



# **NORTHWEST OHIO COMMUNITY GARDEN RESOURCE GUIDE 2015**

Updated by:  
Lucas County Master Gardener Volunteers



**THE OHIO STATE  
UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



This  
guide is available online at: <http://lucas.osu.edu>

Click on the Horticulture link on the left  
Click on the NW Ohio Community  
Garden Resource Guide



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## **Introduction to Community Resources**

**Updated by Lucas County Master Gardener Volunteers 2012**  
**Ohio State University Extension**

### **Our Mission**

Engaging people to strengthen their lives and communities through research-based educational programming.

### **Our Vision**

OSU Extension is a dynamic educational entity that partners with individuals, families, communities, business and industry, and organizations to strengthen the lives of Ohioans.

As Extension educators, we:

- Focus on critical economic, environmental, leadership, youth, and family issues.
- Engage people in lifelong learning.
- Apply knowledge and practical research to the diverse needs and interests of Ohioans in rural, suburban, and urban communities.
- Extend resources of The Ohio State University.
- Recruit and develop volunteers to multiply Extension's efforts while developing their leadership potential.
- Enhance teamwork through networking and connectedness.
- Link youth, family, and community needs to scholars in Ohio and nationwide.
- Teach with cutting-edge strategies using new technologies and approaches.

For more information, contact

Ohio State University Extension, Lucas County

5403 Elmer Drive Toledo, OH 43615 (mailing address)

5526 W. Bancroft Street Toledo, OH 43615 (physical address)

(419) 578-OSUE (6783)

### **Ohio State University Extension, Lucas County** **Master Gardener Volunteer Horticulture Hotline for Lucas County Residents**

Have a Gardening Question that's driving you crazy?

Need expert advice and not sure where to go? Are bugs making you buggy? Varmints eating your vegetable garden?

We have Master Gardener Volunteers available on Monday, Wednesday and Fridays from 10:00 a.m. - 1:00 p.m. Just call our office at 419-578-6783 and ask for the "Hotline". This service is available for all of residents of Lucas County, free of charge.

If we don't have the answer at our fingertips, we will take your information and get back to you, once we've researched it for you.

After hours, you may leave a message at 419-578-6783 x 14

or email us at [richter.71@osu.edu](mailto:richter.71@osu.edu)



## Toledo GROWs



Toledo GROWs is the community gardening outreach program of Toledo Botanical Garden. GROWs is a grassroots nonprofit organization dedicated to the continued growth and success of community-based gardens in the city of Toledo and throughout NW Ohio.

As a statewide and regional leader in community gardening, Toledo GROWs offers organizational resources and technical assistance to support the development of sustainable garden projects that serve people of diverse ages and abilities. Throughout the seasons, Toledo GROWs works with community garden organizers to ensure that they have everything necessary to create a vibrant community garden.

For more information, contact  
Toledo GROWs  
Yvonne Dubielak, Manager  
419-720-8714

## Center for Innovative Food Technology (CIFT)

Contact information: Rebecca Singer 419-535-6000, ext. 109, or  
[info@ciftinnovation.org](mailto:info@ciftinnovation.org)



CIFT is a developer and provider of technical innovations and solutions for the food processing, agribusiness and agricultural sectors of the economy in our region, our state and beyond. CIFT can assist organizations with such income enhancement initiatives as yearlong hoop house crop production structures, as well as vertical hydroponic gardens, which use little space and no soil.

<http://www.ciftinnovation.org>

## Creating Healthy Communities Project Toledo-Lucas County Health Department

Our grant collaborates with other agencies and community groups toward the goal of increased access to healthier foods. Some of the objectives for 2012 are: increase/improve availability of healthier food and beverage choices in public venue/worksites—in the use of client choice Food Pantries, improve geographic availability of fresh food in underserved areas—Corner Stores and Community Gardens.



## MultiFaith GROWs project of the MultiFaith Council of NW Ohio

Judy and Woody Trautman, Co-Chairs. 419-475-6535

[gardens.multifaithjourneys.org](http://gardens.multifaithjourneys.org)

Dr. Bev Bingle, Coordinator, [urbanhermit@catholicweb.com](mailto:urbanhermit@catholicweb.com)

419-727-1774

Facebook Pages: <http://www.facebook.com/#!/pages/MultiFaith-GROWs/112468178809294>

Gardening Resources to showcase faith-based gardens and encourage and aid all churches, temples and mosques to develop viable vegetable gardens by providing a Manual (on gardens website), publicize and offer workshops, and suggest other resources, principally from Toledo GROWs and OSU Extension.



## Ohio State University Extension Lucas County

A source for accessible and reliable research-based information to help people help themselves. We value diversity and strive to build on the assets of the individuals, families, and communities we serve. The Extension offices operate on a local level – contact your county office for specific services.



Family & Consumer Sciences Extension helps people keep healthy through good nutrition and food safety, using their money wisely, and balancing the demands of life and work. Ohio State University Extension, Lucas County offers programs and resources on a variety of nutrition and food related topics. Some of the educational programming is offered for a minimal fee and some of the programs are grant-funded and can be offered at no cost within the community. Please contact our office to help match your needs. 419-213-4254

In 2010 OSU Extension, donated two books to every library in the Toledo Lucas County Public Library. Look at your local branch for *So Easy to Preserve* and the *USDA Complete Guide to Home Canning*.

Follow us on Facebook: <http://www.facebook.com/#!/group.php?gid=142792312400548>

### **Toledo Seagate Food Bank**

526 High St.

Toledo, Oh 43609

(419) 244-6996

<http://seagate-foodbank.org/>

Cynthia Geronimo

### **United Way of Greater Toledo**

424 Jackson St.

Toledo, OH 43604-1410

Voice: (419)248-2424

Fax: (419)246-4614



General information:

[unitedway@unitedwaytoledo.org](mailto:unitedway@unitedwaytoledo.org)

Donor services:

[donorservices@unitedwaytoledo.org](mailto:donorservices@unitedwaytoledo.org) or (419)254-4667



**Toledo Public Library:** 419-259-5207  
Business Technology Sciences Department

In 2010 OSU Extension, donated two books to each branch of the Toledo Lucas County Public Library. Find *So Easy to Preserve* and the *USDA Complete Guide to Home Canning* at your local branch.



## Lucas County Land Reutilization Corporation

The Lucas County Land Reutilization Corporation (or Land Bank) is a community improvement corporation designed to strengthen neighborhoods in Lucas County by returning vacant and abandoned properties to productive use.

By strategically acquiring properties, the Land Bank works to reduce blight, increase property values, strengthen neighborhoods, and improve the quality of life for all Lucas County residents.

One Government Center, Ste. 580  
Toledo, OH 43604

Ph: (419) 213-4293

Fx: (419) 213-4249

Hours

Monday - Friday

8:30 am - 4:30 pm



## **Benefits of Community Gardening**

Community Gardening has many benefits and the greater the effort, the bigger the reward to the participants and surrounding neighborhood.

A number of benefits listed by community gardeners include:

- Grows neighborhood leaders
- Keeps neighbors watching out for one another
- Provides an activity for neighbors to work together
- Feeds people and saves money
- Fosters healthier communities
- Supports physical fitness
- Improves nutrition
- Removes possible health and safety hazards
- Reduces stress
- Preserves cultural heritage
- Provides places for children to play and learn
- Increases self-esteem, bolsters confidence and encourages learning
- Teaches patience
- Reduces crime
- Puts land to good use
- Turns an eyesore into a productive and attractive area



## Questions to Ask When Starting a Community Garden

- Is there a need/desire for a garden?
- How will the leader(s) be selected
  - What are the duties of the leaders?
  - How will the leader(s) be replaced, when necessary?
- Who will be the volunteer coordinator of the garden site?
- Who will be the members?
- What rules will be needed?
- What committees will be necessary?
- Are dues necessary?
  - If so, how much and what will they be used for?
  - Who will be responsible for the money?
- How often will the group meet?
- What land is available and can it be leased for a community garden?
- How will the garden design and rules be determined?
- How many garden plots will fit on the land?
- How big should a standard plot be?
  - Will all plots be the same size?
- What about fencing, a watering system or a tool shed?
- Will the garden include a play area for kids or a sitting area?
- Should flowers be planted to beautify the site?
- What will the garden be named?
- How will general garden maintenance be shared?
- Should the group be incorporated as a non-profit organization?

