



GETTING STARTED: 5-STEP PROCESS – QUICK LIST

Step 1: Get Started

- Form a multi-stakeholder committee made up of parents, teachers, students, administrative staff, caretaker and neighbours.
- Recruit core volunteers.
- Spread the word and hold a start-up meeting (explore images of existing projects and generate and record ideas for your project).
- Establish roles for committee members (e.g. chair and co-chair, volunteer coordinator and main contact person).

Step 2: Plan your project

- Draft a statement of purpose: What are you trying to accomplish and why? What are the benefits of your project?
- Size up your site:
 - Obtain or draw a site plan.
 - Survey your grounds (map the features, shade and patterns of use).
 - Speak with teachers, parents, school staff; perform in-class activities to capture student feedback; use questionnaires.
 - Choose a location for your project.
- Create your conceptual site plan:
 - Check out the Evergreen Project Registry and other resources.
 - Visit other schools with projects.
- “Start Small and Do it Well”:
 - Complete a detailed phase-one site plan.
 - Choose your native trees and plants.
 - Create a planting/design plan.
 - Identify tasks and volunteer jobs required and recruit.
- Plan Maintenance
- Obtain Approvals
- Develop a fundraising strategy:
 - Prepare your budget.
 - Write funding applications and proposals.
 - Hold fundraising events.

Step 3: Implement your plan

- Prepare for planting day:
 - Organize the planting day tasks.
 - Establish delivery date and planting date.
 - Call before you dig – utilities and permissions.
 - Notify principal and grounds staff.
 - Prepare the site, publicize and mobilize volunteers, invite media and take before and after pictures.
 - Be prepared for weather.

- Planting day event:
 - Prepare site by marking planting areas with stakes, orange cones or spray paint; have two adult volunteers supervise the event, then make sure that plants are planted, mulched and watered.
 - Make sure several people have copies of the detailed phase-one site plan.
 - Have all necessary tools available.
- Celebrate Success with the whole school, community members and volunteers:
 - acknowledge efforts and accomplishments of everyone involved.
 - organize an outdoor potluck picnic or have older students give guided interpretive walks to younger students or other volunteers.

Step 4: Maintain your site

- Weed, water and mulch regularly.
- Keep an inventory of your plants.
- Develop a maintenance schedule, including seasonal strategies.
- Allocate responsibility.

Step 5: Evaluate and Monitor Progress

- Evaluate what you've done to help establish future goals and timelines.
- Look at before and after pictures.
- Return any completed evaluations or reports to funders.
- Update your school's information on the Evergreen Project Registry. Share what you have learned. Discuss how the project has gone so far. What went well? What didn't? What changes will you make next year?
- Send thank-you letters to your supporters.
- Prepare an outline of your future plans.