

# DENVER SCHOOL GARDEN COALITION

## OPERATING MANUAL

*Updated August 2011*





**This Manual was written by the members of the Denver School Garden Coalition and is intended for use by school and community partners and school districts in support of school gardens and related programming.**

**Please cite the Denver School Garden Coalition and its members when using content from this Manual.**

***Denver Public Schools***

***Denver Urban Gardens***

***Learning Landscapes***

***Slow Food Denver***



# **DENVER SCHOOL GARDEN COALITION OPERATING MANUAL**

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## **Introduction and Guiding Principles**

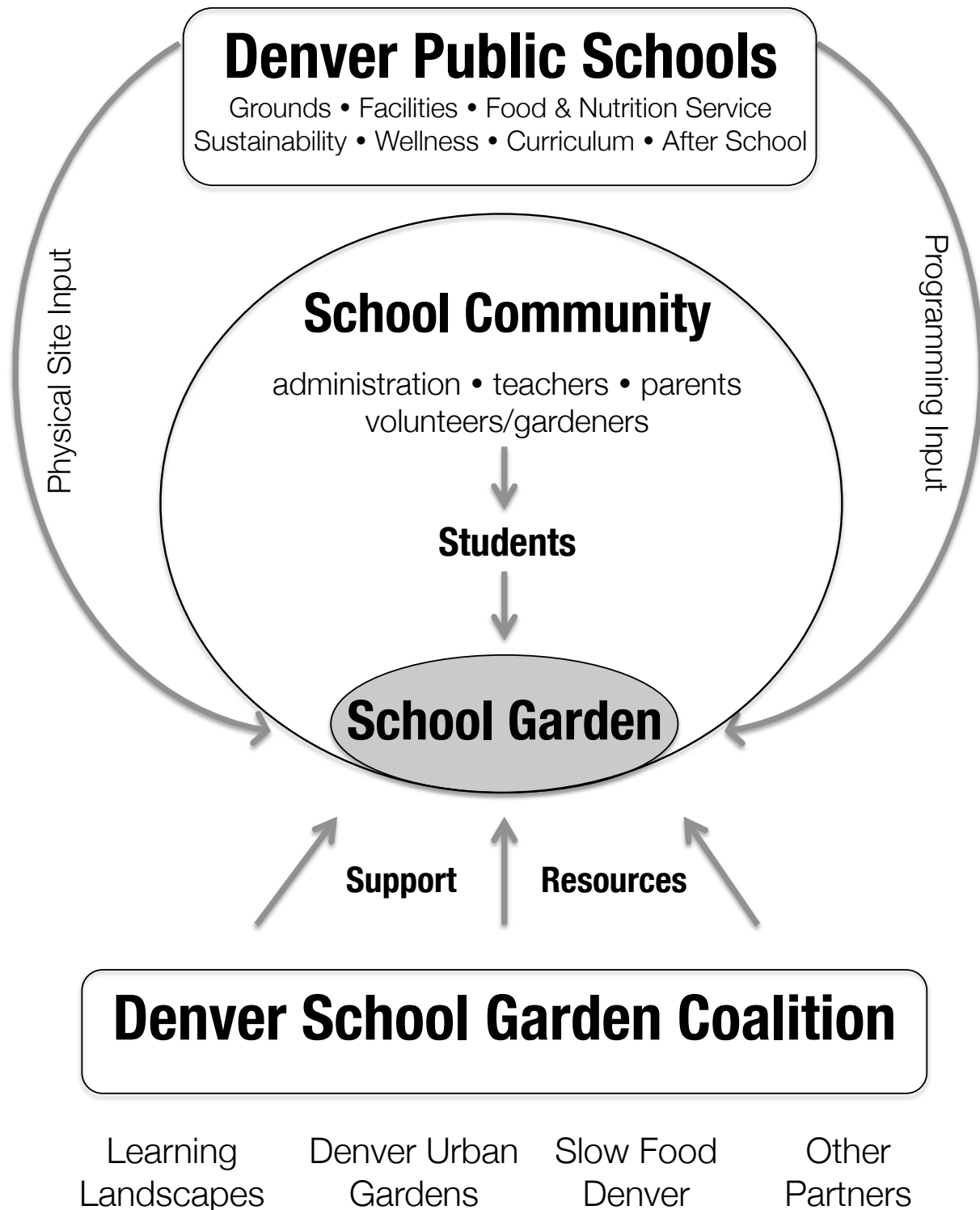
For over a decade, Denver Urban Gardens (DUG), Slow Food Denver (SFD), and Learning Landscapes (LL) have been collaborating on the grounds of Denver Public Schools (DPS) to establish school/community gardens and associated education programs. The collaboration has manifested itself at dozens of DPS elementary schools, and has sought to serve the unique set of needs and circumstances within each school community, with the primary focus on student education and enrichment.

Given that DUG, SFD and LL offer a variety of related services, each organization has agreed to work closely with the other(s) to deliver coordinated and complimentary programming to schools where two or more coalition organizations have been asked to be involved. The organizations in the Denver School Garden Coalition believe, and agree to abide by and promote the following set of guiding principles when designing and delivering garden services and programs to DPS schools.

### **Guiding Principles for School Garden Programs**

1. School gardens are spaces for experiential “hands-on” education, incorporating the full cycle of learning associated with healthy food - from growing to nutrition to cooking.
2. School garden programs are designed to involve teachers and support their multi-disciplinary curriculum primarily in the subjects of science and social studies, while also promoting self-growth and a respect for diversity.
3. Student education, rather than food production, is the primary purpose of a school garden program.
4. Community involvement from the school administration, parents and neighborhood volunteers is essential to the function and sustainability of a school garden program and its inclusion into the day-to-day culture of the school.
5. School gardens are “outdoor classrooms” which utilize the grounds of the school to expand learning and stewardship opportunities for students without having to leave the school site.
6. School gardens are engaging spaces for children to develop both a respect and a nurturing relationship with nature and their community.
7. School gardens should model environmental stewardship and sustainability, while emphasizing the importance of seasonality to these concepts.
8. Students should be provided with simple and culturally relevant take home messages and practical skills to put what they’ve learned into practice at home.
9. School gardens and programs should serve as training spaces and models for others interested in developing a similar program at their neighborhood school.
10. School garden programs are inclusive by design, promoting a respect for all backgrounds and points-of-view, and providing each student involved with an opportunity to participate.

## Denver School Garden Coalition Partnership Model





# **Denver Public Schools**

## **Sustainability Team**

### **Education and Outdoor Classrooms**

The DPS Sustainability Team is committed to partnering with community groups, corporate partners and government agencies to facilitate the expansion of sustainability practices and opportunities across the district and, most importantly, into our indoor and outdoor classrooms.

- Denver Public Schools continues to partner with environmental education groups like Front Range Earth Force, Denver Urban Gardens, and the Alliance for Climate Education to provide students with diverse opportunities for learning and environmental stewardship.
- The DPS Sustainability office coordinates all garden, greenhouse and urban farm initiatives for the district, effectively partnering with community groups to support healthy living and connecting students and communities to how and where their food grows.
- The DPS Sustainability Office is coordinating a district-wide Energy Challenge, where 10 schools are competing to reduce greenhouse gas emissions.

### **Water**

The Denver Public School District manages water usage for over 12 million square feet of building space and 447 acres of irrigated land. DPS Sustainability Staff is committed to reducing water use and conservation wherever practicable.

- The DPS Sustainability Team has partnered with Denver Water to replace all of the district's older high water use fixtures in bathrooms, including toilets, sinks and water fountains, with high efficiency fixtures.
- Denver Public Schools is working with Denver Water to use non-potable "recycled water" for irrigation at schools.
- Where financially feasible, DPS staff are installing automated central controls for irrigation to more accurately control watering schedules and usage.

### **Solid Waste**

- The DPS Sustainability Team has been working collaboratively with Denver Solid Waste/Denver Recycles, teachers, and students to develop strategies to reduce the amount of solid waste that goes into landfills.
- Several schools across the district are coordinating composting in their cafeterias and classrooms. These individual composting programs provide schools with the opportunity to further reduce their impacts on landfills and the environment by saving food scraps and paper goods, which are taken away by local compost haulers/manufacturers.
- Individual schools are also taking on reducing cafeteria waste by replacing Styrofoam and plastic goods with paperboard and compostable products, as well as reusable trays and utensils. Twelve schools across the district have been working with Green Up Our Schools to conduct waste audits and systematically reduce solid waste amounts throughout the school.

### **Energy**

A major focus of the Sustainability Team is on reducing energy consumption and increasing awareness about energy conservation.

- The Sustainability Team has been an integral part of the efficiency upgrades in new construction and renovations taking place district-wide because of the 2008 Bond Program.
- The DPS Sustainability Team has saved thousands of taxpayer dollars by working in collaboration with Xcel Energy to apply for rebates for various district infrastructure efficiency upgrades.
- The DPS Sustainability Team, through power purchase agreements with both Main Street Power and Oakleaf Solar, has facilitated the installation of 100-kilowatt solar arrays on 28 schools.
- The Team is in the process of benchmarking all of its schools in order to apply for the Energy STAR label.

**Denver Public Schools Sustainability Team**  
**<http://sustainability.dpsk12.org>**

## **Denver Urban Gardens School Garden and Nutrition Education**

For over a decade, Denver Urban Gardens (DUG) has worked in partnership with Denver Public Schools (DPS), Slow Food Denver (SFD) and Learning Landscapes (LL) to establish gardens at schools. Of DUG's over 100 community gardens, more than 25 are located on the grounds of DPS Elementary Schools, with 1-3 new school gardens in various stages of planning each year. DUG is committed to supporting each community garden in ways appropriate to that garden's particular needs, including developing a partnership between the school community and surrounding neighbors to strengthen garden sustainability. We believe the lessons offered in a garden are life changing for children of all backgrounds, but in particular, those from disadvantaged neighborhoods. Through the wonders of a garden, students experience hands-on lessons in: biology and ecology, horticulture, wellness and nutrition, recycling, composting, and community building.

In support of school gardens, DUG offers an integrated nutrition and gardening curriculum to school communities. DUG workshops are taught inside and outside of the classroom and are held throughout the school year. On the basis of each school or teacher's needs, the program is designed to be flexible enough to be shortened to a set of core lessons or designed to operate as an after school program.

### **The Curriculum**

Our seasonal approach to teaching builds a bridge for students between gardening, nutrition and science. Between the classroom and garden, the full curriculum spans the 50 hours that evidence suggests is needed to impact individual behavior and knowledge in children. This year-round curriculum provides opportunities for student inquiry and investigation in earth and life sciences, with additional relevancy to math, literacy and social studies. Lessons are linked to Denver Public Schools Standards for easy integration into existing curriculum, and are written in a user-friendly format accessible to both teachers and volunteers. On the basis of each school or teacher's needs, the curriculum is designed to be flexible enough to be shortened to a set of core lessons that can be used in the classroom, or in an afterschool or summer program. View the curriculum here: <http://dug.org/school-garden-curriculum>.

### **The Volunteers**

We believe the effectiveness of our work in school gardens is enhanced when it is supported by a committed group of volunteers, which might include on-site community gardeners, parents, grandparents or neighbors. *Connecting Generations*, operated in partnership with the University of Colorado School of Public Health, adapts the *Experience Corps*® model for intergenerational mentorship to bring older adult volunteers into schools to support and expand DUG's school garden programming. The broad goals of the *Connecting Generations* program are to: strengthen school-based programming around gardens; support teachers and increase use of gardens year-round; support school science curriculum and improve academic achievement; improve the health and well-being of both the children and older adults; increase fruit and vegetable intake and physical activity; and strengthen social networks in the school community.

### **Helping Kids Get Healthy: A Workshop Series For Youth Educators**

Offering trainings to educators and volunteers allows us to support a greater number of school communities. In these train-the-trainer workshops, participants will learn the basics of teaching gardening and nutrition to their elementary-age students, using the DUG garden and nutrition curriculum as a foundation. Two lessons appropriate for the upcoming season are modeled at each workshop, and DPS teachers are able to earn professional development credits for their participation.