## Community Garden Meeting Tips

Meetings are an important part of an organized garden. Meetings are a place to make plans, adopt rules and policies, share information and to work through challenges. The goal is open communication.

Participation in the spring start-up meeting and the fall clean-up meetings should be mandatory. Attendance can be a requirement for the continued privilege of gardening at the site.

One or two start-up meetings should be held before the gardening season begins. Topics to cover include:

- Rules reviewed and adopted
- Garden plots assigned
- Plot fees collected for garden improvement/expense
- Committees formed
- Agreements signed and collected

Prior to the meeting, develop a meeting agenda with how much time you plan to spend on each topic. Include time for a social activity as well, such as handing out seeds, hosting a guest speaker, or having members share their gardening stories. You may also want to provide simple refreshments.

The best meetings are well-organized, educational, fun, and most importantly, short. Do not allow the meeting to last for more than an hour. Members will appreciate meetings that begin and end on time. If there are important decisions that take extended meeting times, ask for a volunteer committee, which will report back to the group at the next meeting. Provide time before and after the set meeting time for socializing.

## Brainstorming to Establish a Community Garden Agenda

Group members can brainstorm discussion topics, which will become the meeting agenda. This is an efficient way to find key issues from amongst the group.

- Members call out discussion topics
- One person records the topics on a chalkboard or large sheet of paper
- Do not allow discussion at this point, only recording of ideas
  - For example, one person says, “We need to talk about the water bill.” The recorder writes “water bill” on the board. Another person says, “What about our lease?” The word “lease” is written on the board.
  - After a few minutes, the list might look like this:
    - Water Bill
    - Lease
    - Manure
    - Bake Sale
    - Seeds
    - Fence
    - Vandalism
    - Gardener’s Contracts
    - Once a complete list is established, prioritize the list as a group.
  - Conduct a quick vote, and record the number of votes each item receives. Use this to prioritize the agenda items. For example:
    - Water Bill – 8 votes
    - Lease – 6 votes
    - Vandalism – 12 votes
    - Gardener’s Contracts – 5 votes
  - Next establish a timeline for how much time to spend on each item, based on the amount of time allowed:
    - 1<sup>st</sup> – Vandalism – 20 minutes
    - 2<sup>nd</sup> – Water Bill – 10 minutes
    - 3<sup>rd</sup> – Garden Lease – 10 minutes

## Group Building

Just as your garden needs to have good soil, sunlight and attention, your community garden group needs to be cultivated into an effective organization. The group will need to answer some serious questions such as:

- Who will do the different jobs required in the garden?
- How will everyone in the group know what is going on?

It's important to remember, people are very different. Each person has different goals for joining the group. The leaders will want to embrace these differences and encourage the group to work together.

During meetings, the leader must balance the time that group members spend talking. If one or two members are extremely vocal, make sure they state their point and do not monopolize the time. Encourage quieter members to speak by asking directly for their point of view.

Key elements of a supportive environment:

- Accept differences
- Listen
- Participate
- Be honest
- Trust
- Compliment one another
- Smile and say "Hello"
- Have fun!

## Developing Positive Communication Techniques

The principles of Honest Appraisal can be helpful in fostering a positive communication climate – amongst fellow gardeners, community members, and others you encounter.

Focus on the event or behavior and not on a personality characteristic. We can change the behavior, but it is difficult to change personality.

Example: Instead of saying, “Look at all those weeds, that person is really lazy.” Find out the reasons, perhaps the person or a loved one has been ill, or the new gardener cannot tell the weeds from plants, or has been discouraged in some other way.

State criticism in a constructive, positive way.

Example: Instead of saying, “You planted those tomatoes too close together.” Show an interest in their tomato planting – you might find they plan to state or cage, or that they purchased a miniature variety. In the discussion, you can mention the benefits of planting at a farther distance.

Own your own thoughts and feelings – use statements that begin with “I...”

Example: “I think we need to work out a better schedule for harvesting the vegetables.”

Try to state your concern for the other person along with the criticism.

Example: “I want you to make a good impression with your gardening neighbors. I think it would be better if you did not grow all those tall vegetable plants where they will shade your neighbor’s crops.”

Try to avoid ordering someone to change, instead making suggestions for alternatives. Sometimes issuing orders can trigger an angry, defensive response.

Be specific and concrete in your communication.

Example: Instead of saying, “This garden plan stinks,” state the changes that would make it better.

## Selecting a Site

General guidelines for choosing an appropriate community garden site:

- The site should be compatible with other activities in the neighborhood. Ask neighbors about the lot's use. Is it used as a shortcut or play area by kids? It will be difficult to change established habits.
- Generally, a healthy growth of grasses indicates good soil and favorable growing conditions.
- The site should be in full sun or nearly full sun for at least eight hours on a sunny day.
- When possible, choose a site near one or more of the gardeners' homes, so they can keep an eye on it.
- Avoid locations where foundations of old buildings may still be present.
- Find out what the site was used for in the past. A former dumping site, gas station, or place where cars were stripped or repaired should be avoided.
- Test the soil. Ohio State University Extension provides applications for low cost, easy-to-read soil testing through the University of Massachusetts. Contact OSU Extension for a copy of the soil testing application.
- Note the drainage. Puddles of water long after rain indicate a poorly drained site that will be unsuitable for plant growth.
- Identify a water source. You must have permission to use a city hydrant or seek help from a cooperative neighbor.

### Resources for Finding Suitable Land

OSU Extension (419) 578-6783, Toledo GROWs (419) 260-4615, your city council representative, or your local community development corporation can help you with the following:

- Learn who owns the property and how you can get permission to use it.
- Check to see if the land is for sale or if there are development plans for it.
- Find out if there are any zoning laws or ordinances which restrict your activities.
- Sign a contract with the owner for use of the property. If the land is owned by an individual, community gardeners can create a lease agreement with the owner. (See attached sample.) If the land is owned by the City of Toledo, neighborhood groups can sign a contract with the City to garden on the property. If the first choice garden site is not available, ask for suggestions on other nearby sites. They may work out even better.

## **Garden Leader**

### **A good Garden Leader:**

- Accepts the responsibility of organizing and keeping records for the garden
- Has time to devote to the community garden
- Is familiar with residents and resources of the community
- Has transportation
- Is friendly, fair, creative and enthusiastic
- Loves to garden

### **Job Checklist:**

- Signs up gardeners and keeps an address list
- Conducts meetings
- Attends training sessions offered through Lucas County OSU Extension and Toledo GROWs, or arranges for a representative to attend and report back to the group
- Shares accurate information with gardeners
- Serves as a contact for the gardeners
- Recruits a volunteer leader to help in managing the site and completing tasks, such as:
  - Coordinate site preparation: clearing the land, plowing, staking the site, plot assignments
  - Obtain supplies
  - Get support from community groups
  - Seek donations and organize funds
  - Keep records and budget
  - Communicate with gardeners
  - Coordinate special events
  - Help all gardeners as needed
  - Help garden group become self-reliant

## **Recruiting Members for the Community Garden**

- Talk with people you know: family, friends, coworkers and, neighbors.
- Inform the Neighborhood Block Watch Club, other groups and local Police substation.
- Prepare a flyer and post it at area banks, community centers and churches. Have people already interested in the garden circulate the flyer door-to-door
- Include updates about the garden in church bulletins and the community development corporation newsletter.
- Carry a notepad when you're at the garden. Collect names and addresses of passersby who are interested.
- Install a special mailbox in the garden – put flyers or notices in it for the community, and invite residents to submit questions to the mailbox.

Once you have a site and regular meeting times, contact the Ohio State University Extension Office and Toledo GROWs. Both of these offices can put interested folks who live in the area in contact with you.



## Community Support

Local institutions such as churches, schools, service clubs, businesses or neighborhood centers can sometimes lend the best support. These groups can offer meeting or storage space, copy machines, help from their members, staff or volunteers, refreshments for meetings, and moral support.

