

Longview District Gardens:

Columbia Heights Elementary
2820 Parkview Dr, Longview
School Office: 575-7461
GC: Erin McKee 360-957-5458

Cascade Middle School
2821 Parkview Dr, Longview
School Office: 577-2703
GC: Erin McKee 360-957-5458

CVG Elementary
2644 30th Ave, Longview
School Office: 575-7502
GC: Julia Brice 907-388-5791

Kessler Elementary
1902 E Kessler Blvd, Longview
School Office: 575-7580
GC: Emily Anderson & Hillary Jensen

Monticello Middle School
1225 28th Ave, Longview
School Office: 575-7050
GC: Julia Brice 907-388-5791

Mint Valley Elementary
2745 38th Ave, Longview
School Office: 575-7581
GC: Julia Brice 907-388-5791

Mt. Solo Middle School
5300 Mt. Solo Rd, Longview
School Office: 360-577-2800
GC: contact school office

Northlake Elementary
2210 Olympia Way, Longview
School Office: 501-8700
GC: Erin McKee 360-957-5458

Robert Gray Elementary
4622 Ohio St, Longview
School Office: 575-7302
GC: Mary Sundberg 360-957-2927

Olympic Elementary
1324 30th Ave, Longview
School Office: 575-7084
GC: Mike Bixby 360-430-9822

St. Helens Elementary
431 27th Ave, Longview
School Office: 575-7362
GC: Erin McKee 360-957-5458

Kelso District Gardens:

Barnes Elementary
401 Barnes St, Kelso
School Office: 360-501-1500
GC: Pat Reistroffer 360-751-1912

Beacon Hill Elementary
257 Alpha Drive, Longview
School Office: 501-1450
GC: contact school office

Butler Acres Elementary
1609 Burcham, Kelso
School Office: 501-1600
GC: Julia Brice 907-388-5791

Carrolls Elementary
3902 Old Pacific Hwy, Kelso
School Office: 501-1380
GC: Hillary Jensen 206-419-9335

Catlin Elementary
404 Long Ave, Kelso
School Office: 501-1550
GC: Pat Reistroffer 360-751-1912

Coweeman Middle School
2000 Allen St, Kelso
School Office: 501-1750
GC: Hillary Jensen 206-419-9335

Huntington Middle School
500 Redpath St, Kelso
School Office: 501-1700
GC: Ian Thompson 360-431-6725

Rose Valley Elementary
1502 Rose Valley Rd, Kelso
School Office: 501-1400
GC: Hillary Jensen 206-419-9335

For information about a specific garden,
please contact the Garden Coordinator
(GC) indicated for each school, or visit:
[https://www.LCschoolgardens.org/
programs.php](https://www.LCschoolgardens.org/programs.php)

Lower Columbia School Gardens



Volunteer Handbook



2020

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CONTACT US



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Hillary Jensen, Garden & Horticultural Coordinator
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Karen Clark, Garden Educator
karen@LCschoolgardens.org

Emily Anderson, Garden Educator
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Mailing Address:
Lower Columbia School Gardens
P.O. Box 785
Longview, WA 98632



Visit us online at:

<https://www.LCschoolgardens.org>
www.facebook.com/LCschoolgardens.org

IN CASE OF EMERGENCY

Evacuation

LCSG staff are responsible for supervising evacuations.

1. Lead students away from the buildings to the designated evacuation area, listed on the plan, posted inside the door of the garden shed.
2. If there is an earthquake, do not re-enter buildings until signaled by **School Staff**, even if there is no apparent damage to buildings.
3. Until allowed to re-enter buildings, every student must remain with LCSG staff and volunteers until another authorized adult takes over.

Medical Emergency

If there is a medical emergency, let an LCSG staff member know immediately. If no one is available or the situation clearly needs outside help, a telephone is available at each school office during school hours. Each Garden Coordinator or Lead Volunteer will also have a cell phone.

1. Call 911. Give a complete description of the emergency and of your location. **See list of each school's address on the back cover of this booklet.** Stay on the phone until the 911 operator tells you otherwise.
2. Call the school office if emergency occurs during school hours. (See list of each school's office number on the back cover of this booklet.) Notify them of the emergency and of the student or staff person's name. Also notify them that you have called 911.
3. For non-emergency situations, students or staff can be taken to the school nurse's office during school hours.

