# Initial Planning Meeting Worksheet

**4th Grade**

Instructions: Each curriculum outlines the roles and responsibilities. This worksheet will assist in planning. Complete all parts at the meeting.

**Initial Planning Meeting Date:**

## Attendees:

### Nutrition Educator:

Name and Contact Info

### Garden Educator:

Name and Contact Info

### Classroom Teachers:

Name and Contact Info

Name and Contact Info

Name and Contact Info

### School Administrators/Staff/Other Attendees:

Name and Contact Info

Name and Contact Info

Name and Contact Info

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## Garden Educator

Garden will be ready: Date ________________

Anticipated Harvesting: Month ________________

Planting: Month ________________

Give list of crops to Nutrition Educator by Session 1: Date ________________

Give garden plot to Nutrition Educator by Session 4: Date ________________

Will the garden education sessions coincide with or follow the Nutrition Education sessions?  
[ ] Yes  [ ] No

Is there interest in additional garden time beyond or in addition to the 3 Garden Education sessions?  
[ ] Yes  [ ] No

If Yes, the potential schedule: Dates ________________________________________
Nutrition Education Sessions: Complete using the Nutrition Education Scheduling Sheet

Start Date _________________________________  End Date _________________________________

Garden Educator will assist with teaching which Sessions?

Session 1:  □ Yes  □ No  
Session 2:  □ Yes  □ No  
Session 3:  □ Yes  □ No  
Session 4:  □ Yes  □ No

Will establish the following plan for integrating the Classroom Connections:
__________________________________________
__________________________________________
__________________________________________
__________________________________________

The role of the PE Teacher in the Walk Across NC Challenge: ____________________________
__________________________________________
__________________________________________
__________________________________________

If the school has a designated safe walking distance, whether the students will earn their Walk Across NC miles by:

□ Walking    □ Body Breaks

Where the NC Map will be displayed and accessible by all classes to use:
__________________________________________
Location

How the Garden Garland will be displayed in my classroom: ____________________________
__________________________________________
__________________________________________

Where the Garden Garland will be displayed in my classroom:
__________________________________________
Location