**Denver Urban Gardens**  
**303.292.9900**  
**dirt@dug.org**  
**www.dug.org**

## **Learning Landscapes Schoolyard Design and Redevelopment**

The Learning Landscapes program is a 10-year strong partnership between Denver Public Schools and the University of Colorado Denver (UCD) College of Architecture and Planning (CAP). Learning Landscapes leads UCD students, elementary schools, and community members in the redesign of schoolyards into fun multi-use parks designed to reflect the culture of the surrounding community. The partnership between UCD and DPS has resulted in the transformation of 81 public elementary schoolyards into Learning Landscape schoolyards. The goal is for every DPS elementary school will have a Learning Landscape schoolyard by the end of 2013.

Learning Landscape schoolyard redevelopment projects help to reconnect communities with neighborhood schools. Learning Landscapes function as local public parks providing much needed green space and social gathering places while fostering neighborhood pride for local communities.

Learning Landscapes are comprised of:

- Vegetable & Habitat Gardens
- Outdoor Classrooms
- Shade Structures
- Outdoor Art
- Gateways
- Age Appropriate Play Equipment
- Grass Playing Field
- Maps & Hard Surface Games

A Learning Landscape schoolyard provides opportunities for outdoor educational elements for Earth, Life, and Physical Science, History, Geography, Mathematics, Reading & Writing, and Art.

Promoting the programmatic use of the Learning Landscape is critical for the long-term viability and sustainability of these projects. School and community vegetable gardens are an example of site-specific programming on Learning Landscapes that promote sustainability through community capacity building, healthy eating, and curriculum enhancement. Partnerships with Denver Urban Gardens (DUG) and Slow Food Denver (SFD) have led to the development of 49 vegetable gardens and 2 urban farm pilot projects on Learning Landscape schoolyards across the Denver metro area. Learning Landscapes serves as an advocate for schoolyard improvements and a liaison between the elementary school, DPS Facility Maintenance, DUG and SFD as the school community develops a gardening plan and program.

**Learning Landscapes**  
**303.315.5867**  
**LearningLandscapes@ucdenver.edu**  
**[www.learninglandscapes.org](http://www.learninglandscapes.org)**

## **Slow Food Denver Seed-to-Table School Garden Alliance**

Slow Food Denver (SFD) Seed-to-Table (STT) School Garden Alliance creates meaningful relationships between young people and food. By placing an emphasis on hands-on experiences, community interaction, and the pleasures of the table, STT projects help to strengthen the food communities of tomorrow by engaging youth today. We work closely with Denver area schools to teach students where their food comes from, who grows it, how to prepare it, and the importance of sharing it with friends and family.

Slow Food Denver, with the partnership of Denver Urban Gardens (DUG) and Learning Landscapes (LL), has been working with students in school gardens and cooking classes for over 10 years. SFD has gradually developed an alliance of over 25 schools throughout the Denver Metro Area. Our alliance provides programming and resource support to area school garden programs. In addition, SFD, in collaboration with Denver Public Schools (DPS), DUG, LL, and the Colorado Organic Producers Association (COPA), is developing a Farm-to-Cafeteria Program, a school farm program, school greenhouses and a garden to cafeteria program. Along with our partners DUG and LL, we coordinate the Denver Youth Farmers' Market Coalition, providing local produce and support to area school farmers' markets.

### **Educational Goals**

- Providing an environment for experiential scientific inquiry and observation
- Making interdisciplinary connections
- Encouraging critical thinking
- Connecting students to their local school environment
- Discovering the importance and enjoyment of food choices

### **Alliance Member Programs**

Member programs range from classroom garden and cooking classes to after school, summer and youth farmers' market programs. Curriculum ranges from botany and earth science lessons, to literacy and journal activities, as well as food and cultural lessons. Each member responds to the informal education needs of their local school community. Slow Food Denver provides curriculum support in the form of training workshops, resources, STT website and original lesson plans designed by local garden educators.

Activities include classroom seed starting, transplanting, and gardening as well as botany-based and culturally-based cooking classes.

### **Alliance Member Benefits**

Slow Food Denver, a volunteer organization, provides support to member schools in the form of:

1. Consultation regarding starting garden and cooking programs
2. Monthly meetings and workshops
3. Training in delivering garden and cooking related classes
4. Access to resources including seeds, soil, light tables and other equipment
5. Provide onsite mentoring for school garden/cooking classes
6. Grant writing support
7. Access to SFD micro grant program
8. Collaborating with DUG to provide the Denver Youth Farmers' Markets Program
9. Website page for each garden
10. Developing a farm-to-cafeteria program with DPS Food & Nutrition Services

**Slow Food Denver**  
**303.321.3322**  
**[info@slowfooddenver.org](mailto:info@slowfooddenver.org)**  
**[www.sfdseedtotable.org](http://www.sfdseedtotable.org)**

# Steps to Starting a School Garden

To initiate the garden planning process or for more information contact Laurel Mattrey at the DPS Department of Sustainability at 720.423.4171 or [laurel\\_mattrey@dpsk12.org](mailto:laurel_mattrey@dpsk12.org).

## Step 1: Initial Planning / Things to Consider

- primary purposes for the garden
- school garden or school/community garden?
- who to involve?
- is there broad support?
- how to connect the garden with the curriculum?
- campus Master Plan status
- long-term facility plans for the school
- tour of other school gardens
- alternative sites for the garden on your school grounds

## Step 2: Project Assessment Meeting

- Denver Public Schools
- school administration
- volunteer leaders
- Denver School Garden Coalition

## Step 3: Firm Up Conceptual Plan

- garden purpose
- garden site selection
- organize planning committee
- determine DSGC lead

## Step 4: Project Planning & Development

### A: Site Planning

- master plan
- budget
- work plan/schedule
- fundraising plan
- soil test

### B: Garden Organization

- leadership
- participant committees
- guideline development

### C: Programming

- curriculum
- customized programs (see Step 7 on next page)

**Design Considerations:** prominent location, relationship to school facilities, garden size and features, water source and accessibility

## Step 5: Site Plan Approval

## Step 6: Garden Construction

## Step 7: School Garden-Related Programs *(next page)*

## Step 7: Menu of School Garden-Related Programs

Each school garden program is designed to meet the unique needs of its school community. Depending on the site, one or more Denver School Garden Coalition members will work with the school community to develop garden programming. The following are programs that a school community may consider when deciding how to incorporate the garden into the culture and programs of the school.

**Curriculum** – Seasonal, standards-based youth curriculum is an essential piece to providing extraordinary support for teachers and volunteers utilizing school gardens and Learning Landscapes. Denver Urban Gardens (DUG) and Slow Food Denver (SFD) offer complementary sets of school garden curriculum that are free and available for teachers and volunteers to access. Denver Urban Gardens' curriculum is largely focused on the science of gardens and nutrition, incorporating botany, horticulture, and the nutrients our bodies need to be healthy. Slow Food Denver's lesson plans are geared toward taste education and healthy cooking, creating dishes that are tasty and nutritious, in addition to lessons in the cultural history of the foods we eat. Together, they provide educators and volunteers with a wide variety of resources in support of the school standards that can be easily incorporated into daily lesson plans, afterschool programs or extracurricular activities.

**Garden to Cafeteria** – This program is an opportunity for DPS students to grow fresh fruits and vegetables in their school gardens with the aim of supplying some of their harvest to the school cafeterias to be used at meal service. Students can harvest on a weekly basis with the support of a Garden to Cafeteria leader. DPS Food and Nutrition Services pays students a wholesale price for the produce in efforts to fund future garden-related programming.

**Youth Farmers' Markets** – The Coalition supports schools to coordinate summer youth-run farmers' markets to bridge the school year and to provide additional opportunities for learning. The youth markets offer healthy food to communities, promote nutrition, demonstrate healthy meal preparation in partnership with local chefs and community members, and develop community capacity and leadership. Schools typically hold anywhere from 1-16 markets between July-October, either afterschool or on a weekend.

**Afterschool Garden Clubs** – Partnering with afterschool program providers is a great way to get a smaller group of students in the garden or working on garden-related projects on a regular basis. Most groups meet once or twice a week in the spring and/or fall, using garden-related curriculum as the foundation for learning. The Youth Farmers' Markets and Garden to Cafeteria programs are often times operated by students from the school garden club.

**Summer Garden Clubs** – Participating in the complete growing season through spring, summer and fall, deepens the educational experience for students. This allows the youth to follow the entire seed to harvest experience, along with making sure the garden is cared for during the summer months. Partner with existing summer programs or, if funds allow, create a new summer program that focuses on the care of the garden. Most groups meet once a week starting in June.

**Seed to Table (STT) School Food Program** – Slow Food Denver's program creates meaningful relationships between young people and food in order to transform the school food system. By placing an emphasis on hands-on experiences, community interaction, and the pleasures of the table, STT projects help to strengthen the food communities of tomorrow by engaging youth today. Denver area schools are able to teach students where their food comes from, how to prepare it, who grows it, the importance of food choices and the pleasure of sharing with friends and family.

**Connecting Generations** – Denver Urban Gardens' intergenerational mentoring program bridges the school and community by bringing older adult community volunteers into the school to support garden-related programming. The goals of this program are to: strengthen school-based programming around gardens; support teachers and increase use of gardens year-round; support school science curriculum and improve

academic achievement; improve the nutritional health and well-being of both the children and older adults; increase fruit and vegetable intake and physical activity; and strengthen social networks in the school community. Connecting Generations provides a solid base of trained, committed volunteers that assist in many tasks such as supporting teachers when taking their kids out to the garden, facilitating and supporting afterschool or summer programs, and caring for the garden during the summer.

**Helping Kids Get Healthy: A Workshop Series For Youth Educators** – Denver Urban Gardens offers a seasonal workshop series designed for teachers and volunteers who work in youth education programs and focus on nutrition and gardening. In these train-the-trainer workshops, participants learn the basics of teaching gardening and nutrition to their elementary-age students. Workshops are offered every other month, and each workshop highlights two unique, seasonal lessons from DUG's School Garden and Nutrition Curriculum. Denver Public Schools' teachers are able to earn professional development credits for their participation.

## **Looking into the Future: Sustainability of School Gardens**

Children grow up, and with their parents, move on to new schools; teachers and administrators sometimes change schools or retire, and through these changes the garden remains. Thus, long-term planning is critical to the success of any garden project. School gardens require planning, fundraising, community organizing, and maintenance, and therefore are not to be rushed into, but rather developed over time. A more deliberate, intentional process supports the garden in gradually becoming part of the culture of the school, its goals and programs. Likewise the garden needs to be built into the long-term vision of the school site. For this to happen, the visions for the garden must be shared by the school administration, teachers, parents, volunteers and cafeteria staff alike.

### **Encouraging Ownership of the Garden**

The Denver School Garden Coalition (The Coalition) supports schools in creating their own gardens. Ownership in the garden is built over time among the school community members. As opposed to focusing on just the end goal of building a school garden, focusing on the process of organizing to create a school garden fosters lasting garden stewardship. Parents, teachers, administration and volunteers should be included in every step of the process of planning and implementing school gardens and related programs. Getting your hands dirty during community workdays is one of the best ways for your school community to feel an investment and responsibility for their new garden project.

### **Developing a Diverse Leadership Committee**

A leadership committee comprised of key teachers, parents, administration, neighbors and/or volunteers helps to ease transitions in the school community and ensures representation of all garden stakeholders. The leadership committee organizes programming, coordinates volunteers, ensures proper maintenance of the garden, communicates relevant issues about the garden with the larger community, acts as a liaison between the school community and the Coalition and manages garden funds. To prevent participant burnout, it's important that no one person is tasked with garden leadership; responsibility should be shared among committee members.

### **Engaging the Community as Volunteers**

Additionally, the effectiveness and sustainability of the school garden as an educational space is enhanced when it is supported by a committed group of volunteers, which might include parents, grandparents, on-site community gardeners and/or neighbors. Vegetable gardens are high-maintenance and whether it is a school or school community garden, support is needed to take care of the physical space. The garden must be cared for during the summer when school is not in session, so that students can return in late summer to a productive garden that is primed for learning. Volunteers can become dedicated caretakers of the school plots over the summer, as well as important support within the school to support garden-related programming. Volunteers can also facilitate programs such as Garden to Cafeteria, Youth Farmers' Markets, seed starting in classrooms and cooking demonstrations using freshly harvested produce. Any ongoing volunteer program does require some management in training and supporting volunteers as they work through the nuances of the school community. The Coalition, in conjunction with the garden leadership committee, provides these volunteers with support through trainings and workshops, and informally as needed.



