



THE GARDENWORKS PROJECT

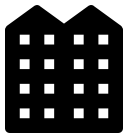
VOLUNTEER TRAINING MANUAL

the **GARDENWORKS** project



TABLE OF CONTENTS

Welcome and Mission	3
Garden Build Orientation	4
The Garden Map	5
Tips and Suggestions	6
Frequently Asked Questions	7
Privacy and Confidentiality	8
Volunteer Waiver	9
How to get more involved	11



HOW TO CONTACT US



Mailing Address: PO Box 615, West Chicago, IL 60186

Resource Center Address: 103 West Washington Street, West Chicago, IL 60185

Email: info@gardenworksproject.org

Phone: (630) 791-3033

www.gardenworksproject.org



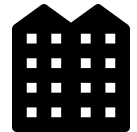
WELCOME, GARDEN BUILDERS



The GardenWorks Project is grateful to have a committed community of believers that desire to do good and improve the lives of others through service. We hope you have a wonderful experience and return to support us year after year. To a plentiful harvest for the families we serve!

This volunteer handbook will acquaint you with The GardenWorks Project, its mission and values, and why a volunteer-driven model is critical to the organization's success. This training manual will also teach about our methodology on how to build a garden from start to finish!

MISSION AND VALUES



The mission of The GardenWorks Project is to promote organic suburban agriculture to improve the well-being of our community, the environment, and those facing food insecurity. We empower, educate, and support all food growers in their efforts to nourish their families and neighbors in need.

In 2012, the organization's founder and her family began building raised-bed vegetable gardens for a small number of families who relied on food pantries to meet their basic needs for food. The GardenWorks Project started with the belief that everyone deserves fresh produce, and the value that we can grow food together to ensure everyone has access to fresh produce still guides us today.

Every year, we partner with over 40 different agencies within the region who can help us identify food insecure households interested in receiving tools and skills towards self-reliance and empowerment.

The GardenWorks Project serve individuals facing food insecurity, as having a lack of reliable access to a sufficient quantity of affordable, nutritious food. The families we serve are diverse – representing many different races and backgrounds. They are families who face varied economic challenges and situations, but all found themselves in need of help feeding their families. They may be experienced gardeners who just didn't have the resources to install a garden at their current residence, or brand new gardeners.



GARDEN BUILD ORIENTATION

The Basics

The GardenBuild should take one hour with a team of 3-4 individuals. The **GardenLeader** will be in charge, and will have already met the client and secured a location for the garden **prior** to the **GardenBuild**. In under an hour, you are starting a 3-year health and gardening journey for a household facing food insecurity!

GardenBuild from start to finish

1. Meet and greet your team near the installation site. Please do not enter a client's yard until the GardenLeader has arrived.
2. Materials will be dropped off prior to the GardenBuild date. The GardenLeader will direct you in moving installation materials to the designated garden location.
3. Begin assembling the garden bed upside down (posts pointing upwards). Flip bed, and square up to location. Drive in the posts, and secure to ground.
4. *(Optional)* Use cardboard or newspaper to line the bottom if laid on top of grass.
5. Add soil and compost and spread evenly. Try your best to avoid compacting soil.
6. Please follow instructions from the GardenLeader, and assist in planting seeds and seedlings according to plan *(see following pages for guidance)*.
7. Give a demonstration to the client on watering - show how to focus stream at roots and how much to water.
8. Answer client's questions, and be sure to clean up after the build.
9. Please be sure to depart the site together as a team.
Great work, GardenBuilder!



THE GARDEN MAP



YOUR KITCHEN GARDEN PLAN! 4x8 GARDEN BED

Congratulations on your new garden! This map is to help orient you with what is planted in your customized vegetable garden. For additional information, please read your Garden to Table curriculum to identify plants from weeds and how/when to harvest. If you decide to plant in the fall, we have provided extra seeds in your packet, and can also provide you with a fall refresh and an updated map. Stay tuned - a mailed flyer will come your way in July for pickup dates and locations. Have questions about your garden? Please direct questions to your garden coach (or info@gardenworksproject.org to be assigned a coach). To a plentiful harvest this year!

GREEN BEANS	GREEN BEANS	CHIVES	CUCUMBER	KALE	OPEN	OPEN	OPEN
GREEN BEANS	GREEN BEANS	BASIL	PARSLEY	CHARD	OPEN	OPEN	OPEN
	CHERRY TOMATO			PEPPERS	OPEN	OPEN	OPEN
ZUCCHINI			TOMATO		OPEN	OPEN	OPEN



The GardenWorks Project
PO Box 615 | West Chicago, IL 60186
630-791-3033 | info@gardenworksproject.org

Planting according to the Garden Map

The Garden Map is based on a square foot gardening model, which means each box is a 1ftx1ft square. When planting seeds and plants, first make a grid with string or drawing lines in the soil. With 32 square feet, the program aims to plant a similar garden for every client based on seasonally timed harvests, productive varieties, and maximizing space through companion planting. Every garden has the same vegetables for every household, as well as a wishlist of vegetables requested by the clients. We want to make sure our clients LOVE their gardens as well as the harvests!

