



# GARDEN MANAGEMENT CHECKLIST

## Before You Get Dirty

- \_\_\_ Know how you want to use the garden; what are your goals? Can the garden be used by other teachers? This may best be accomplished through a school meeting.
- \_\_\_ Determine the type of garden you need: indoors, container, raised bed, in-ground beds
- \_\_\_ Select appropriate curriculum and lessons that meet your goals
- \_\_\_ Share your vision and receive administrator's approval
- \_\_\_ Assemble your management team, recruit volunteers, and decide who will be the garden coordinator
- \_\_\_ Develop a budget for items needed (a sample budget can be found at [kyreadyssetgrow.org](http://kyreadyssetgrow.org))
- \_\_\_ Apply for grants and fundraise with a clear plan and budget ready to share

## Selecting Your Outdoor Space

- \_\_\_ Know the amount of sunlight needed for your garden in the seasons you will be using the garden
- \_\_\_ Be sure there is a water source nearby
- \_\_\_ Determine if your space will disturb nearby classrooms when students are outside
- \_\_\_ Test the soil for type, heavy metals, and nutrient analysis if you are using in-ground beds

## Planning Your Garden

- \_\_\_ Design your garden with needs in mind; you may want to enlist the help of a professional landscape designer or Master Gardener
- \_\_\_ Know the first and last frost dates
- \_\_\_ Know how many growing days your plants will need to receive a harvest during the school session

## Seed & Plants

- \_\_\_ Decide whether to buy packets or bulk seeds
- \_\_\_ Decide which seeds to start indoors
- \_\_\_ Purchase transplants from a reputable source
- \_\_\_ Know the variety name, and record it in a garden journal or on paper so it will not be lost

## Getting Dirty

- \_\_\_ Add garden soil or amend your soil based on the soil test
- \_\_\_ Understand when to add compost, mulch, and fertilizers
- \_\_\_ Know how to identify when the ground is workable; you get the best results when the soil is lightly moist
- \_\_\_ If using in-ground beds, cultivate the soil to a depth of six to eight inches
- \_\_\_ Be aware of when the ground warms up and is the appropriate temperature for what you are planting
- \_\_\_ Establish safety rules prior to students working the garden
- \_\_\_ Understand how weather affects the garden; involve the students
- \_\_\_ Know what to do for frost conditions, cold nights, rain, wind, and hot and dry weather
- \_\_\_ Learn about the pests you may encounter and understand how to implement integrated pest management (IPM). A healthy garden is the best defense. If crop protection products are needed, make sure students are not handling the plants or soil until the label says it is safe
- \_\_\_ Have a garden maintenance plan in place when school is not in session. Be sure volunteer roles and schedules are clearly defined
- \_\_\_ Cover the garden if it won't be used in the off months