



## School Garden Development Application

Thank you for your commitment to working towards sustainable school gardens in the Bend-La Pine School District. This application is intended for schools in the BLPD who would like to install an outdoor school garden. The purpose of this application is to ensure the long term success and sustainability of the garden by getting everyone on the same page with a well thought out plan.

**Before** you dig in: It is recommended that people who wish to install a garden at their school first go through this locally developed resource: [School Garden Development Best Practices](#) to assist them in developing a garden committee and well thought out plan.

→ <https://envirocenter.org/wp-content/uploads/School-Garden-Development-Best-Practices-1.pdf>

**Next**, due to an administrative regulation for the Bend-La Pine School District, any project that will affect district facilities or require the use of any district resources must be submitted in proposal form for approval prior to beginning the project. Download the [Guidelines for Volunteer Facility Improvement Project Form](#) and work on it in conjunction with this school garden application, as you will find many questions in both places.

→ <https://www.bend.k12.or.us/district/organization/policies-search/2010/11/fka-ar-guideline-s-volunteer-facility-improvement-projects>

**Finally**, to ensure the proposed garden will be a long term sustainable project, we hope to see a group of school affiliated organizers taking responsibility for the garden. We encourage you to complete this application as a group, or at least share the completed application with the group. If any persons that are not district employees are involved they must fill out the BLPD [Volunteer Application](#).

→ <https://volunteer.bend.k12.or.us/>

## GARDEN COMMITTEE

- Please list names, titles, and contact information of the garden committee members:
  - Project Coordinator: (lead responsible party):
  - District Liaison: (if project coordinator is not a district employee):
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- What is the overarching goal for and purpose of the proposed garden (mission statement)?
  
- What would have to happen for you to consider this project a success? What are the specific desired outcomes of having a garden at your school?
  
- Aside from creating a physical garden, what will the committee do to reach these desired outcomes?
  
- How many teachers will be using, or have communicated a desire to use the garden? What core curriculum connections, if any, will be made during garden activities? *We recommend surveying your school community to get a sense of how many people wish to use the garden, in what way, and how frequently.*
  
- What classroom groups or programs within the school community, if any, will be using the garden?
  
- Who will be maintaining the garden? Please acknowledge a group or individual for each season, or tell us about some of the considered programming that would manage maintenance.
  - Fall:
  - Winter:
  - Spring:
  - Summer:
  
- If produce from the garden will be consumed either in the cafeteria or in school groups, which member of the garden committee will obtain a food handler's card and read the [School Garden Food Safety Training and Documentation Manual?](#)
  - ➔ [http://www.oregon.gov/ode/students-and-family/childnutrition/F2S/Documents/entire\\_binder\\_aug2016.pdf](http://www.oregon.gov/ode/students-and-family/childnutrition/F2S/Documents/entire_binder_aug2016.pdf)

## **SITE PLAN**

- Describe the proposed location of the garden. Things to consider include:
  - How many hours per day of sunlight does it get?
  - How near to the school building is it?
  - What are your plans for fencing?
  - Is there water access on the proposed garden site? If not, how do you plan to address water access?
  - Which direction is the proposed garden facing?
  - Are there any slopes or hills within the proposed garden site? What about nearby?
  - Consider microclimates and cold pockets around the garden.
  - Other details and abiotic factors that will impact the garden?
  - Is there more than one place on campus the garden could be developed?
  - Will there permanent structures placed or built in the garden?
  
- Please attach a basemap for the proposed garden.
  
- Please include ADA plans as the garden space must be considered accessible to all.
  
- What plants will be grown in the garden? I.e. annual food plants, perennial food plants, pollinator habitat, native plants, etc.
  
- Have you discussed the garden development project and proposed location with the head of facilities or maintenance? With site administration? Please include them in this planning process.
  
- How will the new garden impact existing facilities on campus?

## **RESOURCES**

- What is the estimated total cost of garden development and equipment? Please include a detailed materials list.
  
- Where will funding come from? If you are expecting donated materials, what are those materials and where will they be coming from?
  
- Who will be responsible and what system will be put in place for collection and disbursements of funds?

- What district resources, if any, are needed to complete the project?
- What is your exit strategy, if people lose interest in the garden?

**TIMELINE**

- Please include a proposed project timeline.

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*Name & Signature of Project Lead completing this application* *Date*

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*Name & Signature of School Principal* *Date*

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*Name & Signature of Maintenance Supervisor* *Date*

*This application was prepared by The Environmental Center in collaboration with the Bend-La Pine School District, as part of The Environmental Center’s ‘Garden For Every School’ initiative. This initiative was developed to assist schools that have or want access to a garden, to do so in a way that has everyone on board through a well thought out garden plan that ensures the garden is utilized and sustainable over the long term. Thank you for taking the time to go through this process. [The Environmental Center](https://envirocenter.org/programs/schoolgardens/) is available to assist with some technical assistance to support school garden development and assistance with this application. Learn more at <https://envirocenter.org/programs/schoolgardens/>*