## **Funding School Gardens**

### **Funding New School Gardens**

Seeking funds for a new school garden project is always a shared effort among project partners including the Coalition, school, community and any other participating organizations. Depending on the size of the garden, and whether or not there is space for community members to have their own plots, costs can vary significantly.

A fundraising plan is made specifically for each site. Some school communities have the capacity for mobilizing resources to support the garden's needs, while others request additional support from the Coalition. Community members can use their landscape construction skills to apply for grants, seek donations, hold school fundraisers, or use their skills to offset the cost of construction labor. These efforts also encourage ownership of the garden.

Gardens typically range in cost from \$7,500 to \$25,000, depending upon the following variables:

- Size/ Area
  - Demolition i.e. sod removal, etc.
  - Linear feet of chain link fencing
  - Number of gates/entrances
  - Existence of community plots
- Irrigation
  - Proximity to existing water connection and master meter
  - Number of spigots
  - Potential need for drip zones
- Garden Details
  - Soil quality/ amendment required
  - Raised planting beds
  - Pathways and accessibility
  - Tool storage
  - Shade structures
  - Benches/ tables
  - Compost bins
  - Additional features

### **Suggested tools and supplies for a school garden:**

Classroom set of hand trowels or 3-prong cultivators (25-30)  
5 long-handle shovels  
2 hard rakes  
2 hoes  
1 soft rake  
Manure fork for composting  
Wheelbarrow  
Hand pruners  
Garden gloves- youth and adult sizes  
Hose(s)  
Watering wand(s) with hand shut off valves  
First Aid Kit  
Supplies for plant signage  
Supplies for classroom grow labs

## **Sustaining Existing School Gardens**

Garden-related educational programs can be as simple or involved as a school community would like to make them, which in turn varies the costs needed to sustain garden programming. Some programs have the potential to be fundraising opportunities for educational purposes. There are also resources offered by the Coalition and other partners that have the potential to help provide tools, plants, seeds, and other supplies for the garden. For example:

- Schools earn money when they sell their produce to Denver Public Schools in the Garden to Cafeteria program.
- Some schools are able to markup produce sold at the Youth Farmers' Markets, and therefore make a modest profit that can be funneled back into school programs.
- Income eligible Denver residents can participate in Denver Urban Gardens' Free Seeds and Transplants program, and beginning in 2012 we hope to expand the program to other parts of the Metro area.
- Plot fees collected at schools from community gardeners, may be used to support maintenance and programming in gardens after initially reimbursing Denver Public Schools for seasonal water costs.
- Small grants are available to pay for supplies at school gardens. The National Gardening Association's website, [www.kidsgardening.org](http://www.kidsgardening.org), compiles a list of these types of grants.
- Local garden centers and hardware stores may be willing to donate to school garden projects.
- Members of Slow Food Denver's School Garden Alliance are eligible for small micro-grants for specific garden projects, which are available once a year.
- Businesses and restaurants near to the school make great partners in school garden fundraisers. Consider asking a business close to the school to donate a percentage of their proceeds for a day to your school garden.
- At some schools the Parent Teacher Organization/Association (PTO/PTA) will have fundraising mechanisms in place to be able to support the garden programming as part of their larger goals.

## **Managing School Garden Funds**

When a garden can manage their own funds, they are able to be more self-sufficient in the long-term. Because, in most cases, the school garden is not in itself an "entity", it is not able to establish a bank account for receiving and disbursing garden funds. However, a sub-committee designated for the school garden within the PTO/PTA is the ideal entity to house garden funds. When schools do not have an active PTO/PTA or if it is not an appropriate match for a particular school, the lead Coalition organization for a particular site may act as a fiscal agent for the school garden.

## Denver Public School's Garden to Cafeteria Program

Denver Public School's (DPS) Food and Nutrition Services strives to "provide healthy food and nutrition education so all students will have the opportunity for success" in the classroom, in their daily lives and to set the foundation for healthy lifestyles as they grow and mature. For over a decade, Slow Food Denver (SFD), Denver Urban Gardens (DUG) and Learning Landscapes (LL) have been collaborating on the grounds of DPS to establish school/community gardens and associated education programs. This Denver School Garden Coalition has manifested itself at dozens of DPS elementary schools, and has sought to serve the unique set of needs and circumstances within each school community, with the primary focus on student education and enrichment.

The Garden to Cafeteria (GTC) program is a unique opportunity for DPS students to grow fresh fruits and vegetables in their school gardens with the aim of supplying some of their harvest to the school cafeterias to be used at lunch service. The first season of the GTC program occurred during Fall 2010 with 14 school gardens participating. For this second year, the goal is to involve more schools as well as use produce from Community Gardens that are located on school grounds.

The following protocols have been put in place to assure the food safety of the vegetables harvested from the school gardens by students. Items in *italics* in the following paragraphs are safety protocols that have been adapted from Federal and State guidelines for Good Agricultural Practices (GAP) and Good Handling Practices (GHP):

1. US Food and Drug Administration-  
<http://www.fda.gov/Food/GuidanceComplianceRegulatoryInformation/GuidanceDocuments/ProduceandPlanProducts/ucm064574.htm#iii>
2. Colorado Department of Agriculture-  
<http://www.colorado.gov/cs/Satellite?c=Page&cid=1219832881143&pagename=Agriculture-Main%2FCDAGLayout>
3. United States Department of Agriculture-  
<http://www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateN&leftNav=GradingCertificationandVerification&page=GAPGHPAuditVerificationProgram&acct=freshgrdcert>

The following protocols are divided into several major headings:

1. How to sign-up a school garden to participate in the GTC Program
2. Produce items that are eligible for the GTC program
3. Preparation by a GTC Leader for a Harvest with students
4. How to Harvest produce with students from a school garden
5. How to clean the produce and store it in the school kitchen
6. How to compost the produce scraps from the Harvest
7. Guidelines for DUG community gardeners to participate in the GTC program

### How to Sign-up a School Garden to Participate in the Garden To Cafeteria Program

Please note, there are several procedures necessary in order to sign-up your school garden to participate in the Garden to Cafeteria Program.

1. Please visit the GTC website ([www.sfdseedtotable.org](http://www.sfdseedtotable.org)) and download the form "School Garden". Fill out the required contact information and return the form to [gardentocafeteria@mindspring.com](mailto:gardentocafeteria@mindspring.com).
2. Register as soon as possible to start the process. Registration will end by Aug 31, 2011.
3. Your registration information will be provided to DPS Food and Nutrition Services and to Slow Food Denver. Slow Food Denver will contact your GTC Leader about the upcoming schedule of training classes. Slow Food Denver will also verify the school's participation with the principal.

4. A representative of your school garden, preferably the school GTC Leader, must attend one training class to learn about the protocols for harvesting with students. Slow Food Denver will host the training sessions. There will be several training sessions in August (schedule to be determined).
5. Any GTC Leader participating in the GTC program has filled out the necessary DPS Background Check form.
6. DPS Food and Nutrition Services will supply the name and contact information of the Kitchen Manager and the Area Supervisor at your school. The school GTC Leader needs to make introductions and discuss the GTC Program with the Kitchen Manager and the Area Supervisor.
7. The School GTC Leader needs to obtain from Slow Food Denver the necessary gear for the program. The GTC packet will have harvest baskets and a recording form. These materials are on loan from Slow Food Denver for the harvest season.
8. The school GTC Leader should recruit a group of students for the GTC project. The students can be from one class, from a school club or some other group representing the school community. The GTC Leader should talk to the students' teacher(s) to get permission to take the students on Harvest Day.
9. Only potable water will be used to grow and rinse the garden produce used in the school kitchens.
10. No pesticides will be used to grow the garden produce used in the school kitchens.

### **Produce Items that are Eligible for the GTC Program**

1. Produce items that are eligible for the GTC program include any fruit or vegetable that can be used as a raw item on a salad bar. Produce items that were successful in the first year of the program include:  
Vegetables - tomatoes, cucumbers, lettuce, spinach, radishes, summer squash, bell peppers, jalapenos, celery, carrots, broccoli, cabbage, cauliflower, basil, and onions.  
Fruits - melons, berries, apples, plums, and peaches.
2. Produce items that the school kitchens are not ready to use tend to be the vegetables that require some cooking to be served. Non-qualifying produce items include winter squash, potatoes, beets, eggplant, turnips, rutabagas, asparagus, corn, chilies, and tomatillos.

### **Equipment List for Harvest Days**

1. Harvest basket- Must be made of hard plastic that is not pourous. Items that are acceptable are food-grade Lexan containers, plastic bus tups, and plastic shopping baskets. Not acceptable are wicker baskets, cloth or burlap bags.
2. Scale- Most DPS kitchens have a 20 lb scale. Please work with the Kitchen Manager to use the scale on Harvest Days.
3. Recording Sheet- This can be downloaded from the GTC website. The Recording sheet can be kept with the Kitchen Manager or the GTC Leader.

### **Preparation for a Harvest with Students**

The GTC Program will start the week of August 21, 2011. Each school can participate as often as they wish. The GTC Leader should share the Harvest Schedule with the Kitchen Manager so there are no surprises. The GTC Leader should also set up a schedule with the student group and their teacher(s), and participating Community Gardeners, so as not to have a large impact on the academics of the day.

On the day of a harvest, the GTC Leader should follow these steps to prepare for the harvest.

1. GTC Leader or volunteer checks in with Kitchen Manager.
2. GTC Leader gets the harvest baskets, scale and Record Sheet from kitchen.
3. If available, the harvest baskets are run through a dishwasher in the kitchen by the kitchen staff. If no dishwasher is available, then ask the kitchen staff to wash the baskets in the kitchen three-compartment sink.
4. If there is a garden sink, the GTC Leader will pick up a sanitizer bucket and a clean cloth from the kitchen staff (tested at 200ppm) with which to sanitize the garden sink.
5. The GTC Leader surveys the school garden for fruits and vegetables to pick.

6. If there is a garden sink, the GTC Leader sanitizes the sink with the provided sanitizer bucket.
7. The GTC Leader turns on the potable water to the garden sink or to the hose. The GTC Leader prepares the Record Sheet for the harvest.

### **How to Harvest with Students from a School Garden**

Once the GTC Leader is prepared for the day's harvest, he/she should follow these steps with the students:

1. GTC Leader or other volunteer gets a small group of students from classroom. *Be sure to verify that none of the students are showing any signs of illness or have just missed school because of an illness. If a student was absent for an illness at any time in the previous two weeks, he/she can't participate in the harvest.*
2. Students and GTC Leader wash their hands with soap and water in classroom sink or bathroom.
3. GTC Leader takes students out to the garden.
4. GTC Leader shows the students what fruits and vegetables are ready to be picked.
5. The harvest baskets are passed out and the students start to pick.
6. The vegetables are washed in the harvest baskets, under potable running water in the sanitized garden sink or under a hose. The purpose of this first wash is to remove the large visible signs of dirt.
7. Once all vegetables are washed, the produce is weighed on the scale.
8. A student records the following information on the Record Sheet:
  - a. Weight of the vegetables
  - b. Names of GTC Leader and students involved in the harvest
  - c. Date and time of harvest
9. Students and GTC Leader take produce to the Kitchen Manager. Kitchen Manager signs the Record Sheet to acknowledge the receipt of the vegetables.
10. Garden Leaders take the Harvest Baskets and rinse any soil from the baskets with the garden hose. Then the baskets are taken to the school kitchen and run through the dishwasher or three-compartment sink.

### **Steps for Handling the Garden Vegetables in the Cafeteria**

When the Kitchen Manager receives the garden vegetables, he/she needs to wash them and refrigerate the vegetables to below 41°F prior to serving:

1. Kitchen Manager or foodservice worker fills a sanitized vegetable prep sink with tap water and thoroughly scrubs the produce in the sink with a brush to remove all visible dirt. If a kitchen does not have a vegetable prep sink, the manager will contact their supervisor or Beth Schwisow (720-423-5695) for further instructions.
2. The vegetables are removed from the sink, rinsed again and drained in a colander.
3. The vegetables are placed in a separate storage container (kitchen staff can use any of their existing food grade storage containers) that is labeled "School Garden Vegetables" and the date of harvest.
4. The vegetables are stored in the cooler/refrigerator for one day to reduce their temperature to below 41°F.
5. The vegetables can be used in the salad bar or at lunch service the day after the harvest if the temperature of the produce is below 41°F. This temperature will be recorded on the menu production forms under the recipe the produce was used in (either the salad bar recipe, Spicy Corn Salad, Veggie Patch, Garden Salad or the Zesty Pasta Salad recipe).
6. The produce will not adversely effect the kitchen manager's menu plan/ ordering as the amount will be small and the produce can easily be incorporated into the salad bar or any of the following recipes that are on the menu plan: Spicy Corn Salad, Veggie Patch, Garden Salad, or the Zesty Pasta Salad.
7. Produce grown by a school garden will be used only in that school kitchen and not transported to other schools kitchens.

