leashed and under your control at all times; clean up after pets (city ordinance)
- ❑ Dogs and other family pets are not allowed in city parks, including these gardens. Please be considerate of others and leave your pets at home.
- ❑ Dogs. Should you wish to bring your best friend to the garden, please remember that *[city garden is in]* laws apply to this garden (on park land). Leashes and "pick-up" is required at all times. Under no circumstances should dogs be permitted into the gardening area proper because of potential disease from dog feces.



Miscellaneous

- ❑ By [*landowner*] agreement no **driving** on the property **unless** approved by the organization for the common good of the organization.
- ❑ Vegetables from garden plots may not be sold for personal profit.
- ❑ A vote will be taken at August meeting to decide the best garden. Winner will receive (one) free plot the following year.
- ❑ Remember the needy: excess produce will be picked up at the garden and delivered to those in need. You may also wish to deliver to your favorite charity.
- ❑ Radios. Should you wish to listen to the radio, please use headphones so as not to disturb the tranquility of the gardens.
- ❑ Garden Gates. The last gardener to leave the garden regardless of the time of day should securely close the gates.
- ❑ Keep the Garden Committee advised of your current **address and telephone number**; notify the Garden Committee of any change of address or telephone by voice mail at [*phone number*].
- ❑ **Uphold the Terms of our Lease.** According to our lease with [*landowner*], plots can only be used for production of food, flowers, and legal plants.
- ❑ Growing or using illegal substances in the garden will lead to immediate expulsion with no return of plot fee.
- ❑ Gardeners are expected to communicate with neighboring gardeners to work out borders, weed issues and size of plant issues.
- ❑ Keep the **garden attractive** for neighboring residents and safe for all. Place bags and other objects in a neat and orderly way in your plot, and keep them within your plot boundaries. If you have a compost bin or pile on your plot, it must be neat and properly made to prevent odors. Do not store or mix chemical fertilizers on your plot or in the shed (*insurance requirement*)

WARNINGS AND PENALTIES

- ❑ **The Consequences.** If you fail to follow any of the above guidelines, a plot monitor will contact you and give you a reasonable amount of time to correct the problem. If you do not respond, your plot will be considered abandoned. Plantings will be removed from abandoned plots and the gardener will not be eligible to return the following year.
- ❑ All gardeners are required to keep their plots as disease- and weed-free as possible. If a garden is not maintained, a warning will be given. If conditions do not improve, the garden will be forfeited.
- ❑ I will keep weeds down and maintain the areas immediately surrounding my plot, if any. If my plot becomes unkempt, I understand I will be given one week's notice to clean it up. At that time, it will be reassigned or tilled in.
- ❑ Any rules to be added or eliminated later must be passed by the majority of the participating gardeners.
- ❑ Complaints, policies, and mediations are the responsibility of the community garden section managers and the community garden coordinators, with the [*Sponsoring Organization*] having final authority.

Procedure for Rules Violations

Violation of rules 1 and 2 are grounds for immediate plot forfeiture. The *[name of Community Garden]* Garden Committee has established these procedures when other garden rules have been violated. If you have questions about rules, call the *[the garden's]* voice mail at *[phone number]*.

First Rule Violation: Except in the case of rule 3 (service hours), the gardener receives a phone call to explain the problem, and has 10 days to resolve the problem.

If the problem has not been resolved at the end of 10 days, the Garden Committee sends the gardener a letter re-stating the problem and giving the gardener 10 additional days to correct the problem. This letter also states that if the problem is not corrected within the additional 10 days, the plot will be forfeited.

It is the responsibility of each gardener to accurately report service hours (rule 3) to your coordinator within one week of service. If required service hours are not performed and reported by the annual deadline, a violation letter will be sent to the responsible gardener.

For a Second Rule Violation within a two-year period: The above procedures will be followed, and the gardener receives a letter stating they are on probation for two years.

Third Rule Violation within a two-year period: The gardener receives a letter stating the plot has been forfeited.

Questions about rules? Call the *[Community Garden's]* voice mail *[phone number]*.

GARDENER'S SIGNATURE & LIABILITY WAIVER

- Rules and decisions governing the garden site will be made by the members of the *[community garden]* at meetings. I agree to abide by any decisions made by the group at its meetings. Leadership and committee heads are elected at meetings of the *[garden group name/community garden]* on an annual basis by simple majority vote of those attending.

