

Healthy Growing Site Visit Assessment

Fill this out on site, with the School Garden Team. Feel free to skip questions that aren't applicable, but tick EVERY box once each question has been reviewed (applicable or not).

Field Coordinator: _____

School: _____

Date: _____

Completed Tasks

- Parent Group dates collected (page 5)
- Photos taken
- Dig Day days collected (page 10)
- Garden map drawn on back of this Assessment (showing water access)
- Site Visit Assessment Complete
- Site Visit Assessment and photos emailed to somer.reznick@healthyplanetus.org

School Point of Contact _____

Point of Contact Role _____



Purpose

Describe the overall vision for the garden program. How do you want it to be used? How do teachers, parents, students, and the community want to use it? Who do you want to use it? What will it look like? Etc.

Priorities (rank them if there are multiple priorities):

- ___ science curriculum
- ___ math curriculum
- ___ history curriculum
- ___ social studies curriculum
- ___ entrepreneurial education
- ___ food production
- ___ waste reduction education
- ___ water conservation education
- ___ beautification
- ___ improving nutritional status
- ___ learning where food comes from
- ___ community/parent engagement
- ___ other _____

Stakeholders

School Gardens rely on the involvement and encouragement of stakeholders. It is therefore of utmost importance to gain their support.

School Stakeholders

Principal approval

Principals can approve or deny teacher training time, determine use of space, dedicate funds, etc. Keep a positive relationship with the Principal, promoting transparency and communication, and acknowledge his/her wants and needs.

Name _____ Contact Info: _____

Priest/Rabbi approval (if applicable)

Name _____ Contact Info: _____

Teachers

At least a few that support the garden are important.



How many teachers are in support? _____

Who are the core teachers in support and what will their role be?

1. Name _____ Role/Current Title: _____

Contact Info: _____

2. Name _____ Role/Current Title: _____

Contact Info: _____

3. Name _____ Role/Current Title: _____

Contact Info: _____

How many students are there in each grade?

Pre-K _____

K _____

1st _____

2nd _____

3rd _____

4th _____

5th _____

6th _____

7th _____

8th _____

9th _____

10th _____

11th _____

12th _____

Special Ed _____

How many classes per grade are there?

Pre-K _____

K _____

1st _____

2nd _____

3rd _____

4th _____

5th _____

6th _____

7th _____

8th _____

9th _____

10th _____

11th _____

12th _____

Special Ed _____



School Garden Team

Who will be on the team to monitor the garden (can be same as teachers above)?

2. Name _____ Role/Current Title: _____

Contact Info: _____

3. Name _____ Role/Current Title: _____

Contact Info: _____

4. Name _____ Role/Current Title: _____

Contact Info: _____

The Garden Coordinator

Who is the identified person(s) that will coordinate the use of the garden?

Name _____ Contact Info: _____

Cafeteria staff or food service

Should be involved if garden-to-table is a future priority. Who is the company that provides school lunch? Are they aware of the school garden program?

Name _____ Contact Info: _____

Custodian/Maintenance Team

He or she should be involved to be sure certain maintenance requirements are met, toes aren't stepped on, gates are unlocked when needed, and trees aren't cut that shouldn't be. Who is the custodial team? Is the Custodian/Maintenance Team aware of the school garden?

Name _____ Contact Info: _____

Aware of garden Yes or No

After School Program and/or Coordinators

Are there any sort of after school or enrichment programs?

Parents

How involved are the parents with the school currently? Are there required volunteer hours?

8. How do parents prefer to get updates from the school? (If more than one apply, please rank)

_____ Info sent home with my child	_____ Text Message
_____ Info mailed to my home	_____ School Website
_____ Email	_____ Other: _____
_____ Social media	



9. Where do parents spend most of their free time, besides home and work? (If more than one apply, please rank):

_____ Local cafe	_____ Book Club	_____ PTA
_____ Salon/Spa	_____ Farmers Markets	_____ Child's school
_____ Gym	_____ Volunteer activities: Describe:	_____ Concerts/Music Festivals
_____ Yoga	_____ Movie Theatre	_____ Parks
_____ Outdoor activities: Describe:	_____ Theatre	_____ Other:

10. Where do parents spend most of their time with their kids, besides home? (If more than one apply, please rank):

_____ Child's School	_____ Kids Sports	_____ Scouts
_____ Outdoor activities: Describe	_____ Cafe	_____ Library
_____ Farmers Markets	_____ Movie Theatre	_____ Zoo
_____ Museums	_____ Parks	_____ Other:

Is there a parent group? (PTA, PTO, Parent Club, etc)? Yes or No

If so, what's the name of your parent group? _____

How active is the parent group? Who is the point of contact for the group?

