

Bishop's Peak Elementary School
Garden Chair
Job Description/Procedure

Scheduling

- Create & update garden/outdoor classroom schedule for class times
- Schedule interns
- Create garden maintenance schedule for volunteers during summer and spring break

Teachers/In-class Instruction

- Classroom garden liasons (Parent volunteers)
- Lead lessons, create lesson plans, and/or help teachers
- Attend garden meetings
- Upload online lesson plans for parent volunteers to share each year

Garden Maintenance

- Garden and Outdoor Classroom upkeep
- Special projects, bed preparation, greenhouse, shed organization
- Purchase or arrange donation of supplies (soil, seedlings, etc.)
- Weekend Family Garden Work Days
- Spring Break/Summer

Fundraising

- School Farmer's Market in courtyard
- SLO Saturday Farmer's Market booth (Fall & Spring)
- Sales of donated or hand crafted/specialty items (i.e. seedlings, pots, etc.)
- Grant writing
- CPK
- Rutiz Farms CSA Harvest Box delivery rebate (for families in need, extra for garden)

Funds/Money management

- PTA Garden Account (deposits of funds/ reimbursements of garden supplies)

Communication

- Garden Meetings
- School Newsletter
- School Garden E-Newsletter (list of those interested in the garden)
- Flyers (what classes are doing in garden)
- Back to School Night, Open House
- Website (future goal to create a more user-friendly & interactive web site)

Special Events & Ongoing Activities

- School Garden Day Celebration (October)
- Garden Lunch Break Work (students & volunteers, interns)
- Lunchtime composting/recycling (students & volunteers, interns)
- Tastings (from our garden or Farm to school)
- Special guest speakers/ assemblies

Outdoor Classroom Ongoing projects/maintenance (LIASON – Sandy)

Community Contacts/Resources

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| Cal Poly | One Cool Earth | STRIDE |
| SLO High Horticulture students | SLO Grown Kids | Joe Sabol |
| Businesses | Master Gardeners | Carolyn Eicher |
| Individuals & Organizations | CREEC/Teresa Lee | |