# P-Patch Community Gardening Program Client Assistance Memo

### COLLECTING AND REPORTING HOURS AT NEW AND REBUILT GARDENS

#### February 13, 2013

The P-Patch Client Assistance Memos (CAMs) are brief reference sheets on various features and activities related to developing a P-Patch Community Garden. For a full list of the P-Patch CAMs, visit: <u>www.seattle.gov/neighborhoods/Ppatch/CAMs</u>

# How are plots assigned at new, and rebuilt P-Patch's?

Individuals who help develop gardens accrue hours. The total number of garden development accrued hours is the principle basis for assigning plots. Only one plot per household is allowed.

- Accrued hours can be earned through a variety of means such as physical labor, organizing, fundraising and administrative tasks for the garden development.
- Other forms of payment may not be made in lieu of accrued hours.
- Accrued hours towards garden development can be accrued by a potential gardener, family members and/or friends
- For gardens only adding garden space, people who already have plots, have option to renew their existing plot.
- For rebuilt gardens, existing gardeners must participate in order to retain gardening space.
- Once garden space is assigned, the interest list is merged with the list of individuals who accrued hours, but were not assigned a plot.
- Time spent on the Interest list is accrued at one hour per year and is included in the total. Subsequently, regular Interest List procedures apply.

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# What is the potential gardener responsible for

### Do you want a plot? Yes,

- Sign up on the p-patch interest list. (<u>http://www.seattle.gov/neighborhoodsppatch/signupPpatch.htm</u> or call 206-684-0264),
- Keep track of your hours worked on garden development. Use the form provided.

### Do you want to donate your time to someone else?

- Share a time sheet
- Record the name of the person you are donating hours to on your sheet

### Is there a form for me to keep track of my hours?

Yes, check in with leadership for appropriate form.

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## **P-PATCH COMMUNITY GARDENING PROGRAM**

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 1<sup>st</sup> 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 <u>http://www.seattle.gov/neighborhoods/ppatch/</u> <u>documents/</u> HowtheInterestListWorksHandout2012 10 6.pdf

Sign up on P-Patch database http://www.seattle.gov/neighborhoods/ppatch/ signupPpatch.htm

ADD LINK TO SAMPLE HOURS SHEET

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