



# 2 Volunteers

**CHAPTER LEAD:**

Laurie Schneyer, *Slow Food Denver, CO*

**CONTRIBUTORS:**

Judiann Carmack-Fayyaz, *Slow Food East End, NY*

Lynn Hyndman, *Slow Food Chicago, IL*

Andrew Nowak, *Slow Food Denver, CO*

Henry Owen, *Slow Food Charlotte, NC*



Slow Food USA®

## Introduction

**V**olunteers are central to the success of any school garden program effort, particularly given that school districts are not able to fund paid positions to coordinate the garden activities. Within a school garden program, volunteers from the school community will be needed to support the teachers, as they will have not enough time to manage the needs of the gardens. Slow Food chapters can be a great resource for school garden programs by recruiting, training, recognizing, and rewarding volunteers who spend time in school gardens. Within the membership of a Slow Food chapter are potential volunteers who will have the talents and skills to be a benefit to school gardens. Since Slow Food chapters deal with volunteers on a regular basis for many of their programs and events, Slow Food can bring wisdom and experience to the volunteer needs of a garden program. For the garden program to be successful, it is essential to recruit and wisely use volunteers when beginning or continuing a program.

Whether a volunteer is a member of their school community or someone recruited by a Slow Food chapter, creatively utilizing these people is key to getting the work done while making the experience fulfilling for the volunteers. Ideally, the volunteers see value in their participation and will want to continue to support the garden program. This chapter provides advice on where to recruit volunteers, how best to use their energies, how to motivate and reward them, and potentially how to convert their position into a paid one.

## Sharing the Goals of Slow Food and the Garden Program

Even before you start reaching out to prospective volunteers, it is very important to create the messaging behind the school garden project and the different organizations that are driving this effort. Prospective volunteers want to know why the project is important, who is going to be impacted by their efforts, and the human stories behind the work that is going to be done. Everyone's time is valuable, and new volunteers want to know that their time will be respected and the experience will be rewarding.

In the cases where Slow Food is one of the partners of the school garden program, it is important that a good description of the Slow Food mission be shared with new volunteers. Thus a key piece in the recruitment of volunteers is for them to understand the mission of Slow Food as an organization. Have prepared statements that describe what Slow Food is all about and how our mission can be an important part of their lives. On the following page, is an example from Slow Food Denver that describes the Slow Food philosophy, especially as it pertains to school gardens.

Hopefully, the description of the Slow Food mission will be of interest to the new volunteers and they will want to learn what they can do to support the mission. If recruiting help for a school garden program, it is important to clearly lay out the goals of the program and how it will affect the children. In addition, the goals of the garden program should show how the volunteers will be important to the success of the program.

In addition to the Slow Food mission, it is important to have information specific to the mission of the school garden program. Since school garden programs represent the interests and capacities of the Slow Food chapters, the program description will be different across chapters. There should be some common themes that all school garden programs represent, so it will be useful to look at some examples. Here is a program description of Slow Food Denver's Seed to Table School Food Program:

Creatively utilizing volunteers is key to getting the work done.



## SAMPLE RECRUITMENT INFORMATION

# Slow Food Volunteer Info

**Thank you for your interest in helping Slow Food Denver in our efforts to connect Coloradans to their food and build community. We thought you might want some more info about us.**

## What Is Slow Food?

Slow Food is an idea, a way of living, and a way of eating. It is a global, grassroots movement with thousands of members around the world that links the pleasure of food with a commitment to community and the environment. Slow Food USA leads the movement in the United States. With more than 250,000 supporters, 25,000 members, and 225 chapters nationwide, Slow Food USA advocates for food and farming policy and practices that are good for the public, good for the planet, and good for farmers and workers.

## VISION

We are feeding ourselves, our families, and our community with easily accessible and nourishing food from our local gardens, farmers, and ranchers.

## MISSION

Slow Food Denver cultivates the enjoyment of local food with all members of the community to create a more just and sustainable food system.

## VALUES

Slow Food Denver is part of a global movement that believes everyone has the right to good, clean, and fair food. We value:

### The Pleasure of Food

The pleasure of sharing food prepared with care from healthy plants and animals builds community.

### Education

Educating people about the cultivation, preparation, and appreciation of food empowers democratic change in the food system.

### Collaboration

Collaboration among diverse groups of informed producers and consumers creates a resilient, healthy, local food community.

### Community Involvement

We value the passion and creativity of our members and supporters and encourage participation at all levels of our organization.

## WAYS TO GET INVOLVED

Hosting, planning, or helping with an event

Teaching gardening or cooking classes and tending gardens through our Seed to Table program

Tracking food systems policy and legislation

Reaching out to the community to develop greater awareness of Slow Food Denver

### Contact us!

Send an email to [info@slowfooddenver.org](mailto:info@slowfooddenver.org) and we'll get you started!



## SAMPLE RECRUITMENT INFORMATION

# About Slow Food Denver's Seed to Table School Food Program

## WHAT WE DO

Slow Food Denver's Seed to Table (SFD-STT) School Food Program creates meaningful relationships between young people and food in order to transform the school food system. By placing an emphasis on hands-on experiences, community interaction, and the pleasures of the table, SFD-STT projects help to strengthen the food communities of tomorrow by engaging youth today. We work closely with Denver area schools to teach students where their food comes from, how to prepare it, who grows it, the importance of food choices, and the pleasure of sharing with friends and family.

## HOW WE DO IT

### Where Food Grows

Students experience all aspects of food production through school gardens. We provide support and training to our member schools through the following methods.

- We provide a liaison between parents, teachers, partner organizations, and the school district. We help design appropriate vegetable gardens, help procure garden resources, recruit school-based teams, and train volunteers to provide programming.
- Lessons include plant botany, seed starting, saving, and transplanting, as well as gardening, vermiculture, and composting. We teach the cultural significance and history of food.
- Specific projects include the Wellness in the Garden After-School Program, the SFD Garden Activity Guide, and the Seed to Table Alliance of schools.

