



The main responsibility is helping gardeners meet their garden orientation requirement. This includes meeting and providing orientations for new gardeners eager to start before the spring meeting, or who join after the spring meeting; and making reminder phone calls for spring and fall meeting attendance.

Most of these responsibilities occur in the beginning of the year, and require little time after the early spring. However, it is extremely important that they are completed punctually, so that new garden members can access their plots quickly, and so no one misses important notices and deadlines. If you are unable to complete these responsibilities, please contact your WCG Garden Manager.

Providing Garden Orientations

For gardeners who sign up in time, the Spring Meeting functions as their orientation. For gardeners who want to get started sooner than the meeting date, or who join afterward, they require an orientation and plot assignment in the garden. Your WCG Garden Manager will provide you with contact information and plot assignments of these new gardeners. After receiving this information, please arrange a time to meet them for a 30 minutes orientation (To save time when orienting multiple new gardeners, you can arrange to meet them in a group at a single time).

Please use the Garden Binder and the following checklist to provide a brief orientation on:

- Important deadlines such as spring plot clearing (April 15th), spring planting (June 1st), fall cleanup (November 1st), plot checks (mid-month), and harvest checks (beginning and mid-month).
- Attendance at the two mandatory meetings, with a proxy allowance for one of the meetings.
- Garden policies (show handout in shed binder), like weeding their plot *and* surrounding pathways (up to fencelines), and a description of the plot check process (red flags, two weeks notice, then plot forfeiture), keeping the area free of safety hazards such as exposed rebar/T-posts, ensuring that guests they bring abide by policies.
- Basic organic practices (show handout in shed binder), no synthetic herbicides or pesticides, improvement of soil nutrients with amendments high in Nitrogen and NOT phosphorous or potassium (like soy meal, alfalfa meal, blood meal, feather meal, fish meal), and the benefit of fall cover crops.
- Water-wise gardening basics, including how to plant with the drip system (show handout in shed); the most common leaks and how to fix them; an explanation that while the system is automatic after mid-May, gardeners are still responsible for visiting plot regularly, hand watering as needed, and notifying the irrigation stewards if they suspect an issue.
- Proper composting practices (no weeds with seeds, stalks/vines cut into fist-length pieces before adding, etc.) if the group has a compost steward. Encourage gardeners to chop up and leave vegetable matter on their plot at the end of the season.
- 6 hours of garden service per year, available volunteer roles and projects, who to contact with questions, logging service hours on shed log.
- Theft prevention strategies (show handout in shed), especially planting veggies that produce a lot, such as tomatoes, summer squash, leafy greens and root vegetables.
- Miscellaneous items like lock combinations, hazardous waste bin in shed, free veggie bin, common plots, etc.

Making Reminder Calls, and Including Gardeners Without Email

Several days prior to the spring and fall mandatory meetings, please call each garden member and remind them of the time and place, the meeting's mandatory nature, and any other important details. (Is it a potluck?) Additionally, not all gardeners have email access to keep up on important garden discussion topics. For these folks, please call them during the year when there are vital notices that go out on the email group. New lock combos, garden workday plans, and other important topics should be relayed so that everyone has the information they need to participate fully.