



## Community Project Guideline: COMO Children's Learning Garden

### Background

The intention of this Community Project Guideline is to help the COMO Children's Learning Garden (CLG) Project Chair(s) and committee volunteers efficiently maintain the garden throughout the year.

This guideline should be reviewed at the beginning of each fiscal year and updated as needed.

A copy of the current guideline is maintained on the SGC Website's Member Resources "Instructions for Project Chairs" site as a reference for future Project Chairs and volunteers.

At membership meetings and / or at the Annual meeting the Project Chair should recruit volunteers to help with the CLG project. The Project Chair is responsible for communicating with volunteers when their help is needed, what activities need to be done, and when. The Board is also available to assist the Project Chair in recruiting volunteers. The Project Chair is responsible for working with the Treasurer to establish an annual budget and to track the project's finances throughout the year.

Below is a typical schedule for the maintenance of the CLG. Additional activities may be added as necessary.

### Early Spring

- Spring Cleanup - check with the USCG female cadets coordinated by Terri Brennan (or delegate).
- Send email to the membership for cleanup days.
- After cleanup, move all debris to the front of the garden and load it into the trailer to take to the town's Transfer Station.
- Apply seaweed on all beds.
- Empty shed, sweep out, refill shed, trying to toss what we do not use (can go in the trailer to the town Transfer Station).
- Sprinkle biochar on all beds.
- Spread worm castings on all beds.
- Weed whack interior along north and south fences interior.
- Weed whack exterior west, north, and south (all weed whacking needs to be put on tarp and moved to trailer).
- Fill trailer with debris and go to the town Transfer Station (make sure to check beforehand when the facility is open/closed).
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- Clean the pond by adding water incrementally (not all at once) and using pond chemicals stored in shed.
- Rake the front of the fence.
- Weed the flower garden bed behind the blueberry enclosure.
- Plant seeds indoors, if desired.
- Plan tulip dig with the COMO children. Coordinate around Mother's Day with Priscilla Rouquayrol (or delegate).
- Turn the compost.
- Plan CLG budget for next year.
- Apply Rose Tone on the climbing rose bushes in front of the fence.
- Order compost delivery and set up a day for volunteers to shovel it into all the beds.
- Plan what seeds will be planted and grown by member(s) and what will be purchased at local organic farms.

## Late Spring

- Call Shoreline Lawn Sprinklers Company to set up the water system - a member should be in the garden when this is done.
- Order compost from Earth Care Farm - 4 yards - to be delivered and dumped on plastic tarps.
- Send email to the membership for clean-up days.
- Weed the flower beds.
- Rake the wood chips back into the beds.
- Turn the compost.
- Weed pollinator garden.
- Coordinate plant days with Priscilla (or delegate) for COMO Preschoolers and SGC volunteers (potato, onions, peas in early May). All other vegetables to be planted in mid to late May.
- Chair should set up volunteer schedule with dates, times, and responsibilities - send these dates to the Communications Secretary to put on the SGC website calendar. Reminders sent to committee members weekly.
- Add chemical solutions to fish pond and clean it, as needed (every time water is added, chemicals are added).
- Trim down pollinator garden bed.

## Summer

- Members, Master Gardeners Interns, and local friends of the garden are in garden 3x a week.
- Meet with COMO to plan summer schedule.
- Weed all beds and perimeter, as needed.
- Water areas where irrigation does not exist, including around the perimeter and blueberry enclosure.
- Transplant plants, as needed.

- Spray NEEM on apple trees and roses as needed.
- Apply Quantum on all beds, every 10 days.
- Trim rose bushes in front.
- Notify Priscilla (or delegate) when veggies, fruits, etc. are ready to be picked by COMO children - Use signage and place in the garden.
- When planting, add 1 tablespoon of worm castings to each plant.
- Plan dates for potato and onion harvests with COMO children.
- Add solutions to fish pond and clean it, as needed (every time water is added chemicals are added).
- Order tulip bulbs by August (ColorBlends).
- Weed the parking area once a month.

## Fall

- Every odd year, do a soil test analysis of the raised beds, flower garden, blueberry enclosure, flowers beds near inside of fence. (Ask Craig Floyd to do a [free] soil analysis).
- Fall clean up: see items listed above for spring cleanup. USGC cadets are eager to help with the volunteer hours needed. (Debris is taken to the town refuse facility).
- Plant tulip bulbs and garlic with COMO children. Arrange date with Priscilla (or delegate).
- Empty all ceramic planters, rinse, and move into the shed.
- Sprinkle biochar over all the beds.
- Seaweed on all beds.
- Move the cattle panels to new beds.
- Move the Tomato trellis system to new beds.
- Meet with COMO Director and Educational Director to review the summer program: what worked and what could be changed.
- Call Shoreline to close down the water system - a member should be in the garden when this is done (October).

## Ongoing

- Order supplies such as biochar, Neem, quantum, fishpond solutions, leaf bags, etc. as they are depleted throughout the year.
- Take clippings and weeds to town Transfer Station weekly, or as needed.
- Submit articles for monthly SGC newsletter about CLG events.