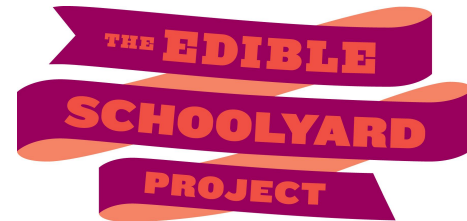


# Program Management Tools

The Edible Schoolyard  
Academy



# Program Management Tools

- **Staff Meetings**
- **Volunteer Management**
- **Scheduling**

# Staff Meetings

# Top Line Agenda Information

**ESY All Staff Meeting**

**Scribe:** Hana

**Facilitator:** Geoff

**Timekeeper:** Nick

**Date:** 05/24/17

**Time:** 3:00 PM

**Place:** Kitchen

**Cultural Principle of the week:**

We are committed to developing our cultural humility

**Norm of the week:** Pausing

**Norm keeper:** Esther

# Agenda

## Opening (13 Minutes)

- Mini Check-in (~15 sec per person)
- Appreciations
- Actions follow-up
- What's on your plate? (~30 sec per person)
- Calendar Review (2 min)
- Add items to Agenda

## Quick Check In (10 Minutes)

- Quick Items, no discussion just updates

## Hot Take (25 minutes)

- This agenda item is open for discussion and collaboration

## Closing (5 minutes)

- [Norm](#) keeper report out (2 min)
- Review of actions (1 min)
- Next week's [cultural principle](#) (1 min)
  - Professionalism
- Close Meeting

## Notes:

# Staff Meetings

- All staff meetings
- Garden staff meetings
- Kitchen staff meetings
- Management meetings

## All meetings...

- Have an agenda
- Have a staff person taking notes (saved on a shared server)
- Have an agenda item for action follow-up
- Have a staff person compile issues/actions/decisions after the meeting

# **Volunteer Management**

# Recruitment



# Warm Up

1

What have you found effective for volunteer recruitment?

# How We Engage Volunteers

- **Garden & Kitchen Classes:** set-up, clean up, working with kids, leading a table
- **Wednesday Weeders**
- **FNO:** classes, outreach, community outreach
- **One - on - one mentoring**
- **Fundraising:** they cultivate donors and are donors themselves

# Internships and Youth Empowerment

- IWE's
- High School Interns
- Partner Interns

# Training

# Volunteer Orientation

## Training at the Edible Schoolyard:

- Paint a picture of a great volunteer
- Offer a basic/introductory tour of the space
- Go over expectations and policies
- Distribute Volunteer Handbooks

# Internal Agenda

<b>Time</b>	<b>Item</b>	<b>Lead</b>
<b>10 minutes</b>	<b>Introduction, Ice Breaker</b>	<b>Jason</b>
<b>10 minutes</b>	<b>History/Organizational Overview</b>	<b>Hana</b>
<b>5 minutes</b>	<b>Change for this year</b>	<b>Jason</b>
<b>15 minutes</b>	<b>Expectation/Handbook/ Scheduling</b>	<b>Hana</b>
<b>40 minutes</b>	<b>ESY Culture Principles</b>	<b>Griselda</b>
<b>5 minutes</b>	<b>Volunteer/ESY staff communication</b>	<b>Griselda</b>
<b>5 minutes</b>	<b>Questions/Closing</b>	<b>Hana</b>

# Internal Agenda

Time	Item	Lead
10 minutes	Introduction, Ice Breaker	Jason
10 minutes	History/Organizational Overview	Hana
5 minutes	Change for this year	Jason
15 minutes	Expectation/Handbook/ Scheduling	Hana
40 minutes	ESY Culture Principles	Griselda
5 minutes	Volunteer/ESY staff communication	Griselda
5 minutes	Questions/Closing	Hana

# Volunteer Orientation

## Ongoing training:

- Posted guidelines and reminders
- ESY teachers make time to chat with volunteers before and after class
- Three-week check-ins with new volunteers
- Iterative, real-time feedback from them
- Clear protocol for handling issues with volunteers



# Retention

# Volunteer Retention

- **Clearly and frankly describe the experience and role of the volunteer from the start**
- **Say “yes”**
- **Value time of volunteers as highly or more highly than your own**
- **Practice gratitude:**
  - Culture of “thank you”
  - Seasonal thank you cards
  - End-of-school-year volunteer appreciation dinner
  - Raffles at events
- **Make every effort to keep valued volunteers happy**

**PRACTICING  
GRATITUDE**

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# Scheduling

# Separate calendars for garden and kitchen classes

The screenshot shows a Google Calendar interface for the week of April 21-27, 2013. The calendar is viewed in a weekly layout. The left sidebar shows a list of calendars under 'My calendars', with a blue oval highlighting this section. The main calendar area displays various events and classes, including 'NO OLGA', 'NO RACHEL K', 'LISA GRANT DJE', 'Neva's Birthday', 'AnerComp off site', and several 'Garden' and 'Kitchen' classes. The 'My calendars' list includes:

- Outline Termant
- 8th Grade Humanities...
- 8th Grade Science @...
- 7th Grade Humanities...
- 7th Grade Science @...
- 8th Grade Humanities...
- 8th Grade Science @...
- CEC @ EBY
- ESY Berkeley Staff C...
- ESY Project Staff Cal...
- Garden Class Calendar
- Garden Staff Calendar
- Garden Volunteer Cal...
- Kitchen Class Calendar
- Kitchen Staff Calendar
- Kitchen Volunteer Ca...
- Life Connect
- Tasks
- Other calendars

## PROGRAM

- MEETING
- EVENT
- TOUR
- PROGRAM
- OFF-SITE

## CLASSES

- GARDEN CLASSES
- KITCHEN CLASSES



Search Calendar

cristine@edibleschoolyard.org



**HAMA 3: Emily D. / Bill W.**

5/16/2013 10:26am to 11:51am 5/16/2013 [Time zone](#)

All day  Repeat...

Event details

Where

Video call [Add video call](#)

Calendar

Created by Winslow Carroll

Description

Attachment [Add attachment](#)

Event color

**Add guests**

**Guests can**

- modify event
- invite others
- see guest list