



## Community Garden Interest Survey

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Are you interested in participating in a community garden program? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. Are you interested in finding out more about community gardening? \_\_\_\_\_ Yes \_\_\_\_\_ No

3. Please select which method of growing plants you would be most interested in:

- In-ground garden       Raised beds       Container gardening

4. What crops and other plants would you like to grow in your garden plot?

5. How would you use the harvest?

6. How would you get the materials you need to garden successfully (for example, seeds, plants, soil amendments and mulches, hand tools)?

7. How would you water your garden?

8. How much time are you willing and able to spend:

- Working in your own garden plot?: # Days/Week: \_\_\_\_\_ # Hours/Visit: \_\_\_\_\_

Days/Times: \_\_\_\_\_

- Contributing to shared garden tasks?: (e.g., workdays to maintain common areas, tending food donation plots, coordinating plot registration or educational events, etc.)?

# Days/Month: \_\_\_\_\_ # Hours/Task: \_\_\_\_\_

Days/Times: \_\_\_\_\_

**9. What kind of support and learning opportunities would you need to garden successfully?**

**10. What specific skills or knowledge can you contribute to the garden and its programming?**

(for example: recruiting and organizing members, running meetings, plot registration, fundraising, gardening/horticultural experience, using farm/garden equipment, construction, food preparation, preparing newsletters & event posters, planning educational and social events, etc.)

**11. Which garden committee roles or leadership positions would you be willing to serve in?**

- |  |   |
|--|---|
| <input type="checkbox"/> President                     | <input type="checkbox"/> Tool & Supply Coordinator  |
| <input type="checkbox"/> Plot Coordinator              | <input type="checkbox"/> Communications Coordinator |
| <input type="checkbox"/> Secretary                     | <input type="checkbox"/> Fundraising                |
| <input type="checkbox"/> Treasurer                     | <input type="checkbox"/> Education Coordinator      |
| <input type="checkbox"/> Horticultural adviser         | <input type="checkbox"/> Events Coordinator         |
| <input type="checkbox"/> Grounds & Workday Coordinator | <input type="checkbox"/> Other: _____               |

**12. What sort of guidelines do you think there should be for gardening in your plot and contributing to shared garden tasks?**

**13. Please share any other comments or questions about community gardening.**



## Community Garden Intake Questionnaire

1. Name(s): \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone Numbers: Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_
4. E-mail: \_\_\_\_\_
5. Are you connected with an organization or a group of people? \_\_\_\_\_
6. If so, what is the name of it? \_\_\_\_\_
7. How many people/organizations do you expect to be involved? Who? \_\_\_\_\_  
\_\_\_\_\_
8. How did you gauge community interest and commitment? \_\_\_\_\_  
\_\_\_\_\_
9. Do you have land to use for the community garden? \_\_\_\_\_
10. Where is the land located? Address: \_\_\_\_\_
11. Do you or does the organization own the land? \_\_\_\_\_
12. If not:
  - 12a. Who or what organization owns the land? (Use the Forsyth County GeoData Explorer to find out: <http://maps.co.forsyth.nc.us/forsythjs/>): \_\_\_\_\_
  - 12b. Can you get written permission to use the land? \_\_\_\_\_
  - 12c. What would the terms be (length of lease/license, infrastructure permitted, etc.?)  
\_\_\_\_\_  
\_\_\_\_\_

13. Do you know what the land was used for in the past? \_\_\_\_\_  
\_\_\_\_\_

14. Have you submitted soil samples to test for nutrients? If so, what were the results and recommendations from the lab? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(For information on agronomic soil testing, see: <http://www.ncaqr.gov/agronomi/sthome.htm>. For forms, see: <http://www.ncaqr.gov/agronomi/uyrst.htm>.)*

15. Have you submitted soil samples to test for contaminants (e.g., heavy metals such as lead)? If so, what were the results and recommendations from the lab? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(For information on testing for soil contaminants, see the publication "Minimizing Risks of Soil Contaminants in Urban Gardens" : <http://content.ces.ncsu.edu/20684.pdf>.)*

16. Do you have water available on the site? Describe: \_\_\_\_\_  
\_\_\_\_\_

17. Do you have a source of funding? Specify: \_\_\_\_\_

18. How do you plan on funding the community garden? \_\_\_\_\_  
\_\_\_\_\_

19. Please share any other hopes and plans you have for the garden: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Please share any other assets and resources you have identified for your garden project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Developing a Garden Mission Statement: Worksheet**

*Adapted with thanks from: Gardening Matters. 2009. Community Garden Start-Up Guide.*

*[http://www.gardeningmatters.org/sites/default/files/Start-up\\_Guide\\_2009\\_quick%20edits.pdf](http://www.gardeningmatters.org/sites/default/files/Start-up_Guide_2009_quick%20edits.pdf) (verified 15/October/2015)*

Making a community garden thrive is hard work. To guide and sustain that work, it's essential that every garden group have a shared vision for what members hope to accomplish through the garden. Clarifying a group's goals for developing a garden can help engage and motivate members, focus a group's activities and ensure that garden efforts contribute to the vision members have for their community.

