

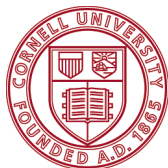
## Project Folder Checklist:

Before approaching businesses, we suggest creating a Project Folder. This concise packet of relevant program materials can be used to represent your program and its needs. It can be left with a business for further review. Know your tax status and to whom checks should be written before you approach businesses.

Consider including:

- An enthusiastic endorsement letter from the director, principal, or coordinator, stating that the gardening project is superb, is well organized, and has his or her full support
- One-page project description
- List of people (which will grow) who are supporting the project
- List of specific needs
- Garden plan
- Quotes and/or drawings by participants
- Other appropriate inserts

This is yet another opportunity for community participation. Seek family and youth input as to which inserts they feel are needed.



**Cornell University**  
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