

# Policy & Procedures Handbook

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January 21, 2021

The Madison Area Food Pantry Gardens, Inc. Board of Directors institutes these following policies and procedures to give direction to the work of the corporation.

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# Madison Area Food Pantry Gardens, Inc.

We plant. We grow. We glean. We feed.

## Who We Are

The Madison Area Food Pantry Gardens, Inc. is established to provide fresh vegetables for use by area food pantries and meal programs. The work of planning, planting, harvesting, garden maintenance, and delivery of produce is primarily done by volunteers. Land used for garden sites is rented from or given for use by generous landowners. Madison Area Food Pantry Garden volunteers also glean produce from various local growers who agree to donate their excess crops to area food pantries.

## Our Mission

To help feed the hungry in the Madison (WI) area by providing nutritious food, vegetables and fruit to the local food pantry network.

## Non-Discrimination Statement

Madison Area Food Pantry Gardens, Inc. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, pregnancy, leave status, genetic information, military status and/or any other characteristic or status protected by federal, state or local laws in any of its activities or operations.

## Types of Recognized Gardens

Specific garden sites may be approved by the Board of Directors according to the following classifications:

- I. Member Garden
  - A. Established under the rules and management of MAFPG.
  - B. Primary financial support is provided by MAFPG.
  - C. Managed by a Garden Leader recruited, selected and approved by MAFPG.
  - D. There is a written agreement between the landowner(s) and MAFPG.
  - E. Garden Leader(s) and volunteers cooperate with MAFPG in governance, obtaining resources and recruiting volunteers.
  - F. Eligible to receive supplies (seeds, plants, fertilizer, etc.) donated to MAFPG
  - G. Identifies itself as a MAFPG Member Garden in signage and publicity.
  - H. Eligible to use MAFPG equipment at no cost.
  - I. Landowners are covered by liability insurance purchased by MAFPG.

As of date of adoption, Member Gardens are:

- Emmett Schulte Garden*
- Forward Garden*
- Ken Witte Garden*
- Hershberger Perennial Garden*
- Knight Hollow Nursery*
- Middleton Outreach Ministry*

## II. Affiliate Garden

- A. The organization, church or civic group operates its garden under its own governance. whose purpose aligns with the mission of MAFPG.
- B. Primary financial support is provided by its own group or organization.
- C. Enters into a Memorandum of Understanding Agreement with MAFPG.
- D. Identifies itself as an affiliate garden of MAFPG.
- E. May collaborate with MAFPG in the purchase of common supplies.
- F. May share supplies (seeds, plants, fertilizer, etc.) donated to MAFPG.
- G. May be granted access to MAFPG equipment with stipulation of reimbursing or replenishing fuel used.
- H. May recruit volunteers in cooperation with MAFPG.
- I. May be covered by liability insurance if approved by the MAFPG Board of Directors.
- J. Attendance at garden leader and/or board meetings is encouraged.

As of date of adoption, Affiliate Gardens are:

- Anderson Park Center*
- Good Shepherd Lutheran Church (West Campus)*
- Lacy Garden operated by Society of St. Vincent de Paul*
- Madison Christian Community*
- Middleton Outreach Community Garden*
- UW Verona Medical Clinic*

## Garden Site Procurement/Approval

### I. Garden Site Search and Approval

Should the need arise for additional growing space MAFPG will initiate a procurement process to identify potential locations. Anyone who knows of land that might be available to be used as a food pantry garden site should share this information with the MAFPG Board of Directors President. This information will be shared with the Executive Committee and Garden Leaders. The responsibility to initiate discussions with the landowner of the potential site will be assigned by the Board President. The Board of Directors should be provided periodic updates on the status of new sites that are being investigated.

When discussions result in a tentative agreement between the landowner and MAFPG representatives on the operation and maintenance for a new garden site; the proposed agreement shall be forwarded to the Board of Directors for final approval. No agreement shall be approved without written assurance that a Garden Leader and volunteers are available to maintain the garden site.

