

## **Implementation Plan for Feeding Laramie Valley (FLV) Community Gardens 2022**

(Applies to Kiwanis Park Community Garden [KPCG] and Sites at FLV)

1. Save final copies of updated materials to basecamp and drop box with label: year, program, material title (e.g., 2022 Kiwanis Park Community Garden [KPCG] Tracking Sheet).
2. Email last year's plot stewards and see who is interested in returning.
3. Email back respondents who want to return with plot confirmations (**update the map**).
4. Email participants resources including manuals and guides, new waivers and plot steward agreements for signing.
5. Call each participant and check in, discuss rules of the garden, and responsibilities, ask about how many times they will visit their plot, and mention the garden watering policy (getting fellow gardener, family member or friend to water while they are away).
6. AFTER each plot steward has sent in all their waivers and agreements send "**Planting Go-Ahead Email**" to let all stewards know the growing season has officially begun and the garden is open and ready.
7. Be sure to email the participant consistently to communicate support and offer yourself as a resource – send out check in emails, announcements, and weather warnings when needed.
8. Periodically visit the community garden and check progress. Make notes of any weeds or dying plants, email participants if needed. (Relay notes about weeds to staff and check in with gardeners who beds have something abnormal going on).
9. Grow your own produce to get closer to the community and to be a **PRESENT RESOURCE** for gardeners.

**Tips:** Don't bombard participants with emails, be available to help, be there consistently at your own plot, HAVE FUN and make the program your own.