



## SUGGESTED MONTH-BY-MONTH LEADERSHIP ACTIVITIES

At the beginning of the season, DUG suggests that the Garden Leader/Steering Committee organizes gardeners to assist in taking on community garden responsibilities.

### January - February

- Go over site plan (call DUG if you do not have one) and determine which gardeners are staying for next season and which plots are empty.
- Prepare a garden budget, including estimated water expenses and new equipment needs.
- Determine plot fees and gardener guidelines (fill in blanks on gardener waiver, located on the back of the gardener application).
- Encourage Denver gardeners to apply for Free Seeds and Transplants program through their nearest distribution center. Deadline is typically February 1st. Visit [www.dug.org](http://www.dug.org) for more details about how the program works.
- Review waiting list for new community gardeners. Lists should be “rolling” and first come, first serve; i.e. a waiting list should not be started new each year to be fair to all.

### March

- Organize a spring clean-up day - usually planned for April.
- Go over site plan and determine if any garden structures need repair, repainting or improving.
- Fill vacancies in garden from garden waitlist list or call DUG for ideas on how to advertise to community members for new gardeners.
- Water shrubs and trees during warm spells (over 40 degrees). Continue this from March through summer and fall. More plants are killed each year by drying winds than by actual cold temperatures.
- Prune trees, especially any crossing limbs or broken branches.
- Plant seeds indoors to be transplanted into the garden later. Ideally, utilize “grow-lights” 2” above the seedlings, left on 14 hours/day.

### April

- Hold pre-season mandatory community gardener meeting to discuss guidelines, plot assignments, potlucks, training events and community workday schedules. Make a list of special skills gardeners may be willing to share.
- Spring clean-up tasks: garden preparation, including tilling plots, composting and staking new plots, and repairing winter damage to common areas in garden.
- Prune roses. Winter-killed canes should be pruned at a 45 degree angle; the pruned ends sealed with Elmer’s glue.
- Hold special training or education sessions. Call DUG if you would like more ideas or information as Master Community Gardeners can come to your garden and do trainings on many different topics for all the gardeners.
- Assign garden plots and collect plot fees.
- Gather names, addresses, emails, phone numbers and signatures of all gardeners on the gardener applications/waiver so participants may be put in DUG’s database and receive copies of Underground News.

### May

- Water will typically be turned on the first week of May. Remember that with over 100 gardens to attend to DUG asks for your patience. Last spring frosts may occur as late as the second week in May.
- Call DUG when all of your garden plots are full so that it can be noted on our website.

- Call DUG to schedule compost trainings. Have participants chop all compost material in 1 – 2” pieces ahead of time and make sure many of your gardeners can attend!
- Hold special training or education sessions. Call DUG if you would like more ideas or information as Master Community Gardeners can come to your garden and do trainings on many different topics for all the gardeners.
- PLANT!
- Conduct garden workshops/potlucks.

#### **June - July**

- Re-assign unused or neglected plots making sure you call original gardeners before re-assigning their plots.
- Call DUG when all of your garden plots are full so that it can be noted on our website.
- Keep garden information posted or have gardener newsletter to inform gardeners of current happenings.
- WEED! Especially in common areas. Weeding should occur on a regular basis.
- If your garden has sod, continue to mow common areas and pathways.
- Hold special training or education sessions. Call DUG if you would like more ideas or information as Master Community Gardeners can come to your garden and do trainings on many different topics for all the gardeners.
- Mulch all perennials and trees with chipped branches to conserve water.
- Conduct garden workshops/potlucks.

#### **August - September**

- HARVEST! Try to harvest all produce (other than pumpkins and winter squash) on a regular basis.
- Arrange to distribute extra produce to needy families or agencies. Many gardens organize weekly distribution days.
- Continue weeding and begin cleaning garden plots for winter.
- Encourage food preservation for winter months -- call DUG for details.
- Conduct garden workshops/potlucks.

#### **October**

- Have Fall Garden clean-up day to have everyone clean their own plots and help with common areas.
- Prepare garden for winter by planting cover crops such as winter rye or winter hairy vetch. All plots should be “put to bed” by November 1.
- Make sure compost areas are not overflowing with plant material that has not been chopped into small pieces.
- Store tools and supplies for winter. Tools should be cleaned, wooden handles protected with linseed or mineral oil and all rust removed with coarse sand paper. No cages or mobile supports can be left standing in the garden.
- Have final end of season potluck to celebrate successes.
- Prepare a final report of activities and evaluate the season for next year’s improvements!