Staff and Volunteer Calendars and Scheduling

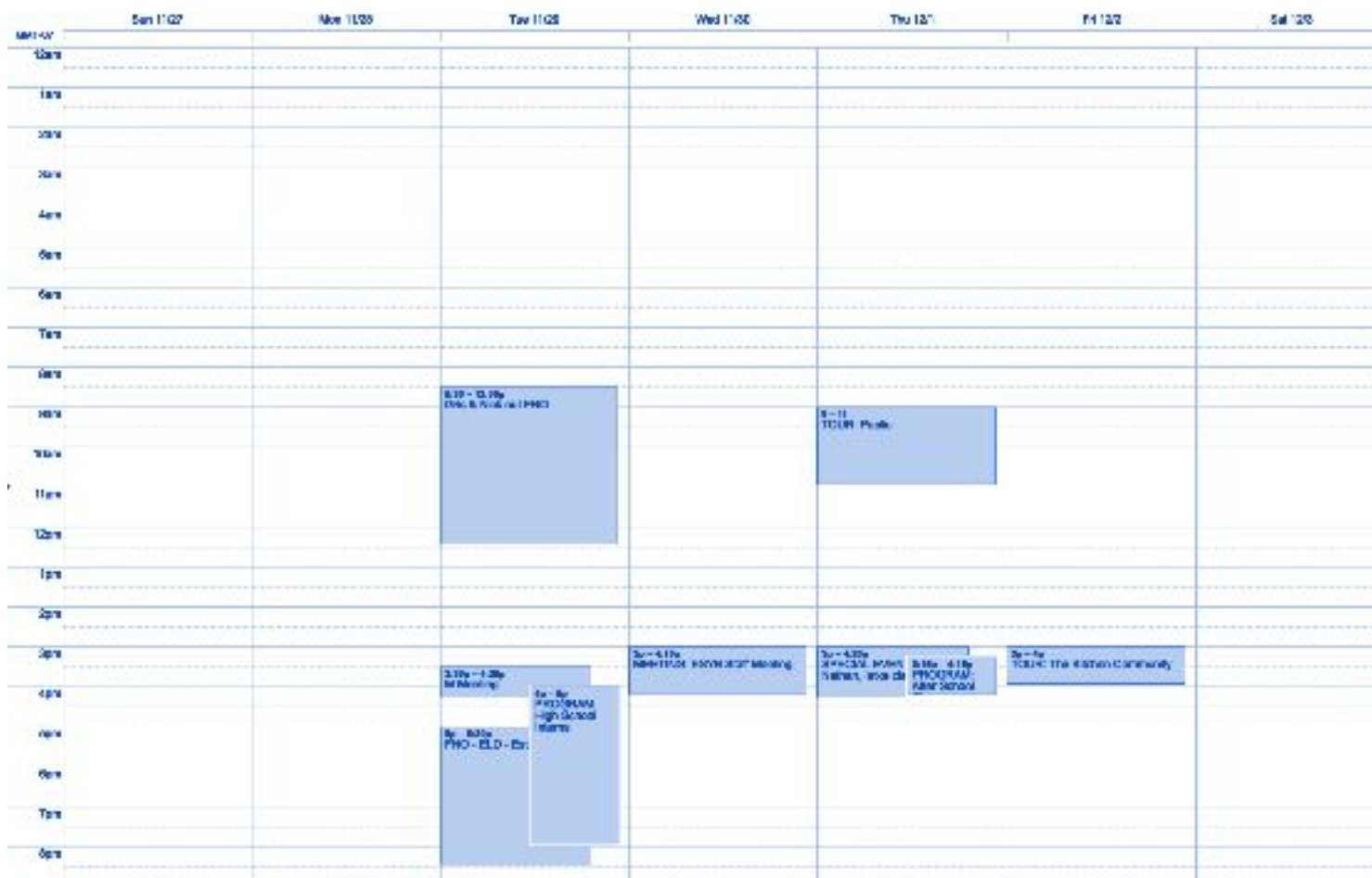**Calendars and Scheduling**

The Edible Schoolyard uses Google Calendar for all scheduling and calendar needs. Below is our process and method for sharing important dates, volunteer schedules, and class times interorganizationally as well as with our volunteers and external partners.

Staff Calendar

For all event titles, we begin with the following codes:
- MEETING
- EVENT
- TOUR
- PROGRAM
- OFF-SITE

Volunteer Calendar and Scheduling

Volunteers are scheduled based on our class schedule and volunteer availability.

Use the volunteer's name as the event title. For ease, we keep our Garden and Kitchen volunteers separate (note the purple and yellow key on the left).

This Calendar is also embedded on our website for volunteers to check their schedules.