## **How to Compost the Vegetable Scraps from the Harvest**

If the school garden has a compost system, then these procedures can be followed with the vegetable scraps:

1. At the end of the lunch period, one or two students can retrieve the Harvest Tub from the Kitchen Manager with any vegetable scraps saved during preparation
2. The students will then add these scraps to the compost pile and rinse out the tub.
3. The tub is returned to the Kitchen Manager. The kitchen manager or foodservice worker will clean the Harvest Tub as described previously in the dishwasher or three compartment sink, let it air dry, then the kitchen staff will fill the tub with the scale and harvest baskets and place the Tub in storage.

## **Guidelines for DUG Community Gardeners to Participate in the GTC Program**

The goal of the GTC program is to provide fresh fruits and vegetables grown on school grounds to DPS cafeterias and to provide educational opportunities for DPS students to see where the food for their lunches comes from. These protocols have been developed to ensure the safety of the produce that is grown on school grounds and that safe handling procedures are followed as the food is taken to the school kitchens.

Slow Food Denver is a community partner with DPS Food and Nutrition Services to manage the GTC program. Slow Food Denver is working with DUG to include any Community Gardener that wishes to support the GTC program by donating produce from their gardens. The 2011 Fall Harvest season will be a pilot year for including Community Gardeners into the GTC program.

The goal of harvesting produce from school and community gardens for use in the cafeterias is to minimize the time period from Harvest to presentation of the produce to the school cafeterias. Ideally, the students pick the produce, wash off the visible dirt, weigh and record the produce, and then deliver it to the Kitchen Manager. Community Gardeners have two options in harvesting produce from their gardens to donate to the school cafeterias. In both cases, students are harvesting the produce either under the direction of the Community Gardener or following directions left by the Community Gardener with the GTC Leader.

1. The Community Gardener can meet the GTC Leader and the students in the gardens at the time of the school harvest. The Community Gardener can show the students what items can be harvested from their garden. Working with the GTC Leader, the Community Gardener can help decide which produce items are ready to be harvested.
2. If the Community Gardener cannot be present for the harvest, the Community Gardener can communicate with the GTC Leader to share what items can be harvested from their plot. A marking system of flags or other signage can direct the GTC Leader to the appropriate produce items to be harvest.

Participating Community Gardeners understand that:

1. The produce provided by a Community Gardener is a donation to the school cafeteria.
2. Produce grown by a Community Gardener will only be used at the school at which the Community Garden is located.
3. Any Community Gardener or GTC Leader participating in the GTC program has filled out the necessary DPS Background Check form.
4. The produce is grown and harvested for the GTC program according to the rules outlined in this document.

Community gardeners who would like to donate produce should contact Slow Food Denver ([gardentocafeteria@mindspring.com](mailto:gardentocafeteria@mindspring.com)), or their Garden Leader. If a Garden to Cafeteria program does not yet exist at your school community garden, community gardeners are invited to become GTC leaders by participating in the GTC training session. See above section, "How to sign-up a School Garden to participate in the GTC Program".

Denver Public Schools Food and Nutrition Services <http://foodservices.dpsk12.org/>

## Denver Public Schools Garden To Cafeteria Registration

Welcome to the registration page for Denver Public School's Garden To Cafeteria program. Please download this page, fill out the following information and send it to:

[gardentocafeteria@mindspring.com](mailto:gardentocafeteria@mindspring.com) (preferred method of communication)

Or mail to:

Slow Food Denver - GTC Program

4340 E. Kentucky Ave. Suite 311

Denver, CO 80246

If you are filling out this registration for a school garden, please complete sections I, II and III. If you are filling this out as a Community Gardener, please fill out School Name and section IV.

I. School Name \_\_\_\_\_

School Address \_\_\_\_\_

School Phone \_\_\_\_\_

Principal \_\_\_\_\_

Email address \_\_\_\_\_

II. School Garden Leader \_\_\_\_\_

Phone Numbers \_cell\_\_\_\_\_ home\_\_\_\_\_

Email address \_\_\_\_\_

III. GTC Project Leader \_\_\_\_\_

Phone Numbers \_cell\_\_\_\_\_ home\_\_\_\_\_

Email address \_\_\_\_\_

IV. Community Gardener Name \_\_\_\_\_

Phone Numbers \_cell\_\_\_\_\_ home\_\_\_\_\_

Email address \_\_\_\_\_

Once this registration has been received, the principal, garden leader and GTC Project Leader will each get a response from Slow Food Denver acknowledging the registration. Future important dates and announcements will be sent via email.

## DPS Garden To Cafeteria Record Sheet

[illegible]



## **Denver Youth Farmers' Market Coalition**

The Denver Youth Farmers' Market Coalition (YFMC) consists of leaders from Denver Urban Gardens (DUG), Slow Food Denver (SFD), and school gardens throughout the city. The Denver YFMC promotes opportunities for schools to bring fresh, locally grown produce to their communities by involving youth in school gardens and markets, thereby promoting healthy eating. The YFMC collaborates with culinary and nutritional professionals to provide lessons on how to cook fresh produce using healthy ingredients and cooking techniques. The flexibility of the YFMC model allows each school to tailor programs and events to its school community.

Youth Farmers' Markets are programmatic. Because our organizations are not-for-profit, these markets serve as a training opportunity for the youth, health promotion for the community and youth, and a fundraising opportunity for garden programs and infrastructure. The YFM program includes summer training with students from the school to grow produce for the market, to teach students gardening skills, to introduce business skills, and to hold markets. A school may choose to meet all of these objectives or pick and choose. Some schools choose to spread the training out over the whole growing season, while others focus on the weeks of market sales. These markets are not for personal economic gain. For this reason, it is not appropriate to include outside food vendors. YFMs are not permitted to sell prepared food, so all produce must be sold raw and whole (no cutting or preparation). It is expected that all profits from the YFMs will go back to the school's garden program.

The following are the primary roles and responsibilities critical to successfully running a YFMC season:

### Denver Urban Gardens (DUG)

- Will pay utility costs for a walk-in refrigerator to be used to temporarily store the YFMC produce.
- Will provide a template for weighing produce and tracking sales.

### Slow Food Denver (SFD)

- Will contact local farmers to negotiate the best deal available to obtain YFMC produce.
- Will provide to school leaders current price lists from farmers by Saturday 5pm via email and will accept weekly orders from each youth farmers' market by e-mail on Sunday 7 pm.
- Will provide a driver for the rental truck on a weekly basis, whose task will be to pickup produce from local farms and deliver it to the walk-in refrigerator on Wednesday by 1 pm.
- Will collect payments and reporting information on a weekly basis from each Youth Farmers' Market.

### Youth Farmers' Market Leaders

- Will attend a required training meeting in August.
- Will promote the YFMC in local newspapers and media, as well as in school announcements.
- Will contribute "dues" of \$25 for a seasonal market / \$10 for a one time market. This money will provide a small fund to help with marketing and other expenses. Please contact Andy Nowak or Shawnee Adelson if this is a hardship.
- Will provide a volunteer to assist SFD twice during the YFMC season on a Wednesday from noon – 1:30 pm to help sort and store produce orders at the walk-in refrigerator.
- Will place an order for produce no later than Monday, 8 am of the week they intend to operate their Youth Farmers' Market.
- Will record and report the approximate pounds of produce sold, the retail value, of the produce sold and numbers of customers for each market. The information will be used for current grant reporting, future grant applications and promotions.
- Will redistribute any unsold produce to school families in need, a local food pantry, or to another YFM through the walk-in refrigerator.
- Will help to maintain the walk-in refrigerator space by keeping the school shelves tidy and free of spoiled produce.

- Will provide payment for purchased vegetables in a timely manner. Each school is responsible for the cost of the vegetables they ordered. Payment can be made at the time of the pickup if Andy or Shawnee are present or mailed to Andy Nowak at 1426 S. Race St, Denver, CO 80210.

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Signed by School YFM Volunteer

Date

Denver YFM Coalition Season for 2011

First Produce Pickup: August 31, 2011

Last Produce Pickup: October 26, 2011 (tentative, depends on growing season)

# **Denver Urban Gardens & Denver Public Schools Use Agreement**

## **LICENSE AGREEMENT**

This License Agreement is made on this \_\_\_\_ day of \_\_\_\_ (month), between School District No 1, in the City and County of Denver, State of Colorado (“Licensor”) 2800 West 7<sup>th</sup> Avenue, Denver, Colorado 80204, and DENVER URBAN GARDENS (hereinafter referred to as “Licensee”), a Colorado not-for-profit corporation whose address is 3377 Blake Street, Suite 113, Denver Colorado, 80205 # (303) 292-9900. In consideration of the mutual promises contained in this Agreement, the parties agree as follows:

## **GRANT OF LICENSE**

Licensor grants to Licensee a license to occupy and use, subject to all of the terms and conditions of this Agreement, the following described property/properties or address(es) (“Premises”) situated in the City and County of Denver, State of Colorado.

## **PREMISES**

See Attachment A: List of All DUG School and Community Gardens.

## **LIMITATION TO DESCRIBED PURPOSE**

A. The listed Premises may be occupied and used by Licensee solely as a community garden and the incidental purposes related to such use by the residents of the school community and neighborhood during the license period beginning March 1, 2009, and continuing until this Agreement is terminated as provided herein. (See Attachment B: Notice of Revocation)

B. It is specifically agreed between Licensor and Licensee that the license granted under and pursuant to this Agreement is limited to Licensee and shall not inure to the successors or assigns of Licensee.

C. Licensor gives to Licensee the privilege of entering on the above-described real property/properties, at reasonable times over a [thirty-six] month period from the effective date of this Agreement, and of carrying out such operations as may be necessary for the purposes of the Licensee. This Agreement shall continue with an automatic renewal annually unless termination class is invoked.

D. Licensor does not warrant or represent that the above-described property is safe, healthful, or suitable for the purposes for which it is permitted to be used under the terms of this Agreement.

E. Licensee agrees that Licensee does not and shall not claim at any time any interest or estate of any kind whatsoever in the above-described property/properties of Licensor, by virtue of the privileges granted under this license Agreement or Licensee's occupancy or use of the above-described property of Licensor under this Agreement.

## **RESPONSIBILITIES & OBLIGATIONS OF LICENSEE**

A. Licensee shall be the lead organization responsible for the initiation and development of new community gardens with other organizations, the school, and the school's community residents (collectively, “Community”) and will report to Denver Public Schools (“DPS”) Grounds Department. On behalf of the Licensee, Michael Buchenau represents and warrants that he is duly authorized to execute this license Agreement in accordance with its terms and conditions, and will act as the liaison responsible for coordinating and reporting to DPS Grounds Department.

B. Licensee shall be responsible for designing, planning, and the construction of the community gardens:

1. Licensee shall meet with DPS Grounds, and Plumbing Departments, a Learning Landscape (“LL”) representative (when it is a LL school either built or has a Master Plan on record with DPS), the school's facility manager, and school principal (collectively, “Licensor Team”) to assess existing conditions, determine site location, and submit the proposed master plan and

design documents for approval by Licensor team. Licensor will develop a checklist to ensure avoidances of master plan conflicts, potential additions, impact on site access etc. Upon approval, Licensee shall submit, scaled-to size drawings with signature block for the grounds department and principal and an annotated DPS CAD site map indicating location and size of garden, and other documents to DPS Facility Planning. In addition to the delivery of approved design plans and related documents, Licensee shall also provide a construction schedule that shows the phases of the construction work, which identifies assigned tasks, and indicates the dates of substantial and final completion to the DPS Grounds Department. Licensee will also submit to DPS for each community garden constructed, a scaled-to-size 'as-built' drawing.

