

Woodland Elementary West Harvest Garden Team
Job Descriptions

1. Grant Management Coordinator (1 person)

- Follow up with farm bureau regarding \$250 grant: what are grant parameters, limits, and reporting requirements?
- Communicate with bureau as required
- Manage spending, make purchases, and complete necessary paperwork/reporting

Volunteer:

2. Donation Coordinator (1-3 people)

- Approach Walmart, Menards, and Ace Gurnee for donations
- Letter and photos provided to facilitate presentations
- Needed: 1000 peat pots, vegetable seeds, money for replacement plants

Volunteers: Name phone email

3. Classroom Seed Planting Kit Coordinator (1-2 people)

- Collect seeds, peat pots, “clamshell” containers and organize for distribution
- Update planting and care instruction sheet for classes
- Bring planting kits to school and distribute to 17 2nd grade classes

Volunteers: Name phone email

4. Garden Tilling and Compost Provider (1 person)

- Provide tilling equipment, labor, and compost to garden
- Till and amend garden plot in early May

Volunteer: Name phone email

