This is a summary of monthly tasks that should be done at the Gibbs House Site divided into 5 broad positions: coordinator, food forest, east field, hoop houses, and composting. The words in **bold** represent documents outside of this list that should be read.

**Coordinator:**

* General Tasks:
  + Learning:
    - Be the person who knows what the group doesn’t know and needs to learn
    - Assign things for people to research and then report back about
    - Think about who should write what for the project brief
    - **The Native Plant Landscape Beds Section (in the Gibbs House Bible)**
    - **Gibbs House Landscape and Maintenance Manual (in the Gibbs House Bible)**
    - Read documents about the pollinator garden stuff in the Teams folder: **Stewardship Team -> pollinator\_gardener**
    - Read documents in the Teams folder: **Stewardship Team -> Gibbs Manual**
  + Scheduling:
    - Make sure the food schedules get done every year (can assign to other people and then check their work)
    - Make sure you know what needs to get done during the week and what the other people need to get done (make a list and assign tasks)
    - Have a plan for the volunteers every week
    - Events
    - Look at past growing schedules in the Teams folder: **Stewardship Team -> planting\_schedules**
  + Volunteers:
    - Send weekly email
    - Keep in contact with volunteers
    - Schedule volunteer events/activities
    - **Follow volunteer coordinator document (in Teams)**
    - Produce waiver for donating food to the Invisible Needs Project: **Stewardship Team -> INP**
    - The signature swipe codes should go in this folder every year: **Stewardship Team -> Signature Codes**
  + Make sure the food doesn’t go bad
    - Dehydrate
    - Make fruit leather
    - Donate to INP or Loaves and Fishes
    - Pickle veggies
    - Donate to volunteers or give to staff
    - Freeze to make jam, fruit leather, or dehydrate later
    - Pick food during the correct time
  + Pollinator Gardens and beds around the house
  + Help Bri plan meetings
  + You’re basically trying to stop things from falling through the cracks
* January
  + Begin working on schedules (assign to east field and hoop house leads)
  + Work on the pollinator garden plan. Figure out if we need to add to what we did last year
  + Discuss if someone should apply for an SSG this semester
  + Continue making jam and jelly out of frozen fruit
  + Come up with things the group should research for the colder months (unless they are writing an SSG) and research things that you are interested in too
  + Keep in contact with volunteers
  + If we want to attract more birds, start filling bird feeders with food
* February
  + Finish the schedules
  + Finish the pollinator garden plan
  + Create a seed list and make sure they get ordered (except potatoes)
  + Write an SSG if needed
  + Start to plan a Spring Gardening Event
  + Continue making jam and jelly out of frozen fruit
  + Come up with things the group should research for the colder months (unless they are writing an SSG) and research things that you are interested in too
  + Keep in contact with volunteers
  + If we want to attract more birds, fill bird feeders with food
* March
  + Finish ordering seeds (except potatoes)
  + Turn in an SSG if you wrote one (before Spring break)
  + Start reaching out to potential volunteer groups that could come out in the summer
  + Continue planning the Spring Gardening Event
  + Start planting flowers inside for the pollinator garden if needed
  + Finish making jam and jelly out of frozen fruit
  + Start pruning/weeding in the pollinator gardens
  + Keep in contact with volunteers
  + If we want to attract more birds, fill bird feeders with food
* April
  + Order potatoes (near the beginning of April)
  + Reach out to more summer volunteer groups
  + Finish planning and then have the Spring Gardening Event
  + Finish planting flowers inside for the pollinator garden if needed
  + Restore the Bee Hut
  + Correct and possibly add to project brief from semester before
  + Prune/weed in the pollinator garden
  + Keep in contact with volunteers
  + Weed around the house
  + If we want to attract more birds, fill bird feeders with food
* May
  + Try to schedule a summer volunteer group
  + Finish restoring the Bee Hut
  + Prune/weed in the pollinator garden
  + Start planting in the pollinator garden
  + Weed around the house
  + If we want to attract more birds, fill bird feeders with food
* June
  + Try to schedule a summer volunteer group
  + Oversee pollinator garden
  + There will start to be a lot of food now. Be timely with giving out food to INP, Loaves and Fishes, volunteers, or staff. Or make sure you are preserving it properly.
  + Plant in the pollinator garden
  + Divide overcrowded plants in the pollinator gardens if necessary
  + Weed around the house
  + If we want to attract more birds, fill bird feeders with food
* July
  + Try to schedule a summer volunteer group
  + Prune/weed in the pollinator garden
  + Be timely with giving out food to INP, Loaves and Fishes, volunteers, or staff. Or make sure you are preserving it properly.
  + Prune/weed in the pollinator garden
  + Plant more in the pollinator garden if necessary
  + Divide overcrowded plants in the pollinator gardens if necessary
  + Weed around the house
  + If we want to attract more birds, fill bird feeders with food
* August
  + Try to schedule a summer volunteer group
  + Begin preparing for Halloween event (partner with the Food Forest leader)
  + Prune/weed in the pollinator garden
  + Be timely with giving out food to INP, Loaves and Fishes, volunteers, or staff. Or make sure you are preserving it properly.
