



Marion Polk Food Share

Community Gardens

Priority 1 (P1) Garden Coordinator Agreement

2023

Garden name: _____

Coordinator name: _____

Goals of this Agreement: The Marion Polk Food Share's garden program has the central purpose of increasing equitable food access by empowering the diverse communities of Marion and Polk counties to grow and share fresh produce. This agreement outlines the partnership between you, a volunteer garden coordinator, and the Marion Polk Food Share as we work together to help gardeners succeed.

Benefits: The Marion Polk Food Share Community Gardens Program agrees to provide the following for all Priority 1 (P1) community gardens, depending upon resource availability.

1. **Seeds:** New seeds are available starting in March; year-round, first come first serve at the Seed Shed in front of our warehouse: 1660 Salem Industrial Dr NE, Salem OR.
2. **Compost:** Compost provided by Marion County Publics Works (and other sources as necessary) will be delivered in the months of March or April.
3. **Plant Starts:** Donated and contract-grown plant starts will be available during plant start distribution days (four distribution dates April – June, specific dates TBD).
4. **Perennial Crops:** Bare root and potted perennials are available in winter by request only.
5. **Tool Borrowing:** Rototillers, weed whackers, lawn mowers, wheelbarrows and a wide selection of hand tools are available for check out upon completion of safety overview and signed waiver.
6. **Volunteer Groups:** Assistance in recruiting volunteers and leading work parties to accomplish large garden jobs. Please identify any volunteer needs by filling out the form at: <https://forms.gle/oMEoFsoQbu3PKjde9>.
7. **Educational Programming:** Support in developing workshops relevant to the garden community's needs, including solicitation of speakers and/or support for community gardeners leading workshops.
8. **Coordinator Support:** Consultation regarding gardening or administrative issues.

9. **Translation Services:** Translation of gardener agreements and other documentation is available to make the garden a more inclusive community.
10. **Networking:** Invitations to regular meetings with other gardens and partners.

Responsibilities: The garden coordinator accepts the following responsibilities concerning the administration and maintenance of the garden:

1. **Recruitment and Outreach:** Coordinator is responsible for advertising garden availability and recruiting gardeners, with an emphasis placed upon inclusivity of diverse groups and outreach to households at greater risk of food insecurity.
2. **Plot Assignments:** Coordinator assigns plots and collects fees, where applicable.
3. **Gardener Agreements:** Coordinators in gardens that operate on a plot rental model will establish clear written expectations for gardeners' participation in the garden, including:
 - a) Plot assignments and fees.
 - b) Access information and seasonal closure policy.
 - c) Plot maintenance standards.
 - d) Procedures for having plots reassigned or removed.
 - e) Availability of resources.
 - f) Code of conduct.

The garden agreement should also remind community gardeners of important policies that keep the garden in compliance with local laws and landowner expectations, including:

- g) No use of illegal drugs or alcohol in the garden.
 - h) No selling of garden produce from gardens utilizing free city water.
 - i) No growing of illegal crops.
 - j) No use of explosives, fireworks, or weapons in garden.
4. **Gardener Communication:** Coordinator maintains clear, regular communication with gardeners, including information about available resources and timely notices regarding infractions of garden rules. Coordinator should make reasonable efforts to have garden communications translated as needed.
5. **Dispute and Complaint Resolution:** Coordinator listens to gardeners' concerns and seeks to steer garden disputes or complaints towards a timely and amicable resolution.
6. **Equal Treatment:** Coordinator makes garden services available to the community equitably, making reasonable accommodations to community members with specific needs. No gardener should be turned away from services on the basis of race, color, national origin, age, disability, sex, gender identity, religion, sexual orientation, political affiliation, military status, familial status, or marital status.



Gardens that serve a specific food insecure or vulnerable population (e.g., a garden at a transitional housing site) may reserve the right to limit entry only to program participants.

7. **Maintenance:** Coordinator will work with gardeners, community partners, and Food Share staff to ensure that garden infrastructure and landscaping is maintained in good condition.
8. **Signage:** All new garden signage displays the current Food Share logo. Include the Food Share logo on all flyers, leaflets or other promotional materials.
9. **Fundraising:** Coordinator will notify the Food Share of any fundraising activities organized in support of the garden, and the Food Share logo will be included on fundraising materials. Garden may maintain an individual garden funds account with the Food Share.
10. **Trainings and Quarterly Meetings:** New coordinators (within their first year of coordination) must attend the annual trainings held in January/February and attend coordinator meetings. Other coordinators are encouraged, but not required, to attend.
11. **Gardener Contact Info:** Coordinators at gardens that are open to the public will make gardener contact information, such as names, phone numbers and email addresses, available to the Food Share upon request. Individual gardeners may opt out of providing information, or gardens serving a closed population may opt out to maintain the privacy of program participants. The Food Share pledges to use the contact information solely for communicating directly with gardeners about upcoming community events, opportunities, and other Food Share activities. Information will not be given to a third party.
12. **Providing Food Security:** At least 20% of growing space must be dedicated to low-cost rental plots that specifically serve households facing food insecurity OR educational programming for children or young adults facing food insecurity. Coordinators should track the number of free or reduced cost plots they offer and document outreach efforts and partnerships they foster to make the garden more accessible by groups at greater risk of food insecurity.

By signing below, both parties agree to assume their respective responsibilities outlined above. This is a volunteer relationship only; no employment relationship exists. Both the Food Share and the Garden Coordinator have the right to terminate this volunteer relationship at any time. The Food Share reserves the right to withdraw support of a garden if the above functions are not fulfilled.



Garden Coordinator

Date

Marion Polk Food Share

Date