

Who do I report my hours to? Some garden sites have a volunteer to work with you on reporting hours, others rely on P-Patch staff. Make sure early on who to turn your timesheet and remember to sign up on P-Patch program interest list.

When do I report my hours? You will be notified with a deadline to report your hours, this is near completion of project and prior to plot assignments.

When are plots assigned? Plots are assigned once most of the garden is completed. You will be notified and you will be responsible to attend, send a proxy, or make arrangements with staff to assure plot assignment.

Do I have to fill out a application form? Is there a fee? All new gardeners must fill out a yearly application (involves yearly fee, No fee is due for the 1st year of the garden) with the P-Patch Program.

What is volunteer leadership responsible for

Announce all opportunities to potential gardeners on the P-Patch interest list and larger community to accrue hours.

Get the word out. Make sure everyone knows how to report hours, when, and to whom.

Provide a tracking form. A sample form will be provided by P-Patch staff. At a minimum it should include: name, address, email, phone, if person wants plot and if not are they donating their hours to someone else/who, date worked, work done and total time). For P-Patch staff use in assigning plots only name and total is needed.

Work with P-Patch staff to create a timeline for reporting hours and assigning plots

Report hours to program staff by agreed upon deadline. At a minimum name, total hours volunteered, if they want a plot and or not, if they are donating hours and to whom.

What is P-Patch staff responsible for

Get the word out. Work with volunteers to make sure everyone knows how to report hours, when, and to whom.

Create plot assignment timeline with leadership. Once dates are chosen, P-Patch staff will communicate directly with volunteers that have reported hours, when and where to report hours.

Document accrued hours. Individual accrued hours are documented and potential gardeners are given the opportunity to verify those hours.

Assign plots. P-Patch staff is responsible for assigning plots at all gardens and subsequent database entry of those assignments. Staff will give all new gardeners applications they must fill out.

Manage interest. P-Patch staff keep an on-going interest list for the gardens and assign future open plots in the garden.

Additional Resources

How P-Patch Works

<http://www.seattle.gov/neighborhoods/ppatch/gardening.htm>

Plot Assignment Guidelines

http://www.seattle.gov/neighborhoods/ppatch/documents/2012P-PatchGuidelines_11_25_12_000.pdf

How the Interest List Works

http://www.seattle.gov/neighborhoods/ppatch/documents/HowtheInterestListWorksHandout2012_10_6.pdf

Sign up on P-Patch database

<http://www.seattle.gov/neighborhoods/ppatch/signupPpatch.htm>

Sample Form:

<http://www.seattle.gov/neighborhoods/ppatch/documents/SampleP-PatchHoursReportingsheet.pdf>



Seattle
Neighborhoods

P-PATCH COMMUNITY GARDENING PROGRAM

www.seattle.gov/neighborhoods • 206 684 0464