### How to Prepare Food

The STT Program improves cooking skills of all community stakeholders: students, food service, staff, and parents through the following projects.

- We teach students how to cook culturally relevant fresh foods with our harvest classes and SFD Garden Activity Guide.
- Parents participate through the Youth Farmers' Markets, school community events, and volunteer activities.
- Our work with food service includes the Garden to Cafeteria Project, where students harvest produce from their garden for use in school salad bars, as well as assistance in scratch cooking training, and recipe and menu development for food service employees. Our efforts have resulted in district-wide policy changes, including the implementation of Colorado Proud Day, celebrating local foods.

### Who Grows Our Food

We work to increase local procurement both by the school community and food service. Participating schools design and run Youth Farmers' Markets featuring school garden and local produce.

Our partnership with district food service has increased consumption of Colorado produce and meat in school cafeterias. Local partnerships with producers and processors have allowed us to help the school district form value food chains and food hubs in order to minimize food processing while increasing the supply of cost-effective local foods.

# Volunteer Recruitment

Recruiting volunteers for school garden programs is a multi-step process. First, identify the different ways to reach out to prospective volunteers using the Internet and social media, at large gatherings and events, through personal networks, and through the schools that are going to benefit from the gardens. With each of these outlets, the messaging of Slow Food's mission and the goals of the school garden program needs to be shared. Just as important, provide the prospective volunteers with a means of corresponding back to Slow Food and the Garden Committee. With this two-way communication, barriers and conflicts can be addressed early so that they don't grow and impede any progress.

## FINDING PROSPECTIVE VOLUNTEERS

### Social Media

Examples: Facebook, Twitter, E-Blasts, Websites, School Calendar, School website, PTO/PTA email list, School E-blast list. There are numerous ways to connect with potential volunteers and share with them the many opportunities to get involved in a school garden project. The most obvious communication channels used these days are all the social media and Internet outlets. Here is an example of an email blast being used to update and thank volunteers.

#### Samuels has an orchard!

1 message

Samuels Garden <samuelsgarden2011@gmail.com>

Mon, Apr 22, 2013 at 4:28 PM

Bcc: seedtotable@slowfooddenver.org

Earth Day was celebrated properly at Samuels Community Garden. Our students planted a beautiful array of apple, pear, plum, cherry and peach trees today. Their eagerness to dig right in was contagious, and their smiles rewarding.

Even when Mother Nature blew a great storm our way, the classes kept coming in rotation to tend to their school garden and contribute to the lovely orchard. It is a testament to the wonderful, hard-working teachers and children at Samuels that they were so dedicated to today's project.

Thank you to the Cara Foundation for the generous donation that made it possible to buy 22 trees! Thank you to Councilwoman Peggy Lehmann for visiting this morning. Thank you to Whole Foods for donating organic fruit for our students to enjoy.

Samuels Community Garden is a reality today thanks to so many people from all walks of life and so much generosity from countless sources. It is a true grass-roots collective effort that is enjoying great success!

Thank YOU, for playing your part!

### Slow Food Events

While social media allows a Slow Food chapter to reach a large range of potential volunteers, there are still many other ways to reach out to the community to recruit volunteers. At Slow Food events, make sure to have a prepared poster or table-top materials available so that interested people can have some information to take home. In addition to Slow Food events, ask your community partners to share volunteer opportunities with their patrons and mailing lists. Often our partners in the community have members who would be interested in the school activities that Slow Food supports.

## Slow Food Membership

One of the many reasons people join Slow Food is for the volunteer opportunities. School gardens are a very popular project for volunteers, so be sure to list opportunities for the membership to get involved. In some cases, finding volunteers will be tough because the school garden programs tend to happen Monday–Friday when the children are in school. At the same time, the prospective volunteers will be at work. Try to have some weekend opportunities for volunteers so that they can get involved.

## Schools

Perhaps the most logical place to start to recruit volunteers for school gardens is at the schools themselves. In general, the strength of a school garden program is dependent upon the support of the school community. If the school has a PTA/PTO, contact their leadership committee and ask to present at their next meeting the volunteer needs of the school garden project. Most schools have a weekly letter that is sent home via email or folder where volunteer opportunities can be shared. If the school garden already exists, then posting an announcement in the garden for volunteers or hosting a weekly coffee in the gardens after morning drop off will generate some interest in the opportunities in the garden project.

## School Events

Be sure to be ready to set up a stand to talk about the garden, with signup list in hand at the following school events.

- **Garden work days/Earth Day/Mother’s Day**
- **PTA/PTO events and Health and Wellness Fairs**
- **Back to school nights**
- **Teacher parent conference nights**
- **Holiday celebrations**

Outside of the Slow Food and school networks, there are many other sources for potential volunteers. Below is a list of organizations that have supported school gardens in the past. In each community, this list will look different, so use these ideas as a place to get started. Look around your community for groups that may want to support school gardens.

## Other Sources for Potential Volunteers

- **Universities and colleges** — fraternities/sororities, faculty groups
- **High school students** with community service requirements
- **Master Gardeners** (50-125 hours community service required.  
Find your extension agent at [www.csrees.usda.gov/Extension/](http://www.csrees.usda.gov/Extension/))
- **Local gardening list serves**
- **Local service groups** such as Rotary and Lions Clubs
- **Local farming organizations**, like FFA (Future Farmers of America) and 4-H
- **Town government**
- **Nutrition organizations** (e.g., American Dietetic Association)
- **Local garden groups**, especially organic ones
- **Local community garden organization**
- **Faith-based community groups**, such as local churches, synagogues and mosques
- **Refugee communities**
- **Edible Schoolyard website** ([www.edibleschoolyard.org/](http://www.edibleschoolyard.org/))



- **Partners** Use partnerships to connect with those outside of the school circle (producers, chefs). Whole Foods often looks for team building opportunities for their employees, and school garden projects lend themselves well to this need.
- **Corporate groups** often want to lend a hand, especially if they are in town for a convention. Connect with your local convention center to discuss the possibilities.
- **Internships and Apprenticeships** Look at local universities with nutrition programs, vocational schools with horticulture programs, 4-H, and FFA. Note that these volunteers will need more guidance and hand-holding both because of age and level of commitment. They would be expected to work x number of hours per week with supervision, for instance.
- **Walk-ins** Locate the garden in high traffic area with signage about how to connect with the garden leader.