Name _____ Contact Info: _____

When are the next 3 meeting dates and times? _____

What address should we send your Care Package to (Community Engagement and Fundraising Resources such as seeds packets, brochures, etc)?

Community Stakeholders (list any that are relevant)

Nonprofits and other community organizations



Volunteers

Local Farmers

Other

Marketing/Community Engagement

Does the school have existing or past media connections from previous events, issues, etc?
Radio, TV, News, Internet?

Who should external media contact to get approval for media coverage (stories, photo, video, etc.)?

Name _____ Contact Info: _____

Are student photo, video, and media clearance forms on file or does HP need to provide them?

Who is the point of contact to obtain your school logo?

Name _____ Contact Info: _____

Do you have access to the following social media platforms for the school?

Facebook _____ Twitter _____ Instagram _____ Other _____

What are the handle names for the following social media platforms?

Facebook _____ Twitter _____ Instagram _____ Other _____

Are you a member of your local www.nextdoor.com site? Yes or No

Any comments about the local community?

Business Stakeholders

Brainstorm local businesses (large and small) that may be able to help with your community crowdfunding campaign. Perhaps it's a restaurant that can donate a percentage of their dinner sales. Maybe it's a local business that will match donations up to a certain amount.

Business relationships via school (past or current events/partnerships/donations, etc.)



Business relationships via teachers (past employers, spouses, etc.)

Business relationships via parents (current employers, etc.)

Other business relationships

Local businesses that interest the school for collaboration.

Fundraisers

What fundraisers do you have throughout the year? When do they occur? (magazine sales, jog-a-thons, bake sales, etc)

Seeds, Soil and Supplies

Tools: Tick the appropriate box below for each item

NEED	ALREADY HAVE	ITEM
		rakes
		shovels
		hand trowels
		garden hoes
		pitchforks for turning soil and compost
		Plant labels
		Pruning shears
		brooms
		gloves
		dust pans



		drip irrigation
		water hose
		watering cans
		spray nozzle
		twine
		wheelbarrows
		soil
		compost
		shed

Notes/Comments/Other _____

Seeds

We aim to provide a mix of drought tolerant vegetable, fruits, and flower seeds, but is there anything you'd like specifically like?

Garden beds

How many do you currently have? Quantity_____ Size_____

We'll suggest a certain quantity and size when we draft your plan, but let us know if you envision a certain amount or size here:

How many more would you like? Quantity_____ Size_____

Interested in a compost area? Yes or No

Interested in a sitting area? Yes or No

Soil Preparation

Horticultural Needs

Dig hand into soil to describe texture, consistency, etc (ie sandy, hard, soft, clay, etc)



How many hours of sunlight does the potential growing space get on average in Fall _____ and on average in the spring _____?

Challenges

Site

Pests

School Logistics

Faculty (teachers, maintenance, admin, etc.)

Parents

District

Students

Community

Government

Businesses

Other

Location

Space(s) (Describe a few potential spaces and take photos to email)



Draw a garden map design (on back page), including potential measurements and **nearest water source(s)**

Describe any drainage Issues (hills, flooding, ditches, etc)

School gardens promote community engagement and pride. Is there a high visibility location for the public, community, and students to see the garden? Describe

Notes for Field Volunteer

As you complete your assessment mention these next steps to the School Garden Team:

1. I'll send this Site Visit Assessment and the photos I took to the Healthy Planet headquarters by tomorrow, and our team will get to work customizing your school garden program around the strengths of your school.
2. Once they complete the draft of your plan, they'll send you the proposal for your review and comments. Remember that it's your garden, so when reviewing the proposal, please make any suggestions or ask any questions that we may have missed. **We ask that you send back any comments within 1 week.**
3. After you send back your comments, our team will finalize your plan and if you'd like, they or you can present that plan to your school community.
4. Over the summer, our team will start to organize your supplies and materials, and build your school community campaign page on our website, which will be ready for you to use with your community campaign in the fall.
5. After your campaign, we'll order and deliver all of your supplies to arrive by your Dig Day (the day the community comes together to build or enhance your garden). Depending on the size of your garden the Dig Day will last about 3 - 6 hours.
6. Due to sourcing supplies, delivery times, and other logistics -- and contingent upon a successful community campaign -- your Dig Day will not occur until at least 3 weeks after your campaign has ended. What days are best for your Dig Day?

Monday Tuesday Wednesday Thursday or Friday Saturday Sunday