  + Plant more in the pollinator garden if necessary
  + Divide overcrowded plants in the pollinator gardens if necessary
  + Weed around the house
  + If we want to attract more birds, fill bird feeders with food
* September
  + Discuss if someone should apply for an SSG this semester
  + Continue preparing for Halloween event (partner with the Food Forest leader)
  + Be timely with giving out food to INP, Loaves and Fishes, volunteers, or staff. Or make sure you are preserving it properly.
  + Prune/weed in the pollinator garden
  + Keep in contact with volunteers
  + Divide overcrowded plants in the pollinator gardens if necessary
  + Weed around the house
  + If we want to attract more birds, fill bird feeders with food
* October
  + Write an SSG if needed
  + Finish preparing for and then have the Halloween event (partner with the Food Forest leader)
  + Be timely with giving out food to INP, Loaves and Fishes, volunteers, or staff. Or make sure you are preserving it properly.
  + Prune/weed in the pollinator garden
  + Keep in contact with volunteers
  + If we want to attract more birds, fill bird feeders with food
* November
  + Turn in an SSG if you wrote one (before Thanksgiving break)
  + Start making jam and jelly out of frozen fruit
  + Come up with what people should write about for the project brief(s), if they need help
  + Write your part of the project brief
  + Keep in contact with volunteers
  + If we want to attract more birds, fill bird feeders with food
* December
  + Continue making jam and jelly out of frozen fruit
  + Come up with things the group should research for the colder months
  + Finish writing your part of the project brief, compile everyone’s separate writings into one document (if necessary), and turn in the project brief(s)
  + Keep in contact with volunteers
  + If we want to attract more birds, fill bird feeders with food

**Food forest:**

* General Tasks:
  + Fence maintenance
  + Learn about the food forest:
    - **Gibbs House Landscape Maintenance Manual (in the Gibbs House Bible)**
    - **The Food Forest Section (in the Gibbs House Bible)**
    - **The Living Fence and Pest Fence Installation Section** **(in the Gibbs House Bible)**
    - Read documents about the plants and other food forest stuff in the Teams folder: **Stewardship Team -> Food Forest**
    - Read documents about weed management in the Teams folder: **Stewardship Team -> weed\_management**
    - Read documents in the Teams folder: **Stewardship Team -> Gibbs Manual**
  + Pruning:
    - Follow the pruning guide in the **Gibbs House Landscape Maintenance Manual – Monthly Maintenance Plan – March**
    - Follow the pruning guide in the **Gibbs House Landscape Maintenance Manual – General Information – Pruning**
    - Follow **Mia’s notes from March 25, 2021**
    - Follow the pruning guide in the **Gibbs House Landscape Maintenance Manual – Edible Landscape – Fruit Trees**
    - Read documents about pruning in the Teams folder: **Stewardship Team -> Food Forest**
  + Checking to see if there are holes along the fence line fill in the holes
  + Taking care of all the trees (especially the new ones)
  + Taking care of all the perennial plants (asparagus, berry bushes, grape vines,
  + Harvesting from the fruit trees, berry bushes, hops, grape vines, and nut trees. Weigh all of the food you pick and properly record the weights.
  + Pest management
  + Weed management (especially invasive weeds)
  + Taking pictures of the trees and landscape to add to a photo journal every month
* January
  + Begin Pruning
  + Make sure critters aren’t eating the bark at the base of the trees and that they are properly wrapped
  + Think about and discuss with the team if you would like to apply for an SSG this semester
  + Discuss with the team if we should buy another tree for the food forest this year
  + Always check on the trees. Try to do it every day you are out there.
  + Take pictures to add to photo journal
  + Make sure our pruning tools are in good shape. Sharpen and clean them. Buy more if needed.
  + Carefully shake off ice when it builds up on fruit trees. Fruit trees are susceptible to damage from weight of the ice.
* February
  + Continue pruning
  + Always check on the trees. Try to do it every day you are out there.
  + Write an SSG if needed
  + Research about trees if we want to buy one this year
  + Take pictures to add to photo journal
  + Carefully shake off ice when it builds up on fruit trees. Fruit trees are susceptible to damage from weight of the ice.
* March
  + Continue pruning
  + Turn in an SSG if you wrote one (before Spring break)
  + Find out what tree we should buy
  + Always check on the trees. Try to do it every day you are out there.
  + Checking to see if there are holes along the fence line and fill in the holes
  + Take pictures to add to photo journal
  + Carefully shake off ice when it builds up on fruit trees. Fruit trees are susceptible to damage from weight of the ice.
* April
  + Unwrap trees near the beginning of April
  + Finish pruning
  + Begin Weeding especially around small trees and bushes
  + Buy a tree if necessary
  + Always check on the trees. Try to do it every day you are out there.