- Create a list of local institutions and businesses
- Let them know what you are doing to improve the neighborhood and ask for their assistance. You could mail out letters (see sample request letter) and follow up with a phone call or visit.
- If a local group would like to sponsor your project they can receive positive publicity and know that they are helping people to help themselves. A sign could be placed in the garden to give them credit for their support.
- Ask neighbors what skills and interest they have. An artist could paint signs or a carpenter could build a shed or community bulletin board. They don't have to be experts at growing vegetables to be part of the community garden.

Possible tasks for sponsors:

- Provide land
- Arrange for plowing or site improvements
- Provide insurance coverage
- Provide nonprofit status for garden
- Provide office or meeting space
- Send mailings
- Promote the garden
- Provide funds or assistance with fund raising
- Report about garden success in their newsletter

Possible supporting groups:

- Churches
- Horticulture Clubs
- Businesses
- Schools / Vocational Schools
- Colleges
- Cities
- Food Banks
- Food Co-Op
- Public Housing
- Retirement Centers
- Youth Centers
- Parks
- Community Development Corporations

## Community Relations

It is important to maintain good relations with neighbors in the area. The more your neighbors and the public know about the good things the garden group is doing, the more they are likely to accept and support your work.

- Do things at the community garden that will improve the neighborhood like planting flowers or trees in the front. Keep the road frontage clean.
- Keep the councilperson aware of what you are doing and get him or her involved. Send notices to your councilperson about important events and issues at the site.
- If you have children gardening on your site, you are less likely to have problems with vandalism from other kids.
- Get neighbors around the site involved. They'll keep an eye on the site if they feel it is their site as well. Reward them with fresh vegetables and flowers.
- Send notices to the libraries, churches, and neighborhood centers whenever you have an event scheduled or could use a helping hand.
- Do things with the gardeners that will encourage others to want to join. Have contests and give prizes. Have potluck lunches, dinners, harvest festivals, and planting parties. Such activities will attract positive attention to the site.
- Put out a newsletter.
- Inform the media of special events.
- Post information on a community garden bulletin board.

## Letter to Request Support

When you write a letter asking for support, mail it early in case the person or business donating the services or supplies needs to check with others before they respond. Be sure to include the following information:

1. Tell who your group is and why you have started a community garden.
2. Ask for specific help or supplies.
3. State how helping your community garden will benefit them.
4. Let them know how they can contact you and when you need a response for them.

You can state when you will make a follow up call or invite them to the community garden when some gardeners will be out working.  
Thank them for their time and consideration.

June 1, 2011

Dear Mrs. Simon,

We are a group of neighbors who have started a community garden named "Great Green Growing Gardens", located at the corner of Main and Oak Streets. The community garden has brought out the best in our neighborhood! We have taken an abandoned lot and turned it into a beautiful showcase of flowers, herbs and vegetables. Neighbors who had never met before now visit on a regular basis in the garden.

We are writing to request your help with our summer tour. We hope to have about forty visitors and we would like to offer punch, ice water, crackers and cheese, and vegetables and dip. Could your business donate some refreshments for our party? We would like to put up a sign advertising your business to thank you for your support.

The summer tour will be July 16 from 1-3pm. Please let us know by July 6 if you'll be able to assist us, and if you'll be able to attend the celebration. You can contact our garden leader, Carl Johns, at home in the late afternoon at 251-5238. Thank you for your time and consideration.

Sincerely,

*Sara Baser*

Sara Baser  
Garden Treasurer

## Theft and Vandalism

Working in your garden plot is hard enough, but when your produce disappears before you have the chance to taste it, it's discouraging. The threat of theft and vandalism is real, but the risks can be mitigated. (adapted from the American Community Gardening Association)

- Keep the garden well maintained. Show that you care about the garden, and maybe others will, too.
- Put up a sign telling who manages the garden and how others can participate.
- Ask local homeowners to keep an eye on the garden and reward them with produce or flowers.
- Know who belongs and who doesn't; exchange names and phone numbers.
- Ask the local police to check whenever they are in the neighborhood. Remind gardeners to pass by the garden whenever they are in the area.
- Harvest vegetables daily, as each matures, or slightly early, if possible.
- Plant more vegetables than needed and hide valuable plants in the middle of the lot. Cucumbers can be hidden under newspaper.
- Encourage others to share their produce if theft occurs.
- Hold an "open house" and sponsor events or activities at the garden, especially if it's fenced and usually locked, so neighbors will feel like they have a stake in the space.
- Encourage people to come to the garden regularly. Assign shifts for gardeners if necessary.
- Listen supportively and compassionately to a gardener whose plot is damaged. Caring counts.

## Community Garden Rules

All community gardens will benefit by adopting rules. This preventative measure can help avoid conflicts. Rules should be adapted to your specific group, site and needs, including suggestions from all gardeners. The city, landowner or sponsor may have rules for you as well. The final list should be adopted at a general meeting of members.

Post rules to a bulletin board, and distribute a copy to all members. Take time at the first meeting of the year to explain the rules. It may be helpful to have everyone read and sign an agreement each year.

A few sample of rules are include below:

### “Little Hands Grow Together” Children’s Garden

Rules voted on by youth gardeners and posted on the community bulletin board

1. No riding bikes in garden
2. Be honest and respectful of others
3. No picking without permission
4. No stepping on plants
5. Follow directions

### School Garden Safety Rules

1. No running
2. Walk bikes through the gate
3. Stay in the garden during garden time
4. Do not throw things
5. Handle tools with care
6. No bare feet allowed

### Community Garden Rules

1. Garden plots and surrounding pathways should be cared for at least once a week. If any plot remains unattended for more than three weeks, it is subject to reassignment. Pull those weeds!
2. Pesticides may be applied to the applicator’s plot only. Read and follow label directions exactly; call OSU Extension Office (419.578.6783) if you have questions
3. Herbicides cannot be used in community gardens.
4. Place dead plant material in your compost pile. Keep your garden plot free of trash.
5. Children are welcome in the garden but must be accompanied by an adult and supervised at all times.
6. Do not harvest any crops from another gardener without permission. Take surplus produce to a hunger center; no not let it rot on the vine.

# Sample Garden By-Laws

Page 1 of 2

We, the members of [\_\_\_\_\_] community garden, agree to the following. We will not discriminate against anyone because of nationality, religion, race, gender, sexual orientation, age or political beliefs.

## **Garden Rules**

We agree to maintain an active set of guidelines for behavior in the garden and to allow for any person in the neighborhood to participate in the garden. Participation will be granted based on available space, and the gardener's willingness to abide by the rules. These rules have been established and if needed, can only be changed by the decision making process listed below. Please see specific Garden Rules listing attached to this document.

## **Decision Making Process**

At a general garden meeting, all members will vote on decisions for the garden. It is required that gardeners attend the meeting, in order to have a majority vote. We understand that we, the gardeners, will be collectively responsible for decision making.

## **Officers**

We will elect, at our annual meeting, the positions below:

*Garden Leader* – This person is responsible for calling and conducting meetings. The Garden Leader will keep in contact with members about rules and guidelines, events, etc. The Garden Leader is also the group's representative at Garden Council meetings. The Garden Leader will be co-signor on the checking account, along with the Treasurer.

*Treasurer* – This person will track the community garden's money by maintaining a checking account, collecting gardening fees, writing checks for the water bill, etc. Expenditures of more than \$10.00 on anything except the water bill must be approved by a majority vote of the gardeners.

Every gardener will have a copy of the Garden By-Laws and the Garden Rules (see next page)

(adapted from the Civic Garden Center of Greater Cincinnati)

## Sample Garden Rules

Page 2 of 2

If plots have not been planted within the first 2 weeks of opening, the gardeners will receive a 2 week notice to either plant the plot or vacate the premises. If the plot has not been planted by the expiration date, the plot will be reassigned.

If you do not maintain your plot, following a warning to remove weeds or litter, you will forfeit your plot. In this instance, you may not be invited back to the community garden next year. Please place all trash in trash cans. Weeds are to be placed in compost area.

No dogs or pets are allowed in garden area. No alcohol or drugs are permitted. No bikes allowed. No growing of illegal or poisonous plants allowed.

Do not plant your garden in a way that it will shade your neighbor's plot.

Please use water only as you need it.

You cannot take vegetables from another person's garden plot without written permission.

Breaking any rules may result in expulsion from the garden and forfeit of plot fees. If, after a 5-day notice, you are not following the rules, you will be asked to leave the garden.