2. Licensee shall comply with DPS standards for gardens. Sites constructed prior to the signing of this Agreement will be updated to meet these standards as repair and replacement is required. 3. Licensee shall be permitted to modify the Licensor's site to the extent it is necessary to install, use, and access a community garden. However, Licensee is responsible for removing all non-permanent and permanent modifications made to the property and restore the site to its original condition unless the Licensor agrees to retain certain permanent modifications to the property such as but not limited to, chain link fencing, irrigation system, metal arbors, masonry retaining walls, trees and shrubs or assigns the license to other organizations that elect to assume and operate the community garden program as expressly intended under this license Agreement. Before making any material revisions, changes, and adjustments to a community garden site, Licensee agrees to submit a written request of the proposed changes for the review and approval by DPS Facility Management. Licensee shall, from time to time and as requested, provide to Licensor an updated list of all existing, and newly approved community gardens.

4. In the event the design and planning of campus improvements affects a garden, modifications to the garden will be made with the least amount of seasonal hardship to the Licensee.

C. Licensee shall be responsible for community garden maintenance.

1. Licensee shall have oversight responsibilities, which includes coordinating with the school access to, and use of the school site premises for the community garden with any and all organizations and community residents requesting use of the Premises subject to the implementation of the following procedures and requirements:

- i. Install approved signage with Licensee information that includes a main phone number and how to contact Licensee representative(s).
- ii. Maintain, and keep its garden sites in accordance with state laws, regulations, municipal codes, or other applicable standards related to its activities. Provide assistance with maintenance during school vacations as necessary.
- iii. As required by DPS Grounds Department and Principal, Licensee shall provide written notice of regularly scheduled garden clean up dates.
- iv. Enforce DUG Community Garden Guidelines with all individuals authorized to use the Premises.
- v. All non – school gardeners who may work with, or have contact with school students shall sign up and comply with DPS volunteer requirements. (See Attachment C: DPS Policy)
- vi. Appoint Garden Leader or Leader(s) to coordinate garden activities between Licensee and the school to assure that the community garden is available and accessible to the school, local residents, and neighborhood community.
- vii. Provide to schools, if so requested, a minimum of one-third (1/3) of the community garden space for school use.
- viii. Coordinate the use of the community garden with organizations that wish to participate in the garden program.
- ix. During periods of drought, sub meters may be required by DPS to meter and/or purchase

water; Licensee may provide and install sub meters and elect to continue gardening by purchasing water. Licensee may collect garden plot fees and escrow the estimated water fee portion for maintenance use in sustaining the gardens, for garden improvements, or for school garden programming. Garden irrigation systems shall be constructed with provisions for future installation of a sub-meter.

### **RESPONSIBILITIES & OBLIGATIONS OF LICENSOR**

A. Licensor shall help to identify available sites for community gardens and make every reasonable effort to furnish a supply of water to all approved sites.

B. Licensor has an absolute right of entry, ingress and egress to and from, at any and all times, to all community garden sites, and will permit Licensee to lock any community garden sites with locks approved by or provided by Licensor.

C. Licensor shall retain the right to restrict access to the garden area, remove hazardous materials or take any other action deemed necessary by the Licensor to reduce or eliminate any risks to persons or property without prior notice to Licensee.

### **TERMINATION**

A. This Agreement shall continue in force unless or until terminated by any of the parties to this Agreement by giving written termination notice to the other party. Either party may terminate this Agreement at any time by giving written notice to the other party. The terminating party shall attempt to give notice at least sixty (60) days prior to the requested date of termination. Every attempt will be made to consider seasonal constraints. This Agreement shall absolutely end on the termination date or as specified in the given notice.

B. Should the above-described property, or any essential part of such property, be totally destroyed by fire or other casualty, this license Agreement shall immediately terminate; and, in the case of partial destruction, may be terminated by either party by giving written notice to the other, specifying the date of termination, such notice to be given within thirty (30) days following such partial destruction and not less than five (5) days prior to the termination date specified in such notice.

C. If Licensee attempts to make an assignment for the benefit of the creditors, is placed in receivership, adjudicated bankrupt, or takes advantage of any insolvency or bankruptcy law, revocation of this license is effective immediately and no further notice to Licensor is required.

D. On any termination of this Agreement, Licensee, shall quit the above-described property, and shall remove from such property all fixtures, assets, personal property installed in, on, or attached to the above-described property/properties or in accordance with "Responsibilities of the Licensee" section B, paragraph 3.

E. Any termination of this Agreement, howsoever caused, shall be entirely without prejudice to the rights of Licensor that have accrued under this Agreement prior to the date of such termination.

### **ASSIGNMENT OF RIGHTS**

The rights of Licensee under this Agreement are specific to the Licensee and may not be assigned or transferred to any other person, firm, corporation, or other entity granted under this Agreement, or any interest in such license, and no sublicense for any purpose shall be made or granted by Licensee without the prior, express, and written consent of the Licensor.

### **INDEMNIFICATION**

Licensee shall indemnify and hold Licensor harmless from and against any and all liability for personal injuries, property damage, or for loss of life or property resulting from, or in any way connected with, the condition or use of the premises covered by this license, or any means of ingress to or egress from such premises, which result from the negligent acts or omissions of the Licensee. Notwithstanding any other provision of this license Agreement to the contrary, no term or condition shall be construed or interpreted as

a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions of the Colorado Governmental Immunity Act, C.R.S. 24-10-101, et seq., as now or hereafter amended.

### **INSURANCE**

Licensee, at its sole cost and expense, shall have and keep, in full force and effect, a policy of public liability and property insurance that will name Licensor as an additional insured, with a combined single limit of \$1,000,000 covering bodily injury and property damage. Licensee shall provide Licensor a signed copy of such insurance, including annual renewals of such policy as evidence of coverage.

### **GOVERNING LAW**

This Agreement shall be governed by, construed, and enforced in accordance with the laws of Colorado. Licensee shall comply with all applicable federal, state and local rules, zoning regulations and laws regarding the school site and activities conducted thereon, and shall not use or permit the site to be used in violation of any such rule, regulation or law or for any purpose tending to damage or harm the site premises thereon or adjacent thereto, or the image or attractiveness thereof, or for any improper, offensive or immoral use or purpose, or in any manner which shall constitute waste, nuisance or public annoyance.

### **NOTICES**

Any notice provided for or concerning this license Agreement shall be in writing and shall be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this Agreement.

### **MODIFICATION OF AGREEMENT**

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by an authorized representative of each party.

### **ENTIRE AGREEMENT**

This Agreement constitutes the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement.

**IN WITNESS WHEREOF, the Parties hereto have agreed to and executed this Agreement between the Licensee, Denver Urban Gardens, a nonprofit organization and the Licensor, Denver Public Schools, effective this \_\_2nd\_\_ day of \_\_\_\_\_ July \_\_\_\_\_, 2009.**

**Denver Urban Gardens (Licensee)**

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Michael Buchenau  
Executive Director  
Denver Urban Gardens

**Denver Public Schools (Licensor)**

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Trena A. Deane  
Executive Director, Facility Management  
Denver Public Schools

Attachment B

**NOTICE OF REVOCATION OF LICENSE**

To: Licensee Representative Michael Buchenau  
Denver Urban Gardens  
Address 3377 Blake Street, Suite 113  
Denver Colorado 80205

Please take notice that the license granted to you on \_\_\_\_\_ [date of grant of license], for the purpose of community garden on Licensors's property located at \_\_\_\_\_, is revoked effective [effective date of revocation or upon written notice], pursuant to the terms of the license Agreement.

In accordance with the terms of the above-mentioned license, you must remove your property from the premises on or before [date by which property must be removed]. You are further notified that, pursuant to the terms of the license Agreement, you [will/will not] be required to restore the premises to their original condition. The termination of this license does not release you from the obligation for any costs, claims, or charges incurred during the license period through the date of termination.

Dated:

\_\_\_\_\_  
Denver Public Schools

## **Volunteer Policy**

In 2009, Denver Public Schools (DPS) requested and established a General Use Agreement with Denver Urban Gardens (DUG), in a joint effort to establish and standardize expectations for community gardens on the grounds of DPS schools. The General Use Agreement allows DUG to coordinate and manage gardens within a set of parameters acceptable to both DUG and DPS. In addition to following DUG's typical policies for community gardens, school gardens have an added set of policies to follow due to their unique circumstances in association with schools, including the fact that at least 1/3 of the garden must be designated for school use if desired.

DUG believes it is a privilege to be invited to participate in a DUG community garden on the grounds of a DPS school. Participants are afforded the wonderful opportunity to interact with the school community including direct involvement with the school children. Even though levels of involvement vary from intermittent encounters to active participation in organized school programming such as DUG's Connecting Generations Program, gardeners tend to come into regular contact with the school students. As such, DPS considers DUG gardeners as school volunteers and requires that each gardener comply with DPS Volunteer Services Policies, including background checks.

### **Standard for Background Check**

All gardeners who have signed a plot agreement, including family members of students, will fall under the classification of a Denver Public Schools (DPS) Volunteer, and a background check will be required. Gardeners who take a hiatus from the garden for 2 or more years must go back through the background check process. For example, a gardener who completed the 2009 gardening season, and returns to the garden for the growing season in 2012, they must be rechecked. Background checks are valid for five years, so ALL gardeners, must be rechecked every five years.

### **Exceptions to the Background Check**

**Episodic Volunteers:** Occasional visitors or volunteers to the garden will be considered "episodic volunteers" and a background check will not be necessary. Episodic can be defined as 1-3 visits per season. If uncertainty exists about whether a person falls into this category, DUG will request that the garden leader err on the side of caution and request a background check of such a volunteer.

**Existing DPS Volunteers:** A gardener who has completed a DPS-specific background check in the past five years does not need to repeat the background check process. The garden steering committee can check with DPS Volunteer Services to verify that they have an updated check on file for a particular gardener.

### **The Background Check Process**

It is the responsibility of the garden steering committee to track and facilitate background checks with gardeners/volunteers, with the exception of DUG's Connecting Generations mentors. Each School Garden will be required to send a steering committee member to participate in a DUG led training session to become the garden facilitator for the DPS volunteer background check process. Each garden facilitator will be responsible for providing the appropriate forms to gardeners and to act as a witness when forms are signed. Gardeners will be required to complete 2 forms:

- Denver Public Schools Volunteer Application & Volunteer Confidentiality Agreement/Acknowledgement
- DPS Request for Criminal History/Background Check

Completed forms will then need to be mailed to:

Denver Urban Gardens  
3377 Blake St. #113  
Denver, CO 80205



After processing, DUG will be notified by DPS with the results of the check, typically within a two-week period, and will then provide results to the garden steering committee and to the school administration. Volunteers are not allowed to garden until officially notified by DPS that their background check has been approved.

Payment for processing of the background check will be covered by DPS. In the event that fees are shared, responsibility will fall to the following parties in the order listed: the garden bank account, the individual gardener, Denver Urban Gardens. Note that no gardener will be denied access to a garden due to an inability to pay for the processing fee.

## **Instructions for Completing Forms**

Volunteer Application and Confidentiality Agreement:

- Fill out personal information.
- Indicate your school garden site name.
- Read, sign and date in the presence of a witness (a witness may be a member of the garden steering committee or a DUG staff member who has participated in the DPS Volunteer Training).
- Witness must check a form of ID before signing.

DPS Request for Criminal History/Background Check:

- Fill out personal information including full name, date of birth, last four digits of your social security number\*, the corresponding number from the photo ID\*\*, and any available phone numbers.
- Indicate conviction of felonies or misdemeanors by checking corresponding box.\*\*\*
- Indicate any dismissals from employment by checking corresponding box.

\* If individual does not have a social security number, indicate this on the form.

\*\* ID must have a photo, for example driver's license, passport or student ID, but does not need to be government-issued. Foreign ID's such as a driver's license or passport are also acceptable if individual does not have a United States ID.

\*\*\* A DUI or DWAI and any other misdemeanors must be noted on the form. Any information that appears on the background check that was not indicated on the form will cause an automatic denial from DPS for the volunteer/gardener. (Please note that not all offenses necessitate a denial, the decision is made by DPS Human Resources and is often determined on the basis of case outcome).