  + Make sure all holes along the fence have been filled in
  + Take pictures to add to photo journal
  + Begin fertilizing trees, berry bushes, and any other plants. This should especially be done for newer plants and plants that require specific soil conditions (i.e., blueberries need acidic soil).
  + Prune down hops if that has not been done yet
* May
  + Pick gooseberries
  + Mow the paths (I found it is best to pick a day every other week and to do this in the morning).
  + Weed whack around fence
  + Begin picking weeds and spraying thistle and weeding around small trees and bushes
  + Always check on the trees. Try to do it every day you are out there.
  + If you want apples, you must start protecting them now
  + Pick strawberries
  + Take pictures to add to photo journal
  + Continue fertilizing trees, berry bushes, and any other plants. Add compost, especially if we have lot of extra compost.
  + Prune dead/diseased branches, water sprouts, and suckers of trees
  + Prune dead/diseased branches of bushes
  + Water plants that need watering – mostly any new plants
  + Mulch around trees when needed
  + Add pine mulch (it’s acidic) and/or coffee grounds around blueberries
  + Divide overcrowded perennial flowers
  + Prune down hops if that has not been done yet
* June
  + Finish picking gooseberries
  + Start pick raspberries
  + Check for water sprouts and suckers and cut them
  + Mow the paths
  + Weed whack around fence
  + Pick some garlic
  + Always check on the trees. Try to do it every day you are out there.
  + Pick some blackberries if ready
  + Pick some raspberries if ready
  + Pick some elderberries if ready
  + Weed especially invasive species like thistle and around small trees and bushes
  + Pick some rosehips if ready
  + Continue to protect apples if you want any
  + Pick some asparagus if ready
  + Take pictures to add to photo journal
  + Continuing fertilizing trees and other plants with extra compost
  + Prune dead/diseased branches, water sprouts, and suckers of trees
  + Prune dead/diseased branches of bushes
  + Water plants that need watering – mostly any new plants
  + Mulch around trees when needed
  + Add pine mulch (it’s acidic) and/or coffee grounds around blueberries when needed
  + Divide overcrowded perennial flowers
* July
  + Continue to pick raspberries
  + Check for water sprouts and suckers and cut them
  + Mow the paths
  + Weed whack around fence
  + Begin to pick peaches
  + Finish picking garlic
  + Always check on the trees. Try to do it every day you are out there.
  + Pick pears if ready
  + Pick peaches
  + Pick blackberries
  + Pick raspberries
  + Pick elderberries
  + Weed especially invasive species like thistle and around small trees and bushes
  + Pick some grapes if ready
  + Pick rosehips
  + Continue to protect apples if you want any
  + Pick asparagus
  + Take pictures to add to photo journal
  + Continuing fertilizing trees and other plants with extra compost
  + Prune dead/diseased branches, water sprouts, and suckers of trees
  + Prune dead/diseased branches of bushes
  + Water plants that need watering – mostly any new plants
  + Mulch around trees when needed
  + Add pine mulch (it’s acidic) and/or coffee grounds around blueberries when needed
  + Divide overcrowded perennial flowers
* August
  + Continue to pick raspberries
  + Contact the people that harvest the hops in early August and schedule them to come out by early September (if not sooner)
  + Begin preparing for Halloween event (partner with the Coordinator)
  + Check for water sprouts and suckers and cut them
  + Mow the paths
  + Weed whack around fence
  + Finish picking peaches
  + Always check on the trees. Try to do it every day you are out there.
  + Pick some Asian pears
  + Pick some pears
  + Finish picking peaches
  + Pick blackberries
  + Pick raspberries
  + Pick goji berries
  + Pick elderberries
  + Weed especially invasive species like thistle and around small trees and bushes
  + Pick grapes
  + Finish picking rosehips
  + Continue to protect apples if you want any
  + Pick asparagus
  + Take pictures to add to photo journal
  + Continuing fertilizing trees and other plants with extra compost
  + Prune dead/diseased branches, water sprouts, and suckers of trees
  + Prune dead/diseased branches of bushes
  + Water plants that need watering – mostly any new plants
  + Mulch around trees when needed
  + Add pine mulch (it’s acidic) and/or coffee grounds around blueberries when needed
  + Divide overcrowded perennial flowers
* September
  + Make sure someone comes out by the beginning of September to harvest our hops
  + Continue preparing for Halloween event (partner with the Coordinator)
  + Check for water sprouts and suckers and cut them
  + Mow the paths
  + Weed whack around fence
  + Think about and discuss with the team if you would like to apply for an SSG this semester
  + Always check on the trees. Try to do it every day you are out there.