I agree to hold harmless the Community Garden Organization, and the property owner. I hereby waive my right to sue.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address  
\_\_\_\_\_

Signature  
\_\_\_\_\_

Date \_\_\_\_\_ Plot Fee Paid \_\_\_\_\_

## Community Garden Budget

A budget can help a garden group plan for things they need to purchase or replace. If you plan ahead, you can put the money aside to purchase items for improving or maintaining your project.

### Record Keeping

Keep accurate records of how much you spend, what you spend, and when and where you make a purchase. Keeping good records help you keep track of what the group has, and what it needs. This also provides accountability when gardeners ask how the money is spent. The gardeners should pick one person to serve as the treasurer to keep the money and financial records for the group.

It is important to recognize support from individuals and organizations. Accurate records of the money, time, supplies or services donated allows for proper acknowledgement. They might enjoy a letter in the mail with a picture of the garden in full bloom or an invitation to the Harvest Party. See sample budgets attached.

### Sample Budget

Small Site

#### Income

10 garden plots @ \$10 each	\$100
Craft Sale at Garden Tour	30
Private donation from neighbor	25
Donation from local businesses	50
<hr/>	
Total	\$205

#### Expenses

Water bill	\$65
Rent Land	40
Harvest Party Supplies	40
Mail Thank You Notes (Cards & Postage)	12
Rototilling (rent)	40
<hr/>	
Total	\$205

Donations from Toledo GROWs

- Tilling once a year
- Seeds and Seedlings (as available)

Donations from OSU Extension

- Site Visits
- Monthly Garden Council Meetings & Educational Presentations

Donations from Neighbors

- Lemon-aid on tour day
- Photographs taken throughout the growing season
- Time volunteered building tool shed



# Planning the Community Garden

## **Step One**

- Answer the following questions
- Why do we want a community garden?
- What is already in the garden space?
- What are the natural pathways?
- List all the vegetables, fruits, and flowers your gardeners would like to plant this growing season.

## **Step Two**

- Use the “Garden Planting Guide” (see index)
- Use the “Three Season Planting Guide” (see index) to divide your list of vegetables into early spring, spring, summer and fall crops.
- Remember, some seedlings and seeds can be planted more than once throughout the year!
- Use OSU Extension FactSheets for more tips!

## **Step Three**

Draw an outline of your garden on graph paper. Label the graph paper with the name of the garden, plot site, and the year. Also identify permanent items such as:

- Sidewalks, concrete slabs, driveways
- Tool sheds, fences
- Water spigots or compost bins

## **Step Four**

Use the “Garden Planting Guide” to decide how far apart your seeds should be planted. Use this garden guide, notes, library books, the Ohio State University Extension Office, and experienced gardeners to decide what vegetables grow well next to each other.

## **Step Five**

Plot your graph with the vegetables, fruit, flowers and other design ideas. Use words, symbols, dates, and/or different colored pencils to label the plants in your garden.

## **Step Six**

Set your planting date! It is OK to take an old ruler or tape measure to the garden to make sure the seeds are planted in the right place.

**Step Seven**—Call “Before you Dig” to check for underground utility cables. It’s the law. Everyone MUST contact the Ohio Utilities Protection Service (OUPS) 1-800-362-2764 or just dial 8-1-1.

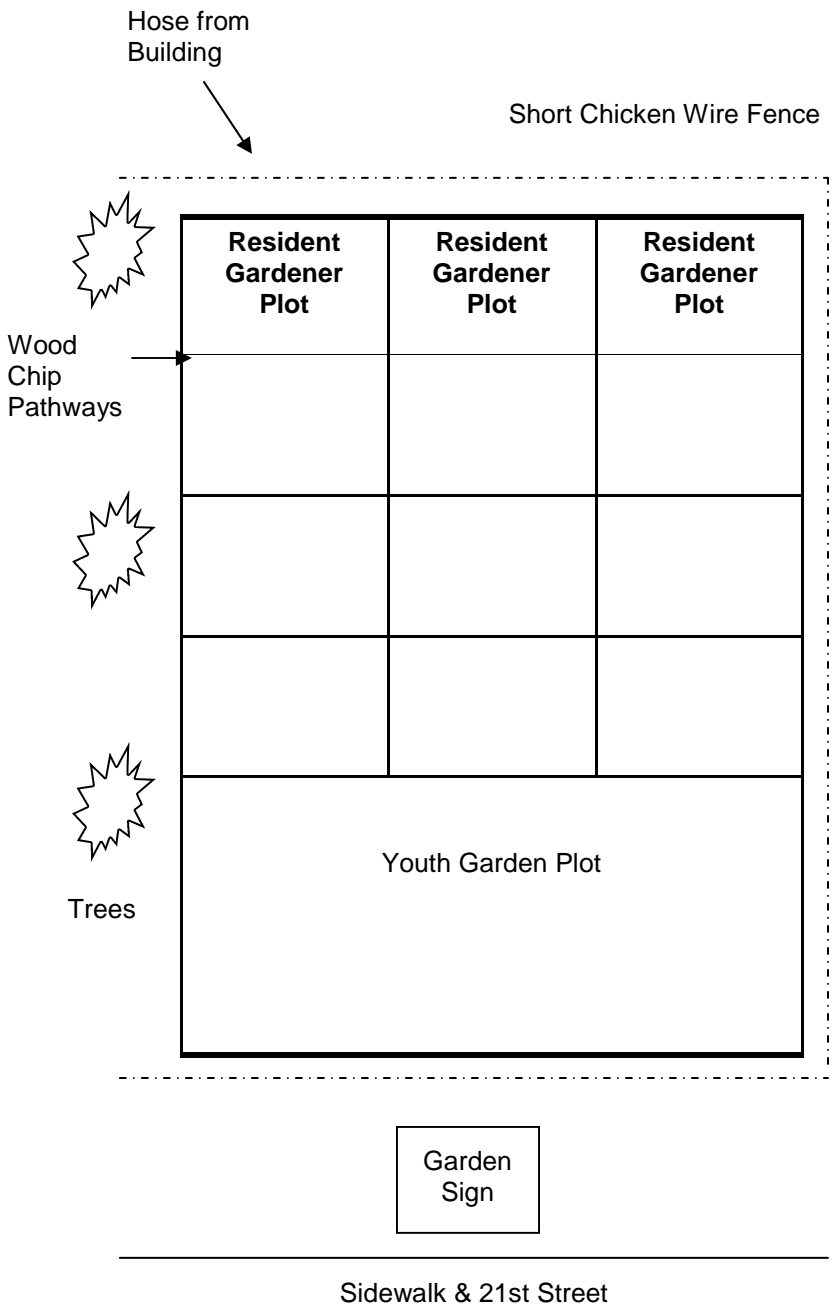
Adapted from April 1999, Toledo Lucas County Garden Council “Planning Your

# Suggestions for Design Elements

## Sample Garden Design

65' x 35'

