

School Food Garden Checklist

Item #	Description	Person Responsible	Date Completed
1	Create a vision and goals for the garden project	Teacher, Parent, PAC or Students	
2	Advise the principal of your project	Teacher, Parent, PAC or Students	
3	Create a School Food Garden committee composed of at least 2 staff, 2 parents (1 PAC, parents are not necessary for secondary school committees), 2 students and an administrator	Teacher, Parent, PAC or Students	
4	Decide who the key contact person will be for communications with all stakeholders	Teacher, Parent, PAC or Students	
5	Contact WVSD Facilities Department to meet and discuss preliminary plans, e.g. placement of school garden, , ongoing maintenance, water access and control, vandalism, pest control, fencing, garden equipment shed, etc.	Communications rep from committee; General Manager of Facilities or delegate	
6	Develop initial concept plan based on discussions in Step 5; obtain Facilities approval of preliminary plan	Garden Committee; General Manager of Facilities or delegate	
7	Create detailed plans for the garden, including:	Garden Committee	
	Who will be using the garden (classes, community)	Garden Committee	

	Curriculum links	Garden Committee	
	Where: e.g. size, location, accessibility for students in wheelchairs; proximity of fencing to building roof access	Garden Committee	
	Who will be participating in the design (e.g. Evergreen, landscape designer, students, parents)	Garden Committee	
	Who will be involved in the building of raised garden beds, sheds, etc. (if applicable)	Garden Committee	
	Irrigation plans e.g., hand watering, drip irrigation, etc.	Garden Committee	
	What types of plants, seeds, tools, containers, soil, composters, etc.	Garden Committee	
	Describe your plans for rodent and bear resistant composting (if applicable)	Garden Committee	
	Plan will confirm with WVSD Administrative Procedure 543 "Environmental Stewardship"	Garden Committee	
	Where tools, watering equipment will be stored; access during the school year and summer	Garden Committee	
	Summer maintenance and harvesting: who supervises; who performs the work; who distributes the produce; who deals with refuse/compost	Garden Committee	
	How will you use the food from the garden? (classes, donate a portion to food banks, etc.)	Garden Committee	
8	Create a timeline for the garden process including building, planting, harvesting and a sustainability plan for at least 3-5	Garden Committee	

	years		
9	Create a budget with plans for funding	Garden Committee	
10	Explore and establish possible partnerships/supports, e.g., Evergreen, community organizations (Lions, Rotary, Master Gardeners, gardening clubs, Edible Garden Project, local daycares, youth groups, church, etc.)	Garden Committee	
11	Obtain final approval of plan from Facilities	General Manager of Facilities or delegate	
12	Implement your plan	Garden Committee	
13	Complete and submit a school-based capital project intake form	School Principal	
14	Celebrate and communicate your successes and enjoy the fruits of your labour! (ensure food safety for storing and preparation)	Garden Committee	

Supporting Resources

Canadian

(all of the Canadian resources will be in the updated www.healthyeatingatschool.ca website so I may just put this link in the final document)

BC Dairy Foundation, ActNowBC and Knowledge Network - school garden section (being developed)

www.healthyeatingatschool.ca

Vancouver Board of Education school food garden policy:

www.vsb.bc.ca/district-policy/io-school-food-garden-policy

Windermere School in Vancouver - includes information linking PLO's to sustainable education - many related to school gardening

<http://windermerehighschool.wordpress.com/>

Dig It (community garden tool kit - includes school gardens)

www.toolkit.bc.ca/resource/dig-it-community-garden-guide-how-local-governments-can-support-community-gardens

Lifecycles – Growing Schools (Includes Teacher Gram: Sustainable Agriculture Guides for Secondary Schools)

http://lifecyclesproject.ca/initiatives/growing_schools/

Terra Nova gardens (Richmond)

<http://www.kidsinthegarden.org>

School Year Gardens - A toolkit for High Schools to grow food from September to June

www.richmondfruittree.com/Toolkit.pdf

Evergreen - (grants, resources. Note that the resources provided through Evergreen are focused on learning about nature and the outdoors in general – they are not focused on school/community gardens. The curriculum links provided are Ontario based.)

www.evergreen.ca/en/resources/schools/index.sn

Example of a community garden/school garden greenhouse in Invermere (partnership with David Thompson Secondary and Chef Alison Bell, the Chef Instructor)

http://www.igreenbuild.com/cd_3461.aspx

Growing Chefs (links chefs, growers and educators)

<http://www.growingchefs.ca/about.htm>

Spuds in Tubs (from AITC - growing potatoes at school. Includes activities and curriculum links)

<http://www.aitc.ca/bc/uploads/spuds%20in%20tubs/SpudsInTubs2.pdf>

Food Safety

Partnership for Food Safety Education

www.fightbac.org

FOODSAFE training

www.foodsafe.ca

American and International Resources

Green Teacher – Education for Planet Earth – Canadian and American

www.greenteacher.com

United Nations Food and Agriculture Organization of the United Nations – search “school garden”

www.fao.org

Edible School Yard - Middle School in California

www.edibleschoolyard.org