## **Food Safety Protocols for Cooking at Schools**

1. Every cooking class will follow these protocols:
  - Context of classes: Students will be in a continuing program, with ample time to learn food safety. The food safety class will be a separate class offered at the beginning of the school year, again after Winter Break, and once again at the beginning of the summer program.
  - All classes will take place in the cafeteria. They will not use the school kitchen in any way.
  - All food will be from the garden or brought in fresh by the staff person. No fresh food will be left on school grounds at the end of the class. Salt, pepper, oil and flour may be stored in a locked cart in the after school classroom.
  - Before each class, all tables and surfaces will be cleaned and wiped down with a 10% bleach solution.
  - All students and staff will wash their hands before each class according to FDA guidelines.
  - After class, the cafeteria will be cleaned and all surfaces will be wiped down with a 10% bleach solution. Staff members will use teacher lounge or classroom sinks to get water for the clean up. The sinks will be cleaned and wiped down with 10% bleach solution after use.
2. The first lesson will be a food safety lesson that includes:

### Sanitation Lesson

#### Personal Hygiene:

- Washing hands
- Use warm running water and soap
- Wash for 10-20 seconds
- Rinse
- Dry with paper towel
- Sneezing and touching bodies

#### Cross Contamination

- Clean surfaces
- Clean cutting boards
- Clean towels and sponges
- Not reusing dirty containers

#### Proper Temperatures

- Keep cold foods cold (under 40F) and hot foods hot (over 140F)

## **Fire Safety Protocols for Cooking at Schools**

- Before each session, children shall have a safety lesson, including food, gardening and fire safety.
- The Fire Department will be invited to provide instruction and training.
- All cooking will take place in the cafeteria.
- As per Section 308.3 of the 2003 International Fire Code (IFC), no open flames will be used.
- Cooking equipment will be a magnetic induction burner. As per IFC Section 605.7, electrical appliances shall be listed by an approved agency and used in accordance with the manufacturer's instructions and conditions of the listing.
- When using extension cords, they will be grounded and in good repair per IFC Section 605.5.4.
- As per IFC Section 605.5.1, only one appliance will be plugged into an extension cord at a time.
- Instructors will have a Class B fire extinguisher and first aid kit at all times. Instructors will be trained on how to use both.
- All cords or wires will be taped down, to avoid tripping or upsetting electrical appliance.
- Paper, cloth, plastic and other flammable materials shall be kept a minimum of 3 feet – or as prescribed by the Fire Department – from the cooking equipment and vessels.
- There will be no deep frying. No more than 3 tablespoons of oil will be used for cooking.
- All cooking equipment will be locked in a heavy cart when not in use, denying student or other unauthorized access.
- Students will not use equipment at any time without parental permission and the focused guidance of qualified instructors.

### **About Induction Burners**

The design of the ceramic plate creates instant heat, but only to induction-compatible vessels. Electric induction elements use magnetic waves to excite the iron in the cooking vessels causing them to heat themselves. These mechanisms provide the best control of cooktop performance, safety and efficiency. They provide precise temperature control and if a pan is accidentally removed from an active element it, in effect, instantly shuts itself off. The magnetic waves have no effect on skin or anything other than iron-based materials (e.g., steel). The induction elements are:

- **SAFE** - no fuel, flames or burners, eliminating the inherent danger associated with these types of cooking elements.
- **CLEAN** – no fuel combustion fumes and offensive odors and buildup is prevented by easy cleaning with a damp cloth
- **CHEAP** – induction heat costs 6 ~ 8¢ (vs. \$1.75 per hour for butane).

## **Garden Safety Protocols for School Gardens**

### **Gardening Tool Safety**

- No running in the garden
- No children under aged 10 will be allowed to use long handled tools (shovels, hoes, rakes).
- Children will be encouraged to use their hands (as opposed to tools) as much as possible when gardening.
- Children will be provided with gardening gloves if exposed to thorns or other dangerous plant material.
- Shoes must be worn at all times.
- All participants will be instructed as to proper handling of tools, including no running and carry tools face downward at their side.
- Children must be supervised when gardening
- Participants who do not follow safety rules will not engage in gardening.

### **Food Safety Issues:**

- No use of chemical fertilizers or pesticides in the vegetable garden
- No use of raw manure as fertilizer
- Soil testing will be done each year for lead (as part of science education)
- All produce will be washed before being eaten or sold.
- All participants will wash hands, using proper hand washing techniques, after being in the garden.

## **Denver Urban Gardens School Plot Fee Policy**

### **General Policy:**

Plot fees are to be paid by gardeners in all Denver Urban Gardens (DUG) sites located on Denver Public School (DPS) property. Plot fees generally range from \$25 to \$75 per season. The garden steering committee, with technical advice from DUG, determines the amount of the seasonal fee based on the needs of the garden. Participation is not denied to those financially unable to pay all or a portion of the established fee.

### **Waiver of Fees:**

Fees are waived for school plots, which are determined as such by the garden steering committee to be a plot intended primarily for use in school garden programming, with the harvest from the plot primarily used for educational purposes by the school, its teachers, students and garden program volunteers.

### **Collection and Use of Fees:**

Plot fees are collected annually by the garden steering committee, and then submitted to Denver Urban Gardens, which serves as the fiscal agent for the garden. In some cases, and when approved by DUG, other agencies or business entities, serve as the fiscal agent for garden funds. When requested by DPS, fees are to be first used to reimburse DPS for water costs (as stipulated in DUG's General Use Agreement with DPS). DUG recommends that \$500 is held on reserve in each school garden's account to be used for reimbursement to DPS for water costs if requested. Remaining funds are to be used for garden improvements, repairs and/or maintenance, or are to be directly allocated to cover garden programming costs at the school. The particular use of funds is to be collaboratively determined by the garden steering committee, the school administration, and DUG.

## Denver Urban Gardens Maintenance Guidelines

This document supplements the “Gardener Authorization and Responsibilities” Form

Garden landowners require Denver Urban Gardens (DUG) to ensure participants keep their garden sites clean, attractive and orderly at all times – especially during the winter. The garden must have a year-round unified appearance to landowners, city officials, and the general non-gardening public. To this end, DUG established the following requirements of all participants. The benefits of a well-maintained garden are at minimum three-fold:

- 1) the use agreement for the garden remains in good standing with the landowner,
- 2) owners, neighbors and non-gardeners enjoy and recognize the garden as a community asset,
- 3) your garden will harbor fewer pests and weeds, and will be healthier from season to season.

DUG serves as the use agreement holder, water agent, insurer, authorized 501-c-3 corporation and primary representative for garden participants with city officials. Please remember, it is very difficult for a few gardeners to do all the work; everyone must do their share. View participating in a community garden as a privilege. DUG’s staff and volunteers are working very hard to build new gardens in neighborhoods where this privilege is not yet available. In addition, we are always working to install improvements at existing garden sites. It’s difficult to dedicate our limited resources to the “clean-up” of existing gardens. This also runs counter to our goal “to empower” gardens to be self-sufficient. DUG is, however, committed to assisting gardeners with cleanup, when a garden is out of compliance with these guidelines and is in jeopardy of losing its use agreement.

### PARTICIPANT REQUIREMENTS

**1. Garden Plot:** Each plot must be kept clear of weeds, spent plants, debris and trash. Each fall, turn compost and organic material into the soil and cover it with a layer of mulch to regulate soil temperature and retain moisture throughout the winter. This makes a garden plot look cared for to the passer-by. It’s important to recognize all gardens have a significant role and responsibility regarding the sustainability of the garden. Any perennials in your plot must appear well kept. In addition, you are responsible to maintain the area immediately adjacent to your plot including paths, compost bins, trash collection areas, fences and the garden’s other common spaces.

**2. Vertical Structures:** Structures to encourage vertical growing including arbors, trellis, tree branch frames, fence sections, and cages are only allowed during the growing season if they are functional, orderly, safe and attractive. DUG prohibits use of any “white” or light colored materials; “scrap” lumber and pipe. If you desire a seasonal structure, paint it the garden’s “theme” colors, black or dark green. Vertical structures used for growing must appear in good condition and contribute to the garden’s overall visual continuity. Tomato cages, bean poles, stakes or small trellis(s) must be made of thin wood or wire. All growing structures must be disassembled and removed during the off-season. Any permanent structures in the garden will be allowed to remain if they are in good condition and attractive from the street. Based on our use agreements, DUG is required to approve all new (non-seasonal) structures prior to construction.

**3. “Off-Season” Storage:** the following items are not authorized to be left standing during the off-season, and must be disassembled and stored in the garden shed or removed from the site when not in use:

- chairs and individual benches,
- shoes, clothes (shed only),
- sticks, steel “t” posts,
- buckets, plastic containers,
- wire cages, fencing,
- plastic plant pots, tools,
- wheel barrows, wagons
- pipe, hoses and nozzles
- piles of brick and stone,
- water bottles, milk bottles,
- bags of compost or leaves
- non-permanent garden art

**4. Compost Bins:** Individual compost bins are discouraged; they typically distract from the visual continuity of the garden. We do, however, encourage using and maintaining community compost bins. All material used in compost bins must be chopped in one to two inch pieces before being added. Please do not add diseased plant material. Plastic bags of spent plants, grass clippings and leaves are not allowed to be stored in your garden at any time. To “passers-by” they appear as bags of trash. Unopened bags of topsoil, compost or manure are also not to be stored in your garden. Chop and spread these materials in your plot immediately, allowing for decomposition and integration with your existing soil. Consider trench or pit composting techniques.

If there is need for an additional community compost bin or compost training in your garden, please contact DUG. We will also assist with the purchase or construction of new or additional community compost bins as desired.

**5. Plot Boundaries:** Interior “boundary fences” around individual plots are discouraged; they are hard to weed and can quickly make the overall garden unsightly. The preferred boundary is a weed-free edge between your plot and the adjacent path or neighbor. With steering committee approval, you may edge your plot with a low-profile (less than 12” high) edging material, which is in good condition and well kept. We discourage the use of “scrap” materials such as broken bricks and concrete, small fragments of sandstone or pavers, scraps of wood, metal or plastic edger, and white wire fencing. We also discourage the use of pressure treated landscape timbers and wood; cedar is a non-toxic alternative. Ideally, the garden steering committee, with input from all gardeners, selects a preferred material, which if everyone uses will contribute to the overall visual continuity of the garden.

If you are unable to afford wood stakes in good condition, please contact DUG and we will do our best to accommodate your need.

**6. The Garden is a “Community” Responsibility:** Everyone must take responsibility for maintaining the common areas of the garden such as:

- compost bins and toolshed
- pathways and courtyards
- street fronts and sidewalks
- trees, flower beds and lawn
- trash containment areas

### DUG RESPONSIBILITIES

DUG is available to assist community gardens with irrigation, fences, tree pruning, tool shed or tool boxes, benches, arbors, and pathways. If your garden proposes to install these kind of improvements, it is DUG’s responsibility to approve and oversee their inclusion on behalf of the garden landowner and city agencies such as: Property Inspections, Public Schools, Public Works, City Assets, and Denver Water.

By following the “Garden Maintenance” Guidelines, you also contribute to DUG’s ongoing effort to ensure community gardening continues citywide. Please remember your garden can be either a positive or negative example of a garden project, affecting the ability for DUG to secure garden space in other neighborhoods for new projects.

DUG secures funding for garden improvements, training and site insurance. In turn, DUG is required to report back to funding agencies and foundations as to the status and benefit of their contributions. DUG also must report on your behalf as to the status of your garden to neighbors and city agencies such as: Property Inspection Services, Assets Management, Housing and Neighborhood Development Services, Parks and Recreation and Public Schools. Your efforts to maintain your garden allows DUG to focus our resources on building new gardens and installing capital improvements at existing gardens.



# 2011 COMMUNITY GARDEN PLOT APPLICATION & WAIVER



Please review and complete both sides of this application and waiver.  
Please direct all questions to your garden leader.

**Garden Name** \_\_\_\_\_

**1. ELIGIBILITY:** Only Denver residents need to fill out this section. This project is partially funded through federal Community Development Block Grant (CDBG) funds. Denver Urban Gardens must be able to demonstrate that this garden primarily benefits at least 51 percent low-, or low-and-moderate income persons in order to receive funding support from this source. In order to comply with federal regulations governing this grant, prospective participants who are Denver residents of the Community Garden Program are asked to complete the following information:

A. Total number of persons in your household: \_\_\_\_\_

B. Is the head of household Female? ☐ Yes ☐ No

C. Household Income: As reported according to the most recent Internal Revenue Service (IRS) Form 1040 series for individual federal annual income tax purposes, please check the combined total adjusted gross income of all members of your household:

- |  |  |
|--|--|
| <input type="checkbox"/> \$ 0 - \$ 40,200      | <input type="checkbox"/> \$ 57,451 - \$ 62,050 |
| <input type="checkbox"/> \$ 40,201 - \$ 45,950 | <input type="checkbox"/> \$ 62,051 - \$ 66,650 |
| <input type="checkbox"/> \$ 45,951 - \$ 51,700 | <input type="checkbox"/> \$ 66,651 - \$ 71,250 |
| <input type="checkbox"/> \$ 51,701 - \$ 57,450 | <input type="checkbox"/> \$ 71,251 - \$ 75,850 |

D. Is the Head of Household of Hispanic or Latino ethnicity? ☐ Yes ☐ No  
(An individual of any single race or multi-race may also be of Hispanic/Latino ethnicity.)