  + Pick the rest of the Asian pears
  + Pick the rest of the pears
  + Pick blackberries
  + Pick raspberries
  + Pick goji berries
  + Pick elderberries
  + Weed especially invasive species like thistle and around small trees and bushes
  + Pick grapes
  + Start picking apples if you protected them
  + Finish picking asparagus
  + Take pictures to add to photo journal
  + Continuing fertilizing trees and other plants with extra compost
  + Prune dead/diseased branches, water sprouts, and suckers of trees
  + Prune dead/diseased branches of bushes
  + Water plants that need watering – mostly any new plants
  + Mulch around trees when needed
  + Add pine mulch (it’s acidic) and/or coffee grounds around blueberries when needed
  + Divide overcrowded perennial flowers
  + Prune around hops that were picked
* October
  + Finish preparing for and then have the Halloween event (partner with the Coordinator)
  + Write an SSG if needed
  + Always check on the trees. Try to do it every day you are out there.
  + Finish picking raspberries
  + Finish picking blackberries
  + Finish picking elderberries
  + Pick goji berries
  + Finish picking grapes
  + Weed especially invasive species like thistle and around small trees and bushes
  + Finish picking apples if you protected them
  + Take pictures to add to photo journal
  + Continuing fertilizing trees and other plants with extra compost
  + Prune dead/diseased branches, water sprouts, and suckers of trees
  + Prune dead/diseased branches of bushes
  + Mulching around trees before the ground freezes is a good idea
  + Add pine mulch (it’s acidic) and/or coffee grounds around blueberries when needed
  + Prune down hops
  + Divide any overcrowded perennial flowers
  + Rakes leaves if you want/need more mulch
* November
  + Beginning of month: seed garlic
  + Turn in an SSG if you wrote one (before Thanksgiving break)
  + Wrap the bottoms of the trees near the beginning of November
  + Always check on the trees. Try to do it every day you are out there.
  + Write your part of the project brief
  + Finish picking goji berries
  + Take pictures to add to photo journal
  + Make sure our pruning tools are in good shape. Sharpen and clean them. Buy more if needed.
  + Carefully shake off ice when it builds up on fruit trees. Fruit trees are susceptible to damage from weight of the ice.
  + Prune dead/diseased branches, water sprouts, and suckers of trees
  + Prune dead/diseased branches of bushes
  + Prune down hops
  + Mulching around trees before the ground freezes is a good idea
* December
  + Begin pruning
  + Always check on the trees. Try to do it every day you are out there.
  + Finish and turn in your part of the project brief
  + Take pictures to add to photo journal
  + Make sure our pruning tools are in good shape. Sharpen and clean them. Buy more if needed/
  + Carefully shake off ice when it builds up on fruit trees. Fruit trees are susceptible to damage from weight of the ice.

**East Field:**

* General tasks:
  + Learning about the east field and gardening in general:
    - **The Living Fence and Pest Fence Installation Section** **(in the Gibbs House Bible)**
    - **Hugelkultur Section (in the Gibbs House Bible)**
    - **Annual Crop & East Field Section (in the Gibbs House Bible)**
    - Read documents in the Teams folder: **Stewardship Team -> annual\_field**
    - Read documents about cover crops in the Teams folder: **Stewardship Team -> cover\_crops**
    - Read documents about weighing food in the Teams folder: **Stewardship Team -> weighing\_food**
    - Read documents about washing food in the Teams folder: **Stewardship Team -> Gibbs Manual -> SOP Plans**
    - Look at past growing schedules in the Teams folder: **Stewardship Team -> planting\_schedules**
    - Read documents in the Teams folder: **Stewardship Team -> Gibbs Manual**
  + Weeding
  + Harvesting and weighing all the food we pick. Make sure to record the weights properly.
  + Taking care of the raised herb plots
  + Fence Maintenance
  + Pest management
  + Checking to see if there are holes along the fence line fill in the holes
  + Taking care of hugel beds
  + Taking care of strawberry and asparagus beds
  + Taking pictures of the plants and landscape to add to a photo journal every month
* January
  + Make the east field growing schedule. Make sure to try to grow food for the fall event and time the schedule so the crops are ready for then (keep in mind what you grew last year and if you want to grow new stuff this year)
  + Think about and discuss with the team if you would like to apply for an SSG this semester
  + Take pictures to add to photo journal
  + Evaluate gardening tools and order more if needed
* February
  + Finish east field growing schedule (keeping in mind what you grew last year, if you want to grow new stuff this year, and what food you need for the fall event)
  + Make a seed buying list (send to coordinator)
  + Write an SSG if needed
  + Take pictures to add to photo journal
* March
  + Start weeding (and getting volunteers to help you) – Start with areas you know you will plant first.
  + Turn in an SSG if you wrote one (before Spring break)
  + Checking to see if there are holes along the fence line and fill in the holes
  + Take pictures to add to photo journal
  + Start weeding/pruning in hugel beds
  + Put mulch, leaves, and/or hay on any bare soil (or cover crop if you are not going to be planting there for a month or more)
* April
  + Weed the area that you will plant the cold season crops
  + Continue weeding everywhere
  + Direct seed cold season crops in the middle of April
  + Make sure all holes along the fence have been filled in
  + Add compost to plants if needed
  + Take pictures to add to photo journal
  + Begin transplanting warm season crops near end of the month
  + Seed onions near the end of the month
  + Start weeding strawberry bed
  + Weed/prune hugel beds
  + Plant cover crops near the beginning of the month, if needed
  + Put mulch, leaves, and/or hay on any bare soil (or cover crop if you are not going to be planting there for a month or more)
* May
  + Mow the paths (I found it is best to pick a day every other week and to do this in the morning).