Dear Volunteer,

Welcome!

We appreciate your decision to become a School Garden volunteer, and we take seriously your interest in serving your community. Volunteers are *vital* to the success of School Gardens here in Cowlitz County, from interacting directly with students, to supporting garden infrastructure, to watering plants and pulling weeds - we can't do any of it without you. But this isn't just about what you can do for School Gardens - ideally you will get as much out of this experience as you put in.

First and foremost, our goal is to treat students, families, volunteers, and staff with respect, empathy, and kindness. Some students and families may only experience School Gardens once a year, so it is critical that every experience be positive, inclusive, and empowering.

This Volunteer Handbook is intended as an introduction to what Lower Columbia School Gardens is all about, and in particular our volunteer processes. We look forward to a rewarding partnership and are deeply grateful for the gifts of your time, talents, and energy.

With gratitude,

School Gardens Staff

THANK
YOU

ABOUT US

Lower Columbia School Gardens (LCSG) is a 501(c)3 non-profit organization that began with a single garden at Northlake Elementary in 2002, and since then has grown to include 19 gardens at elementary and middle schools throughout Longview and Kelso. We are greatly inspired and influenced by Alice Waters' Edible Schoolyard in Berkeley, California (including this Handbook), and other programs around the country.

The work we do is made possible by support from volunteers, grants, local businesses, and the many generous individuals that make up this caring community.



OUR STAFF:

Emily Anderson	Garden Educator
Julia Brice	Garden & Volunteer Coordinator
Karen Clark	Garden Educator
Lauren Henricksen	Development Manager
Hillary Jensen	Garden & Horticultural Coordinator
Dexter Kearny	Administrative Assistant
Erin McKee	Garden & Kitchen Classroom Coordinator
Ian Thompson	Executive Director



arises internally less than 24 hours before your scheduled time to volunteer, we will make every effort to reach you in a timely manner.

Unless otherwise specified, it is important to show up 20 minutes before a garden activity is scheduled to begin.

~ SIGNING IN AND OUT

Each time you volunteer in a garden, please wear your LCSG Garden Badge and sign in at the School Office (during school hours), or in the garden. Some schools may also ask that you wear a "Visitor" badge/sticker. Please also remember to sign out before you leave. School districts receive some funding and support based on the number of volunteer hours they accumulate, and LCSG tracks hours for similar purposes. When you volunteer, any of your personal belongings can be stowed in each garden's shed.

~ ABSENCES

If you are unable to show up on your scheduled day, please contact the Coordinator you are working with at least 2 days in advance, if at all possible. Because volunteers are so important to the success of our programs, we ask that you do your best to miss no more than **three garden/cooking sessions** during a season.

~ STUDENT DISCIPLINE

If your volunteer work directly or indirectly involves interacting with students, your role is to engage with the students and contribute to a positive learning environment -- please refer back to page 5 for Culture Principals. **LCSG staff members will handle any student disciplinary actions.**

COMMUNICATION

We are continually striving to refine our systems for communication and feedback, both from staff to volunteers, and volunteers to staff, to improve our programs. We will check in with you after your first volunteer experience, and then again once you've been volunteering for a few months. You can get in touch with us regarding feedback, questions, concerns or issues at any time. Phone calls or emails are welcome (and encouraged!) -- you will usually receive a response within 24 hours.

We are happy to debrief at the end of a garden day, but often may not have time to do so completely. Conversations can always be continued over the phone or via email. Expect kind and constructive feedback on your volunteer work with School Gardens in person, or via email.

We are all growing and learning together, in order to do our best for the students and families we care for and work with.



VOLUNTEER EXPECTATIONS

~ SCHEDULE

An online calendar of scheduled garden events can be accessed here: <https://lcschoolgardens.org/programs.php>

A printable file of the current Garden Schedule can also be found on that page. *Your* specific volunteer schedule will be managed by whichever Coordinator you are directly working with. Please consider bookmarking the above web address on your computer, in order to easily and regularly access it.