## II. Written Agreement

When a garden site is established, a written agreement between MAFPG and the landowner(s) will be approved, dated and signed by both parties. This written agreement will include, but not necessarily be limited to, the following provisions:

- A. Written description or aerial view of the property to be used.
- B. General description of the produce or product(s) to be grown.
- C. Procedures by which either party could terminate this agreement.
- D. No agreement should be allowed to terminate between the beginning of a calendar year and the completion of the garden harvesting for that year.
- E. Description of equipment and on-site resources that are available. This would include items such as storage for equipment and supplies, parking for volunteer vehicles, and on-site water sources.
- F. Gardening and harvesting practices such as use of insecticides and fertilizers, procedures for preparing the soil for planting, and weed/critter control.
- G. Identification of the primary recipient(s) for the vegetables and products grown and where the harvest will be delivered in the event the primary recipient(s) is (are) not able to use what is harvested.
- H. Type of garden designation (Member or Affiliate) that describes its relationship to MAFPG.

## Equipment Use, Maintenance & Procurement

MAFPG owns and operates several pieces of equipment that can be shared by the various member gardens. This policy sets forth the guidelines for the use and maintenance of the equipment.

### I. Equipment Storage:

Equipment should be stored inside a barn or shed if possible. Equipment may be temporarily stored away from its primary location if it will be used on multiple/subsequent days.

### II. MAFPG Responsibilities:

- A. Provide operator training for equipment and access to operator manuals.
- B. Purchase of fuel and oil for all equipment.
- C. Maintain equipment and when necessary repair equipment including labor and parts.
- D. Designate an Equipment Manager. This person shall maintain a descriptive list of all MAFPG equipment.
- E. Equipment Manager will maintain a log of routine maintenance (cleaning, oil changes, filter replacements and blade sharpening) and repairs for all equipment recording the date the maintenance was performed.
- F. The MAFPG Equipment Manager will also make arrangements for any required repairs or maintenance for motorized equipment.

### III. User Responsibilities:

- A. Demonstrate the safe operation of equipment.
- B. Clean the equipment after each use.
- C. Fill the fuel tank as necessary with correct fuel. Check owner's manual if needed. Use non-ethanol gasoline in all small non-diesel engines.
- D. Check oil and add when necessary.
- E. Inform the MAPFG Equipment Manager of any operating problems/issues.

### IV. Private Equipment Use:

MAFPG may make use of private equipment to perform garden activities (MAFPG request or owner volunteered). The equipment must be operated by the owner unless the owner grants permission in writing for MAFPG staff or volunteers to operate the equipment. All maintenance will be the responsibility of the equipment owner unless another arrangement has been negotiated. MAFPG will provide fuel if requested by the owner in advance of the use.

### V. Equipment Procurement:

- A. When MAFPG needs to replace equipment or purchase additional equipment they are usually interested in used equipment (in good condition). Any person can advocate for the purchase of equipment for MAFPG using the following criteria:
  - 1. Demonstrate a need for replacement or additional equipment.
  - 2. Consult with MAFPG Finance Committee and Board of Directors concerning the need.
  - 3. When determining the purchase price of the equipment the seller should be informed that MAFPG is a non-profit corporation.
  - 4. Consult the Treasurer regarding funds available for purchase.
  - 5. Receive permission to purchase from the MAFPG Executive Committee (President, Vice President, Secretary & Treasurer).

### VI. Equipment Donation:

- A. MAFPG may accept any donation of appropriate equipment that furthers its mission.
- B. The donation must be approved by the MAFPG Executive Committee.
- C. A letter receipt, accepting the donation, will be sent to the individual or business. All donated equipment becomes the property of MAFPG.
- D. MAFPG reserves the right to sell donated equipment that is no longer being used or needed.

## VII. Non-Motorized Equipment:

- A. Tools and equipment should be cleaned after being used.
- B. Tools needing repair should be reported to the MAFPG Equipment Manager or Garden Leader.
- C. After use, buckets, pails, or containers used for harvesting should be washed.
- D. All non-motorized equipment shall be returned to their original storage location after being used.

## Volunteers

The Madison Area Food Pantry Gardens, Inc. relies primarily on volunteers to perform the work needed to achieve its mission.

### I. Volunteer Needs

- A. Volunteers are needed for a variety of duties at our garden sites including, but not limited to, preparing the soil, planting, watering, weeding, staking, spraying, and harvesting.
- B. In addition, volunteers are needed for tasks such as repairing equipment, sharpening and repairing hand tools, mowing grass, hauling produce and equipment/supplies, recruiting volunteers at community events, and serving on the Board of Directors or other committees.
- C. There is also a need for a person(s) to develop promotional materials designed to recruit volunteers.

