

Garden Welcome Packet

The University of Georgia



Success and Security at the Garden



Successful Community Gardening

- **Plan to visit your garden two to three times a week during the growing season.**
 - Make a schedule with yourself or other gardeners. Write it in your calendar. Post a colorful reminder on the fridge. Because your garden is not located outside your front or back door, it is sometimes easy to forget that there is weeding, watering, staking, or harvesting to do.
- **Attend scheduled meetings and workdays.**
 - This will help you meet other gardeners and become part of your gardening community. You will also learn about the different jobs and projects needed to keep your garden in shape.
- **Make friends with other gardeners.**
 - Experienced gardeners are an invaluable resource in your garden. Pick their brains for gardening tips. Visit their plots to see how they stake their tomatoes or trellis their beans.
- **Volunteer for a garden job or committee.**
 - Community gardens don't manage themselves. They require a fair amount of work. By pitching in on a specific job or project, you will be supporting the garden as a whole and ensuring that the work is spread among many people.
- **Educate yourself.**
 - Check out books from the library. Attend classes. There is always something to learn about gardening. The more you learn, the more success you will have.

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Security and Personal Safety at the Community Garden

- **Know your neighbors**
 - Learn the names and a little about your non-gardening neighbors. Share some extra produce. If they're unfamiliar, take the time to visit with them about how the garden works. You may be surprised that people just assume they can take food from the garden. “Hey, it is for the *community*, right?”
- **Harvest your produce regularly.**
 - Some people use the excuse that “a lot of food is going to waste” to justify taking food from a garden without permission. During harvest season, let garden leaders know if you plan to be out of town for more than a few days. Gardeners can harvest for you and donate the food to a local pantry.
- **Consider growing unpopular, unusual, or hard-to-harvest varieties.**
 - People generally go for easy-to-snatch things like tomatoes, peppers, and corn.
- **Grow more than you need.**
- **Put a border or fence around your plot if your garden rules allow it.**
 - Even a simple barrier can be a deterrent.
- **Use common sense.**
 - Even though your garden may be well-lit by streetlights, only garden during daylight hours. Garden in pairs or keep a cell phone nearby if it makes you feel more comfortable.
- **Report theft, vandalism, and unusual activities to garden leaders and the police.**
 - The more people look out for the garden and talk about what is happening, the more successful you will be at being safe and curbing unwanted activities.



Community Garden Job Descriptions

Community gardens depend on gardeners' willingness and ability to take responsibility for many essential tasks. Please review the following job descriptions and contact the garden co-leaders to let them know how you'd like to help.

- **Garden co-leaders:** Primary contacts for the garden. Coordinate and facilitate all garden activities and meetings. Recruit gardeners for various jobs. Provide leadership and guidance for gardeners and volunteer positions below. Identify and recruit new garden co-leaders. Chair the garden's leadership team.
- **Plot coordinator:** Organizes spring registration, makes plot assignments and garden maps, collects gardener applications, and manages the waiting list. Creates spreadsheets or other files for gardener contact information.
- **Grounds crew:** Maintains the garden's common areas. Mows grass, clears pathways, and removes trash.
- **Maintenance crew:** Maintains tools, equipment, hoses, and raised beds
- **Supply crew:** Maintains supplies of common garden materials such as compost, mulch, tools, and hoses.
- **Composting crew:** Maintains and oversees the composting and compost bins. Provides gardeners with clear composting instructions via signs, verbal communication, workshops, emails, or memos.
- **Events crew:** coordinates regular and special garden events, including work parties, neighborhood parties, and educational workshops.
- **Treasurer:** Collects plot fees, maintains garden accounts, and writes checks.
- **Communications crew:** Revises and assembles the Gardener's Welcome Packet with the leadership team. Writes and distributes garden newsletter or blog. Communicates with gardeners through email, phone calls, or mailings about garden news, meetings, and events. Maintains garden bulletin board.
- **Outreach and community relations:** Maintains positive relations with neighbors. Ensures that neighbors are involved in and supportive of the garden. Coordinates social events for neighbors and gardeners with the events crew.
- **Horticulture advisers:** Possess gardening experience and a willingness to share it with gardeners. Mentor new gardeners, circulate new gardening resources, and coordinate gardening workshops with the events crew.
- **Monitors:** Ensure all plots are used and maintained at acceptable levels according to the Gardener Guidelines—contact gardeners who appear to have dropped out or are not maintaining their plots. Communicate with the registrar about available plots.
- **Security:** Works to minimize theft, vandalism, and other unwanted activities.
- **Translation:** Provides translation for gardeners, garden literature, and signs. May also make arrangements for others to provide translations.
- **Leadership team:** Comprised of the garden co-leaders and at least three other gardeners. Responsible for reviewing, editing, and enforcing all Gardener Guidelines.



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Contact List for Garden Jobs

The following people have volunteered for the following jobs at the garden this year

Job	Name(s)	Phone	Email
Garden Co-Leaders			
Plot Coordinator			
Grounds Crew			
Maintenance Crew			
Supply Crew			
Composting Crew			
Events Crew			
Treasurer			
Communications Crew			
Outreach and Community Relations			
Horticulture Advisers			
Monitors			
Security			
Translation			
Leadership Team			



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Garden Roster

(To be shared once everyone has confirmed his or her plot assignment).

The following people are gardening at our community garden this year.

Name	Phone	Email	Plot #



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Garden Map

(To be shared once everyone has confirmed his or her plot assignment).

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					



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Calendar

Throughout the year, the garden hosts many meetings and events. To date, the following meetings and events have been proposed or scheduled. Questions concerning events should be directed to the events crew or garden co-leaders.

Event	Date/Time	Location	Purpose
Annual Meeting			<ul style="list-style-type: none"> • Review last gardening season. • Plan for the upcoming gardening season. • Update and revise Gardener Guidelines. • Select garden co-leaders. • Select crew leaders and leadership team. • Prepare for spring registration
Spring Registration			<ul style="list-style-type: none"> • Pick up Welcome Packet. • Complete the application. • Confirm plot assignment. • Signup for a job/crew. • Pay plot fees. • Pick up seeds. • Meet gardeners and crew leaders
Opening Day			<ul style="list-style-type: none"> • Ensure water is turned on. • Meet gardeners and crew leaders. • Clean the garden. • Hold a potluck picnic.
Garden Work Parties			<ul style="list-style-type: none"> • Clean the garden or help with various projects. • Hold a potluck picnic.
Closing Day			<ul style="list-style-type: none"> • Put your garden to bed. • Confirm the plot assignment for next year. • <u>All plots should be cleaned by this date to guarantee your space for next year.</u> • Hold a potluck picnic.
Workshops			
Social Events			
Garden Tour			



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Frequently Asked Questions

Questions about how the garden operates will arise throughout the year. The following answers to frequently asked questions may help shed some light on a few. Other questions can be directed to the garden co-leaders or other crew leaders.

1. How much does it cost to garden here?
2. What tools, equipment, and supplies are available in the garden?
3. Can I leave a sprinkler or soaker hose “on” if I am not in the garden?
4. What must I do to stay in good standing with the garden?
5. Can I bring fruit and vegetable scraps from home to compose in the bins in the garden?
6. How are plot sizes determined?
7. How many plots can I get?
8. Is this an organic garden?
9. Whom do I contact for gardening advice?
10. How much time should I expect to spend in the garden?
11. What should I do if I experience or see theft or vandalism?
12. What should I do if I am threatened or harassed in the garden?



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