

## Garden of Promise Gardener Application

*Adapted from the Community Action Coalition of South Central Wisconsin Community Garden Organizer's Handbook at [cacscw.org/gardens/handbook/index.htm](http://cacscw.org/gardens/handbook/index.htm).*

1. Gardener: \_\_\_\_\_

2. Gardening partner: \_\_\_\_\_

3. Gardener address: \_\_\_\_\_

4. Gardener phone: \_\_\_\_\_ Partner phone: \_\_\_\_\_

5. Gardener e-mail: \_\_\_\_\_ Partner e-mail: \_\_\_\_\_

6. Did you have a plot at this garden last year? Yes \_\_\_\_ No \_\_\_\_

7. Please sign up for at least one of the garden jobs/crews listed below. Refer to backr a description of each job.

Composting crew

Communications crew

Translation

Grounds crew

Outreach and  
community relations

Garden Task Group

Maintenance crew

8. If you are a new gardener, would you like an experienced gardener to help you? Yes \_\_\_\_  
No \_\_\_\_

9. If you are an experienced gardener, would you like to help a new gardener? Yes \_\_\_\_ No  
\_\_\_\_

10. What kinds of fruits and vegetables are you interested in growing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Photo Permission: From time to time, gardeners, garden leaders and the media will take photos of the garden. Please check here (  ) if you do not give your permission for your photo to be published. If you do not give your permission, please let photographers know when you encounter them at the garden.

12. Phone and e-mail: All gardeners are required to share their phone number and e-mail address with garden leaders. In addition, a gardener phone and e-mail list is shared with all gardeners. Please check here (  ) if you do not give your permission to share your phone number and e-mail with all gardeners.

*By signing below, I agree that I have read and understand the Gardener Guidelines and plan to abide by all of the garden rules. I understand that neither the garden group nor owners of the land are responsible for my actions. I therefore agree to hold harmless the garden group and owners of the land for any liability, damage, loss or claim that occurs in connection with use of the garden by me or my guests.*

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Signature

Date

Garden of Promise c/o United Way of the Eastern Panhandle  
24 District Way, Martinsburg WV 25404 n 304-263-0603 Ext 27

## Community Garden Job Descriptions

### The *who* and *what* that make your garden tick

Adapted from Gardening Matters ([gardeningmatters.org](http://gardeningmatters.org)) and the Community Action Coalition of South Central Wisconsin Community Garden Organizer's Handbook at [cacsw.org/gardens/handbook/index.htm](http://cacsw.org/gardens/handbook/index.htm).)

Community gardens depend on gardeners' willingness and ability to take responsibility for a number of important tasks. Please review the following job descriptions to let us know how you'd like to help.

#### GARDEN TASK GROUP

- Responsible for reviewing, editing and enforcing all Gardener Guidelines.
- Organizes spring registration, makes plot assignments and garden map, collects gardener applications and manages the waiting list. Creates spreadsheet or other files for gardener contact information.
- Maintains supplies of common garden materials such as compost, mulch, tools and hoses.
- Ensure that all plots are being used and maintained at acceptable levels according to the Gardener Guidelines. Contact gardeners who either appear to have dropped out or are not keeping their plots maintained. Communicate with the registrar about available plots.
- Coordinates regular and special garden events including work parties, neighborhood parties and educational workshops.

#### GARDEN VOLUNTEER OPPORTUNITIES

**Composting crew:** Maintains and oversees the composting and compost bins. Provides gardeners with clear composting instructions via signs, verbal communication, workshops, e-mails or memos.

**Grounds crew:** Maintains the garden's common areas. Mows grass, clears pathways and removes trash.

**Maintenance crew:** Maintains tools, equipment, hoses and raised beds.

**Communications crew:** Revises and assembles the Gardener's Welcome Packet with leadership team. Writes and distributes garden newsletter or blog. Communicates with gardeners through e-mail, phone calls or mailings about garden news, meetings and events. Maintains garden bulletin board.

**Outreach and community relations crew:** Maintains positive relations with neighbors. Ensures that neighbors are involved in and supportive of the garden. Coordinates social events for neighbors and gardeners with events crew.

**Translation crew:** Provides translation for gardeners, garden literature and signs. May also make arrangements for others to provide translation.