## Communicating with Volunteers

One of the most important tools in a chapter's recruiting of volunteers is to have a place where you can communicate with volunteers and where they can communicate with you. At a minimum, be sure there is an email provided on the chapter website where volunteers can let you know they are interested in helping out. Below is an example from Slow Food East End (Long Island) of their recruitment page. Their website is powered by Weebly.com. Free webhosting and many other services are also available from Grassroots.org ([www.grassroots.org/services/free-website-hosting](http://www.grassroots.org/services/free-website-hosting))

**Slow Food EAST END**

Home About Us Participate Affiliates Sponsors Contact Us

Events  
Latest News  
Slow Shopping  
Slow Food Schools  
Resources

### Volunteer

Slow Food NY – East End (Long Island) is a chapter of Slow Food USA, a 501(c) non profit, tax exempt organization.

For general inquiries concerning SFEE events: [events@slowfoodeastend.org](mailto:events@slowfoodeastend.org)

Inquire how you can help: [volunteers@slowfoodeastend.org](mailto:volunteers@slowfoodeastend.org)

To join one of our working committees:

EDUCATION: [education@slowfoodeastend.org](mailto:education@slowfoodeastend.org)

EVENTS: [events@slowfoodeastend.org](mailto:events@slowfoodeastend.org)

COMMUNICATIONS: [SlowInfo@slowfoodeastend.org](mailto:SlowInfo@slowfoodeastend.org)

#### Slow Food East End Volunteer Form

*We want to hear from you! Help us grow our local Slow Food Chapter.*

**Full Name \***

First Name Last Name

**E-mail \***

ex: myname@example.com

**JOIN US** Get the Latest News & Events from Slow Food East End

Email:


**MEMBERSHIP** Become a member of your local SF Chapter

**VOLUNTEER** For Planning & Events

FACEBOOK UPDATES

Find us on Facebook

**Slow Food East End**  
Like

**Slow Food East End**  
What a welcome sight!  
  
20 hours ago

**Slow Food East End**  
A full day of educational family fun featuring nature

# Volunteer Questionnaire

Once a Slow Food chapter has received a request from a prospective volunteer, gather some information from this person to find out their interests and general availability. Here is a sample of a questionnaire used by Slow Food Denver to assess interests of volunteers. This information is then entered into a database so that when volunteer opportunities arise, a quick search for potential volunteers can be easy to do.

**SAMPLE VOLUNTEER APPLICATION**

## Seed to Table School Food Program Volunteer Application

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Areas of Interest**

- I want to volunteer at a school near me\*. Please put me in touch with a garden leader.
- I would love to be part of the monthly workshops. My expertise is in \_\_\_\_\_
- Cooking classes in classrooms or farmers' markets
- I am a chef (or just a good cook!) and would like to volunteer with cooking classes\*
- Occasional garden help
- Volunteer Coordinator
- Run garden/cooking program at a school\*. My experience is \_\_\_\_\_
- Other Slow Food Events \_\_\_\_\_

**Available Times**

- During school day (8:30 am – 3:00 pm) \_\_\_\_\_
- After-school programs (3:00 pm – 6:00 pm) \_\_\_\_\_
- Weekends \_\_\_\_\_
- Summer \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Phone \_\_\_\_\_

May we share your contact information with schools that need help?  Yes  No

The undersigned hereby agrees to accept all liability for any and all damages resulting from volunteer activities with Slow Food Denver. In addition, the undersigned agrees that images may be used in print or electronic marketing or other materials by Slow Food Denver. \*May require a background check, including fingerprints, before volunteer duties are assigned.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**SAMPLE VOLUNTEER APPLICATION**

# Community Garden

## Volunteer Educator Survey

**Directions:**

Please check your response for each item, and write out your answers to the follow-up questions.

**BE HONEST!!!** (There is extra space on the back if you need more room to share your thoughts.)

**I would incorporate aspects of the garden into my lesson:**

- Weekly     Once or Twice a Month     Once or Twice a Semester     Never

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**During class time, I would have students work in the garden/hold lessons in the garden:**

- Weekly     Once or Twice a Month     Once or Twice a Semester     Never

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**I am interested in being involved in running the garden**     Yes     No     Maybe

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**I am interested in volunteering to help in the garden during the summer**

- Yes     No     Maybe

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**Additional comments or thoughts about the garden project:**

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# Volunteer Job Descriptions

Once you have found some eager volunteers and have identified their interests to help out with school gardens, the best strategy is to have a list of job opportunities from which they can pick. Available jobs may vary from garden to garden, so first check with the garden leaders at each school to see what kind of volunteers they need. From the requests of the garden leaders, generate some job descriptions so that the new volunteers understand what their roles and expectations may be. Include in the job descriptions the hours and days of the week that will be part of the volunteer opportunity. Posting volunteer role descriptions online is a great way to help you manage your volunteer roles and volunteer interest.

## HOW TO WRITE VOLUNTEER ROLE DESCRIPTIONS

Before the volunteer role descriptions are written, revisit the goals that were laid out for this project as described in the “Design and Build” chapter. Design the volunteer role descriptions to help meet the goals of the school garden program. For example, if one of the goals is to engage local chefs to do cooking demonstrations with the garden produce, be sure to include a description for the local chef volunteer role.

