



School Garden Planning Worksheet

This worksheet can be used by garden leaders to create a strategic plan for the garden.

Do you have permission from the school principal to implement a school garden? Do you have approval from the district to use the desired location? If not, what is your plan for seeking permission? *If this is in regards to an AISD school, fill out the [AISD Application for Schoolyard Improvement Projects](#).*

What is the primary **purpose/mission/goal** of your garden?

What is the 2nd tier goal(s) for your garden?

How will the garden **be used**?

How will the garden **benefit** the students, the school, and/or the community?

Who will be invited to participate in the garden (e.g. school staff, students, parents, community members, community organization partners)?

How will you ensure that your methods of outreach are varied, inclusive, and welcoming?

How will you invite people to be involved in a) the garden in general; and b) the garden team?

What roles will you have on your garden team? Some common roles and tasks include:

- Lead Coordinator
- Grounds/Maintenance
- Fundraising
- Secretary
- Treasurer
- Communications
- Education
- Events
- Community Liaison

What other roles may be necessary or are unique to your school?

List the names of the other members of the **garden team** that will be coordinating this garden, and note each person's specific role in regards to the garden.

Name & Title: _____ Garden role/responsibility: _____

If you plan to **teach** in the garden, what TEKS or Learning Standards will be met?

What are some specific activities you can teach?

What are available teaching resources (websites, books, organizations)?

How will you encourage and assist other teachers/staff to use these resources?

Do you have a **location** chosen for the garden? Does it have the following components?

- Nearby water source (watering should be easy)
- Sunlight (6-8 hours)
- Healthy soil (if not, how will you amend this?)
- Level ground, away from drainage paths
- Easy accessibility (for school staff, community, or vehicles delivering materials)
- Visibility (for safety as well as to foster pride for the school)

Brainstorm other important considerations that apply to your specific garden site.

Garden layout and details:

- How many beds do you plan to construct?
- Raised beds, containers, or in-ground?
- What will be the approximate dimensions (remember to limit width of beds to 3 feet for younger children)?
- What supplies do you need?
- Will you need seeds or transplants?
- How will you protect your garden from outsiders (both wildlife and people)
- Will the garden be year-round or fallow during breaks?
- Where will you keep your tools?
- Who will create the signage?
- Where will the paths to the garden be?
- Where will you have a gathering space for lessons or other activities?
- Will you have a garden theme or different themed areas?

How will the garden be **funded**? What is the plan for securing funding?

Do you have a plan for how the garden will **handle finances**, such as holding donations/grants?

Do you plan to **create rules and/or guidelines** for your garden?

How will you **evaluate your garden** to ensure you are meeting your purpose/mission/goals?

How will you **connect your garden** to other activities and goals of the school?

How will you **track garden activity and progress**? Consider tracking the following. You may use this information for grant applications or presentations.

- Amount of produce harvested (# of lbs, bags, etc.)
- # of students that use the garden
- # of parents engaged
- # of meetings, workdays, and volunteers
- # of educational events or activities
- Amount of produce donated (# of lbs, bags, etc.)
- Types of subjects taught in the garden
- Class or grade projects accomplished
- New garden features added

How will you **celebrate** or acknowledge success?

Create a **timeline and budget** for the start-up phase of the garden.

- The template below can be used to chart out your plans for developing the garden and the supplies needed for these objectives.
- Under “Funding Source(s),” indicate whether items will be donated, purchased using garden funds, or purchased using grant funds.

Garden Timeline and Budget

Garden Objectives	When to carry out (dates)	Individuals involved	Supplies needed	Cost	Funding source(s)