



WASATCH  
COMMUNITY  
GARDENS

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# VOLUNTEER HANDBOOK

**“Never doubt that a small group  
of thoughtful, committed citizens  
can change the world; indeed,  
it's the only thing that ever has.”**

***Margaret Mead***

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# WELCOME TO WASATCH COMMUNITY GARDENS

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**The mission of Wasatch Community Gardens (WCG) is to empower people of all ages and incomes to grow and eat healthy, organic, local food.**

WCG has served Wasatch Front residents since 1989 with the belief that the quality of a community is directly related to the quality of its food. WCG offers a spectrum of dynamic programs for youth and adults aimed at improving access to healthy, organic, and local food.

WCG not only provides garden space where people can grow their own food, but WCG also provides afterschool youth gardening activities, summer camps, field trips, educational workshops, and community events to empower individuals and families to successfully grow, harvest, preserve, and prepare seasonal foods. As interest in urban agriculture continues to grow, WCG works with local communities to meet the demand for additional land and educational resources to further remove barriers to fresh produce and quality food.

WCG facts include:

- Supporting more than **33 community gardens** in our Garden Network, allowing more than **800 individuals, groups, or families** – including 130 refugee families – to grow their own organic produce;
- Providing opportunities for more than **1,600 primarily low-income youth** to learn about growing and eating healthy food in our youth gardens;
- Educate more than **400 people** in our **50 workshops** that speak to a variety of topics ranging from starting a community garden to canning and preserving produce.

Wasatch Community Gardens can only serve its community with these great opportunities because of the generosity of our volunteers like you.

Thank you for your time and talents!

Wasatch Community Gardens

# ACCESS TO LAND

**Through the Community Gardening Program, WCG offers community members, regardless of income levels, the opportunity to grow their own healthy, organic, local food by providing garden space, resources, technical assistance, and education.**

WCG oversees 13 community gardens throughout the Salt Lake valley, and over 60% of gardeners in our gardens qualify as low-income. This includes gardens created through our “Green City Growers” and “Parks for Produce” programs – innovative partnerships with Salt Lake City and Salt Lake County to provide residents with access to community gardens on City and County owned land.

**We also assist community groups and schools with starting and sustaining their own community gardens through the WCG Network.**

In 2014, we supported 20 network community and school gardens, which included four new gardens.

Community gardeners harvested 40,000 pounds of fresh, organic produce.

For a complete list of our gardens and their locations, please visit our website at [\*wasatchgardens.org/community/community-gardens-list\*](http://wasatchgardens.org/community/community-gardens-list)

# ACCESS TO EDUCATION

**The Youth Gardening Program encourages youth to make healthier food choices and become more physically active by teaching them hands-on gardening, nutrition, and food preparation skills.**

Program objectives are to:

- 1) Empower youth participants to eat, share, and prepare local, healthy food;
- 2) Engage them in outdoor, physical activity;
- 3) Teach them organic gardening skills.

Our youth participants represent a diverse cross section of Salt Lake County residents, with a wide variety of ethnic backgrounds, and range in age from 3-18. Youth get inspired to grow and eat healthy, organic, and local food from two teaching gardens in Salt Lake City. Our youth programs include afterschool classes (City Roots), field trips (Growing Greens), and summer camps (City Sprouts) run by our dedicated and professional youth educators.

To execute the program, we collaborate with the school districts, nonprofits, and social service agencies serving low-income youth. In 2014, we served 1,598 primarily low-income youth through these programs.

**Through the Community Education Program, we provide an array of organic gardening and sustainable food workshops, and our website houses an extensive variety of educational, gardening resources.**

Our workshop topics include small-space intensive gardening, container gardening, vermicomposting, water-wise growing, permaculture gardens, small livestock (including chickens) keeping, rainwater catchment, aquaponics, beekeeping, season extenders, and much more!. In 2014, WCG offered 50 workshops attended by 400 people. We charge a nominal fee for the workshops but offer scholarships so that anyone, regardless of income, can attend. In 2014, 35% of attendees took advantage of our scholarship option.

# OUTREACH TO THE COMMUNITY

WCG also hosts a number of **community events** throughout the year, aimed at educating Salt Lake valley residents about gardening and living sustainably while providing the opportunity to build community and celebrate healthy, organic, and local food. Annual events include the May plant sale, community garden tours, Urban Garden and Farm Week, Tomato Days Dine-Around, and the Tomato Sandwich Party. In 2014, more than 4,000 people attended WCG events.

For details about WCG events, visit [wasatchgardens.org/events](http://wasatchgardens.org/events)

**Volunteers** make our programs and events possible. In 2014, approximately 1,300 volunteers contributed over 12,200 hours of service. The work of our volunteers in 2015 also resulted in the donation of more than 5,000 pounds of produce to food pantries and the continuation of WCG's twelve gardens to serve the community as beautiful and productive spaces for public horticultural display.