When sitting down to write the descriptions, try to think from the potential volunteer’s point of view. What information will they want to know? Be sure to always include an estimated time commitment. Try to make the descriptions fun, inviting, short, and specific.

For an example of volunteer role descriptions visit [www.friendship-gardens.org/volunteers](http://www.friendship-gardens.org/volunteers)

Try to think from the potential volunteer’s point of view.

**Below are some great examples of garden job descriptions from Friendship Gardens in Charlotte, NC, and Slow Food Charlotte:**

We realize that there are many people who wish to volunteer, but in a way that takes advantage of their passions, skills, or talents. It is for this reason that we offer specialized volunteer opportunities.

**Photographer**- Do you love to shoot... pictures? We need pictures of each garden for the website. We would also love to invite you to a work day to be the designated photographer.

**Harvest Deliverer** - Harvest time is busy! We need help getting the harvest from our gardens to the willing chefs at Friendship Trays. After years of volunteers taking food tray deliveries FROM Friendship Trays, it’s time for volunteers to deliver food TO Friendship Trays. We would pair you with one of our volunteer garden leaders, and you could help deliver the harvest from the garden(s) they manage.

**Baby Plant Starter** - Our network of gardens needs lots of plants. We can provide the supplies. Can you germinate, nurture, and babysit plants in your home before they are ready to plant outside?

**Greenhouse Worker** - Do you love baby plants? Want to help us start plants for our network of gardens in our donated greenhouse? We provide the supplies and can train you.

**Leaf Thief!** - Fall leaves make great mulch around plants and are an essential ingredient in making compost. We need LOTS of leaves year round. We need leaf thieves to save bags of leaves from the curb and deliver them to the Friendship Gardens.

**Harvest Prep Team in the Kitchen** - Cooking fresh collards is a lot more work than opening a can! Volunteers are needed to assist the kitchen staff in prepping the garden harvest that is donated (washing, de-stemming, etc.). Can you help? Time slot is each Tuesday 11am - 12:30pm. Email Lani Lawrence llawrence@friendshiptrays.org if you are interested.

**Composter** - Did you know Friendship Trays creates 15–20 pounds of food scraps every day that need to be composted? This could be a great source of nitrogen for your home compost bin or a free source of food for your backyard chickens. Please let us know if you would like to take a five-gallon bucket of frozen food scraps home to compost.

**Mower / Weed Eater** - Enjoy keeping the grass cut low? We grow food but also need to keep grass and weeds around gardens low. We need your help.

**Home Grown Volunteer** - We will be helping to install gardens in the backyards of interested Habitat owners so that they can grow food for their family. Volunteers are needed to help with dig-in/planting days and to provide gardening mentoring to newbie Habitat gardeners.

## WHY POST YOUR VOLUNTEER ROLES ONLINE?

**It will save you tons of time.** People will ask “How can I help?” Instead of writing a new email each time a new person asks this question, spend a little time at the beginning to write out the volunteer role descriptions and post them to the Slow Food chapter webpage. Then, when a volunteer reaches out or when there is a need to recruit a volunteer, simply send them the link to the descriptions.

**Once the job descriptions are posted online, the volunteer needs will be easy to share.** Webpage links are extremely easy to share on Twitter, Facebook, and other social media. When there is a need to do a volunteer recruitment push, simply share the volunteer link within your online community and ask them to re-share the info as well. Does the school have a website or Facebook page? If so, be sure to chat with the person who runs these sites so that they can share the volunteer role descriptions there as well.

**It is easy to share volunteer needs with the media.**

Once the school garden program picks up steam, they may be contacted by a local media member about doing a story. Media members usually ask “Where can people go to learn more or volunteer?” Simply give them the link to the volunteer role description page online. Providing a website is preferred to having them print a cell phone number in the newspaper.

## Master Farmer Volunteers

Although these are not technically volunteers, here is another model for recruiting interns to a program, provided by Slow Food East End.

### JOSH LEVINE/SLOW FOOD EAST END 'MASTER FARMER' PROGRAM

The Master Farmer Program was formed by Slow Food East End to provide technical growing assistance to garden coordinators in 26 Long Island, NY school districts with school gardens and greenhouses. Over the course of many monthly meetings of the Edible School Garden group ([edibleschoolgardens.org](http://edibleschoolgardens.org)), it became evident that most of the people working in the gardens lacked expertise with such issues as crop scheduling, low maintenance, vegetable-growing practices, integration of the garden into the curriculum, and greenhouse operations. Many general topics issues were addressed in the monthly meetings, but the scope, goals, and mission of each garden differed significantly enough to warrant individual attention.

One of our volunteers, who was a Master Gardener and a vegetable farmer, had worked extensively in several school gardens offering much-needed advice, helping determine long- and short-term goals and organizing helpful ‘work days’ to advance garden progress. Both Edible School Gardens and Slow Food East End felt that this service was invaluable for the sustainability of the school garden movement. With a program offering support services in place, gardens would be more apt to withstand changes in garden and/or administrative leadership and program challenges that could potentially lead to abandonment of the project. With the help of another partner organization, the Josh Levine Memorial Foundation, and many generous donors of food and services, we hold what has become a collaborative annual fundraising dinner to raise funds for three part-time Master Farmers (MF) to assist our school garden network.



In its second year, the program has attracted many highly qualified MF candidates, including farmers, environmentalists, and gardens and food advocates and has benefitted school programs, reaching over 10,000 Long Island students. This past year, another partner organization, EECO Farm (East End Community Organic Farm), funded an additional Master Farmer, who fields inquiries from all school gardens and coordinates the activities of the Master Farmers so as to maximize their talents and time.