To learn more about square foot gardening, succession planting, and companion planting, please visit our website on our Resources page as well as these recommended publications:

All New Square Foot Gardening: Grow More in Less Space! by Mel Bartholemew

Recommended Crops for Interval Succession Planting by Johnny's Seed (johnnyseeds.com/growers-library)

Carrots Love Tomatoes by Louise Riotte



GARDEN BUILD TIPS

Square Foot Gardening Tips. How many seeds or plants should go in each square?

We follow the recommendations of Mel Bartholemew's Square Foot Gardening, and we recommend the following for each type of plant in the Garden Map:

Green Beans - 9 seeds per square

Lettuce (mesclun) - 16 seeds per square

Lettuce (head) - 4 heads per square

Chard - 1 plant per square

Kale - 1 plant per square

Tomatoes - 1 plant per square

Cucumbers - 2 seeds/plants per square

Zucchini - 1 seed per square

Herbs - 1-2 plants per square

What about their wish list? We try to fulfill their wish list with the open 12 squares.

Use your discretion on how to plant extra seedlings and plants you may have on site, and make sure these are well marked with plant markers and also on the garden map.

Why are there so many seed packets? We also provide an assortment of seeds in their client packet. Some seeds (radishes, beets, carrots, lettuce) are provided to clients to extend their gardens into the fall and early winter.

Have fun! Please arrive with a positive attitude and flexibility towards others and the process.

Know your limits. If you are dealing with an injury or have chronic back issues, please let GardenWorks know as well as your GardenLeader that morning - we want this experience to be memorable for only good reasons!

Introduce yourself to the client. Ask client about their previous gardening experience. Invite them to participate in the garden build process. Be considerate and mindful of privacy. If there are children present, invite them to participate in the build!

Is this event family friendly? Yes! As long as children sign the volunteer waiver and can handle the tasks involved with completing a build, we welcome children to participate in GardenBuilds.

Please remember to water! Assist the client in setting up a watering method (hose, watering can) and show the client how to water seeds and seedlings. Their educational packet contains instructions, but hands-on learning is always the most effective!



FREQUENTLY ASKED QUESTIONS



What time do I arrive? Please arrive 10 minutes before the scheduled build. Wear your garden build shirt for identification, and if at all possible, avoid parking in client's driveway. Please wait until your garden lead arrives to enter the client's yard.

How is it constructed? The GardenWorks raised bed is a pre-cut frame. The garden lead will have a hand drill to use, but a standard Phillips screwdriver will work well. Your lead will have these materials.

What will be planted? Your garden lead will arrive with a set of seedlings and a garden map. This map will help our clients determine what is growing where during the season, as well as planning out for anything they may replant for another fall crop. You will plant an assortment of seeds and seedlings based on a square foot gardening model.

Do I need to bring anything? While the garden lead will bring all materials needed for the construction, please bring a water bottle, garden gloves, and any personal hand garden tools that may assist you that day. Please leave all personal belongings in your car, and remember to bring all your tools with you as you depart.

What if it's raining? Please check your email prior to leaving for your garden build, especially if there is rain in the forecast. Your garden lead will contact you by email to let you know if a build has been rescheduled. However, unless storms are in the forecast, plan on building, rain or shine!

How long should I expect this to take? One build takes approximately 1 hour. For a standard raised bed build, there will be one lead and at least 2 other volunteers. These powerful encounters, while short, make a big difference for a family in need.

Let us know how everything went. If you experience any challenges, please contact us. We are here to help you and want you to have a rewarding experience as a volunteer.

Are you interested in staying involved? We provide fall refreshes for families in August, and we'd love for you to stay involved. Let us know if this interests you!

Can I grow a GardenWorks garden this year? Yes! Visit our website for more information on purchasing a garden bed or making a donation to have a complete garden installed in your home by a staff member!



PRIVACY AND CONFIDENTIALITY

Client Privacy

As a GardenWorks Project Volunteer, you are expected to maintain the confidentiality of all information known to you about any individual, family or child. All our participating Gardeners come from food pantry partner sites and have faced varied economic challenges and situations. Be conscientious and mindful when speaking with your Gardeners.