I have read and agree to abide by the above garden rules and policies. I understand that failure to abide by these rules will result in forfeiture of my gardening privileges. (signature, name, date, address, phones, email)

- I understand that neither the garden group nor owners of the land are responsible for my actions. I THEREFORE AGREE TO HOLD HARMLESS THE GARDEN GROUP AND OWNERS OF THE LAND FOR ANY LIABILITY , DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH USE OF THE GARDEN BY ME OR ANY OF MY GUESTS.

I understand all these rules and regulations and promise to follow them in good conscience. (signature, name, date, address, phones, email)

- I understand that neither the garden group nor owners of the land are responsible for my actions. I therefore agree to hold harmless the garden group and owners of the land for any liability, damage, loss or claim that occurs in connection with use of the garden by me or any of my guests. (signature, name, date, address, phones, email)

A special THANK YOU to all the garden groups that shared their garden rules! These garden rules were compiled early in 2006 and later revised in August 2007. – Kirsten Saylor, GardenWorks



2012 COMMUNITY GARDEN PLOT APPLICATION & WAIVER

Please review and complete both sides of this application and waiver.
Please direct all questions to your garden leader.



Garden Name _____

1. ABOUT YOU:

Each gardener should fill out their own waiver and application, even if sharing a plot.

Print Name: _____

Address: _____

City: _____ County: _____ Zip: _____

Phone Number: _____ Email: _____

Date: _____

I am unable to pay in full the designated plot fee of \$_____, and request a scholarship to cover the amount of \$_____.

2. SIGNATURE:

I have read, understand and agree to the terms and responsibilities as stated in the Gardener Authorization & Responsibilities and Waiver & Release on the reverse side of this document.

Signature _____

(or Parent/legal guardian signature if participant is under the age of 18).

3. FEEDBACK: *(Optional)* Denver Urban Gardens is funded by private foundation grants, individual donations, and support through a competitive grant program from the City and County of Denver. Feedback from gardeners is crucial to future funding for this program, and **we would love to hear what this opportunity has meant to you:**

4. COMMUNITY SUPPORT: *(Optional)* Denver Urban Gardens strives to make our community gardens and supporting programs accessible to residents of all backgrounds and income levels. Community support is critical to our mission of *growing community – one urban garden at a time*, and contributions large and small grow our capacity to provide access to fresh, healthy food to our neighbors in the Denver Metro Area. If able, please consider making a donation to sponsor scholarships: for gardeners who are unable to afford plot fees; to school gardens where students learn hands-on lessons in science and nutrition; or to our Free Seeds and Transplants Program for low-income families.

Yes, I would like to make a donation in the amount of \$ _____

Donation designation (optional): _____

Denver Urban Gardens
3377 Blake Street, Suite 113
Denver, CO 80205
303.292.9900
dirt@dug.org
www.dug.org

please turn over →

2012 COMMUNITY GARDEN PLOT APPLICATION & WAIVER *continued*

GARDENER AUTHORIZATION & RESPONSIBILITIES

The following guidelines outline the management of the community garden and its site property. These guidelines have been established by Denver Urban Gardens (DUG) and are provided to the property owner as a basis for a use agreement between the two parties. In turn, DUG provides gardeners with the authority and permission to use the garden site. We, as a community, have a responsibility to keep our community garden managed effectively. The community garden is a privilege, and everything works more smoothly when people are involved in its overall upkeep. Please also remember to treat your fellow gardeners as you would like to be treated.

DUG community gardens have a volunteer Garden Leader and are encouraged to form a Garden Steering Committee to collect the plot fees, assign plots, organize maintenance, and coordinate garden related activities. With your signature below, you acknowledge as a participating **gardener responsibility for the following:**