  + Weed whack around fence
  + Make sure the weeding where you are planning on putting the next plants have been weeded
  + Add compost to plants if needed
  + Weed strawberry bed
  + Pick strawberries
  + Take pictures to add to photo journal
  + Pick cold season crops if ready
  + Transplant warm season crops
  + Begin planting the three sister’s crop
  + Plant potatoes
  + Seed onions in the beginning of the month if you haven’t yet
  + Begin transplanting in the herb beds
  + Make sure tomatoes, beans, peppers, and other plants are properly trellised (the earlier in the growing cycle, the better)
  + Make sure plants are watered. Either set up irrigation lines or sprinklers
  + Weed/prune hugel beds
  + Start planting in the hugel beds
  + Put mulch, leaves, and/or hay on any bare soil (or cover crop if you are not going to be planting there for a month or more)
  + Divide any overcrowded perennial flowers
  + Thin plants if needed
* June
  + Mow the paths
  + Weed whack around fence
  + Continue weeding everywhere
  + Add compost to plants if needed
  + Pick strawberries if there are any left
  + Take pictures to add to photo journal
  + Finish transplanting warm season crops
  + Harvesting crops will start to pick up this month. Make sure to weigh all the food you pick.
  + Finish planting the three sister’s crop
  + Plant pumpkins in the beginning of the month
  + Continue to properly trellis all plants. The earlier in the growing cycle, the better
  + Make sure plants are watered. Either set up irrigation lines or sprinklers
  + Weed/prune hugel beds
  + Plant in hugel beds
  + Put mulch, leaves, and/or hay on any bare soil (or cover crop if you are not going to be planting there for a month or more)
  + Divide any overcrowded perennial flowers
  + Thin plants if needed
* July
  + Mow the paths
  + Weed whack around fence
  + Continue weeding everywhere
  + Add compost to plants if needed
  + Take pictures to add to photo journal
  + Harvesting and weighing crops
  + Continue to properly trellis all plants. The earlier in the growing cycle, the better
  + Make sure plants are watered. Either set up irrigation lines or sprinklers
  + Plant in hugel beds
  + Weed/prune hugel beds
  + Put mulch, leaves, and/or hay on any bare soil (or cover crop if you are not going to be planting there for a month or more)
  + Divide any overcrowded perennial flowers
  + Thin plants if needed
  + Pick some grapes if ready
* August
  + Mow the paths
  + Weed whack around fence
  + Continue weeding everywhere
  + Take pictures to add to photo journal
  + Harvesting and weighing crops
  + Make sure plants are watered. Either set up irrigation lines or sprinklers
  + Weed/prune hugel beds
  + Put mulch, leaves, and/or hay on any bare soil (or cover crop if you are not going to be planting there for a month or more)
  + Divide any overcrowded perennial flowers
  + Thin plants if needed
  + Pick grapes
* September
  + Mow the paths
  + Think about and discuss with the team if you would like to apply for an SSG this semester
  + Weed whack around fence
  + Continue weeding everywhere
  + Cover crop everything (can start in the beginning and finish by the end of the month)
  + Put hay, leaves, and/or mulch all over the soil (or cover crop if you are not going to be planting there for a month or more)
  + Take pictures to add to photo journal
  + Harvesting and weighing crops
  + Make sure plants are watered. Either set up irrigation lines or sprinklers
  + Weed/prune hugel beds
  + Thin plants if needed
  + Divide any overcrowded perennial flowers
  + Pick grapes
* October
  + Cover crop everything in the beginning of October
  + Write an SSG if needed
  + The water spigots should be turned off this month
  + Continue weeding everywhere
  + Finish putting hay over everything
  + Take pictures to add to photo journal
  + Finish harvesting and weighing crops
  + Make sure plants are watered. Either set up irrigation lines or sprinklers
  + Weed/prune hugel beds
  + Finish picking grapes
  + Divide any overcrowded perennial flowers
  + Rakes leaves if you want/need more mulch
* November
  + Turn in an SSG if you wrote one (before Thanksgiving break)
  + Write your part of the project brief
  + Take pictures to add to photo journal
* December
  + Finish and turn in your part of the project brief
  + Take pictures to add to photo journal
  + Evaluate gardening tools and order more if needed

**Hoop houses:**

* General tasks:
  + Learning about the hoop house and gardening in general:
    - **Hoop House Section (in the Gibbs House Bible)**
    - Read documents in the Teams folder: **Stewardship Team -> hoop\_houses**
    - Read documents about cover crops in the Teams folder: **Stewardship Team -> cover\_crops**
    - Read documents about weighing food in the Teams folder: **Stewardship Team -> weighing\_food**
    - Read documents about washing food in the Teams folder: **Stewardship Team -> Gibbs Manual -> SOP Plans**
    - Read documents in the Teams folder: **Stewardship Team -> Gibbs Manual**
    - Look at past growing schedules in the Teams folder: **Stewardship Team -> planting\_schedules**
  + Maintenance
    - Irrigation lines
    - Covering up holes around the base board
    - Report any electrical problems
    - Making sure the outer plastic is okay
    - Making sure the doors are okay
  + Weeding can happen all year around
  + Watering Plants
  + Pest management
  + Taking pictures of the plants and inside the hoop houses to add to a photo journal every month.