### II. Volunteer Expectations

- A. Volunteers are expected to cooperate with and follow directions given by the leader of the garden session at which they are working.
- B. Each garden site determines its work schedule in cooperation with the work schedules at other garden sites.
- C. The Garden Leader should emphasize the importance of volunteer groups arriving on time at a work site. The Garden Leader or Volunteer Coordinator at the garden site should contact the group leader for the volunteer group at least two days prior to the scheduled work session to exchange contact information.
- D. The Garden Leader or Volunteer Coordinator of the host garden site should contact the group leader immediately if the scheduled work session needs to be cancelled due to weather or some unforeseen conflict.

### III. Volunteer Recruitment

- A. Recruiting can take place at events such as UW Madison service fairs, Food Faith Farming Network Winter Markets, church volunteer signup events and social action groups. Volunteers could also be sought from sources such as former group volunteers, local food pantries, etc.

- B. Current garden volunteers are encouraged to recruit others to come to garden work sessions or to help in some other capacity.

#### IV. Volunteer Waivers

- A. All volunteers are to provide a signed waiver (Appendix A) to the Garden Leader or Volunteer Coordinator.
- B. Groups who have signed waivers through their organization do not need to sign an additional waiver for the work in the garden as long as garden activities are covered. A copy of the waivers for each group should be given to the Garden Leader or Volunteer Coordinator.

#### V. Volunteer Training

- A. A brief orientation/training session should be held before each garden work session. This is especially crucial for new volunteers or outside group(s). The orientation should include the following:
  1. Information on the MAFPG mission and the destination for the produce harvested at the garden.
  2. Safe handling of equipment and tools.
  3. Safe food handling practices with an emphasis on hand washing.
  4. Harvesting, planting, or garden maintenance procedures.
  5. If harvesting, how to determine what should be harvested, what should remain, salvaged for other use or be discarded.
- B. For returning groups or individuals who are familiar with the garden site and its operation, this orientation may need to be only an indication of what work is scheduled and a reminder to sign in and use safe handling practices for tool use and harvesting produce.

#### VI. Volunteer Record Keeping

- A. Each garden site shall record and report the number of volunteer hours worked by individuals and groups. The Garden Leader of each garden site or someone he/she designates will be responsible for recording these volunteer hours and reporting them to the MAFPG President. Standardized forms are available See Appendices B & C.
- B. Records shall also be kept for the number of volunteer hours worked by individuals for a one-person task not done during a scheduled garden work session or work done by a small group to complete a one-time task. These would include tasks such as, but not limited to spraying, plowing, disking, hauling produce or equipment, cleaning out a building or shed, repairing equipment, staking tomato plants, mowing grass or attending committee or board meetings.
- C. These records are used for year-end reports to the MAFPG Board of Directors, statistical data for sponsoring groups and organizations, and for grant applications to support the mission of MAFPG.



## Gleaning Policy & Procedures

### OBJECTIVE:

Salvage as much quality produce as possible from fields, gardens and orchards and efficiently deliver the produce to local food pantries in a timely fashion.

#### I. Targeted harvest sites

- A. University of Wisconsin Research Stations.
- B. Privately owned orchards, gardens, etc.
- C. CSA farms.
- D. Unsolicited producers.

#### II. UW Harvest Protocols

- A. Harvest group must be led by an experienced gleaner.
- B. Timing of harvest must be coordinated with UW Research Station employee or UW field researcher.
- C. End of season letter of appreciation and harvest totals should be sent to UW Agricultural Research Stations Director on MAFPG letterhead.

#### III. Private Property Harvest Protocols

- A. At least one gleaner should meet with the property owner to establish criteria for harvest.
- B. A letter of appreciation and harvest totals should be sent to property owner on MAFPG letterhead.

#### IV. Accounting

- A. All produce weight totals should be recorded. This **is** valuable information for use in promotional materials and fundraising.

## Good Agricultural/Good Handling Practice & Procedures

### I. Field Sanitation

- A. Access to potable water must be available at all gardens for hand washing and, when preformed, field sanitation purposes.
- B. Access to restrooms and sanitation facilities must be available at all sites.
- C. Hand washing should be performed by all volunteers using non-stagnant water before entering and upon leaving the garden, especially before packing and after eating and using the restroom.
- D. Washing produce should be performed using non-stagnant water. Dipping produce in standing water does not adequately clean the produce.

- E. Any hoses used for washing should be drained and rolled after use; otherwise they must be flushed before use to discharge any stagnant water to reduce microbial presence.