E. Please check the race category that best describes the head of household:

*Single Race Category*

- ☐ White  
☐ Black/African American  
☐ Asian  
☐ American Indian/Alaskan Native  
☐ Native Hawaiian/Other Pacific Islander

*Multi-Race Category*

- ☐ American Indian/Alaskan Native & White  
☐ Asian & White  
☐ Black/African American & White  
☐ American Indian/Alaskan Native & Black/African American  
☐ Other (please explain)

F. Check your age group. ☐ under 18 ☐ 19-59 ☐ 60+

**2. WHAT CAN DUG DO FOR YOUR GARDEN:** DUG is interested in how we can better serve you as a community gardener. Please provide your comments, concerns, and/or suggestions below.

**3. SIGNATURE:** I hereby certify that, to the best of my knowledge, the above information is complete and correct. I understand that the information I have provided is subject to verification by the City and County of Denver and the U.S. Department of Housing and Urban Development (HUD). *(HUD will prosecute false claims and statements, any conviction of which may result in criminal and/or civil penalties.)* Additionally I have read, understand and agree to the terms and responsibilities as stated in the Gardener Authorization & Responsibilities and Waiver & Release as stated on the reverse side of this document.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

(or Parent/Legal Guardian Signature if Participant is a minor)

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_





# 2011 COMMUNITY GARDEN PLOT APPLICATION & WAIVER *continued*



## GARDENER AUTHORIZATION & RESPONSIBILITIES

The following guidelines outline the management of the community garden and its site property. These guidelines have been established by Denver Urban Gardens (DUG) and are provided to the property owner as a basis for a use agreement between the two parties. In turn, DUG provides gardeners with the authority and permission to use the garden site. We, as a community, have a responsibility to keep our community garden managed effectively. The community garden is a privilege, and everything works more smoothly when people are involved in its overall upkeep. Please also remember to treat your fellow gardeners as you would like to be treated.

DUG community gardens have a volunteer Garden Leader and are encouraged to form a Garden Steering Committee to collect the plot fees, assign plots, organize maintenance, and coordinate garden related activities. With your signature below, you acknowledge as a participating gardener responsibility for the following:

1. Participating in volunteer tasks such as weeding common areas, caring for community plantings and areas, caring for gardening tools, etc. by providing a minimum of \_\_\_\_\_ hours per month to the community garden. (Failure to contribute your hours will result in the loss of gardening privileges and forfeiture of your deposit.)
2. Submitting dues for the \_\_\_\_\_ gardening season totaling \$\_\_\_\_\_ for each plot. In addition, gardeners will be required to pay a \$\_\_\_\_\_ deposit to be refunded at the end of the season once all garden requirements have been met.
3. If for any reason you find you cannot care for your garden, you are required to notify the Garden Leader or Steering Committee and make arrangements with other gardeners to water and maintain your plot during your absence. If a garden appears neglected/abandoned (unwatered and/or overrun with weeds), you will be given ten (10) days notice to maintain your plot. After this time your plot will be re-assigned, and the deposit will be forfeited.
4. DUG requires water restrictions and conservation measures be followed. A gardener MUST remain on the premises while his/her garden is being watered. The garden cannot allow excess water to drain onto the street or adjacent property.
5. It is DUG policy to prohibit use of non-organic pesticides, herbicides and fertilizers.
6. The maintenance of common areas and furnishings, fencing, trees, trash receptacles, compost bins, street and alley right-of-way, and water lines are the shared responsibility of all gardeners.
7. Gardeners must have their plot planted by \_\_\_\_\_, or the plot will be forfeited and reassigned.
8. Each gardener is responsible for clearing and tilling his/her plot before the close of the season. All dead plants, weeds, trash, tools, sticks and cages are to be removed or stored by November 1- every year. All gardeners must tend their plot in compliance with DUG's Maintenance Guidelines, located in each garden leader's manual.
9. Gardeners may participate in the Free Seeds and Transplant Program. If wanting to do so, they must comply with the application procedures set annually by DUG.
10. Garden Steering Committees shall not discriminate on the basis of race, creed, color, national or ethnic origin, religion, marital status, age, sex, sexual orientation, or disability in its garden membership and the administration of its programs.

## WAIVER & RELEASE

1. I desire to participate voluntarily in the gardening and other activities sponsored and coordinated by DUG on the \_\_\_\_\_ community garden site.
2. I understand, accept, and assume the risks associated with participation in any and all activities. I also assume the responsibility of conducting myself in a civil manner which is mutually beneficial to all participants. Unacceptable conduct generally includes, but is not limited to, vegetable theft, tool theft, profanity, and any offensive behavior.
3. I assume full responsibility for any injuries which may occur to me, as well as the safety of my family and guests, and do hereby fully and forever discharge and release the community garden site landowner and DUG, its employees, board members, officers, agents, authorized volunteers, representatives, consultants, insurers and sureties, and their successors and assigns (collectively, the "Released Parties") from any "Claims." "Claims," as used in this document, mean any and all claims, demands, damages, rights of action or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of my presence or the presence of my family members and guests at the garden, activities at the garden, the use or intended use of the garden, and/or participation in activities connected with DUG including, without limitation, any of the foregoing resulting from or arising out of the negligence of a Released Party. Further, I hereby waive any and all Claims against a Released Party.
4. I expressly acknowledge that participation in the community garden is for my purposes and convenience and not for the purpose and convenience of any one or more of the Released Parties.
5. In the event that a dispute arises between gardeners or between a gardener(s) and the designated garden steering committee, and a resolution of the dispute cannot be reached by these parties, I agree to have DUG act as the arbitrator of the dispute, and I further agree to adhere to DUG's decision as final.

## **Denver Public Schools and Denver Urban Gardens 2010 Chicken Pilot Project**

As interest in "urban homesteading" grows, many city dwellers, including community gardeners, want to produce more of their own food not only by growing vegetables and fruit in gardens, but also by keeping chickens for eggs. Denver Urban Gardens (DUG) supports urban chicken-keeping as a way for people to enhance their food security and take a step toward making our food system more local and healthy. Additionally, when chickens are purposefully and intentionally housed on school grounds, inherent educational opportunities arise for students.

Since 2010, we have operated a pilot educational chicken coop at Park Hill Elementary, in conjunction with the University of Colorado's Urban Hens program. There are now approximately eight hens on the site, which are permitted under the current livestock permit system. The chickens are primarily cared for by parents, students, and local residents.

Please contact DUG for a complete copy of the Chicken Policy for community gardens, including information about local ordinances and permits, best practices and procedures, and organizing community to establish and maintain a chicken coop within a community garden. Considerations include site location, chicken coop design, availability of dedicated tools for the chicken coop, knowledge of general chicken biology and habitat, basic care requirements, safety and hygiene, the protection of plants and gardens, the collection and distribution of eggs, the disposal of chicken waste, and the removing of chickens.

The pilot project is meant to determine the feasibility and sustainability of caring for chickens at school-based community gardens. A review is scheduled for 2012 to assess the potential for continuation and expansion of the chicken pilot project. The following MOU outlines the parameters of the project and responsibilities of each partner.

### **Memorandum of Understanding**

This Memorandum of Understanding (MOU) is a formal agreement between Denver Urban Gardens (DUG), the Park Hill Chicken Co-op (PHCC), and the Park Hill School administration as the representative of the Park Hill School community (the "Partners") regarding the pilot project to build and maintain a chicken coop in the Park Hill Community Garden at the Park Hill School (the "Hen House Project"). This MOU defines the relationships and responsibilities of the Partners with respect to the Hen House Project located on the DUG Park Hill School Community Garden.

DUG has an active use agreement with the Denver Public Schools (DPS) to manage the community gardens located on DPS school properties. Subject to DPS approval, DUG agrees to host the Hen House Project. The PHCC will manage the Hen House Project as a "garden user entity" under the lease agreement between DUG and DPS.

The purpose of the PHCC in establishing and maintaining the Hen House Project is to educate Park Hill students, families and the greater Park Hill community about the benefits of sustainable and eco-friendly agricultural landscapes within an urban setting. The Hen House Project will include hands-on learning opportunities for various community members regarding sustainable agriculture and closed-loop systems.

General rights and responsibilities of each Partner:

#### DUG will:

- Oversee the Hen House Project and help manage issues that arise regarding the project;
- Own the chicken coop and related fixtures;

- Help PHCC navigate the process to obtain necessary permits from the City of Denver and serve as the permit holder;
- Assist PHCC in providing educational opportunities involving the community garden and the chicken coop;
- Review the Hen House Project with the PHCC and the Park Hill School administration annually and determine whether to seek renewal of the animal control permit; and
- Have the right to require the PHCC to remove the chickens and/or the coop from the garden if DUG determines in its sole discretion that the keeping of chickens is not in the best interest of the garden.

PHCC will:

- Assume full responsibility for the care and keeping of the chickens, the construction and maintenance of the chicken coop and surrounding area, and all related expenses;
- Obtain all required animal control and zoning permits from the City of Denver (with DUG acting as the permit holder);
- Adopt guidelines for its members regarding their responsibilities for caring for the chickens, maintaining the coop, sharing eggs, protecting the health and safety of visitors to the coop, and other appropriate issues;
- Obtain DUG consent and liability waivers from all PHCC members;
- Ensure that all PHCC members go through the DPS Volunteer process, which include background checks, and provide a list of approved PHCC members to DUG, Park Hill School Administration and to the Park Hill garden leaders;
- Prepare an outreach plan to communicate with the Park Hill School administration, the community gardeners, and nearby neighbors on issues involving the Hen House Project;
- Facilitate educational opportunities involving the chicken coop; and
- Comply with DUG's policy "Chickens in Denver Urban Gardens: 2010 Pilot Project", a copy of which is attached as an integral part of this MOU.

The Park Hill School administration will:

- Give permission for the Hen House Project to be established and maintained in the Park Hill Community Garden in accordance with this MOU.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2010.

Denver Urban Gardens

\_\_\_\_\_

Park Hill Chicken Co-op

\_\_\_\_\_

Park Hill School administration

\_\_\_\_\_

## **Denver Public Schools Greenhouse Standards**

The Denver School Garden Coalition supports the use of greenhouses on school property as an educational tool for students. A primary benefit of school greenhouses is to extend the Colorado growing season so that students can experience gardening from seed to harvest during the school year. Greenhouses on school property will be primarily used for season extension, and are intended for educational purposes rather than large-scale food production.