## SAMPLE VOLUNTEER SOLICITATION

# Slow Food East End Josh Levine Farming Internship Application

**Through the generosity of the Joshua Levine Foundation, Slow Food of the East End is seeking applicants for three Slow Food Garden Coordinator Positions to support the expanding network of Edible School Gardens on the North and South Fork of Eastern Long Island.**

**GOAL:** The Garden Coordinators will support the growth of the local school garden movement by advising Edible School Garden members within a designated region on the planning, creation, maintenance, and sustainable continuation of their school gardens using local networks and resources. As each school garden is different in scope, ascertaining the needs and goals of the individual school gardens and suggesting ways to achieve them will be an important aspect of these positions.

### **Slow Food USA Mission: Supporting Good, Clean, Fair Food**

Slow Food USA seeks to create dramatic and lasting change in the food system.

We reconnect Americans with the people, traditions, plants, animals, and fertile soils and waters that produce our food. We seek to inspire a transformation in food policy production practices and transformation in food policy, production practices, and market forces so that they ensure equity, sustainability, and pleasure in the food we eat. [www.slowfoodusa.org](http://www.slowfoodusa.org)

### **Slow Food East End Principles**

Slow Food is an idea, a way of living, and a way of eating. It is a global, grassroots movement with thousands of members around the world. Slow Food links the pleasure of food with a commitment to community and the environment. We support the mission of Slow Food USA to provide food that is good for you, good for the people who grow it, and good for the planet.

[www.slowfoodeastend.org](http://www.slowfoodeastend.org)

### **Joshua Levine Memorial Foundation**

Josh loved living on the East End of Long Island. He was enamored with its beauty, history, and potential for providing a wonderful place to create a home and raise a family. As a farmer, Josh gained much satisfaction out of planting seeds in the rich earth, seeing them take root, helping them to mature, harvesting the bounty, and finally tasting the rewards. The Joshua Levine Memorial Foundation's mission is to support charitable programs in which Josh had an interest, including organic farming, photography, and education. [jlmf.weebly.com/index.html](http://jlmf.weebly.com/index.html)



**The Slow Food School Garden Coordinators will:**

- Assist designated Edible School Garden ([EdibleSchoolGardens.org](http://EdibleSchoolGardens.org)) members on the North or South Fork of Long Island in the planning, creation, and maintenance of their school gardens, using local school community resources and networks. Assistance may include: site design and layout, the creation of planting and harvest schedules, greenhouse growing techniques, instruction in organic farming principles and integrated pest management and the art of composting.
- Advise members on how to set and accomplish individual garden goals and provide technical and/or horticultural advice. The Coordinator will not be responsible for the maintenance of or working in the garden.
- Attend monthly Slow Food Education/Edible School Garden Meetings, Slow Food Events, and the Joshua Levine Memorial Dinner at the American Hotel on April 1, 2012, and the 2013 dinner.
- Serve as a liaison between Slow Food East End, the Joshua Levine Foundation, the Edible School Garden Group, and designated school gardens on the North or South Fork, communicating the needs of and issues concerning school gardens to the Slow Food Education/ Edible School Garden Leaders.
- Keep a weekly activity log of garden visits and submit report monthly to the Slow Food Education Committee at the Edible School Garden/Slow Food Education Committee meetings.

## Online tools for managing volunteers

Utilizing free tools available on the Internet such as

[www.signupgenius.com](http://www.signupgenius.com)

is a great way to keep track of volunteers for a particular event.

Just input info about the project, date, times, what people should bring, and a few other details.

You can input several days and dates as well as recurring times/dates. Automatic reminder emails can be sent, and groups notified by you or the system. This draft example is for a Youth Farmers' Market training class from Slow Food Denver.

The screenshot shows a SignUpGenius event page for 'YFM/GTC TRAINING'. The page has a green and yellow color scheme. At the top, there is a navigation bar with links for 'BUILD A SIGN UP', 'FIND A SIGN UP', 'RESOURCES', and 'MY ACCOUNT'. Below that is an 'ADMINISTRATOR'S TOOLBAR' with options like 'Edit Content', 'Send Invites', 'Send Email', 'Reports & Stats', and 'Add/Edit/Delete Page'. The main content area features a title 'YFM YFM/GTC TRAINING' and a welcome message. To the left of the text is an image of a watering can and a bucket of soil. Below the text is a table with columns for 'Date', 'Location', 'Time', and 'Available Slot'. The table shows a training session on 7/23/2012 (Mon) at Steele - YFM from 9:00AM - 10:00AM, with 15 slots filled and more available. The creator is listed as Laurie Schneyer.

**YFM YFM/GTC TRAINING**

Welcome to Youth Farmers' Market/Garden to Cafeteria Training

If you are new to YFM or GTC, you or someone from your team needs to attend one session. Even if you are an experienced YFM or GTC leader, we recommend that you come to the training as there will be new features this year

We have scheduled YFM and GTC training back to back so you can knock off both trainings at once. Please sign up for both YFM/GTC training, as applicable.

Location: Steele Elementary is located at 320 S. Marion Pkwy, Denver. Meet near the greenhouse

Please RSVP for a training date. If we get at least 5 RSVPs, we will proceed with that training date. Andy will correspond with you via email concerning the date that you signed up for. If we need more training later in Aug, Andy will set some more dates. If you need to reach Andy, his email is [ajnowak@mindspring.com](mailto:ajnowak@mindspring.com)

CREATED BY: Laurie Schneyer [CONTACT](#)

Date	Location	Time	Available Slot
7/23/2012 (Mon)	Steele - YFM	9:00AM - 10:00AM	Trainee 15 slots filled - more available ✓ Lindsay McNicholas

## Volunteer Training

Volunteers may be eager to help the Slow Food cause in a school garden program, but they will come to the workday with a whole range of skills and previous experiences. It is very important to start the workday out with a training workshop, to show exactly how the required tasks need to be performed. This is best done with an actual demonstration of the task by the garden leader and then having the volunteers show that they can also perform the task. This helps you know that they are capable of the task assigned, and it gives them a sense of purpose and helps them be comfortable in their role. Making sure that your volunteers are trained in something new also helps them feel that their time was well spent. For example, having a tree expert show everyone how to plant fruit trees, so that they can in turn teach kids how to do it, gives everyone a sense of accomplishment, and they learn something as well.