## II. Produce Storage & Transportation

- A. Containers and vehicles used for storing and transportation will be cleaned: i.e. dirt and mud rinsed and removed and left without stagnant water, etc.
- B. Clean, undamaged containers will be used for packing and storing produce post-harvest.
- C. Damaged containers will be repaired or replaced as necessary to avoid contamination and reduce pest access.
- D. To avoid contamination separate containers should be used for packing and storing than those used for harvesting.
- E. Plastic containers with lids should be used whenever possible to reduce contamination and reduce access for pests.
- F. When not in use, containers should be stored upside-down and off of the ground, i.e. on pallets, to reduce access for pests and stagnant water for microbial growth.
- G. Produce should be stored in a cool, dry area and appropriately refrigerated to reduce spoilage.

## III. Use of Fertilizers, Pesticides, & Other Chemicals

- A. The use of gloves and/or appropriate hand washing procedures must be employed when applying any fertilizers or chemicals.
- B. Fertilizers, pesticides and other chemicals must be applied properly and safely under supervision of a knowledgeable or certified individual.
- C. Use of chemicals, especially pesticides, must be documented and accompanied by the appropriate signage.
- D. Nutrient management will be implemented at each garden on basis of soil testing.

## Finance Policies & Procedures

### I. Receipts and Expenditures

- A. Only Members of the Executive Committee and Garden Leaders or Farm Manager can authorize reimbursement for garden supply expenditures incurred.
- B. Each Member Garden Leader can be issued a bank credit card in the name of MAFPG upon request. Each Garden Leader may also elect to purchase items with his/her own resources and submit receipts for reimbursement.
- C. Each Member Garden Leader shall be allotted \$500 for miscellaneous expenses annually. Expenses over \$500, individually or collectively, must be approved by the Executive Committee.
- D. A copy of any receipt shall be obtained for all expenditures by check or credit card and shall be given to the Treasurer by the end of the month in which it was expended.
- E. Check signing authority shall vest in the Treasurer and President.
- F. Major expenditures of less than \$500 can be approved by the Treasurer. Expenditures over \$500 must have approval of both Treasurer and President.
- G. All checks shall be immediately deposited into MAFPG accounts.

### II. Tax Matters

- A. The Fiscal year shall be the calendar year.
- B. The Treasurer is required to timely file all withholding forms and government required nonprofit reports with the taxing and government authorities.
- C. The Treasurer shall insure that all tax payments are made in a timely fashion.

### III. Annual Reports

- A. Annual financial reports are required to be submitted to the Board prior to the annual meeting in January, showing the past year's income vs. expenses and a proposed budget for the current year.
- B. The financial records of the organization are public information and shall be made available to the Board of Directors and the public.
- C. The annual budget shall be reviewed at each board meeting to measure income and expenses against projections for the year.

### IV. Audits

- A. An internal audit shall be performed by Chair of the Finance Committee unless that person is the Treasurer. If the Chair is the Treasurer, the President shall appoint another person to do the internal audit. The internal audit shall be completed prior to the first board meeting of the year.
- B. An external audit shall be required when circumstances warrant and the Board approves a motion directing the audit.

## Waiver of Liability and Hold Harmless Agreement Madison Area Food Pantry Gardens, Inc.

As a volunteer for Madison Area Food Pantry Gardens, Inc. (MAFPG), I understand that I am working in a garden and farming environment and that certain hazards may be present, e.g., uneven terrain, irregular soil conditions, insects and pests, and changing weather conditions (including exposure to sun). I acknowledge that I and other volunteers may be using unfamiliar equipment. I also acknowledge that I have a responsibility for my own protection and comfort.

I hereby release and discharge MAFPG, its officers and volunteer leaders from any injuries, damages, or loss sustained while participating in MAFPG activities during this calendar year.

INDEMNIFICATION. I further AGREE TO INDEMNIFY AND HOLD HARMLESS MAFPG from any loss, liability, damage or costs that MAFPG may incur due to my negligence while participating in said project.

In the event of an emergency I give permission to MAFPG to administer first aid and/or to secure necessary treatment by medical personnel. Every effort will be made to contact the Emergency Contact person identified below.

I further grant to MAFPG, its designees and successors, my consent to use my name, photograph, likeness, image, voice and biography in any publications, advertising, publicity and internet pages, in connection with my participation.

Printed Name \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**If under eighteen (18) years of age:**

Parent/Guardian Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_ Phone: \_\_\_\_\_