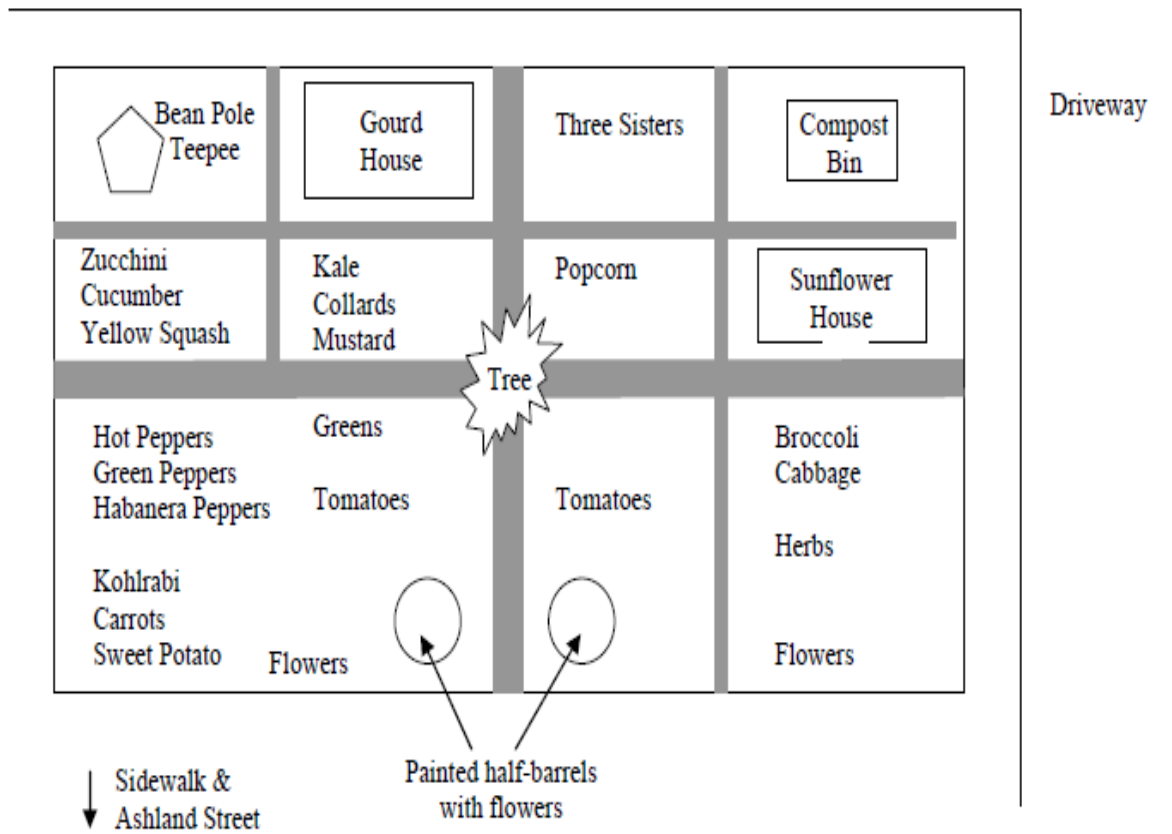
- Birdhouse
- Scarecrow
- Earthworm Bin
- Nature Trail
- Container Plantings
- Signs
- Tool Shed / Tool Box
- Play area
- Outside sink
- Food Dryer
- Arbor
- Compost bins
- Benches
- Picnic table
- Gazebo
- Work Bench
- Bulletin Board
  - Rules
  - Attendance
  - Guest sign-in
  - Maintenance List
- Garden "Mailbox"
- Wood chip paths
- Water Storage (barrels)
- Topiary sculptures
- Water Garden
- Rock Garden
- Parking
- Lighting
- Garden Art
- Weather Station
  - Thermometer
  - Wind Vane
- Garden Records
- Raised beds
- Cold frames



# Sample Garden Design

Parking Lot

Short Chain Fence



<b>Three Season Planting Guide</b>				
Cool Weather Plants Early Spring		Warm Weather Plants Late Spring/Early Summer		Cool Weather Plants Late Summer/Fall
<i>Late March to mid-April</i>	<i>Mid-April</i>	<i>Early May</i>	<i>Mid to Late May</i>	<i>Mid to Late August</i>
Broccoli Cabbage Collards Lettuce Onions Peas Potatoes Spinach Turnip	Beets Carrots Chard Mustard Radishes	Beans, snap Okra Squash Sweet Corn Tomato	Beans, Lima Chard Cucumbers Eggplant Melons Peppers Sweet Potatoes	Beets Collards Kale Lettuce Mustard Spinach Turnip

Use this as a guide – for more detailed information about each plant, refer to books, factsheets and seed packets. The days to maturity may be different depending on types and varieties of plants. Rows of vegetables are one traditional way to plant but you may also consider container gardens and or square block gardening.

<b>Garden Rows Planting Guide for Vegetables</b>				
Vegetable	Special notes	Days to maturity	Wide plantings & Traditional Rows Space between plants (inches)	Traditional Rows Space between rows (inches)
Beans (bush)		50	4	36
Beets		60	3	24
Broccoli	Plant seedlings	60-80	18	36
Cabbage	Plant seedlings	55	18	36
Carrots		70	2	24
Swiss Chard		55-60	9	24
Collards	Plant seeds or seedlings	40-70	15	36
Corn		70-90	12	36
Cucumber		50-70	18	48
Eggplant	Plant seedlings	70	24	36
Lettuce		45-60	4	24
Mustard		50	6	24
Okra		60	18	36
Onions	Plant sets	100	2	24
Peas (bush)		70	3	24
Peppers	Plant seedlings	75	18	36
Potatoes	Plant seed potatoes	80-140	10	36
Radish	Grows fast!	25	1	24
Squash	Plant seeds or seedlings	80-100	24	48
Spinach		45-50	3	24
Sweet Potato	Plant sweet potato slips	140-150	12	36
Tomato	Plant seedlings	70	18-24	24
Turnip		40-75	4	24

Adapted from **Grow With Your Neighbors Program** *Five Rivers MetroParks*, Dayton, OH

## 4-Season Garden Planting Guide

### Early Spring Garden Plant mid March—Mid April

- English or Snap Peas
- Garlic Cloves

### Spring Garden

Plant mid-April to mid-May

- Asparagus crows
- Dwarf snap peas
- Beets
- Bok choy
- Broccoli plants
- Cabbage plants
- Carrots
- Kale
- Kohlrabi
- Leaf Lettuce
- Mustard or collard greens
- Onion sets or plants
- Seed potato
- Radish
- Rhubarb crows
- Spinach
- Strawberry Plants
- Swiss chard
- Turnip

### Summer Garden Plant mid May—Mid June

- Beans
- Beets
- Brussels sprout plants
- Cabbage plants
- Carrots
- Celery plants
- Celeriac plants
- Chinese Cabbage
- Collards
- Eggplants
- Muskmelon
- Okra
- Pepper Plants
- Pumpkin
- New Zealand spinach
- Squashes
- Sweet Potato Plants
- Swiss chard
- Tomato plants
- Watermelon

### Fall Garden Plant in August

- Bush snap beans (first week)
- Beets
- Bok Choy
- Broccoli plants (first 2 weeks)
- Early Cabbage Plants  
(first 2 weeks)
- Cauliflower plants (first week)
- Chinese cabbage
- Mustard Greens
- Kale
- Kohlrabi
- Leaf Lettuce
- Radish
- Snap peas (early August)
- Spinach (end of August)
- Swiss Chard
- Turnip
- Zucchini (first week)

### **Easy and Productive**

- Beans
- Beets
- Greens
- Leaf lettuce
- Onion, garlic
- Pepper
- Squash
- Swiss chard
- Tomato
- Sweet Potato
- Zucchini

Adapted from Garden Guide by Cultivating Our Community  
Ohio State University Extension's Urban Gardening  
Program in Cuyahoga County

## Tools and Supplies

A garden **cultivator** and **trowel** are used for light digging and weeding in the garden plot or garden containers and window boxes.

A **leaf rake** will prep the surface by removing light debris. A steel **garden rake** with smaller, sturdy prongs should be used to work in the soil.

For cutting and trimming, use **pruning shears**, **heavy loppers** and/or a **pruning saw** with a comfortable blade.

A **garden spade** is used to dig the soil. It can be used to create raised beds and to bury compost in the ground.

A garden **kneeling pad** makes it more comfortable for the gardener to work on the ground.

A **hoe** is used to break up the soil and weed the garden.

Adapted Ohio State University Extension Cuyahoga County, 1999 Garden Manual

### Tool Checklist

#### **Hand Tools**

Garden Trowel  
Garden fork  
Hoe  
Hose  
Sprinkler  
Hose Nozzle  
Leaf rake  
Pruning Shears  
Shovel & spade  
Wheelbarrow  
Sprayer

#### **Power Tools**

Chainsaw  
Edger  
Lawnmower  
String trimmer

#### **Containers**

Compost bin  
Hanging baskets  
Seedling trays  
Terra-cotta pots  
Window boxes  
Garbage can  
Garbage bags  
Buckets

#### **Gardening Supplies**

Compost  
Mulch  
Fertilizer  
Lime  
Plastic garden ties  
Potting mix  
Trellis / cages

## **Read Your Garden... Instead of Weeding Your Garden**

Tired of weeding your garden all summer long? Consider placing newspapers between the rows and around the plant stems in a garden. This helps the garden retain moisture while shading the plants' roots to keep them cooler. Meanwhile, it covers the weeds so they don't have a chance to grow!