**“We are prone to judge success by the index of our salaries  
or the size of our automobiles, rather than by the  
quality of our service relationship to humanity.”**

**Dr. Martin Luther King, Jr.**

# WCG HISTORY

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WCG has fed low income individuals when government bureaucratic systems were failing, welcomed and celebrated diversity, saw the value in preserving green space through community gardens, recognized that at-risk youth gave value to our community, and strengthened both individual and community assets through education.

The history of Wasatch Community Gardens suggests an organization that is scrappy, grassroots, sacrificing, and organic, resulting in roots down deep in the community, creating a noticeable and substantial public benefit for Salt Lake County.

Oh, did I forget to mention that they use to seine for Carp out of Utah Lake and provide the fish to refugee and immigrant populations?

**To learn more about WCG history,:**

Read our 25<sup>th</sup> anniversary history report:

[wasatchgardens.org/files/images/Wasatch%20Community%20Garden%20history%20report.pdf](https://wasatchgardens.org/files/images/Wasatch%20Community%20Garden%20history%20report.pdf)

Listen to our oral history recordings: [wasatchgardenshistory.wordpress.com](https://wasatchgardenshistory.wordpress.com)

**Our greatest glory is not never falling,  
but rising every time we fall. Confucius**

# WASATCH COMMUNITY GARDENS ETIQUETTE

- ❑ Make sure to bring & drink plenty of water, especially on hot days!
- ❑ Feel free to bring food and eat while you are working in the gardens or office; however, do NOT pick and eat any produce growing in plots or containers unless you are given permission.
- ❑ Dress ready to get dirty! Bring a hat, work gloves, sunscreen, closed-toe shoes, and dress for the weather.
- ❑ Artificial weed killers, fertilizers and pesticides are not allowed in the gardens. Anyone who uses these materials will be asked to leave.
- ❑ Disrespectful, aggressive, abusive, and/or destructive language or behavior, may result in the immediate dismissal.
- ❑ Please follow instructions on signs for compost bins, weed cages, rocks, or any other bins.
- ❑ All garbage must be placed in garbage cans.
- ❑ All structures, supplies and materials are property of the gardens. They may not be removed without prior written permission. Please help care for these items, return them to where you found them, and refrain from making any alterations to them without prior approval.
- ❑ If you bring your own tools, gloves or other supplies, be sure to label them. Material left at the garden might be considered property of the garden.
- ❑ When in doubt ask, ask, ask.
- ❑ Walk with care - you might be stepping on someone's dinner.
- ❑ Some enjoy quiet in the garden. Please no cell phones or radios.
- ❑ Do not move garden markers.
- ❑ Introduce yourself and be friendly towards other volunteers, gardeners, and staff.



# CODE OF CONDUCT

## ~VOLUNTEER'S RIGHTS & RESPONSIBILITIES~

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As a volunteer you have the right:

- ❑ To work in a healthy and safe environment
- ❑ To be interviewed and engaged in accordance with equal opportunity and anti-discrimination laws
- ❑ To be given accurate and truthful information about the organization for which you are volunteering
- ❑ To be given a copy of the organization's volunteer policy and any other policy/procedures that affect your role
- ❑ To have a role description and agreed hours of contribution
- ❑ To be provided with orientation to the organization and the volunteer role
- ❑ To have your personal information held as confidential
- ❑ To be provided with appropriate training and support

As a volunteer you have the responsibility to:

- ❑ Be reliable, respect, & adhere to all rule of confidentiality
- ❑ Be accountable for your actions
- ❑ Be committed to the organization
- ❑ Undertake training as required by the organization
- ❑ Ask for support when you need it
- ❑ Let the organization know as early as possible if unable to attend
- ❑ Be courteous to all
- ❑ Raise any issues you may have with the organization
- ❑ Give notice before you leave the organization

# CODE OF CONDUCT

## ~ORGANIZATION'S RIGHTS & RESPONSIBILITIES~

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The organization has the right to:

- ❑ Make decisions about appropriate placement of its volunteers
- ❑ Review volunteer performance according to organizational expectations and the volunteer job description
- ❑ Expect volunteers to perform the given tasks to the best of their ability, be prompt and reliable
- ❑ Expect respect and courtesy towards all from all volunteers
- ❑ Set the parameters and guidelines for volunteers to follow
- ❑ Release a volunteer who is not appropriate for the volunteer work

The organization has a responsibility to:

- ❑ Provide a clear outline of duties
- ❑ Provide orientation and necessary training
- ❑ Set clear lines of communication about complaints and conflict resolution procedures
- ❑ Provide safe, healthy working conditions
- ❑ Provide supervision and support
- ❑ Provide emergency procedures guidelines
- ❑ Provide required documentation relating to the volunteer work to be undertaken.

# ADDITIONAL CODE OF CONDUCT

## Attendance

We ask that you respect our time, as we will respect yours, by being punctual. If you are running late or need to cancel please call the garden leader, volunteer coordinator, or project supervisor.

## Expense Reimbursement

You must have written authorization prior to incurring an expense on behalf of WCG. To be reimbursed for all authorized expenses, you must submit a reimbursement form accompanied by original receipts.

