

Garden Project Succession Planning Form

Purpose: This form is designed to ensure continuity and smooth leadership transitions for public garden projects managed by volunteers. By documenting essential details such as meeting schedules, key contacts, garden logistics, and best practices, future leaders will have the information they need to maintain and grow the project successfully.

1. Project & Location

Project Name:

Garden Location(s):

Date Form Completed:

Season/Year:

2. Leadership Information

Leader Name:

Leader Phone:

Leader Email:

Co-Leader Name:

Co-Leader Phone:

Co-Leader Email:

List Additional Co-leaders:

3. Meeting Details

Regular Schedule (day/time/frequency):

Meeting Location:

Notification method(s) (phone, text, email):

4. Sponsor & Key Contacts

Sponsor Organization:

Sponsor Contact (name/phone/email):

Other Important Contacts (vendors, city, etc.):

5. Garden Details

Number of gardens managed:

If multiple, list each garden with manager and notes:

Irrigation details:

Who is responsible for winterization of irrigation?

6. Tools & Supplies

Tool storage location(s):

Who has access (keys/codes):

Key tools & supplies inventory:

Repair/replacement process:

7. Waste Management

Plant waste handling (composting, municipal pickup, etc.):

Compost/disposal locations:

8. Budget & Funding

Annual budget (if applicable):

Funding sources:

Who manages the funds & process for approval:

9. Volunteer Management

Attach current roster or summarize key volunteers:

Recruitment process:

Training/orientation requirements:

10. Seasonal & Maintenance Tasks

List key tasks by season (planting, pruning, cleanup, etc.):

11. Documentation & Resources (Notebook, Google Drive, etc)

Where records are kept (digital, binders, shared drives):

Important documents:

Shared accounts (location of credentials):

12. Challenges & Tips

Common issues & how to handle them:

Best practices/advice for future leaders:

13. Successor & Approvals

Suggested successor (optional):

Contact information:

Leader Signature:

Date:

Co-Leader Signature:

Date:

Attachments included (roster, map, tools inventory):