The training workshop is also a good opportunity to teach people about Slow Food, and the Slow Food values should be reiterated at this point as a framework for the volunteer to understand how their efforts contribute to the overall mission. Here is definitional info from the SF-USA website:

### Good Clean Fair

**The word good can mean a lot of things to a lot of people. For Slow Food, the idea of good means enjoying delicious food created with care from healthy plants and animals. The pleasures of good food can also help to build community and celebrate culture and regional diversity.**

**When we talk about clean food, we are talking about nutritious food that is as good for the planet as it is for our bodies. It is grown and harvested with methods that have a positive impact on our local ecosystems and promotes biodiversity.**

**We believe that food is a universal right. Food that is fair should be accessible to all, regardless of income, and produced by people who are treated with dignity and justly compensated for their labor.**

For volunteer opportunities in the gardens that are more of the daily type of work, providing instruction for volunteers as to the immediate task at hand is also very important. For example, when a family agrees to be the garden caretaker for a couple weeks, having a job sheet that reminds the family what needs to be done is a very effective means of getting the work done. The following is an example of how Slow Food Chicago provides info to volunteers:



## SAMPLE VOLUNTEER GARDEN INFORMATION

# Dawes School Garden

## Important Garden Information

**The code for the garden gate is 8899.**

**The key for the garden shed is located in a brown bottle that is tucked in next to the big garden sign in the prairie garden. It is located next to the support on the right side of the sign.**

Garden tasks are listed on the clipboard attached to the shed door.

A sign in sheet is attached to the clipboard. Please have people sign in when they arrive. The number of participants is an important record to have for our grant writing.

Load garden equipment including gloves onto cart and wheel out into the garden for easier access. *Please no children in the garden shed at any time.*

Reminders to use and store equipment safely will constantly be needed.

Remind children that there is no running in the garden and to practice care with garden equipment.

Your suggestions and comments will be useful to other volunteers, so please jot them down on the comment sheet.

On leaving, make sure all equipment and tools are returned to the shed, the shed key hidden away, and that the garden gate is secured.

**Suggestion:** Bring a water bottle as drinking from the hose is not recommended.

## ACCESSING THE WATER BOX

To access the ground water from the in-ground spigot do the following:

### Open the Water Box

Turn the dial to Single Manual Settings.

Hit the arrow in the top right corner until \$4 station is in view in the window

Hit the minus sign so that it reads six hours.

Turn the dial back to RUN which is at 12 o'clock

Close the door—you often have to slam to get it to close properly.

### In the Garden

Attach the wrench, found in the shed, to the end of the hose and connect it to the valve in the ground. Turn the handle 180 degrees. The water should flow through the nozzle.

Be sure to turn off the water and return the wrench to the shed.

YOU DO NOT HAVE TO RETURN TO THE WATER BOX. IT AUTOMATICALLY RESETS.

# Logistics

Utilizing a notebook to record volunteer tasks needed and completed allows you to keep track of who is doing what, how much time it takes, and what has not yet been done. Recording hours spent helps with understanding just what it takes to run the program and is valuable info for grant applications, etc.

**One way to organize the notebook is by task;** for example, weeding, tilling, harvesting, or watering. For example:

WORK AREA	TASK REQUIRED	DATE COMPLETE	VOLUNTEER NAME	TIME REQUIRED
<b>Wooded Landscape</b> rakes, wheelbarrows, shovels, buckets, trowels	Spread mulch around area. Use doughnut technique to mulch around plants.			
<b>Raised Beds</b> stakes, gloves	Connect and lay hoses in beds.			
<b>Prairie Garden</b> clippers, yard waste bags, wheelbarrow	Cut back prairie forbs and grasses. Transplant Chestnut sapling. Compost what you can.			

**Also, you can organize by schedule;** for example:

## SCHOOL GARDEN WEEKLY GARDEN MAINTENANCE SCHEDULE

Summer Maintenance Coordinator: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

WEEK OF	NAME(S)	PHONE NUMBER	TASK



**Here's another way to track volunteer hours, which enables you to get signoff from the volunteer, too.**

## GARINGER GARDEN CLUB VOLUNTEER HOURS

This is a bi-monthly tracker of summer volunteer hours in the garden. Please turn into Ms. Hendee. Track all garden hours and ensure that *all* parts are filled in.

**Student Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Age:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **School:** \_\_\_\_\_

DATE	DESCRIPTION OF ACTIVITY	HOURS

**Total Volunteer Hours:** \_\_\_\_\_

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

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

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

## Sustaining Volunteers

There is so much work that goes into the recruiting and training of volunteers that it would be nice to keep them part of the team for a long time. While most volunteers do not ask for much in return for their service, they do like to be appreciated for their efforts and time in the garden project. Thus, at least once a year, it would be appropriate to recognize the volunteers that have spent time with the garden program. Below is a list of some possible ways to show appreciation to volunteers. The level of appreciation does not have to be expensive or elaborate. Simple symbols of appreciation are just as effective as something more elaborate.

### Appreciation Ideas

- Yearly events such as a Harvest Dinner (collaborate with school, Annual planting, Annual tilling)
- Appreciation Day
- T-shirts
- Certificates
- Painted pots
- Slow Food USA recognition (for example, a blog post)
- Social Media Shout-Out
- Thank-You cards
- Discounted Slow Food membership
- Gift Cards
- Invitation to events
- Certificate of completion for students (this adds to students' high school graduation accomplishments)

## Screening and Liability

See the Policy chapter for issues around screening volunteers and background checks. With regards to liability, you should discuss potential issues with your school district's Risk Management group. If volunteers fill out the district's paperwork, find out if you are still somehow responsible if they are injured. See Policy chapter for more on this.