  + Harvesting and weighing all the food we pick. Make sure to record the weights properly.
* January
  + Make the hoop house growing schedules
  + Think about and discuss with the team if you would like to apply for an SSG this semester
  + Weeding – Start with areas you know you will plant first
  + Take pictures to add to photo journal
  + Check irrigation lines, especially on days that are unusually warm. Fix any problems.
* February
  + Finish hoop house growing schedules
  + Make a seed buying list (send to coordinator)
  + Prepare the soil
  + Prepare walking paths
  + Start direct seeding cold crops near the end of the month
  + Start seeding in transplant pots the warm season crops near the end of the month
  + Write an SSG if needed
  + Weeding – Start with areas you know you will plant first
  + Water anything you planted
  + Pests will have made homes in the hoop house because it is warm in there, try to start pest removal processes (humane traps)
  + Take pictures to add to photo journal
  + Start setting up the irrigation lines, especially on days that are unusually warm. Fix any problems.
* March
  + Turn in an SSG if you wrote one (before Spring break)
  + Weeding
  + Water anything you planted
  + Continue seeding transplants
  + Continue preparing the soil
  + Pests will have made homes in the hoop house because it is warm in there, try to start pest removal processes (humane traps)
  + Take pictures to add to photo journal
  + Make sure the irrigation lines are set up.
  + Thin cold season crops if needed
* April
  + Weeding
  + Water anything you planted
  + Make sure the irrigation lines are set up
  + Set up the automatic watering system
  + Continue seeding transplants
  + Continue preparing the soil (it should be almost done)
  + Begin transplanting
  + Ramp up pest removal processes (humane traps)
  + Make sure tomatoes, beans, peppers, and other plants are properly trellised (the earlier in the growing cycle, the better)
  + Check on irrigation lines and fix any problems that arise.
  + Thin plants if needed
  + Weed strawberry bed
* May
  + Begin to open the side flaps and maybe even doors if there are any warm days
  + Weed whacking around the base of the hoop houses, but make sure not to hit the plastic or any rope
  + Weeding
  + Finish preparing the soil
  + Ramp up pest removal processes (humane traps)
  + Take pictures to add to photo journal
  + Start harvesting crops
  + Continue transplanting
  + Continue to properly trellis all plants. The earlier in the growing cycle, the better
  + Harvest and weigh all the food you pick.
  + Check on irrigation lines and fix any problems that arise.
  + Start planting perennial flowers around the outside and inside
  + Thin plants if needed
  + Weed strawberry bed
* June
  + All the side flaps and doors should be open all the time around the beginning of the month
  + Weed whacking around the base of the hoop houses, but make sure not to hit the plastic or any rope
  + Weeding
  + Add compost to plants if needed
  + Continue to monitor pests
  + Take pictures to add to photo journal
  + Harvesting crops will start to pick up this month. Make sure to weigh all the food you pick.
  + Most of the transplanting will be over by now, but continue if needed
  + Continue to properly trellis all plants. The earlier in the growing cycle, the better
  + Check on irrigation lines and fix any problems that arise.
  + Plant perennial flowers around the outside and inside
  + Thin plants if needed
  + Weed strawberry bed
* July
  + Weed whacking around the base of the hoop houses, but make sure not to hit the plastic or any rope
  + Weeding
  + Add compost to plants if needed
  + Continue to monitor pests
  + Take pictures to add to photo journal
  + Harvesting and weighing crops
  + Seed cold season crops by the end of the month if there’s room
  + Continue to properly trellis all plants. The earlier in the growing cycle, the better
  + Check on irrigation lines and fix any problems that arise.
  + Plant perennial flowers around the outside and inside
  + Thin plants if needed
  + Weed strawberry bed
* August
  + Weed whacking around the base of the hoop houses, but make sure not to hit the plastic or any rope
  + Weeding
  + Add compost to plants if needed
  + Continue to monitor pests
  + Take pictures to add to photo journal
  + Harvesting and weighing crops
  + Begin seeding cold season crops if there’s room
  + Check on irrigation lines and fix any problems that arise.
