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## Appendix F: Volunteer Day Checklist

### VOLUNTEER DAY CHECKLIST

- Obtain approval from the school administration and follow school protocol (this may involve a permit or permission slips)
- Confirm a bathroom will be available
- Communicate the plan with the custodial engineers
- Make a realistic agenda and timeline for what can be accomplished during the day
- Have an RSVP system. Keep track of how many people will attend and their contact info
- Inventory your tools and supplies
- Make a shopping list of materials needed before the volunteer day
- Assign group leaders, if splitting up into multiple projects around the garden space
- Ensure there are enough garden gloves for everyone's safety
- Advise volunteers to wear sturdy, close-toed shoes
- Advise volunteers to wear long sleeve shirts and long pants, if necessary
- Plan where the trash and yard waste from the day will be collected (Pro tip: Yard waste is less heavy after drying out for a few days)
- Provide snacks and water
- Send reminders
- Take photos to share afterward with the rest of the school

### MATERIALS POSSIBLY NEEDED FOR VOLUNTEER DAY

- garden gloves
- garbage bags
- tarps
- loppers and clippers
- wheelbarrows
- shovels
- trowels
- rakes
- buckets
- soap
- bug spray and sunscreen
- first aid kits
- rags
- cooler with water for volunteers

If using power tools, make sure you have the correct accessories:

- Extension cords
- extra batteries with charge
- correct size and style of screws/drill bits