Email is the main form of communication for volunteer scheduling -- please check your email as regularly as possible, especially the day before your scheduled time. *If you do not have an email address or access to a computer, other arrangements can be made.* If a change

OUR MISSION

Lower Columbia School Gardens empowers our community by connecting kids and families with real food and hands-on learning. Through dynamic garden and cooking programs, we cultivate health, equity, life-long learning, and stewardship of the world around us.



LCSG CULTURE PRINCIPLES

- * Respect ourselves, others, and our earth. Be so kind.
- * Cultivate empathy and gratitude.
- * Allow children to explore, question, and answer their own questions; to learn by doing.
- * Enjoy being outside, getting fresh air, and working hard.
- * Eat fresh, healthful foods; learn where food comes from.
- * Teach the value of beauty and real things.
- * Act in a professional manner, while also having fun.
- * Use every opportunity to foster justice and equity.
- * Remember that we are all students. (ESY)
- * Cherish feedback and offer it responsibly. (ESY)
- * Commit to developing our cultural competency. (ESY)

BEFORE YOU VOLUNTEER

Before you begin your volunteer work with us, you'll need to complete a background check with Longview and/or Kelso School Districts. Forms can be obtained from Longview school offices, the Garden Lab at Northlake, or from either district's website. (KSD now requires fingerprinting -- details can be found on their website.) For questions regarding this process, please contact info@LCschoolgardens.org.

VOLUNTEER OPPORTUNITIES

Volunteers are integral to all aspects of school gardens...ultimately, it is the volunteers who make it possible for kids to experience the garden in a meaningful way.

There are many different ways to engage as a volunteer with LCSG, and each depends on the strengths and interests of each volunteer. The most common volunteer opportunities are listed below: Garden Program Support, Cooking Class, Garden Maintenance, and Special Events.

~ GARDEN PROGRAM SUPPORT

Volunteers provide focused support to LCSG staff during weekly programs in Spring (March - June), Summer (June - August), and Fall (Sept - Nov) -- times and duration vary. Volunteers engage with and support students during garden sessions, and assist with set-up and clean-up tasks. Activities at each garden are planned and led by a **Garden Coordinator** (this is typically LCSG staff though in some cases a teacher or volunteer fills the role). Our goal is to have committed volunteers for each garden, for each season, as well as a list of those who can fill in with short notice if needed. **A ratio of one adult per 5 students is ideal.**

A **program schedule** is published each Spring, Summer, and Fall; up-to-date info is always on our website LCschoolgardens.org. If you don't already have a specific garden in mind, we'll help you find the best fit. Some new volunteers choose to visit a few different

gardens before making a consistent choice.

~ COOKING CLASS

Currently, cooking classes take place once a year in January/February, but in the future these opportunities are likely to be more frequent. Volunteers engage and support students during their cooking classes, and assist with set-up and clean-up tasks. As with Garden Programs, these activities are orchestrated by a Garden Coordinator.

~ GARDEN MAINTENANCE

Although kids work hard in the gardens during programs, there is still much to be done throughout the year -- watering, weeding, transplanting, harvesting, pruning, repairing equipment -- the list goes on! Our gardens *thrive* with help from adult volunteers. We can usually work with your schedule; connect with a Garden Coordinator for more information.

There are also some scheduled events: **Friday Work Parties** take place March - October after work hours, and include a friendly gathering afterward. Work parties on weekends or school holidays take place several times each year at various gardens. Volunteering in a school garden often presents opportunities to bring the family along to participate -- check with your Garden Coordinator for details.

~ **SPECIAL EVENTS** include Produce Sale, Plant Sale, Squirrel Fest, Go Fourth Parade, Adopt a Garden for a Week during the Summer, October Harvest Festivals, Fundraisers, and more.

~ OTHER WAYS TO VOLUNTEER

There are probably just as many ways to volunteer as there are people ready to give of their time. Sewing projects, crafts, art in the garden, grant-writing, fundraising, and data entry are just a few additional possibilities.

If you've read this far but still haven't seen a specific area that interests you, don't give up! Contact info@LCschoolgardens.org so we can figure out the best way for you to be involved.