### **1. Brainstorm a list of goals for the garden.**

*What does the group wants to accomplish by developing a garden? Think about the various ways the garden benefits individual members as well as the broader community.*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **2. From this list, identify the group's top 3-4 priority goals. Circle these goals.**

**3. From these priority goals, create a mission statement** that unites the group and the garden to a larger purpose in the community:

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(Name of garden:) \_\_\_\_\_

## Garden Organization and Rules Document

### Garden Organization

1. Leadership Positions & Committees: The garden will have the following leadership positions & committees, elected every year in (month:) \_\_\_\_\_ .

Position/ Committee	Duties
<b>President</b>	<ul style="list-style-type: none"> <li>• Set agendas for, and facilitate, garden meetings</li> <li>• Recruit gardeners for jobs</li> <li>• Coordinate all other positions</li> <li>• Represent the garden to the public</li> </ul>
<b>Plot coordinator/ monitor</b>	<ul style="list-style-type: none"> <li>• Organize registration &amp; assign plots</li> <li>• Collect gardener agreement forms</li> <li>• Ensure that plots are being maintained</li> <li>• Secure help for gardeners requiring assistance with their plots</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Takes garden meeting minutes,</li> <li>• Keeps documents (garden policies, etc.)</li> <li>• Coordinates communications</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Manages budget</li> <li>• Gives budget report at each meeting</li> </ul>
<b>Grounds Coordinator(s)</b>	<ul style="list-style-type: none"> <li>• Maintain common areas</li> <li>• Coordinate workdays</li> </ul>
<b>Tool &amp; Supply Coordinator(s)</b>	<ul style="list-style-type: none"> <li>• Maintain tools</li> <li>• Arrange for soil/ compost/ mulch deliveries</li> </ul>
<b>Education Coordinator(s)</b>	<ul style="list-style-type: none"> <li>• Coordinate educational workshops</li> </ul>
<b>Special Events Coordinator(s)</b>	<ul style="list-style-type: none"> <li>• Coordinate social events, fundraisers, open garden days, etc.</li> </ul>
<b>(Fill in other positions as needed, e.g., Food Donation Coordinator, etc.):</b>  _____  _____	

2. Schedules of meetings and workdays:

- Garden meetings will be held **(frequency, date, time):** \_\_\_\_\_  
\_\_\_\_\_  
**(Ex: "Every second Thursday of the month from 6:00-7:30 pm.")**
- Workdays to maintain common areas will be held **(frequency, date, time):** \_\_\_\_\_  
\_\_\_\_\_  
**(Ex: "From March through November, every fourth Saturday of the month from 10 am - 12 pm.)**

3. Plot assignment:

- All gardeners must submit a Gardener Application and Plot-Holder's Agreement in **(month:)** \_\_\_\_\_ of each year to the Plot Coordinator.
- Gardeners may apply for up to **(#:)** \_\_\_\_\_ plots.
- Plots will be assigned in **(month:)** \_\_\_\_\_ of each year by the Plot Coordinator.
- Current gardeners in good standing\* will have their plots renewed upon submission of the Gardener Application and Plot-Holder's Agreement. *\*Good standing requires that a gardener planted and maintained her/his plot and fulfilled common work requirements in the previous year.*
- New gardeners will receive a plot provided there is availability.

## Garden Rules

### Administration and Fees:

**1. Application and Plot-Holder's Agreement.** All gardeners (renewing and new members) must submit a Gardener Application and Plot-Holder's Agreement, including a Release of all Claims, each year by **(date:)** \_\_\_\_\_ to receive a plot assignment.

**2. Plot Fee.** A fee of \$ \_\_\_\_\_ is required before a plot can be assigned or renewed. This fee will go toward expenses that benefit the whole garden, including water bills, shared soil and compost deliveries, community tools, etc.)

**3. Clean-Up Deposit.** A clean-up deposit of \$ \_\_\_\_\_ is required before a plot can be assigned or renewed. The clean-up deposit will be returned in the fall after gardeners have removed all dead plant material and cleaned up their plots.