  + Thin plants if needed
  + Weed strawberry bed
* September
  + Think about and discuss with the team if you would like to apply for an SSG this semester
  + Close the side flaps and maybe even doors on cold days
  + Weed whacking around the base of the hoop houses, but make sure not to hit the plastic or any rope
  + Make sure to fill in holes along the base board before the snow starts
  + Weeding
  + Add compost to plants if needed
  + Continue to monitor pests
  + Take pictures to add to photo journal
  + Harvesting and weighing crops
  + Finish seeding cold season crops
  + Check on irrigation lines and fix any problems that arise.
  + Thin plants if needed
* October
  + Cover crop everything in the beginning of October
  + Write an SSG if needed
  + Close the side flaps
  + Close the doors on cold days
  + Order hay barrels before the Halloween event
  + Finish filling in the holes along the base board
  + Weeding
  + Continue to monitor pests
  + Take pictures to add to photo journal
  + Harvesting and weighing crops
  + Check on irrigation lines and fix any problems that arise.
  + Thin plants if needed
* November
  + Turn in an SSG if you wrote one (before Thanksgiving break)
  + Close up the hoop houses before Thanksgiving break
  + Write your part of the project brief
  + Place hay barrels around the side of the hoop houses for insulation
  + Weeding
  + Pests will start to make homes in the hoop house because it is warm in there, try to start pest removal processes (humane traps)
  + Take pictures to add to photo journal
  + Check on irrigation lines and fix any problems that arise.
* December
  + Finish and turn in your part of the project brief
  + Weeding
  + Take pictures to add to photo journal

**Composting:**

* General tasks:
  + Learning:
    - Read documents in the Teams folder: **Stewardship Team -> composting**
    - **Vermicompoosting Section (in the Gibbs House Bible)**
  + Contacting Valley dining center and the Bernhard center.
  + Contact landscape services and Rhonda. They pick up the food waste from the dining centers.
  + Give a couple bins of nice, finished compost to Rhonda (landscape services) occasionally.
  + Record food weights in Excel doc
  + Record other data in the other excel doc
  + Lead the volunteers in all composting activities. Make sure they know what they’re doing, and you teach them about composting basics.
  + Take soil samples and send to MSU when necessary.
  + Make sure to sift the next aerated static (ASP) pile on time so it is ready to be filled.
  + Feed any vermicomposting bins
  + Sift vermicomposting bin when ready
* January
  + Communicate with landscape services about the transition from the end of the fall semester to the spring semester. They may need a reminder in the beginning of this semester that we want them to start picking up food waste from the dining centers again.
  + Piles may fill up more often in the winter months since it takes longer to break down. If you need the bin, but the food is not completely done composting, you can move the pile onto a tarp in the hoop houses.
  + Think about and discuss with the team if you would like to apply for an SSG this semester
  + Keep up with data recording and collection
  + Make sure to feed any vermicomposting bins (about once a week)
  + If you have less to do during the cold months, it might be a good idea to sift the vermicomposting bin. It might also be good to have vermicompost when seeding begins.
* February
  + Piles may fill up more often in the winter months since it takes longer to break down. If you need the bin, but the food is not completely done composting, you can move the pile onto a tarp in the hoop houses.
  + Write an SSG if needed
  + Keep up with data recording and collection
  + Make sure to feed any vermicomposting bins (about once a week).
  + If you have less to do during the cold months, it might be a good idea to sift the vermicomposting bin. It might also be good to have vermicompost when seeding begins.
  + Start adding compost to the hoop house rows where we will plant cold season crops
  + Start to add the larger wood chips that you sifted out of the compost to the rows that you walk on in the hoop houses
* March
  + Communicate with landscape services and the dining centers around spring break. Sometimes the schedule gets a little confusing. If you don’t want them to drop off the Friday before spring break, you must tell them. But you can still have them drop off if the team agrees to this.
  + Piles may fill up more often in the winter months since it takes longer to break down. If you need the bin, but the food is not completely done composting, you can move the pile onto a tarp in the hoop houses.
  + Turn in an SSG if you wrote one (before Spring break)
  + Keep up with data recording and collection
  + Add compost to the hoop house rows
  + Make sure to feed any vermicomposting bins (about once a week)
  + If you have less to do during the cold months, it might be a good idea to sift the vermicomposting bin. It might also be good to have vermicompost when seeding begins.
  + Add the larger wood chips that you sifted out of the compost to the rows that you walk on in the hoop houses.
* April
  + Begin contacting people that could possibly drop off or we could pick up food waste from them in the summer. In the summer we get less food waste from the dining centers. Try to encourage dropping off though because it can be a lot of work to have us pick up.
  + Communicate with landscape services about the transition from the end of the school year to the summer. They may need a reminder in the beginning of summer that we still want them to pick up food waste from the dining centers.
  + Send an update of the food weights to the necessary people near the end of the semester.
  + Make sure to feed any vermicomposting bins (about once a week)
  + Continue to add compost to the hoop house rows
  + Start to add compost to the east field rows near the end of the month and only right before you plant seeds.
