



Primary Dig-in Leader Tasks and Responsibilities

1. Safety
2. Enable an awesome experience for the garden recipient and the volunteers
3. Promote the GCP mission
4. Stay flexible and enthusiastic
5. Engage the garden recipient, convey basic knowledge, let them know how to get support
6. These steps are more important than gardening knowledge - if asked a question you can't answer, let them know we'll get back to them.

Dig In Process

1. Summary

- a. Arrive at 8:30 for planning meeting
- b. Engage volunteers and work with other DILs to gather tools, sort plants, and bag compost
- c. Meet your team and make sure everyone is clear on directions and has your contact info
- d. Meet at the site and, with the team and the garden recipient, discuss the plan and safety
- e. At the site: make sure everyone is busy, safe, and getting all of their questions answered
- f. Count, clean, and load tools
- g. Gather weeds into a paper yard waste sack (leave the sack if the gardener has curbside pickup)
- h. Make sure the garden recipient is comfortable with maintaining the garden
- i. Let the garden recipient know that we'll follow up with them
- j. Return to TTK and put up tools and put clipboards in bin or shed. Include notes on the direction sheets - e.g. does the gardener need anything, any volunteer questions, ...
- k. Send a follow-up email

2. Dig-in Prep

- a. Collect clipboard with information on the Dig-in from the launch lead
- b. Note how many dig-ins are on your schedule - usually 1 new garden or 1 or 2 refurb
- c. Greet volunteers as they arrive and help them find a task

3. After we meet as a big group, meet with your team and explain the plan for the day

- a. Explain if this will be a new garden or a refurb
- b. How many locations you will go to
- c. Explain the driving directions
- d. Exchange cell phone info in case drivers get lost

4. Gather Items

- a. **Collect tools – have enough tools for everyone to stay busy (count tools and note on the direction sheet)**
 - i. For a team of 3-5 - 2 forks, 2 shovels, 2 rakes, 2 hand tools, 1 watering wand
 - ii. For a team of 5 or more – 3+ forks, 3 shovels, 3 rakes, 3 hand tools, 1 watering wand
 - iii. If a new garden, you will need a new gardener packet and tools to leave with the gardener: fork, watering wand, trowel, and hose if needed



- iv. Brush to clean tools on-site
 - v. Bag for weeds
 - vi. Note on the driving instructions how many tools, seed packets, plants and volunteers you have
 - b. **Collect compost bags**
 - i. 3-4 for new garden,
 - ii. 2-3 for each refurb
 - c. **Collect plants**
5. **Give out location instructions, setup carpooling and drive to location**
6. **Dig-in**
- a. Greet the gardener and go over the plan
 - b. Engage the gardener and the team
 - i. Keep the conversation going
 - ii. Explain the steps
 - iii. Open discussions about gardening tips
 - iv. Provide information about gardening
 - v. Ask the gardener about on-going support - e.g. would they use on-line support, would they like someone to call with questions, would they like someone to check-in periodically
 - vi. Explain the process to the gardener - our goal is to enable them to be comfortable to be self-reliant after the install and 2 refurbs
 - c. Unload tools and compost
 - d. Following the work:
 - i. Clean and count tools
 - ii. Rinse 4 inch pots
 - iii. Load tools and compost buckets/bags
 - iv. Leave weed bag for curbside pickup if available
7. **Drive back to GCP and return tools, compost and plant bins and clipboards**
- a. Return tools in correct places or leave at gate if locked
 - b. Leave clipboard in bin provided
 - c. Put compost bins or bags back at compost pile
 - d. Stack 4 inch pots
8. **Send a summary email to connect@greencornproject.org including:**
- a. Team members interested in getting more involved
 - b. Level of support gardener may need and/or requested
 - c. Any obstacles or areas to improve