



# FARM-TO-SCHOOL COORDINATOR - SAMPLE WEEKLY SCHEDULE

**MON**

**TUE**

**WED**

**THU**

**FRI**

**9:00**

**Office:** Plan this week's programming, return emails, pack, and lesson plan

**Farm Field Trip:**

Butterworks Farm with Glover's 2nd grade class

**Workshop:**

Prep taste test with Irasburg's 1st grade

**Workshop:**

Sheep to Sweater with Irasburg's kindergarten

**Office:** Program Team Meeting

**10:00**

**11:00**

**12:00**

**1:00**

**2:00**

**3:00**

**4:00**

**5:00**

*Lunch Break*

**Office:** Prep materials for farm field trip

**Office:** 1:1 meeting with site supervisor

**Professional Development:** Webinar on garden games

*Lunch Break*

**Office:** Unpack, evaluate, & enter trip info

**Office:** Meetings & phone calls

**Afterschool Program:** Facilitate Irasburg ASP

**Office:** Unpack

**Taste Test:** Maple Glazed Carrots

*Lunch Break*

**Office:** Unpack from workshop, afterschool, & taste test. Enter info into database

**Office:** Prep for unit workshop

**Office:** Emails & phone calls

*Lunch Break*

**Office:** Prep for afterschool & workshop

**Afterschool Program:** Facilitate Glover ASP

**Office:** Unpack

**Office:** Email schools about programming

*Lunch Break*

**Workshop:** Seed Needs lesson at Irasburg

**Office:** Prep for next week, enter hours into time sheet