### Supplies:

5-gallon bucket half-full of water

"Black & white" newspaper pages (Color ink is ok, but not the shiny advertisements)

Bale of straw or piles of mowed grass

### Instructions:

- Dunk 3-4 pages of newspaper into the water until it is thoroughly wet. This takes a couple of minutes, but do not let the paper start disintegrating.
- Remove the paper, open the sections and layer together three or four pages together. This becomes the covering.
- Handle the covering like a paper-mache project. The wet paper is easy to shape and rip to the right size.
- Install the covering in the garden. If you are working with plants, lay the covering between the rows of plants. Leave one inch of soil showing around the stems. If you are planting seeds, just poke the seeds through the covering. Make sure the paper overlaps at every side. If you leave cracks, the weeds will find their way through!
- You need to keep your covering in place. Weighing it down with grass clippings or straw is best. Wood mulch covering is ok for flower beds but it is not recommend around vegetables that will be eaten. You could place weights on the edges of the paper but exposed paper could degrade quicker.
- Finally, water your garden normally all summer – and enjoy your weed-free garden! By fall clean-up, most of the paper should be decomposed.

Adapted from Toledo GROWs press release, 1999

# Yearly Garden Schedule

## January – February

- Order special seeds
- Contact old gardeners
- Recruit new gardeners
- Planning meeting for garden season
- Distribute flyers
- Plan and draw garden maps

## March

- Spring clean-up
- List of gardeners w/ contact info
- Till garden
- Start seedlings
- Plant early seeds

## April

- Prepare soil – plow or till
- Add compost
- Discuss community garden rules
- Plant strawberry plants
- Start garden journals
- Stake out garden plots

## May

- Transplant seedlings
- Mark plants in garden with labels
- Thin seedlings
- Start mulching, after planting
- Start watering schedule

## June

- Early harvesting
- Plant seeds
- Transplant
- Finish mulching
- Make a community bulletin board
- Water regularly
- Reassign unused plots

## July

- Harvest crops
- Water
- Plan garden celebration

## August

- Host public tour of garden
- Plant fall crops
- Harvest crops
- Water
- Lucas County Fair
- Distribute excess to local hunger centers
- Obtain accurate info on food preservation from OSU Extension

## September

- Plant fall vegetable seeds
- Harvest crops
- Water
- Plan harvest celebration at garden
- Attend Harvest Festival at Toledo Botanical Garden

## October

- Harvest fall vegetables
- Compost old plants
- Start raking leaves for garden
- Clear debris from garden
- Store tools and supplies
- Ready garden for fall tilling

## November – December

- Send thank you notes to supporters
- Write final garden notes/budget
- Enjoy winter
- Dream & plan for next year's garden



**Garden Expense Record**

Year:

Date	Item	Source	Price

**Record of Seeds Started Indoors**

Year:

Date	Kind	Variety	Comments

## **Weekly Garden Record**

Garden:

Date:

Temperature:

Rainfall since last week:

Today our garden work included:

We planted:

We harvested:

Children's games and snacks:

Attendance & Notes:

**Garden Vegetables Record**

Year:

Item Name, Kind & Variety	Date Planted	Date Mature	Date Finish Produce	Comments: Plant vitality, flavor, yield, etc.	Rating

**Harvest Record**

Year:

Item Name, Kind & Variety	Date of First Harvest	Date of Last Harvest	Quantity Eaten Fresh	Quantity Stored or Preserved	Quantity Sold or Given Away	Date Used Up

## Sample Lease Agreement with Property Owner

### Lease Agreement

[ \_\_\_\_\_ ], owner of the property, and

[ \_\_\_\_\_ ], Community Garden Leader  
(lessor of the property) agree to the following:

1. The Owner leases to the Community Gardeners for a term of one (1) year beginning

\_\_\_\_\_, 20\_\_\_\_, the following parcel of land:

\_\_\_\_\_  
located at

2. The owner reserves the right to terminate this agreement, after due warning, for  
a) failure to maintain the garden plot in an attractive manner, or  
b) growing illegal plants.

3. It is understood and agreed by the parties that the premises in question shall be used solely for gardening purposes and that no structures or other permanent improvements are to be added without written permission from the Lessor.

4. The consideration for this agreement shall be one dollar (\$1.00) per year.

5. Upon termination of this agreement, the premises shall be left in a clean and attractive manner.

6. The premises are for the sole use of the community garden and this agreement and the rights may not be sold, transferred or assigned to anyone else.

7. The Community Gardeners will provide all necessary tools, equipment, and growing supplies for his/her garden plot.

8. The Owner reserves the right to enter upon the property at any time.

9. The Community Gardeners agree to hold the owner of the property harmless for any and all liability which may be incurred by oneself or third parties, as a result of the Community Gardener's use of the premises.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Owner

\_\_\_\_\_  
Community Garden Leader

## OSU FactSheet Listing

Additional topics available at <http://ohioline.osu.edu>

### For easy access to these online visit:

<http://lucas.osu.edu/topics/master-gardener-volunteer-program/from-plant-to-plate-1/from-plant-to-plate-1>

Copies available (limit to five FactSheets) by calling Master Gardener Hotline at 419-578-6783 Monday, Wednesday & Friday, 10:00 a.m.—1:00 p.m.

- **Soil Management**

(Soil Testing Is an Excellent Investment for Garden, Lawn, and Landscape Plants, and Commercial Crops) <http://ohioline.osu.edu/hyg-fact/1000/pdf/1132.pdf>

- **Improving soils for Vegetable Gardening - Mulching**

<http://ohioline.osu.edu/hyg-fact/1000/1602.html>

[Black Walnut Toxicity to Plants, Humans and Horses, HYG-1148](#)

[Composting at Home, HYG-1189-99](#)

[Clopyralid and Other Pesticides in Composts, AEX-714-03](#)

[Fertilizing Vegetable Soils, HYG-1601](#)

- **Specific Garden Projects:**

[Cold Frame, Hot Bed Construction and Use, HYG-1013](#)

[Cover Crop Fundamentals, AGF-142-99](#)

[Raised Bed Gardening, HYG-1641](#)

Container vegetable garden

<http://ohioline.osu.edu/hyg-fact/1000/pdf/1647.pdf>

[Growing Cucumbers, Peppers, Squash and Tomatoes in Containers, HYG-1645](#)

Gardening with elderly <http://ohioline.osu.edu/hyg-fact/1000/1642.html>

Intensive Organic Gardening <http://ohioline.osu.edu/hyg-fact/1000/pdf/1257.pdf>

- **Challenges (disease & insects):**

[Integrated Pest Management for the Home Vegetable Garden, HYG-2205-09](#)

Keep plants healthy overview [http://ohioline.osu.edu/hyg-fact/3000/pdf/PP401\\_04.pdf](http://ohioline.osu.edu/hyg-fact/3000/pdf/PP401_04.pdf)

## **Growing Vegetables in the Home Garden:**

[Growing Asparagus in the Home Garden, HYG-1603](#)

[Growing Beets in the Home Garden, HYG-1604](#)

[Growing Carrots in the Home Garden, HYG-1606](#)

[Growing Broccoli and Cauliflower in the Home Garden, HYG-1605](#)

[Growing Cucumbers in the Home Garden, HYG-1608](#)

[Growing Eggplant in the Home Garden, HYG-1609](#)

[Growing Lettuce in the Home Garden, HYG-1610](#)

[Growing Muskmelons in the Home Garden, HYG-1615](#)

[Growing Watermelons in the Home Garden, HYG-1626](#)

[Growing Onions in the Home Garden, HYG-1616](#)

[Growing Garlic in the Home Garden, HYG-1627](#)

[Growing Peas and Snap Beans in the Home Garden, HYG-1617](#)

[Growing Peppers in the Home Garden, HYG-1618](#)

[Growing Rhubarb in the Home Garden, HYG-1631-04 \(pdf\)](#)

[Growing Squash and Pumpkins in the Home Garden, HYG-1620](#)

[Growing Cucumbers, Peppers, Squash and Tomatoes in Containers, HYG-1645](#)

[Growing Giant Pumpkins in the Home Garden, HYG-1646](#)

[Growing and Curing Gourds in the Home Garden, HYG-1630-96](#)