### **Denver Public Schools Facility Planning - Department of Facilities Management Greenhouse Standards FINAL DRAFT**

#### **Policies**

- The committee planning to construct a garden with a greenhouse on a DPS school site needs to contact Laurel Mattrey, Sustainability Planner; DPS Garden, Greenhouse and Urban Farm Program (laurel\_mattrey@dpsk12.org). Laurel will coordinate with Facility Planning to assign a project manager to coordinate an assessment meeting with the school garden committee, Denver School Garden Coalition, and DPS Facility Management for approval of the project and site location of the garden/greenhouse. The project is to be designed, operated and run in accordance with the Denver School Garden Coalition Operating Manual 2011 and Denver Public Schools Design and Construction Standards.
- All garden committees, if they are working with Denver Urban Gardens, are to sign the Denver Urban Gardens & Denver Public Schools Use Agreement (pg. 24, Denver School Garden Coalition Operating Manual 2011) prior to starting the project. If garden committees are not working with Denver Urban Gardens, then they need to sign the Denver Public Schools Use Agreement, attached.
- All garden committees, if they are working with Denver Urban Gardens, are to comply with the Volunteer Policy section on page 29 of the Denver School Garden Coalition Operating Manual 2011, which includes background checks for all volunteers working in the greenhouse.
- All garden committees are to submit a 5 year operations and maintenance plan for the greenhouse for approval. Denver Public Schools will not be responsible for maintenance or repair of the greenhouse.
- Engineered drawings of the greenhouse design (either pre-manufactured or custom built) must be reviewed and approved with DPS Quality Assurance/Quality Control prior to submission for permit and bidding for compliance with these standards.
- All work is to be in compliance with all jurisdictions codes and regulations
- Requirements for all cultivated gardens and storage facilities are detailed in the following sections of the Denver Public Schools Design and Construction Standards:
  - Section 02830 Chain Link Fencing
  - Section 02875 Site Storage Structures
  - Section 02900 Landscaping

The link to the Denver Public Schools Design and Construction Standards is  
[http://bond.dpsk12.org/construction\\_standards](http://bond.dpsk12.org/construction_standards)

#### **Site Due Diligence**

- The prospective garden and greenhouse site is to be surveyed to confirm property lines, easement locations, and all underground utilities prior to construction.  
All project sites are to comply with Denver Public Schools Design and Construction Standards, Division 1, Section 01065 Hazardous Materials Requirements.  
The link to the Denver Public Schools Design and Construction Standards is  
[http://bond.dpsk12.org/construction\\_standards](http://bond.dpsk12.org/construction_standards)

- All existing soil in place that is to be planted within the project boundaries is to be tested. Garden Soils shall be analyzed for the following:
  - metals
    - RCRA8 (Arsenic, Barium, Cadmium, Chromium, Lead, Mercury, Selenium and Silver)
  - petroleum products
    - TPH (Total Petroleum Hydrocarbons)
    - BTEX (Benzene, Toluene, Ethylbenzene, Xylenes)
  - bearing capacity

The current list of approved materials testing laboratories are on the Denver Public Schools Facility Management Website. The link is:

<http://fm.dpsk12.org/Approved%202011%20A%20%20E%20List.xls>

Testing for metals in the soils is approximately a two week process.

Testing for petroleum products is approximately a five day process.

The estimated cost for testing for metals and petroleum products is \$220 per sample.

- All imported soil and an amendment brought into the project, either for replacement of existing soil or for raised garden beds, is to be tested by a laboratory.
  - All testing laboratories are to be EPA certified or environmental lab accredited.
  - Typical price for a soil test for nutrients is \$60 per nutrient sample.
  - Imported soil composition is to meet requirements of Section 02900 Landscaping, 0.05, C. Minimum Requirements for Acceptable Topsoil and Amendments.

The link to the Denver Public Schools Design and Construction Standards is

[http://bond.dpsk12.org/construction\\_standards](http://bond.dpsk12.org/construction_standards)

- For Metals and Petroleum Analysis, DPS recommends:
 

<ul style="list-style-type: none"> <li>○ Analytica Environmental Laboratories, Inc. 12189 Pennsylvania St. Thornton, CO 80241 (303) 469-8868</li> </ul>	<ul style="list-style-type: none"> <li>○ Mountain States Accutest 4036 Youngfield St. Wheat Ridge, CO 80033-3862 303-425-6021</li> </ul>
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- For Nutrient Analysis, DPS recommends:
  - Colorado Analytical Laboratories, Inc.  
240 South Main Street  
Brighton, CO 80601-0507  
303-659-2313

## **Utilities**

- A single non-potable irrigation water line will be furnished and installed by DPS for student gardens. The greenhouse and garden are to be otherwise self-sufficient. Minimum of 3 signs indicating that the water used for the garden greenhouse is non-potable must be placed within and around the greenhouse.
- DPS will not provide utilities for community gardens

## **Greenhouse Construction**

- Permanent poured in place concrete foundations for the greenhouse frame are to be provided. Concrete is to comply with DPS Design and Construction Standard; Section 03300 Cast-in-Place Concrete. The link to the Denver Public Schools Design and Construction Standards is [http://bond.dpsk12.org/construction\\_standards](http://bond.dpsk12.org/construction_standards)

- The preferred material for the Greenhouse frame is galvanized steel pipe, tube, or stud framing or prefinished metal. Structural wood framing is also an acceptable option. Manufactured or engineered greenhouse design is to meet all structural requirements of the City and County of Denver and the State of Colorado Division of Fire Safety for snow and wind loads. Stamped and signed engineered documents with structural calculations are to be provided.
- Exterior skin (walls and roof) to be composed of ¼ inch thick polycarbonate panels. Fabric skin is not acceptable. Attachment to be with galvanized metal screws with neoprene washers.
- Doors to be permanent with metal frames, hardware and locksets. Hardware to be in compliance with DPS Design and Construction Standards; Section 08700 Hardware.  
The link to the Denver Public Schools Design and Construction Standards is  
[http://bond.dpsk12.org/construction\\_standards](http://bond.dpsk12.org/construction_standards)

## Organization Involvement by School

### Denver Public Schools

### Vegetable Gardens at DPS Elementary Schools

2011

Schools	DUG	SFD	Other
Amesse			
Archuleta			
Asbury		1, 2	
Ashley			NA
Barnum			
Barrett			REQ
Beach Court			REQ
Blair			
Bradley International	1, 2	2	
Bromwell	1	2	
Brown	1	2	
Bryant Webster			NA
Carson			
Castro			
Centennial			NA
Center for Early Education			REQ
Cheltenham	1		BH
Cole	1, 2		
Colfax			
College View			REQ
Columbian			
Columbine			
Cook Park Garden -RMSEL	1		
Cory		1, 2	
Cowell			
Crofton			
Denison			NA
Doull	1, 2		
Eagleton		1, 2	
Ebert (Garden at DHA)	1, 2	2	
Edison	1, 2		
Ellis	1, 2	2	
Fairmont	1, 2	2	
Fairview	1, 2		
Fallis (Denver Green	1, 2		
Force			REQ
Ford			NA
Garden Place			
Gilpin			REQ
Godsman			
Goldrick			
Grant Ranch			
Green Valley			
Greenlee	1, 2		
Greenwood		2	NA
Gust			
Hallett			
Harrington	1, 2		
Holm			REQ
Horace Mann			

Schools continued	DUG	SFD	Other
Howell			REQ
Johnson	1, 2		
Kaiser			
Knapp			
Kunsmiller			REQ
Lincoln		1, 2	
Lowry	1	2	
Marrama			NA
Maxwell		2	NA
McGlone		1, 2	
McKinley Thatcher			REQ
McMeen			REQ
Mitchell (used by Cole)	1, 2		
Montclair		1, 2	
Moore			
Munroe			LWW
Newlon			
Oakland			
Odyssey (Phillips)			REQ
Palmer	1, 2		
Park Hill	1, 2		
Pioneer Charter			
Place	1, 2		
Remington			
Roberts			NA
Sabin			NA
Samuels			REQ
Sandoval	1	2	
Schenck			
Schmitt		1, 2	REQ
Slavens		2	
Smedley			
Smith		1, 2	
Southmoor			
Steck	1		
Stedman		1, 2	
Steele	1	1, 2	
Swansea	1, 2		
Teller		1, 2	
Traylor			
TreVista			
University Park			NA
Valdez	1		
Valverde			REQ
Waller			NA
Westerly Creek			
Whiteman			
Whittier	1	2	
Wyman			

Legend	
DUG	Denver Urban Gardens
SFD	Slow Food Denver
NA	Garden with No Affiliation
REQ	Garden request /discussion
1	Site Leader
2	Involved in Programming
BH	Butterfly Hope
LWW	LiveWell Westwood
REV	Revision International

**Denver Public Schools**  
**Vegetable Gardens at DPS Middle, High and Charter Schools**  
**2011**

<b>Middle Schools</b>	<b>DUG</b>	<b>SFD</b>	<b>Other</b>
Bruce Randolph Middle School (423)			REQ
Denver Center For International Studies MS (431)			
Denver School of the Arts Middle (425)			
Grant Beacon Middle School (405)			
Hamilton (406)			
Henry World School (418)			
Hill Middle School Campus of Arts & Sciences (407)			
Kepner (408)			REV
Lake International School (448)			
Lake Middle School (410)			
Martin Luther King, Jr. Early College Middle (419)			
Merrill (412)			
Morey (413)			
Rachel B. Noel (424)			
Rishel (415)			
Skinner (416)			
Smiley (417)			
<b>High Schools</b>	<b>DUG</b>	<b>SFD</b>	<b>Other</b>
Abraham Lincoln (450)			NA
Bruce Randolph High School (463)			
CEC Middle College of Denver (605)	1		
Denver Center For International Studies HS (425)			
Denver School of the Arts HS (475)			
East (451)			
George Washington (452)			NA
John F. Kennedy (453)			
Manual (464)			
Martin Luther King Jr. Early College High (469)			
Montbello (459)			
North (455)			
South (456)			
Thomas Jefferson (457)			
West (458)			
<b>New Schools</b>	<b>DUG</b>	<b>SFD</b>	<b>Other</b>
Collegiate Preparatory Academy (468)			
DCIS at Ford (166)			
DCIS at Montbello (447)			
Denver Center for 21st-Century Learning at Wyman (398)			
Denver Center for International Studies – Far Northeast High School (466)			
Denver School of Science and Technology at Cole (443)			REQ
Escalante-Biggs Academy (179)			
High Tech Early College (471)			
KIPP Montbello College Prep (435)			
Kunsmiller Creative Arts Academy HS (465)	2	1, 2	
Noel Community Arts School (467)			
SOAR Oakland (167)			
Swigert - McAuliffe International School (174)			
University Preparatory Academy (168)			
Vista Academy (609)			

<b>Charter</b>	<b>DUG</b>	<b>SFD</b>	<b>Other</b>
Academy of Urban Learning (488)			
Cesar Chavez Academy (330)			
Colorado High School Charter (479)			
Community Challenge School (707)			
Denver Language School (176)			
Denver School of Science and Technology - GVR Campus (443)			
Denver School of Science and Technology HS - Stapleton (481)			NA
Denver School of Science and Technology MS - Stapleton (438)			NA
Girls Athletic Leadership School (GALS) (446)			
Highline Academy (328)			
Justice High (497)			
KIPP Denver Collegiate High School (498)			NA
KIPP Sunshine Peak Academy (426)			NA
Life Skills Center of Denver (483)			
Manny Martinez (439)			
Northeast Academy (327)			
Odyssey Charter (211)			REQ
Omar D. Blair Charter School (196)			
P.S. 1 Charter (672)			
Pioneer Charter (266)			
Ridge View Academy (478)			
SOAR Green Valley Ranch (175)			
Southwest Early College (485)			
Venture Prep High School (496)			
Venture Prep Middle School (441)			
West Denver Prep - Federal Campus (428)			
West Denver Prep - Harvey Park Campus (429)			
West Denver Prep - Highland Campus (445)			
West Denver Prep - Lake Campus (444)			
Wyatt-Edison Charter (212)			
<b>Other Schools</b>	<b>DUG</b>	<b>SFD</b>	<b>Other</b>
Balarat Outdoor Education Center (474)			
Center for Early Education (200)			
Denver Online High School (484)			
Escuela Tlatelolco (487)			
Rocky Mountain School of Expeditionary Learning (750)			
<b>Intensive Pathways</b>	<b>DUG</b>	<b>SFD</b>	<b>Other</b>
Contemporary Learning Academy High School (682)			
Emily Griffith High School (602)			
Florence Crittenton (473)			
Gilliam School (673)			
P.R.E.P. Center (477)			
Summit Academy (604)			

<b>Legend</b>	
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## Additional Resources

### Starting a School Garden:

- *How to Grow a School Garden: A Complete Guide for Parents and Teachers*  
By Arden Bucklin-Sporer and Rachel Kathleen Pringle
- School Resource Guidebook from La Plata County, Colorado  
[http://www.thegardenprojectswcolorado.org/site/Resource\\_Guidebook.html](http://www.thegardenprojectswcolorado.org/site/Resource_Guidebook.html)
- Rebel Tomato: The American Community Gardening Association's web-based tool for designing and planning community gardens  
<http://www.communitygarden.org/rebeltomato/index.php>

### Denver School Garden Coalition:

- DPS Construction Standards: [http://bond.dpsk12.org/construction\\_standards](http://bond.dpsk12.org/construction_standards)
- DUG School Garden and Nutrition Curriculum: <http://dug.org/school-garden-curriculum>
- Slow Food Denver's Seed to Table Program: [www.sfdseedtotable.org](http://www.sfdseedtotable.org)