1. Participating in volunteer tasks such as weeding common areas, caring for community plantings and areas, caring for gardening tools, etc. by providing a minimum of _____ hours per month to the community garden. (Failure to contribute your hours will result in the loss of gardening privileges.)
2. Submitting dues for the 2012 gardening season totaling \$_____ for each plot. These plot fees cover a range of services including water, compost, and general garden maintenance.
3. If for any reason you find you cannot care for your garden, you are required to notify the Garden Leader or Steering Committee and make arrangements with other gardeners to water and maintain your plot during your absence. If a garden appears neglected/abandoned (unwatered and/or overrun with weeds), you will be given ten (10) days notice to maintain your plot. After this time your plot will be re-assigned.
4. DUG requires water restrictions and conservation measures be followed. A gardener MUST remain on the premises while his/her garden is being watered. The garden cannot allow excess water to drain onto the street or adjacent property.
5. DUG Community Gardens are organic gardens. It is DUG policy to prohibit the use of non-organic pesticides, herbicides and fertilizers.
6. The maintenance of common areas and furnishings, fencing, trees, trash receptacles, compost bins, street and alley right-of-way, and water lines are the shared responsibility of all gardeners.
7. Gardeners must have their plot planted by _____, or the plot will be forfeited and reassigned.
8. Each gardener is responsible for clearing and tilling his/her plot before the close of the season. All dead plants, weeds, trash, tools, sticks and cages are to be removed or stored by November 1 each year. All gardeners must tend their plots in compliance with DUG's Maintenance Guidelines, located in each garden leader's manual.
9. Gardeners may participate in the Free Seeds and Transplant Program. If wanting to do so, they must comply with the application procedures set annually by DUG.
10. Garden Steering Committees shall not discriminate on the basis of race, creed, color, national or ethnic origin, religion, marital status, age, sex, sexual orientation, gender expression, gender identity, disability, or military status in its garden membership and the administration of its programs.

WAIVER & RELEASE

1. I desire to participate voluntarily in the gardening and other activities sponsored and coordinated by DUG on the _____ community garden site.
2. I understand, accept, and assume the risks associated with participation in any and all activities. I also assume the responsibility of conducting myself in a civil manner that is mutually beneficial to all participants. Unacceptable conduct generally includes, but is not limited to, vegetable theft, tool theft, profanity, and any offensive behavior.
3. I assume full responsibility for any injuries which may occur to me, as well as the safety of my family and guests, and do hereby fully and forever discharge and release the community garden site landowner and DUG, its employees, board members, officers, agents, authorized volunteers, representatives, consultants, insurers and sureties, and their successors and assigns (collectively, the "Released Parties") from any "Claims." "Claims," as used in this document, mean any and all claims, demands, damages, rights of action or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of my presence or the presence of my family members and guests at the garden, activities at the garden, the use or intended use of the garden, and/or participation in activities connected with DUG including, without limitation, any of the foregoing resulting from or arising out of the negligence of a Released Party. Further, I hereby waive any and all Claims against a Released Party.
4. I expressly acknowledge that participation in the community garden is for my purposes and convenience and not for the purpose and convenience of any one or more of the Released Parties.
5. In the event that a dispute arises between gardeners or between a gardener(s) and the designated garden steering committee, and a resolution of the dispute cannot be reached by these parties, I agree to have DUG act as the arbitrator of the dispute, and I further agree to adhere to DUG's decision as final.

WATERLOO, ONTARIO

For further information on land lease agreements go to this link
http://www.nplanonline.org/sites/phlpnet.org/files/CommunityGardenToolkit_FINAL_R20110322.pdf

Sample Gardener Liability Waiver

Gardeners will sign a liability waiver holding the Community Garden and the Landlord harmless from all Liabilities and claims against the Landlord and Community Garden X for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of the Tenant/Landlord or any officer, agent, sponsored program participant, or employee of the Tenant/Landlord under this Contract.

Community Gardener

Name of Gardener (print) _____
Date

Signature

Witnessed By Community Garden Representative _____
Date

Sample Garden Plot Agreement

Gardeners are expected to attend garden meetings and work days. All gardeners will keep and fulfill the gardens rules:

1. **Respectful Behaviour:**
Gardeners are expected to make the garden a welcoming space for everyone, learning from and helping each other. They will not pick or eat produce belonging to another gardener unless permitted.
2. **Respectful of Neighbours:**
Gardeners are to take pride in the appearance of the garden; making it an attractive feature of the neighbourhood.
3. **Respectful of the Environment:**
Gardeners will take environmentally friendly actions. They will use water wisely. They will compost plant materials. They will use organic herbicides/pesticides on their garden plots.
4. **Maintenance of garden plot:**
Gardeners will maintain their plot and its surrounding pathways by weeding regularly, growing invasive plants in containers only, and limiting the amount of shade their plants cast on other plots. Plots are assigned by the garden committee; members are not to reassign their plots. Gardeners who do not maintain their plot will lose it.
5. **Maintenance of common grounds:**
Gardeners will assist in the upkeep of the garden as a whole. They will volunteer for general garden tasks. They will clean and put away garden tools/hoses. They will pick-up and properly dispose of trash, rocks or other unwanted items. They will help maintain common flower beds, grass and brush.