## Stipends

School gardens would not survive without the thousands of hours that volunteers bring to the project. It is the goal of every garden program to be able to raise enough funds to compensate the key volunteers for their time and efforts. Being able to pay volunteers a stipend will not only express how important that person is to the effort but will go a long way to the long-term sustainability of the garden program. Quite simply, school gardens will not last for the long-term without some sort of compensation for the key people in the gardens.

### EXAMPLE 1

## Slow Food Charlotte

HENRY OWEN, SLOW FOOD CHARLOTTE

There are a few examples of Slow Food chapters raising money through grants or donations to support a stipend for key people in the gardens. The first example is the advertisement for a Garden Leader, Project Manager, and Curriculum Coordinator at the Garinger School Garden in Charlotte, NC. Slow Food Charlotte was able to raise some funds to support these positions so that the teachers had the support they needed to deliver an effective garden program.

### GARDEN AT GARINGER

**Project Manager:** Andrea Hendee

**Student Manager:** Jackie Olguin, Henry Lieu, and Aaron Moratoya

#### Our Mission Statement

**Exercising young minds to build knowledge, skills, and habits sustainable to work and live in the 21st century-global environment.**

#### Garinger Fit and Green Objectives:

Address the nutritional deficit in our community, both at school and in the surrounding area

Invest students in experiential 21st century-learning that transforms students within and beyond the classroom

Empower students to understand, respect, and utilize their own passions, their neighbor's passions, and their community's passions to serve locally and globally now and in the future



## TEAM OF TEACHERS – POSITION DESCRIPTIONS

Plan bi-weekly meeting with student and teacher leaders

### Project Manager

#### Description

The Garinger Fit and Green Project Team Leader will supervise the garden, curriculum integration, the V.O.I.C.E. program, community development, and the Fit Lab. The Project Team Leader will work with staff and students to strengthen and continue the Garinger Fit and Green program to make it sustainable and successful.

#### Purpose

Organize, communicate, and facilitate the Garinger Fit and Green initiative by investing staff, students, and neighbors in the Garinger community.

#### Key Responsibilities

- Coordinate and facilitate weekly meetings with students in Garinger Fit and Green Club
- Coordinate and facilitate bi-monthly meetings with Garinger Fit and Green staff team
- Coordinate and facilitate monthly meetings with administration and district committee
- Attend community meetings, including neighborhood meetings, Shamrock Drive Development Association, small committee meetings, and other community meetings as needed
- Coordinate monthly community events in conjunction with Garinger Fit and Green team and students
- Respond to emails within 24 hours
- Send bi-weekly emails to administration with updates on program (as needed)
- Help promote garden, fit lab, and V.O.I.C.E. program to students, staff, and community
- Remain flexible and open to new ideas to develop program from staff, students, and community
- Send monthly staff emails with updates about Garinger Fit and Green through newsletter and Google docs calendar
- Work with other Garinger clubs and organizations to strengthen school culture and community, such as the mentorship program
- Work with each staff member as needed to ensure success of each part of project

**Time Commitment** 15–20 hours per week

### Garden Manager

#### Description

The garden manager will be responsible for growing vegetables, flowers, fruits, and herbs throughout the 280 days of NC planting season. The garden manager will ensure the success of the garden and incorporate student, staff, and community involvement to ensure long-term success and integration of the Garinger Garden.

#### Key Responsibilities

- Develop a solid plant plan for each season
- Organize the sale of vegetables at farmers' markets and local restaurants (60%–70% of total harvest)
- Organize the donation of vegetables to local food shelters (30%–40% of total harvest)
- Organize weekly community volunteer day to maintain garden throughout the school year and three days per week for volunteer days during the summer
- Meet weekly with students at club meeting and have 30-minute breakout session prepared for students and staff while remaining flexible, depending on greatest need
- Send weekly emails to Project Director with updates
- Meet bi-monthly with Garinger Fit and Green Staff Team
- Work with student Garden Project Manager and Business Manager

**Time Commitment** 10 hours per week

### Curriculum Coordinator

#### Description

The Curriculum Coordinator will take an innovative approach to bringing healthful living into the classroom across all contents. This individual will work with teachers across all contents to increase mastery and rigor within the classroom and meet differentiated student needs.

#### Key Responsibilities

- Facilitate the organization of staff and students in the garden throughout the school year
- Maintain written record of curriculum integration
- Communicate with PLC leaders about garden and fitness integration
- Support and supply teachers with ideas of how to integrate garden and fitness into their classroom content. *\*For example, looking at the economics of farmers' markets and gardens for civics and economics class or plotting the matrix for geometry classes or the importance of fitness in the Hunger Games for English II*
- Send weekly emails to Project Director with updates
- Meet bi-monthly with Garinger Fit and Green Staff Team
- Meet weekly with students at Club meeting and have 30-minute breakout session prepared for students and staff while remaining flexible depending on greatest need
- Work with student Curriculum Coordinator

**Time Commitment** 5 – 10 hours per week



## EXAMPLE 2

# Slow Food East End

JUDIANN CARMACK-FAYYAZ, SLOW FOOD EAST END

From the Joshua Levine Memorial Foundation Website: This year we have decided to again focus on working with the East End chapter of Slow Food to aid their efforts in supporting school gardening programs. Specifically, Slow Food will provide grants to a number of young local farmers to work with the administration, teachers, parents, and students of the now over 20 public schools on the East End that have such programs. The goal is to enhance these programs so that they can become self-sustaining from year-to-year. Proceeds from the 2012 dinner enabled three Master Farmers on the East End to devote considerable time to assist the schools that have edible garden programs. There are now 20 such schools on the East End. Go to the [Josh Levine Memorial Foundation Facebook page](#) to see comments on the success of these programs.