To further protect client confidentiality, The GardenWorks Project retains absolute rights over any photographs. Volunteers are not to use photographs for their personal use; they may not have printed images, or keep digital copies on a photo card, phone, flash drive, computer or CD. The GardenWorks Project must have permission in writing from any adult individual, and in the case of a child, their parent, before a photograph may be taken. We respect the right of all our Gardeners to refuse to be photographed or identified in a photograph. This doesn't mean that you can't take pictures of the garden, **just ask your lead first, and make sure the client does not mind if these photographs are shared.**

Volunteer Waiver

All volunteers must complete a *Volunteer Waiver and Agreement* each year. If you have not returned one to us prior to your build, please complete the form on the last page of this document and give it to your build coordinator before you start working.

If you have not signed a waiver, please tear out and sign the form attached in this handbook and return to a GardenWorks staff member.





VOLUNTEER WAIVER



Name:
Address, City, Zip:
Phone:
Email:
Emergency Contact Name:
Emergency Contact Phone:

Please initial in each of the spaces below to acknowledge that you have read and agree to the statements.

_____ I understand that images and/or audio recordings of me volunteering may appear in The GardenWorks Project communications. I hereby grant and convey any and all right, title, and interest, in and to these images and/or audio recordings to The GardenWorks Project.

_____ I understand that as a condition to volunteering with The GardenWorks Project, I may be asked to submit to a background check. I will be notified in writing if this is a condition for my volunteer activities, at which time I will be asked to consent to a background check and provided with a copy of the background check report when it becomes available.

VOLUNTEER WAIVER, RELEASE, HOLD HARMLESS & INDEMNIFICATION AGREEMENT

I have agreed to serve as a volunteer for The GardenWorks Project, and I recognize that my volunteer participation is a privilege afforded to me by The GardenWorks Project. I fully understand, appreciate and assume all risks associated with my volunteer duties, which may be physical in nature. In exchange for my participation, I hereby agree to the following:

a) I voluntarily waive, release, and hold harmless The GardenWorks Project, Board of Directors, volunteers, clients, and client's landlords, from any and all claims, causes of action and damages for bodily injury, illness or death that I may suffer as a result of, or in any manner connected with, directly or indirectly, my participation as a GardenWorks Project volunteer. I understand that this waiver and release precludes my right to recovery of damages in the event I am injured in the course of my volunteer duties. b) I shall defend, hold harmless and indemnify The GardenWorks Project, Board of Directors, volunteers, clients, and client's landlords, from and against all damages, claims, liabilities, causes of action, judgments, settlements, costs and expenses (including, but not limited to, reasonable expert witness and attorney fees) that may at any time arise or be claimed by any person as a result of bodily injury, personal injury, illness, death or property damage, or as a result of any other claim or cause of action of any nature whatsoever, arising from or in any manner connected with, directly or indirectly, my negligent or intentional acts or omissions in performing my volunteer duties. I have read, fully understand and freely, voluntarily, and without duress execute and agree to the assumption of risk, release, hold harmless, and indemnification terms set forth above.

Participant Signature _____ **Date** _____

Parent's Signature (if under 18) _____ **Date** _____



OUR 2020 SPONSORS



Mercedes-Benz



Do you own or work for a company that uses its charitable contributions to invest in the local community? Consider participating as a corporate sponsor - we have opportunities all year round!

For more information, please contact The GardenWorks Project at info@gardenworksproject.org, or www.gardenworksproject.org/corporate_sponsorship



WHAT HAPPENS AFTER THE BUILD



Want to know how we continue to serve our clients throughout the year? Here's just a glimpse:



Gardens are installed in spring with a team of volunteers. Gardeners are trained at a basic level on how to maintain and harvest a garden. Educational materials are provided to adults and children on how to eat and prepare foods seasonally.



Additional fall planting is offered in August to extend the season through November. Continued weekly communications extend education beyond general maintenance, and with a fall planting, approximately 100 lbs. of produce is expected in the first year.



In Year 2, a spring refresh and a fall refresh is offered again to gardeners. In May, returning clients can pick up seeds, seedlings, compost, and garden tools for their second year of gardening. Education is provided, and bi-weekly education is provided.



In Year 3, another refresh of seeds, seedlings, compost, and garden tools are offered to third year clients. Clients at this point are encouraged to attend all Food Growers Network meetings, and continued bi-weekly educational newsletters are provided.



The GardenWorks Project has served over 1540 clients since 2012, empowering individuals to grow for themselves and maintain a healthy lifestyle. We aim to make every client a successful food grower!

Want to get more involved with The GardenWorks Project? There are many ways to get involved, from short-term task forces to joining committees, to even sitting on our board. Reach out to us and let us know your skillset and interests!

We are also recruiting for the following during our spring build season:

- GardenLeaders
- Photographers
- Soil and Material Delivery Crew Members

Email info@gardenworksproject.org for more information or visit gardenworksproject.org