## Bullying and Sexual Harassment

Harassment including sexual harassment and bullying will not be tolerated. Any form of harassment and/or bullying where a volunteer or community member feels offended, humiliated, or intimidated may call for the volunteers immediate dismissal.

## Equal Opportunity

Discrimination is treating someone unfairly based on a person's age, race, national origin, gender, pregnancy, sexuality, physical or intellectual impairment, religion or religious practices. Any form of discrimination where a volunteer or community member feels offended, humiliated, or intimidated may call for the volunteers immediate dismissal.

If you feel that you are a victim of harassment, sexual harassment, bullying, or discrimination, please notify your supervisor and/or the executive director of WCG immediately. Your concerns will be treated seriously, carefully, quickly and confidentially.

# TAKING CARE OF YOURSELF

Staying healthy while you are volunteering is very important. There are a variety of ways you can ensure you feel up to doing the work. These include making sure you look after yourself both at work and at home. The following are a few tips:

- ❑ Ensure you are in the right volunteer role.
- ❑ Establish your personal priorities & avoid over commitment of your time.
- ❑ Be realistic about your goals and ambitions.
- ❑ Avoid setting unrealistic deadlines.
- ❑ Move on or change roles when your role is no longer fulfilling.
- ❑ Accept that there are some things you can not change.
- ❑ Seek help from others when you need it.
- ❑ If your volunteer role is stressful, debrief with your supervisor- this might not be the right role for you.
- ❑ Don't be afraid to take time off from your role if you are sick or need a break.
- ❑ Allow yourself time to relax and unwind.
- ❑ Keep things in perspective.
- ❑ Have fun and remember to laugh!

Volunteering is a way of building individual skills, social networks, and participate in your community. Remember to give yourself some recognition - Volunteering is good for you!



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# LIABILITY WAIVER & MEDIA PERMISSION / RELEASE

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## LIABILITY WAIVER:

*By signing my name on this form, I hereby release and discharge the owner(s) of land used with Wasatch Community Gardens Program: Wasatch Community Gardens and its employees and directors, Salt Lake City Corporation and Salt Lake County from any bodily harm or damage or loss of whatever kind arising from, or in any manner or form connected with the Wasatch Community Gardens' programs.*

## MEDIA PERMISSION & RELEASE:

For consideration which I acknowledge, I irrevocably grant to Wasatch Community Gardens (WCG) and WCG's assigns, licensees and successors the right to use my image, voice, and name in all forms and media including composite or modified representations for all purposes, including advertising, trade or any commercial purpose throughout the world and in perpetuity. I waive the right to inspect or approve versions of my image used for publication or the written copy that may be used in connection with the images.

I release WCG and WCG's assigns, licensees and successors from any claims that may arise regarding the use of my image and/or voice including any claims of defamation, invasion of privacy, or infringement of moral rights, rights of publicity or copyright. WCG is permitted, although not obligated, to include my name as a credit in connection with the image or recording. WCG is not obligated to utilize any of the rights granted in this Agreement.

I have read and understood this agreement and I am over the age of 18. This Agreement expresses the complete understanding of the parties.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*Signature: \_\_\_\_\_

\_\_\_\_\_ Initial here if you do not agree with the media permission & release portion of the form.

Parent/Guardian Consent [include if the person is under 18] - I am the parent/guardian of the minor named above. I have the legal right to consent to & do consent to the terms and conditions of this release.

Parent/Guardian Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

# VOLUNTEER EVALUATION

Thank you for volunteering with WCG. Volunteer input is very important to us & helps us provide a quality experience for all of our volunteers. Please complete the following evaluation.

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	(Please Circle One)				
	<u>Not at all</u>	<u>Average</u>	<u>Average</u>	<u>Yes, absolutely</u>	<u>Yes, absolutely</u>
1. The welcoming orientation was beneficial.	1	2	3	4	5
2. Expectations as a volunteer were clearly explained to you.	1	2	3	4	5
3. Volunteer program was well organized.	1	2	3	4	5
4. WCG staff was helpful.	1	2	3	4	5
5. Your comfort level increased working with WCG.	1	2	3	4	5
6. You feel that WCG members listened to concerns, ideas, and suggestions to you & other volunteers.	1	2	3	4	5

(Please use the back of this evaluation if you need more space to write)

7. What did you enjoy or benefit from the most through your volunteer experience?

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8. What do you feel could be improved to make your experience more enjoyable?

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9. Any additional comments: \_\_\_\_\_

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Please complete and return to Felecia Maxfield-Barrett  
felecia@wasatchgardens.org / 801.359.2658 x 11  
824 S 400 W Ste 127, Salt Lake City, UT 84101

# WASATCH COMMUNITY GARDENS CHECKLIST

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- ☐ Volunteer Orientation completed
- ☐ Liability Waiver & Photo Permission & Release Form signed
- ☐ Evaluation completed
- ☐ Exit Interview

**NOTES:**