I will abide by the garden policy. Name (printed) _____
Signature _____

WATERLOO: SAMPLE COMMUNITY GARDEN GUIDELINES

These guidelines will help keep the garden running smoothly:

1. Each gardener is a valuable member of the community garden. Be respectful of each other, the environment and the neighborhood. Keep the garden clean and free of weeds and litter.
2. The *growing season* is defined as the period from the Victoria Day weekend to the “*Garden Clean-Up Day*” the last Saturday in October.
3. Gardeners are asked to come to all gardening meetings, clean-up days and to participate in garden events.
4. A \$__ deposit, paid at the beginning of the *growing season* to _____, gives the gardener the use of one garden plot for one *growing season*.
5. Each gardener will take care of their plot and *the pathways around the plot*. If a garden is neglected for two weeks, the gardener will be given a notice. If the garden is not taken care of by the end of the third week, the gardener will lose their plants and plot.
6. If a gardener plans to go away, they are to ask someone to look after their plot.
7. Gardeners are to prepare their own garden plot. Plots not planted by June 15 will be assigned to someone else.
8. Illegal or poisonous plants or plants that cause excessive shading or invading of neighbouring plots are not allowed.
9. Gardeners are to clean and put away garden tools after use.
10. Do not pick flowers or vegetables from other gardeners’ plots.
11. Respect the property surrounding the community garden. The garden is open during daylight hours only.
12. Conserve water. You may wish to use mulch like leaves, grass clippings or hay on top of your soil, to hold moisture in the ground.
13. Gardeners expected are to attend spring and fall clean-up days (Saturday before May long weekend and the last Saturday in October).
14. Communication will be by e-mail. Please respect the confidentiality of personal information. Arrangements will be made for those not on e-mail

RULES FOR PARTICIPANTS

1) Accommodation

- a) Gardeners may make a request for a reasonable accommodation to the P-Patch program based on a disability. For more information please contact P-Patch staff.

2) P-Patch Community Work

- a) P-Patch gardeners are required to complete a minimum of 8 hours of community work per year (counted November 1–October 31); not related to the date of plot assignment).
 - i) The work must happen in the collective areas of the garden (not inside an individual plot).
 - ii) A minimum of 4 of the 8 hours must be completed at the garden where the plot holder gardens. Community hours can also be done outside the garden, as long as the work supports the P-Patch Program.
 - iii) Yearly community hours accrue beginning November 1 and are due by October 31. For new gardeners, hours may be pro-rated for those who are assigned space later in the year. This amount needs to be established with P-Patch staff.
 - iv) It is the plot holder's responsibility to complete and record Community hours.
 - v) P-Patch does not accept other forms of payment in lieu of Community hours.
 - vi) P-Patch may grant exceptions based on personal hardship and circumstances. Make arrangements with P-Patch staff.
- b) Secure the communal tool shed and help maintain the shared tools.
- c) Do not take individual action in any common areas without working/communicating with the whole garden.

3) Use of Individual Plot Space

a) Gardening and Maintenance

- i) Organic methods only. NO synthetic chemicals including; pesticides, insecticides, herbicides, weed killers, and fertilizers.
 - (1) Organic fertilizers are allowed (compost, fish meal, composted manure, lime, etc).
- ii) Year-round gardening and maintenance of the assigned garden space is the plot holder's responsibility. Garden space is defined as a garden plot and the pathway that surrounds that plot.
 - (1) Garden space must be weeded and planted within 2 weeks of plot assignment.
 - (2) Active gardening reflects seasonality (i.e. winterization by October 31, spring weeding and planting, fall cleanup, summer maintenance, harvesting, etc).
 - (3) If vacations or other circumstances prevent the plot holder from caring for the plot space, they must arrange for someone else to care for it in a way consistent with P-Patch standards.
 - (4) Monitoring plot use: P-Patch staff and volunteer site leaders monitor plots throughout the year. When a garden space is untended, the plot holder will be contacted and asked to take care of the space by a certain date. If P-Patch staff and or volunteer site leaders contact a plot holder about an untended garden space two times in one year and it becomes untended a third time, staff will reassign the garden space.
- iii) Pathways: Please keep garden pathways inside and adjacent to garden plots safe, level, tidy, clear of weeds, and free of obstacles.
- iv) Do not expand your garden space beyond its designated area.
- v) There is no garbage service.
 - (1) Pack it in; pack it out. Do not pile debris in any garden space; it can create habitat for rodents and be unsafe.