[Growing, Selecting and Using Basil, HYG-1644](#)

- **Specific Vegetables and Challenges**

Cabbages, Broccoli, Brussel Sprouts and Cauliflower

[Growing Broccoli and Cauliflower in the Home Garden, HYG-1605](#)

[Cabbage Worms, HYG-2201-09 \(pdf only\)](#)

[Clubroot of Crucifers, HYG-3118-96 \(pdf\)](#)

[Black Rot of Crucifers, HYG-3125-96 \(pdf\)](#)

[Gummy Stem Blight and Black Rot of Cucurbits, HYG-3126-96 \(pdf\)](#)

- **Sweet Corn**

[Mosaic Virus Diseases of Vine Crops, HYG-3109-95 \(pdf\)](#)

[Bacterial Wilt of Cucurbits, HYG-3121-96 \(pdf\)](#)

[Gummy Stem Blight and Black Rot of Cucurbits, HYG-3126-96 \(pdf\)](#)

- **Cucumbers**

[Growing Cucumbers in the Home Garden, HYG-1608](#)

[Growing Cucumbers, Peppers, Squash and Tomatoes in Containers, HYG-1645](#)

[Striped Cucumber Beetle, HYG-2139](#)

[Fusarium Wilt of Vine Crops, HYG-3113-96 \(pdf\)](#)

[Mosaic Virus Diseases of Vine Crops, HYG-3109-95 \(pdf\)](#)

[Bacterial Wilt of Cucurbits, HYG-3121-96 \(pdf\)](#)

[Gummy Stem Blight and Black Rot of Cucurbits, HYG-3126-96 \(pdf\)](#)

[Powdery Mildew of Vine Crops, HYG-3111-96 \(pdf\)](#)

- **Melons**

[Growing Muskmelons in the Home Garden, HYG-1615](#)

[Growing Watermelons in the Home Garden, HYG-1626](#)

[Sap Beetles, HYG-2047](#)

[Striped Cucumber Beetle, HYG-2139](#)

[Squash Vine Borer, HYG-2153-09 \(pdf only\)](#)

[Fusarium Wilt of Vine Crops, HYG-3113-96 \(pdf\)](#)

[Mosaic Virus Diseases of Vine Crops, HYG-3109-95 \(pdf\)](#)

[Bacterial Wilt of Cucurbits, HYG-3121-96 \(pdf\)](#)

[Gummy Stem Blight and Black Rot of Cucurbits, HYG-3126-96 \(pdf\)](#)

[Powdery Mildew of Vine Crops, HYG-3111-96 \(pdf\)](#)

- **Peas & Beans**

[Growing Peas and Snap Beans in the Home Garden, HYG-1617](#)

[Damping-off and Root Rot of Beans HYG-3110-95 \(pdf\)](#)

- **Peppers**

[Growing Peppers in the Home Garden, HYG-1618](#)

[Growing Cucumbers, Peppers, Squash and Tomatoes in Containers, HYG-1645](#)

[Phytophthora Blight of Pepper and Cucurbits, HYG-3116-96 \(pdf\)](#)

[Blossom-End Rot of Tomato, Pepper, and Eggplant, HYG-3117-96 \(pdf\)](#)

[Fusarium and Verticillium Wilts of Tomato, Potato, Pepper, and Eggplant, HYG-3122-96 \(pdf\)](#)



[Bacterial Spot of Pepper, HYG-3123-96 \(pdf\)](#)

[Anthracnose Fruit Rot of Pepper, HYG-3307-04 \(pdf\)](#)

- **Potatoes**

[Colorado Potato Beetle in the Home Garden, HYG-2204-09 \(pdf only\)](#)

[Early Blight of Potato and Tomato, HYG-3101-95 \(pdf\)](#)

[Late Blight of Potato and Tomato, HYG-3102-95 \(pdf\)](#)

[Bacterial Ring Rot of Potatoes, HYG-3103-95 \(pdf\)](#)

[Potato Pink Rot, Pythium Leak and Seed-Piece Decay, HYG-3104-95 \(pdf\)](#)

[Scab of Potato Tubers, HYG-3105-95 \(pdf\)](#)

[Blackleg, Aerial Stem Rot, and Tuber Soft Rot of Potato, HYG-3106-95 \(pdf\)](#)

[Fusarium Dry Rot and Seed-Piece Decay of Potato, HYG-3107-95 \(pdf\)](#)

[Rhizoctonia Stem and Stolon Canker of Potato, HYG-3108-95 \(pdf\)](#)

[Fusarium and Verticillium Wilts of Tomato, Potato, Pepper, and Eggplant, HYG-3122-96 \(pdf\)](#)

- **Pumpkins & Squash**

[Growing Squash and Pumpkins in the Home Garden, HYG-1620](#)

[Growing Cucumbers, Peppers, Squash and Tomatoes in Containers, HYG-1645](#)

[Growing Giant Pumpkins in the Home Garden, HYG-1646](#)

[Striped Cucumber Beetle, HYG-2139](#)

[Squash Bug, HYG-2141](#)

[Squash Vine Borer, HYG-2153](#)

[Mosaic Virus Diseases of Vine Crops, HYG-3109-95 \(pdf\)](#)

[Powdery Mildew of Vine Crops, HYG-3111-96 \(pdf\)](#)

[Fusarium Wilt of Vine Crops, HYG-3113-96 \(pdf\)](#)

[Bacterial Wilt of Cucurbits, HYG-3121-96 \(pdf\)](#)

[Gummy Stem Blight and Black Rot of Cucurbits, HYG-3126-96 \(pdf\)](#)

[Phytophthora Blight of Pepper and Cucurbits, HYG-3116-96 \(pdf\)](#)

[Pumpkin Pollinator: Biology and Behavior of the Squash Bee, CV-1003-09 \(pdf only\)](#)

- **Tomatoes**

[Growing Tomatoes in the Home Garden, HYG-1624](#)

[Growing Cucumbers, Peppers, Squash and Tomatoes in Containers, HYG-1645](#)

[Giant Caterpillars, HYG-2015](#)

[Sap Beetles, HYG-2047](#)

[Early Blight of Potato and Tomato, HYG-3101-95 \(pdf\)](#)

[Late Blight of Potato and Tomato, HYG-3102-95 \(pdf\)](#)  
[Septoria Leaf Spot of Tomatoes, HYG-3112-96 \(pdf\)](#)  
[Anthracnose of Tomato, HYG-3114-96 \(pdf\)](#)  
[Blossom-End Rot of Tomato, Pepper, and Eggplant, HYG-3117-96 \(pdf\)](#)  
[Bacterial Spot, Speck, and Canker of Tomatoes, HYG-3120-96 \(pdf\)](#)  
[Fusarium and Verticillium Wilts of Tomato, Potato, Pepper, and Eggplant, HYG-3122-96 \(pdf\)](#)  
[Black Walnut Toxicity to Plants, Humans and Horses, HYG-1148](#)

- **Herbs**

[An Integrated Pest Management Program for Carrot Weevil in Parsley, CV-1001-02 \(pdf\)](#)  
[Growing Garlic in the Home Garden, HYG-1627](#)  
[Growing, Selecting and Using Basil, HYG-1644](#)

- **Selection and Preparation of Ohio Fruits and Vegetables**

[Selecting, Storing & Serving Ohio Apples, HYG-5507-93](#)  
[Selecting, Storing & Serving Ohio Asparagus, HYG-5508-09](#)  
[Selecting, Storing & Serving Ohio Beans, HYG-5509-09](#)  
[Selecting, Storing & Serving Ohio Beets, HYG-5510-09](#)  
[Selecting, Storing & Serving Ohio Blueberries, Blackberries& Raspberries, HYG-5511-93](#)  
[Selecting, Storing & Serving Ohio Broccoli, Brussel Sprouts& Cauliflower, HYG-5512-09](#)  
[Selecting, Storing & Serving Ohio Cabbage, HYG-5513-09](#)  
[Selecting, Storing & Serving Ohio Carrots, HYG-5514-09](#)  
[Selecting, Storing & Serving Ohio Cherries, HYG-5515-93](#)  
[Selecting, Storing & Serving Ohio Sweet Corn, HYG-5516-09](#)  
[Selecting, Storing & Serving Ohio Eggplant, HYG-5517-09](#)  
[Selecting, Storing & Serving Ohio Grapes, HYG-5518-93](#)  
[Selecting, Storing & Serving Ohio Greens, HYG-5519-09](#)  
[Selecting, Storing & Using Fresh Herbs, HYG-5520-93](#)  
[Selecting, Storing & Serving Ohio Kohlrabi, Rutabaga & Turnips, HYG-5521-09](#)  
[Selecting, Storing & Serving Ohio Maple Syrup, HYG-5522-93](#)  
[Selecting, Storing & Serving Ohio Melons, HYG-5523-95](#)