### Gardener responsibilities for assigned plots:

**4. Gardening Season.** Gardeners must plant their plots *no later than* **(date in spring:)** \_\_\_\_\_ and keep them planted *at least* until **(date in fall:)** \_\_\_\_\_.

**5. Plot Maintenance.** Gardener are responsible for the maintenance and upkeep of their assigned garden plots, including soil preparation, planting, watering, weeding, deadheading, harvesting vegetables in a timely fashion, and maintaining the area around the plots/planters clean and free of litter. Gardeners *may* arrange to share maintenance of plots (e.g., taking turns watering). Gardeners who need help with certain tasks (e.g., due to physical limitations) should contact the Plot Coordinator to secure assistance.

**6. Regular Upkeep.** Garden plots should be cared for at least once a week. Gardeners *must* arrange for others to care for assigned plots if they are not able to care for the plots in any given week. If a planter is unkempt a warning notice will be given to the gardener by the Plot Coordinator, at which point the gardener has 1 week to clean up the plot. Any plot that remains unattended for more than three weeks will be reassigned.

**7. End-of-Season Clean-Up.** At the end of the gardening season, all dead plants and non-plant materials (e.g., stakes, string, wire) must be removed. The plot should then be mulched (e.g., with leaves) or planted to a cover crop. Plots must cleaned up and either mulched or planted to a cover crop by **(date in fall:)** \_\_\_\_\_.

**8. Notification.** If a gardener must discontinue use of a plot for any reason, s/he must notify the Plot Coordinator immediately.

Gardening practices:

**9. Good (Gardening) Neighbor Policy.** Planting tall plants and vines is only permitted when they do not interfere with a neighbor's plot. Please be sure to control all viney plants with regular training/pruning.

**10. Weed and Crop Residue Disposal.** Weeds without seeds, and dead plants without disease, should be put in the compost pile. Any weeds producing seed or diseased plants should be bagged and put in the trash to avoid contaminating the garden.

**11. No Toxic Chemicals.** Application of toxic chemicals is prohibited. This includes herbicides (weed killers) and insecticides.

**12. Harvesting.** Gardeners may harvest vegetables and flowers from their plots only, unless they have received express permission from another gardener.

Gardener responsibilities for common garden tasks:

**13. Leadership Position/ Committee Requirement.** All gardeners are required to participate in a leadership position or committee each year to ensure the garden runs smoothly and offers materials and programs that benefit all gardeners. Gardeners may serve in positions/committees including President, Plot Coordinator, Secretary, Treasurer, Grounds Coordinator, Tool and Supply Coordinator, Education Coordinator, Special Events Coordinator, or *(fill in other jobs identified by the garden):*

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**14. Work Requirement.** All gardeners must complete a minimum of (#) \_\_\_\_\_ hours at workdays each year to care for common areas. These workdays will be coordinated by the Grounds Coordinator and announced at garden meetings.

**15. Meeting and Event Attendance.** Gardeners should plan to attend garden meetings, work parties, and special events throughout the season to get to know fellow gardeners, and assist with garden upkeep and special projects.

**16. Litter.** Gardeners should always pick up litter and dispose of it properly.

**17. Reporting Suspicious Activity.** Gardeners must promptly report all theft, vandalism, and unusual activity to the garden president and to the police.

Access to tools and water:

**18. Tool and Water Use.** Tools and water will be made available for use (*indicate when and how gardeners can access tools and water, e.g., if gardeners have keys or a combination to access the shed, or if tools are only available during scheduled work times*): \_\_\_\_\_

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**17. Tool and Hose Care.** Do not leave the water on unattended. When finished gardening for the day, be sure to roll up the hose at the faucet area and lock the shed before leaving the garden.

Behavior in the garden:

**18. Sober and Clean.** The use of alcohol or drugs in the garden is prohibited. Gardeners and their guests may not come to the garden intoxicated or under the influence of drugs.

**19. Supervise Children.** Children are welcome in the garden but must be accompanied by an adult and must be supervised at all times.