  + Add the larger wood chips that you sifted out of the compost to the rows that you walk on in the hoop houses.
  + Start to add the larger wood chips that you sifted out of the compost to the rows that you walk on around the east field.
* May
  + Try to collect more food waste by reaching out to more groups during the summer.
  + Keep up with data recording and collection
  + Think of ways to expand the program (like collecting from more locations on campus, collecting post-consumer food waste, … The best time to announce and prepare for these programs is during the summer when the dining centers are less busy.)
  + Make sure to feed any vermicomposting bins (about once a week)
  + Add compost to anywhere it’s needed, especially right before you plant
  + Add the larger wood chips that you sifted out of the compost to the rows that you walk on in the east field and in the hoop houses. You can also mulch around the trees in the food forest.
* June
  + Try to collect more food waste by reaching out to more groups during the summer.
  + Keep up with data recording and collection
  + Think of ways to expand the program (like collecting from more locations on campus, collecting post-consumer food waste, … The best time to announce and prepare for these programs is during the summer when the dining centers are less busy.)
  + Make sure to feed any vermicomposting bins (about once a week)
  + Continue to add compost where needed
  + Continue to add the larger wood chips that you sifted out of the compost to the rows that you walk on in the east field and in the hoop houses. You can also mulch around the trees in the food forest.
* July
  + Try to collect more food waste by reaching out to more groups during the summer.
  + Keep up with data recording and collection
  + Think of ways to expand the program (like collecting from more locations on campus, collecting post-consumer food waste, … The best time to announce and prepare for these programs is during the summer when the dining centers are less busy.)
  + Make sure if you are expanding the composting program this school year, that you have announced and prepared for it
  + Make sure to feed any vermicomposting bins (about once a week)
  + Continue to add compost where needed
  + Continue to add the larger wood chips that you sifted out of the compost to the rows that you walk on in the east field and in the hoop houses. You can also mulch around the trees in the food forest.
* August
  + Try to collect more food waste by reaching out to more groups during the summer.
  + Communicate with landscape services about the transition from the end of the summer semesters to the beginning of the fall semester. They may need a reminder in the beginning of this semester that we want them to start picking up food waste from the dining centers again.
  + Announce and prepare for any expansion of the program
  + Send an update of the food weights to the necessary people near the end of the summer.
  + Make sure to feed any vermicomposting bins (about once a week)
  + Continue to add compost where needed
  + Continue to add the larger wood chips that you sifted out of the compost to the rows that you walk on in the east field and in the hoop houses. You can also mulch around the trees in the food forest.
* September
  + Get ready to compost a lot more food waste since there will be a lot more coming from the dining centers.
  + Think about and discuss with the team if you would like to apply for an SSG this semester
  + Keep up with data recording and collection
  + Make sure to feed any vermicomposting bins (about once a week)
  + Continue to add compost where needed
  + Continue to add the larger wood chips that you sifted out of the compost to the rows that you walk on in the east field and in the hoop houses. You can also mulch around the trees in the food forest.
* October
  + Communicate with landscape services and the dining centers around fall break. Sometimes the schedule gets a little confusing. If you don’t want them to drop off the week of fall break, you must tell them. But you can still have them drop off if the team agrees to this.
  + Try to sift as many piles as you can before the first snow. If they are ready to be sifted, we want them sifted. It gets harder to do in the colder months.
  + Write an SSG if needed
  + Keep up with data recording and collection
  + Make sure to feed any vermicomposting bins (about once a week)
  + Continue to add compost where needed
  + Continue to add the larger wood chips that you sifted out of the compost to the rows that you walk on in the east field and in the hoop houses. You can also mulch around the trees in the food forest.
* November
  + Communicate with landscape services and the dining centers around Thanksgiving break. Sometimes the schedule gets a little confusing. If you don’t want them to drop off the week of Thanksgiving break, you must tell them. But you can still have them drop off if the team agrees to this.
  + Try to sift as many piles as you can before it gets too cold. If they are ready to be sifted, we want them sifted. It gets harder to do in the colder months.
  + Turn in an SSG if you wrote one (before Thanksgiving break)
  + Write your part of the project brief
  + Keep up with data recording and collection
  + Make sure to feed any vermicomposting bins (about once a week)
  + If you have less to do during the cold months, it might be a good idea to sift the vermicomposting bin. It might also be good to have vermicompost when seeding begins.
* December
  + Communicate with landscape services and the dining centers around the end of the semester. Sometimes the schedule gets a little confusing. If you don’t want them to drop off the last week before break, you must tell them. But you can still have them drop off if the team agrees to this.
  + Send an update of the food weights to the necessary people near the end of the semester.
  + Finish and turn in your part of the project brief
  + Make sure to feed any vermicomposting bins (about once a week)
  + If you have less to do during the cold months, it might be a good idea to sift the vermicomposting bin. It might also be good to have vermicompost when seeding begins.