**Through the generosity of the Joshua Levine Foundation, Slow Food of the East End is seeking applicants for three Slow Food Garden Coordinator Positions to support the expanding network of Edible School Gardens on the North and South Fork of Eastern Long Island.**

**GOAL:** The Garden Coordinators will support the growth of the local school garden movement by advising Edible School Garden members within a designated region on the planning, creation, maintenance, and sustainable continuation of their school gardens using local networks and resources. As each school garden is different in scope, ascertaining the needs and goals of the individual school gardens and suggesting ways to achieve them will be an important aspect of these positions.

## Slow Food USA Mission: Supporting Good, Clean, Fair Food

Slow Food USA seeks to create dramatic and lasting change in the food system. We reconnect Americans with the people, traditions, plants, animals, and fertile soils and waters that produce our food. We seek to inspire a transformation in food policy production practices and transformation in food policy, production practices, and market forces so that they ensure equity, sustainability, and pleasure in the food we eat. [www.slowfoodusa.org](http://www.slowfoodusa.org)

## Slow Food East End Principles

Slow Food is an idea, a way of living, and a way of eating. It is a global, grassroots movement with thousands of members around the world. Slow Food links the pleasure of food with a commitment to community and the environment. We support the mission of Slow Food USA to provide food that is good for you, good for the people who grow it, and good for the planet. [www.slowfoodeastend.org](http://www.slowfoodeastend.org)

## Joshua Levine Memorial Foundation

Josh loved living on the East End of Long Island. He was enamored with its beauty, history, and potential for providing a wonderful place to create a home and raise a family. As a farmer, Josh gained much satisfaction out of planting seeds in the rich earth, seeing them take root, helping them to mature, harvesting the bounty, and finally tasting the rewards. The Joshua Levine Memorial Foundation's mission is to support charitable programs in which Josh had an interest, including organic farming, photography, and education. [jlmf.weebly.com/index.html](http://jlmf.weebly.com/index.html)

## The Slow Food School Garden Coordinators will:

- Assist designated Edible School Garden ([EdibleSchoolGardens.org](http://EdibleSchoolGardens.org)) members on the North or South Fork of Long Island in the planning, creation, and maintenance of their school gardens, using local school community resources and networks. Assistance may include: site design and layout, the creation of planting and harvest schedules, greenhouse growing techniques, instruction in organic farming principles and integrated pest management and the art of composting.
- Advise members on how to set and accomplish individual garden goals and provide technical and/or horticultural advice. The Coordinator will not be responsible for the maintenance of or working in the garden.
- Attend monthly Slow Food Education/Edible School Garden Meetings, Slow Food Events, and the Joshua Levine Memorial Dinner at the American Hotel on April 1, 2012, and the 2013 dinner.
- Serve as a liaison between Slow Food East End, the Joshua Levine Foundation, the Edible School Garden Group, and designated school gardens on the North or South Fork, communicating the needs of and issues concerning school gardens to the Slow Food Education/Edible School Garden Leaders.
- Keep a weekly activity log of garden visits and submit report monthly to the Slow Food Education Committee at the Edible School Garden/Slow Food Education Committee meetings.



### Compensation

Slow Food East End will pay each coordinator a stipend of \$25/per hour up to a total amount of \$4000. These are year-round positions and hours (approximately 16 hours per month) should be distributed accordingly. Stipends will be paid in quarterly installments on a prorated basis.

At the close of the internship, coordinators must submit a brief written evaluation of the internship program to the Slow Food Leadership.

### Application Process:

The deadline for applications is the Spring Equinox, Tuesday, March 20, 2012. Finalists will be notified by Friday, March 23, 2012, and an interview will be scheduled. Recipients will be notified by March 31 and will be honored at the Joshua Levine Memorial Dinner at the American Hotel on April 1, 2012.

**Please submit:** Resume and brief Letter of Intention by email to: **EDUCATION@SLOWFOODEASTEND.COM**

In your Letter of Intention, please specify if you would like to be considered for a Coordinator position on the North Fork or the South Fork of the East End.

#### EXAMPLE 3

## Slow Food Charlotte

HENRY OWEN, SLOW FOOD CHARLOTTE



In May of 2008 I raised my hand to help build a garden in a weedy lot behind Friendship Trays, Charlotte's Meals-on-Wheels program. Shortly after the first plants were in the ground, we partnered with Slow Food Charlotte and formed Friendship Gardens, a special project of both Friendship Trays and Slow Food Charlotte. One of our first joint ventures was to apply for a local grant through The Women's Impact Fund here in Charlotte. We received the grant, which enabled us to hire two part time staff (I was one) who were tasked with growing Friendship Gardens into a network of gardens across Charlotte, all teaching gardening to their community and donating a portion of their harvest back to Friendship Trays, the Meals-on-Wheels program.

Now in the spring of 2013, we have 42 Friendship Gardens in our network, we operate a weekly mobile farmers' market that visits the bus station downtown, we partner with Habitat for Humanity Charlotte to start gardens in the backyards of Habitat homeowners, and we are poised to break ground on our first urban farm in the next

few months. We have received a handful of other donations and grants that support one full-time staff member and one half-time staff member.

Friendship Gardens remains a partnership between Slow Food Charlotte and Friendship Trays and it is this partnership that allows us to be successful. Partnering with an existing nonprofit relieved Slow Food Charlotte from having to manage employees with a payroll department, office space, etc. From Friendship Tray's perspective, Slow Food Charlotte provided the connections and expertise around local food in Charlotte.

From a personal perspective, it is a challenge to create a new program without an existing model to follow, all the while knowing the date when funding will run out. What my job lacks in security it more than makes up for in fulfillment. It is a great joy and privilege to work with my colleagues on a mission we are all passionate about: ensuring that all people have access to fresh, healthy food.

To learn more about Friendship Gardens visit [www.friendship-gardens.org](http://www.friendship-gardens.org).