

INSTRUCTIONS FOR VOLUNTEERS AND GROUPS

June 2017

Welcome to the Community Gardens. Please help us gather information to recognize your service and monitor our community's accomplishments.

ACTIVITY PARTICIPATION AGREEMENT

Before working in the Gardens, you must sign an Activity Participation Agreement. The Agreement has two parts: a waiver of liability, which is required, and a consent for photographs, which you are encouraged but not required to sign. Agreement forms are available on a clipboard in the information cabinet next to the washing station at the W. 3rd Avenue garden location and in a document holder just inside the east entrance to the High Tunnel Greenhouse. Leave your signed document in the clipboard.

For a group sponsored by an insured organization for a work day or other service activity, the group leader must sign the Activity Participation Agreement, and record the number of children and adults in the group.

For groups volunteering on a regular basis in which the number and names of volunteers change, each volunteer must sign an Activity Participation Agreement.

REPORTING YOUR VOLUNTEER HOURS

When you first volunteer, we will give you a form to record your hours on each day that you work. The Volunteer Hours Form for each month is kept in Log Books located in the information cabinet next to the washing station at the W.3rd Avenue garden location and vertical document holder on a table just inside the east entrance to the High Tunnel Greenhouse (410 South Mineral St). The Volunteer Hours Form is behind the first tab in the log book. Please enter your hours on the monthly form at either location for each day you work in the gardens.

For groups, the group leader must record the number of volunteers, date, and total hours for the group on a separate form for Groups Section behind the Volunteer Hours tab in the log book.

Alternatively, individuals and groups you may keep their hours on their own copy of the form and email the total hours at the end of each month to bill@ransonwvcommunitygardens.org.

INSTRUCTIONS FOR VOLUNTEERS AND GROUPS

REPORTING DAILY HARVESTS AND DELIVERIES

It is very important that we document the amounts of our daily harvests of vegetables and fruit and the organizations receiving them. Please record this information in the either Log Book behind the Daily Harvest tab. The Log Book at the High Tunnel contains separate sections for recording harvests from the High Tunnel Greenhouse and the Straw Bale Garden (in the fenced enclosure at the west end of the Ranson Civic Center).

When you or your group harvests produce, please record the date, your name or group, number of bags by size (small - 1 gallon; medium - 2 gallon; and large grocery bag, the vegetables you harvested, and the receiving organization.

RECORDING SEEDING AND PLANTING

We need to document the specific varieties of vegetables and fruit we plant in each of our garden beds.

Each Log Book contains a separate tab for SEEDING AND PLANTING. Behind this tab is a separate page for each raised bed and garden area. The Log Book at W.3rd Ave location has separate pages for recording each vegetable, fruit or herb variety you or your group plants by seed or transplants in each of the 19 raised beds and the Woods Area. The Log Book located at the High Tunnel Greenhouse has separate pages for each of the 3 raised beds in the High Tunnel, each of the 4 rows of straw bales within the fenced enclosure behind the Ranson Civic Center, and the South Mineral Street Garden.

Please record by date each vegetable, fruit, or herb variety you or your group plants by seed or transplants on the log sheet provided for the individual bed.

Please be sure to mark each variety you plant in the bed itself with a marker in the planting row—typically along a soaker hose.

TASK LIST AND SCHEDULE FOR VOLUNTEER COORDINATORS

Tasks for volunteers are posted on a clipboard at the W.3rd Ave. Information Cabinet and on the table inside the entrance to the High Tunnel. Experienced volunteers in conducting specific tasks approved by a volunteer coordinator such as weeding, watering, pruning, planting and harvesting may conduct these tasks at any time. To aid volunteers or gardeners needing orientation or training in particular tasks, a bulletin board showing the times when volunteer coordinators will be at the Gardens is available just inside the High Tunnel Entrance.