[Selecting, Storing & Serving Ohio Onions, HYG-5524-09](#)  
[Selecting, Storing & Serving Ohio Peaches, HYG-5525-93](#)  
[Selecting, Storing & Serving Ohio Pears, HYG-5526-93](#)  
[Selecting, Storing & Serving Ohio Sugar Snap Peas, HYG-5527-09](#)  
[Selecting, Storing & Serving Ohio Peppers, HYG-5528-09](#)  
[Selecting, Storing & Serving Ohio Potatoes, HYG-5529-09](#)  
[Selecting, Storing & Serving Ohio Squash & Pumpkins, HYG-5530-09](#)  
[Selecting, Storing & Serving Ohio Strawberries, HYG-5531-93](#)  
[Selecting, Storing & Serving Ohio Tomatoes, HYG-5532-93](#)

- **Food Preservation**

[Safe Handling of Fruits and Vegetables, HYG-5353-09](#)  
[Canning Basics, HYG-5338-09](#)  
[Drying Fruits and Vegetables, HYG-5347-09](#)  
[Freezing Basics, HYG-5341-09 \(pdf only\)](#)  
[Salsa: From Garden to Table, HYG-5339-09](#)

### **Canning**

[Canning Tomatoes, HYG-5336-09](#)  
[Canning Tomato Products, HYG-5337-09](#)  
[Canning Basics, HYG-5338-09](#)  
[Canning Meat, Poultry and Game, HYG-5330-09](#)  
[Basics for Canning Fruit, HYG-5343-08](#)  
[Basics for Canning Vegetables, HYG-5344-09](#)

### **Freezing**

[Freezing Combination Main Dishes, HYG-5308-09](#)  
[Freezing Fruits, HYG-5349-09](#)  
[Freezing Vegetables, HYG-5333-09](#)  
[Freezing Meat, Poultry and Game, HYG-5334-09](#)  
[Freezing Basics, HYG-5341-09](#)

### **Jams and Jellies**

[Jams, Jellies and other Fruit Spreads, HYG-5350-09](#)  
[Uncooked Jams and Jellies, HYG-5348-09](#)  
[Preserving Pie Fillings, HYG-5355-08](#)

### **Pickling**

[Making Fermented Dill Pickles, HYG-5342-09](#)  
[Quick Process Pickles, HYG-5345-09](#)

## Ways to Raise Money

- **Donations** from gardeners and friends of the community garden could include money, but **in-kind donations** can be just as important. Contributions of tools, supplies, or time volunteered on a specific project are invaluable. Businesses, community organizations, and neighbors can be invited to join the garden or provide support. See Sample Request Letter.
- **Plot fees** can be charged to each gardener or family plot. The amount charged to use the plot should be small enough so as not to place a hardship on the gardeners or to keep anyone from joining the group because of financial reasons. The entire group needs to decide how to use the plot fees in the community garden.
- **Clean-up deposits** are refunded to the gardener at the end of the season if they have followed all the rules and cleaned up their plot. Hopefully, everyone will clean their plot, so this will not be a money-maker.
- **Fund raising** could take place at a special event in the garden to help support the community project. A special event committee could be formed to plan the topic, date, time and ideas for publicizing and raising money.
- **Market gardening** is another option to raise money by selling surplus crops. Some community gardens ask each gardener to plant more than they'll need and donate the surplus to be sold. Or, one large plot can be set aside for growing a cash crop. An agreement should be reached with the buyer before planting a large plot to sell. A variety of vegetables, herbs and flowers could be sold at the garden, the Farmers' Market, or to a local restaurant.
- **Grants** are offered by corporations, banks, foundations and organizations to support community projects. You will have to fill out an application, explaining what you need and why you need it, and how the funds will help you to be better gardeners, or provide increased services or self-reliance in your neighborhood. Donors like to see projects become independent of the city, county or other sponsoring group. You could cooperate with an established nonprofit organization, such as a church or school, and develop a plan where both groups benefit. Your plan must be well developed and may require up to a year between the time the plan is first discussed and the money is obtained.

## Water and your Food Garden

Even when there is no drought, you need to pay attention to your garden's water needs. Many people are careless and it shows: Black spots on the bottoms of tomatoes and peppers, split cabbage heads and tiny cauliflower are all caused by poor watering practices.

A vegetable garden needs about 62 gallons of water per 100 square feet (10' x 10' size) or an inch of rain per week. To see how much rain has fallen in your garden, put a straight sided jar or coffee can somewhere in the garden where it will not get knocked over. As soon as it stops raining, dash out with a ruler and measure the water in the container.

If you measure an inch of rain, you do not have to water. If you get  $\frac{1}{2}$  inch of rain, use half as much water as the chart indicates. If you measure  $\frac{1}{4}$  inch, use  $\frac{3}{4}$  as much as the chart shows and so on.

Vegetable	When water is most important	How much?
Bean: Dried Snap & Lima	Pollination, pod set, pod growth	$\frac{3}{4}$ gal/ft of row/wk 1 gal/ft of row/wk
Beet	Throughout growing season	$\frac{3}{4}$ - 1 gal/ft of r/wk
Broccoli	Early in season to prevent tiny heads	1 gal/plant/wk
Cauliflower	Early in season to prevent tiny heads	1 gal/plant/wk
Cabbage	Head development, too much watering after heads develop will cause them to split	1 & $\frac{1}{2}$ gal/plant/wk Less after heads
Carrot	Throughout growing season	$\frac{3}{4}$ gal/ft of row/wk
Swiss Chard	Throughout growing season	1 gal/ft of row/wk
Cucumber	Flowering and fruit growth	1 & $\frac{1}{2}$ gal/plant/wk
Herbs	Best with less, water when they look ready to wilt	1 & $\frac{1}{2}$ gal/plant/wk
Muskmelon	Flowering and fruit growth	1 & $\frac{1}{2}$ gal/plant/wk
Onion	Bulb growth. Stop when tops fall over	1 gal/ft of row/wk
Pepper	Flowering and harvest – less for young plants	1 & $\frac{1}{2}$ gal/plant/wk
Radish	Throughout growing period	$\frac{3}{4}$ gal/ft of row/wk
Squash	Bud development and flowering	1 & $\frac{1}{2}$ gal/plant/wk
Tomato	Flowering through harvest – an even supply; more water for unmulched, staked plants	2 & $\frac{1}{2}$ gal/plant/wk

Adapted from Penn State Urban Gardening Extension

## Portable Hand Washing Kit

Supplies Needed:

- 4 buckets (10 quart pails)
- Hand Soap
- Bleach
- Paper Towels
- Water

A separate bucket will be used for steps 1-4 for hand washing:

1. Wash hands with soap and water
2. Rinse in water
3. Rinse in sanitizing solution = 1 tablespoon bleach + 1 gallon water
4. Rinse in water

Dry hands with single-use paper towel

*Change wash water and sanitizing solution frequently.*

Created with information from the Food and Drug Administration, Lucas County Food Safety Partnership, and Ohio State University Extension, Lucas County.

## Preparing Simple Snacks at the Community Garden

4 buckets (10 quart pails)  
Tub / Toolbox / Container for all supplies  
Measuring cup set  
Measuring spoon set  
Vegetable paring knife  
Cutting board (plastic or non-porous)  
3 quart bowl with lid  
Measuring container with pour-top lid  
Serving spoon  
Plastic plate (2)  
Set of plastic fork, knife and spoon  
Paper towels  
Small paper plates  
Small paper napkins  
Box of plastic storage bags (zip top)  
Trash bags  
Buckets and water for washing (4)

*For safety, no glass measuring cups or cutting boards please. For more information, call Ohio State University Extension, Lucas County at (419) 213-4254.*