Livermore Amador Valley Garden Club

Sensory Garden Chair Duties

August 2021

The Sensory Garden is located in a City of Pleasanton Park, is owned by the City, but was promoted and designed by the Garden Club. Club members with a wealth of information regarding the garden are Betty Nostrand, David Oakley and Dolores Bengtson. (Attached: original diagram of gardens and supplementary garden information)

**Newsletter Copy**

Prepare monthly copy for the newsletter identifying the date, time and pertinent information regarding the work party that is planned for the next month. It is good to remind members to bring hand tools; kneeling pad, clippers, soil knife, hand rake. Review with editor the day the copy is due. (See previous newsletters for samples of copy)

Optional copy: Prepare monthly copy for the newsletter thanking those who helped at the last months work party. (See previous newsletters for samples of copy)

**Work Party Sign-up**

The president or designee will provide members at the monthly Club meeting with a sign-up sheet for all club activities. (The President will send you a draft of the sign-up sheet and agenda; the Chair is responsible to proof the copy to assure the correct information is provided)The president or designee will tabulate the signups within 24 hours and forward to Chair the list of those who have signed up to assist in the Sensory Gardens work party. A few days prior to the work party, the Chair may wish to telephone members who have signed up to remind them of the work party.

**Arranging for Green Waste Pick-up** (11/09 City contact: Mario Camacho 931-5571)

The day prior to the work party, the Chair telephones the City of Pleasanton park staff person designated as the contact for the Sensory Gardens program and provides them the work party information. The only information necessary to provide is when you plan on working, particularly the time you will be done. City crews will pick up the green waste which is to be left under the arbor located on the west.

**Work Party Day**

Arrive on time with equipment, plants, soil or other material that may be needed. You may drive your vehicle on the concrete wide pathway to unload you heavy articles. After you unload, remove your car to the parking lot keeping in mind that seniors and park vehicles may need to use the pathway. You may drive your car back in to load when you are done. Equipment recommended: broom and dustpan, tarps for members use for placing waste, shovel, rake, hedge clippers, loppers, hose, fertilizer, Sluggo, a few empty gallon cans, any plants to be planted, soil or mulch as needed and water for workers. Decisions regarding work to be done are usually made in a collaborative way with the Chair providing as much guidance as they are comfortable with. However, the Chair needs to identify basics that need to be done and be willing to assign workers to particular tasks. The work party hours have traditional been from 9 o 11:30 a.m. with the option of moving the time later in the winter (9:30 to 11:30) and earlier if hot weather is anticipated (8:30 to 11:00) The Sensory Garden volunteers have enjoyed going to lunch at the conclusion of their work. That is optional but the Chair may consider whether they wish to carry on that tradition.

**Budget**

The Chair needs to review the budget for Sensory Gardens, spend funds as needed and complete the paperwork required as outlined by the treasurer. Should funds be needed beyond that budgeted, a budget amendment may be required. The Chair is to attend the Board meeting discussing the year’s budget (usually in August) and be prepared to submit a request for the funds they believe will be needed for the following year.