



American Heart Association®

Teaching Gardens®

Committee Tip Sheet

Committee Overview:

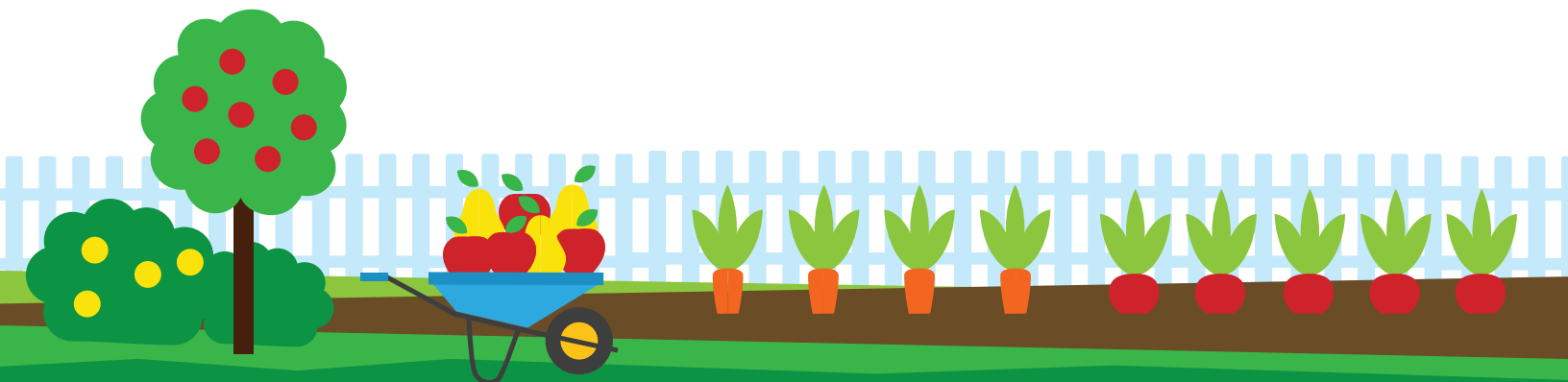
Led by the Teaching Garden Champion, this committee is made up of people from the school and community, including parents. The committee collaborates to identify concerns, set priorities and design solutions regarding the health environment and opportunities to offer experiential, project-based learning in the school. The committee will act collectively to establish, maintain and integrate the Teaching Garden into the school community.

Committee Lead: Teaching Garden Champion

The Teaching Garden Champion serves as the primary coordinator for the garden. This person typically is a staff member at the school and will be responsible for leading/coordinating the activities of the Teaching Garden Committee.

Committee Responsibilities:

- Plans the Teaching Garden site, including choosing the site and designing the garden
- Solicits in-kind donations to support the implementation of the garden
- Cultivates volunteers to assist with all the needs of developing and maintaining the garden
- Prepares the garden site for planting
- Maintains the garden throughout the planting season
- Implements the educational components with students, parents, and community members
- Coordinates harvest plans and utilization of garden products
- Prepares the garden for replanting or maintenance during non-planting season



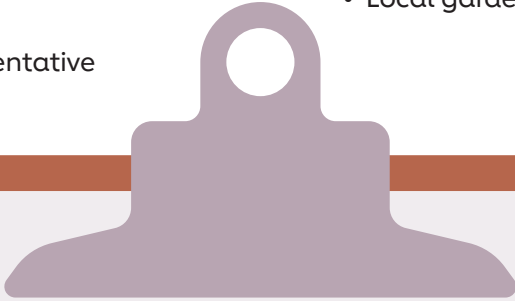
Committee Tip Sheet, *continued*

- **Who to Recruit?**

- Administrative champion
- Two to three teachers
- Parent representative
- Student representative
- School board member representative
- School nurse or local nurse
- Community members who are dietitians, gardening experts or health enthusiasts
- Local gardening/farming representatives



Sample First Meeting Agenda



Welcome and Introductions

- Establish start and end times
- Have everyone share names, roles and why they are involved in the committee

Who are we and why are we here?

- Review the committee job description

Creating our Teaching Garden

- Identify our purpose
- Establish group agreements
- Draft roles and responsibilities
- Plan the meeting structure - how often, how long, decision-making process

Garden Build and Plant Day

- Discuss plans for building, including the site within the school, key stakeholders, teaching training and curriculum overview.
- Begin planning Plant Day (set date, assign roles, send invitations, etc.)

Next Steps and Adjourn