**20. The garden leadership team is responsible for ensuring that the rules are followed at all times.**

\* \* \* \* \*

*Forsyth Community Gardening gratefully acknowledges the following resources used in developing these sample garden rules (links verified 14/October/2015):*

American Community Gardening Association. *Sample Garden Rules and Regulations.*  
<https://communitygarden.org/resources/sample-garden-rules/>

Clinton Community Garden. 2013. *Plot-Holder's Agreement.*  
<http://clintongarden.org/wp-content/uploads/2013/02/Plot-renewal-Agreement-2013.pdf>

Gardening Matters. 2009. *Community Garden Start-Up Guide.*  
[http://www.gardeningmatters.org/sites/default/files/Start-up\\_Guide\\_2009\\_quick%20edits.pdf](http://www.gardeningmatters.org/sites/default/files/Start-up_Guide_2009_quick%20edits.pdf)

McKelvey, B. 2009, 2015. *Community Gardening Toolkit.* University of Missouri Extension.  
<http://extension.missouri.edu/explorepdf/miscpubs/mp0906.pdf>



(Name of garden:) \_\_\_\_\_

## Gardener Application and Plot-Holder's Agreement

1. Date: \_\_\_\_\_

2. Gardener Name: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Phone (cell/daytime): \_\_\_\_\_ Phone (home/evening): \_\_\_\_\_

5. Are you a (check one): \_\_\_\_\_ Renewing Gardener? \_\_\_\_\_ New Gardener?

### 6a. Renewing Gardeners:

- Which plot(s) did you have last year? \_\_\_\_\_  
(check with the Plot Coordinator if you do not know the #s).
- Do you want the same garden plot(s) this year? : \_\_\_\_\_ Yes \_\_\_\_\_ No
- Do you want another plot this year (maximum of (#:) \_\_\_\_\_)? : \_\_\_\_\_ Yes \_\_\_\_\_ No
- If you want to be in a different area or would like another plot, what area of the garden would you like to be in?  
\_\_\_\_\_

### 6b. New Gardeners:

- How many plots would you like (maximum of (#:) \_\_\_\_\_)? : \_\_\_\_\_
- What area of the garden would you like to be in?  
\_\_\_\_\_

7a. Experienced gardeners: Would you like to be paired with a new gardener to help her/him learn about gardening? \_\_\_\_\_ Yes \_\_\_\_\_ No

7b. New gardeners: Would you like to be paired with an experienced gardener to help you learn about gardening? \_\_\_\_\_ Yes \_\_\_\_\_ No

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**8. Position/ Committee Requirement:** Please indicate what position or committee you would be interested in. Each gardener is expected to contribute to one or more positions/committees. Positions and committees will be assigned at a garden meeting prior to the start of the gardening season.

- |  |   |
|--|---|
| <input type="checkbox"/> President                     | <input type="checkbox"/> Tool & Supply Coordinator  |
| <input type="checkbox"/> Plot Coordinator              | <input type="checkbox"/> Communications Coordinator |
| <input type="checkbox"/> Secretary                     | <input type="checkbox"/> Fundraising                |
| <input type="checkbox"/> Treasurer                     | <input type="checkbox"/> Education Coordinator      |
| <input type="checkbox"/> Horticultural adviser         | <input type="checkbox"/> Events Coordinator         |
| <input type="checkbox"/> Grounds & Workday Coordinator | <input type="checkbox"/> Other: _____               |

**9. Agree to Garden Rules and Release of Claims.**

**By signing below, I agree that:**

- *"I have read the Garden Rules and agree to comply with all guidelines, including: maintaining my assigned plot, using acceptable gardening practices, contributing to common garden tasks, using of tools and water appropriately, and behaving appropriately in the garden. I understand that failure to meet the guidelines may result in loss of gardening privileges."*
- *"I release the owner of the property and the garden group from and against any liability, damage, loss, claim, demand, suit cost, and expense that occurs in connection to use of the garden by me or my guests."*

Signature \_\_\_\_\_

Date \_\_\_\_\_

\* \* \* \* \*

Forsyth Community Gardening gratefully acknowledges the following resources used in developing this sample Plot-Holder's Agreement (links verified 14/October/2015):

American Community Gardening Association. Sample Garden Plot Registration.  
<https://communitygarden.org/resources/sample-garden-plot-registration/>

Clinton Community Garden. 2013. Plot-Holder's Agreement.  
<http://clintonqarden.org/wp-content/uploads/2013/02/Plot-renewal-Agreement-2013.pdf>

Gardening Matters. 2009. Community Garden Start-Up Guide.  
[http://www.gardeningmatters.org/sites/default/files/Start-up\\_Guide\\_2009\\_quick%20edits.pdf](http://www.gardeningmatters.org/sites/default/files/Start-up_Guide_2009_quick%20edits.pdf)

McKelvey, B. 2009, 2015. Community Gardening Toolkit. University of Missouri Extension.  
<http://extension.missouri.edu/explorepdf/miscpubs/mp0906.pdf>