

# SURREY SCHOOLS GARDEN APPLICATION



**School:**

**School Administrator Sign:**

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**Garden Committee Chair Sign:**

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**Date:** \_\_\_\_\_

**Submit application to:** [gardens@surreyschools.ca](mailto:gardens@surreyschools.ca)

**Deadline:** October 15<sup>th</sup> at 5:00 pm

The Review Team is able to approve up to 15 gardens for the 2019/20 school year.

Please complete this application in full and ensure the following details are included:

- Team diversity (*admin, teaching, support staff, parents*)
- Clear and specific definition of team member roles.
- Clear explanation of how the garden will be used and connections to the curriculum.
- Specific details such as the number of beds and crops to be planted.
- A detailed summer maintenance plan including the names of community and staff members who will be doing this work.
- A plan to fund the project and a budget for the garden itself and any necessary site preparation.

## Check which is applicable to your school:

Our school already has a budget set aside for a school garden.

Our school will be fundraising and / or applying for grants once our application has been approved.

For guidance in completing this application, refer to the Surrey Schools Garden Resource.

# GARDEN COMMITTEE



Name	Position (e.g. Administrator, Teacher, E.A., Student)	Contact (Phone & Email)	Committee Role
Chairperson(s)			
All Other Committee Members			

**Note:** Your garden committee must be comprised of at least three members including the **principal and at least one other educator.**

# WHY A GARDEN?

What do you hope to bring to the school by starting a garden? What are your hopes, dreams and goals for this garden? Who will use the garden? What learning do you want to take place in the garden?



# GARDEN TYPE

Does your garden have a theme or focus? Do you know what you will be growing?



# GARDEN DESIGN

Elementary schools are permitted a maximum of 6 beds in their first year and secondary are permitted a maximum of 12 in the first year. How many garden beds do you plan to have? What would be your ideal location and layout?



*Note: The final selection of garden location will be done in conjunction with the Grounds Department after your application has been approved.*

# MAINTENANCE PLAN

Please describe your plan to maintain the garden. Consider:

Who will ensure the garden chores are completed each week (sow, weed, compost and boxes watered)? Who will complete the inspection twice a year to ensure that the garden is in good working order? What is your plan for the summer months? Once approved, please ensure all staff accessing the garden are familiar with this plan.





# SCHOOL GARDEN SAFETY & MAINTENANCE AGREEMENT



Review and sign this agreement as part of your application. Please check off each item below and sign the bottom.

We will submit another application if we wish to expand our garden.

We will adhere to District standards including avoiding the use of pesticides, fungicides and herbicides and animal manure in our school garden.

We will maintain the garden in good working order and will respond in a timely manner to correct any safety issues created by the garden or any violations to District standards.

If we are no longer able to maintain the garden, we will notify the Grounds Department and will allow for the garden beds, as a District asset, to be used elsewhere.

We will ensure that the Garden Safety Guidelines and Garden Food Safety Guidelines are posted in a prominent spot.

All staff who use the garden will be made aware of the following safety protocols.

We will use only district-approved compost, fertilizer and soil amendments.

Food scraps / food waste will not be added to the garden soil.

Only potable water (drinking water) will be used for irrigation. Gray water, waste water, recycled water or runoff water from any source will not be used.

Plants and seeds used in the garden will be free from noxious weeds/seeds. Invasive species are avoided.

Chemicals, including fertilizers, paints, lubricants, cleaning supplies, etc., will not be stored in close proximity to the garden or to harvested food.

Food safety guidelines and procedures including the Food Safety Checklist will be followed for all garden items used for consumption.

Any product that has come into contact with potential sources of contamination (blood, bodily fluids, chemicals, broken glass, animal contact) will be properly disposed of.

Garbage receptacles will be kept tightly closed and the area will be kept clean.

Review and sign this agreement as part of your application. Please check off each item below and sign the bottom.

All classes using the garden will undergo safety orientation and adhere to posted guidelines.

For schools growing food, Food Safety training/certification will be obtained by at least one staff member prior to preparation and consumption of food from the school garden.

Staff will be made aware that all garden hazards must be reported to a member of the school's Health and Safety Committee.

We agree to use this checklist to inspect our safety and maintenance practices prior to the growing season and once it has concluded.

School Administrator: \_\_\_\_\_

Garden Committee Chair: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_