b) Plot Turnover

- i) One plot (or maximum allowable square footage for your garden) per household.
- ii) Garden space allowed in only one P-Patch.
- iii) Annual renewal: Plot holders must renew their garden space annually.
- iv) Plot holder cannot give the garden space to others.
 - (1) Co-Gardeners are allowed. However, they can only become the primary plot holder if they have been co-gardening long enough to be assigned a plot from the interest list.
- v) When the plot holder no longer wants the plot:
 - (1) Plot holder must notify and establish a timeline for turnover with a P-Patch staff person.
 - (2) Plot holder needs to leave the garden space in reasonable condition. They must remove all structures and other non-plant materials unless arrangements are made with garden leadership.
- vi) Plot holders are not allowed to permanently work other peoples' plots.

c) Structures

- i) Fences: The P-Patch Program discourages individual plot fencing. If the plot holder feels there are conditions that warrant an individual fence, the plot holder must adhere to the following criteria:

- (1) Height for perimeter plot fencing is limited to 3'; exceptions allowed only with P-Patch staff approval.
- (2) For the safety of gardeners, visitors, and wildlife the fence must be:
 - (a) placed within the perimeter of the plot.
 - (b) securely and safely built, without infringing upon any pathway or neighboring plot.
 - (c) must not pose potential harm to others.
- (3) You build it, you remove it.
- ii) Locks: Locks, or anything that gives the visual impression of a lock, are not allowed.
- iii) Tires, railroad ties and treated lumber are not allowed.
- d) Plants**
 - i) Tall plants and trellises that support them must not shade neighboring plots.
 - ii) No trees (including fruit) or large shrubs allowed in plots.
 - iii) Keep invasive, vining and spreading plants confined to your assigned garden plot. Refer to the P-Patch Program's Guidelines for more information about invasive plants.
 - iv) Plot holder must process the plant material generated within their assigned space (compost, bury or remove plant waste).
- e) Water:** Service is turned off near first frost date, remains off for the winter months, and is turned back on in the spring near the last frost date.
 - i) Water responsibly (contact the P-Patch office for resources).
 - ii) Treat hoses carefully.
 - iii) Report leaks.
 - iv) Sprinklers & drip systems:
 - (1) Gardener must be present.
 - (2) Must not affect other gardening space.
 - v) Never water others' garden spaces without permission.
- 4) Being a Considerate Community Gardener**
 - a) P-Patches are public spaces. Respectfully welcome visitors to the garden.
 - b) Do not take produce from other garden spaces without permission.
 - c) Smoking is prohibited in P-Patch gardens.
 - d) Loud radios are prohibited.
 - e) The sale of produce or flowers is only permitted through the P-Patch Market Garden Program or for a P-Patch fundraiser.
 - f) The P-Patch garden cannot be used to conduct personal commerce.
 - g) *Plot holders may not utilize paid labor to perform plot maintenance on an ongoing basis.
 - h) Well-mannered, leashed dogs are allowed within your own garden space, unless complaints are received. Please scoop and remove poop.
 - i) Closely supervise your children; help them learn respect for gardening and boundaries.
 - i) Children using tools in the garden must be under direct and constant supervision of a parent or responsible adult. "Direct" means to be within sight and voice distance.
 - j) Use common courtesy and resolve differences in a neighborly way.
 - i) For problems with fellow gardeners, stay polite and listen carefully. Usually a solution is within reach.
 - ii) Refer to the P-Patch Program Code of Conduct for a list of behaviors prohibited in P-Patch Community Gardens.
 - iii) Refer to the P-Patch Program grievance procedure if you are unable to resolve differences.
- 5) Signage**
 - a) Political signage is not allowed in individual or communal areas of any P-Patch Community Gardening Program managed space.

For more information on How P-Patch Works: <http://www.seattle.gov/neighborhoods/ppatch/gardening.htm>

