

P-Patch Work Party Lead Guidelines 4/29/2019

1. **Check with the p-patch Maintenance Coordinator** to ensure that the work party that you're planning doesn't conflict with an event or other work party on the same day/time frame, to ensure that the tools/resources you want to utilize aren't already needed for another work party.
2. **Email the Solstice p-patch group** as early as possible (at least two weeks' notice is preferable):
 - a. The when, what, where, how of the work party (i.e., date/time, what you want to accomplish, the general goal with a variety of tasks for every skill/ability level, location of the work to be done and any other details about the work party, ie. Meets rain or shine, except for downpour and then cancelled, etc.)
 - b. Send a reminder a couple of days prior to the work party.
3. **Lead decides if there are to be refreshments** (i.e., coffee and/or treats) and can invite others to bring a treat; either arrange for coffee from C&P or Lladro or other local coffee place or delegate for someone else to bring coffee if you choose to have it; coffee cost can be reimbursed (put coffee receipt on the bulletin board inside, on the shed door and let Valerie know it's there so she can write a check to whoever purchased the coffee). Coffee/treats are optional, not a given.
4. **Lead arrives prior to the work party start time**, brings the volunteer log book out of the shed, takes a blank work party sign in sheet from back of the binder, puts it in the front of the binder for people to sign in/out; Leader writes their name/date/work party name on the sign in sheet. Sets up any tools, supplies needed for the work party.
5. **When Leader begins work party**, ask everyone to sign in/out on work party sign in sheet, whether the group wants to set a break time for everyone or each person determines when they want to take a break. For those new to work parties, explain where things are in the patch, i.e., tools, weed pile, if you find garbage what to do with it, etc. Explain to all the goals of the work party, the variety of tasks to accomplish for all skills/ability levels. If participants are unable/choose not do the work party tasks, direct them to the list of tasks on the shed door for other tasks that need to be done, get their volunteer hours in.
6. **Direct work party participants to various tasks**, mentor those who have questions or don't have experience with the task; help them to learn, gain knowledge about gardening and p-patch projects, share your experiences in the p-patch; **build community by getting to know everyone.**
7. **Breaks** – Lead checks for agreement on whether the group wants to break as a whole or everyone breaks when they want to.
8. **As people finish their time at the work party, thank them for their time/contribution**, ask them to be sure to sign in/out on the volunteer log book.
9. **When work party is finished, Work Party Lead ensures all tools are cleaned and put away**, tidy up the work area (i.e., cover up the compost pile if moving compost, etc.).
10. **If work party participants forgot to sign in;** write their names on the work party sign in sheet. If you don't know how many hours they worked you can either follow up with them or guesstimate if you know about when they arrived/left. Put the volunteer log book back in the shed.
11. **Either take a photo of the sign in sheet with your phone or write down the names of participants on paper from the volunteer sign in sheet.**
12. **Send an email within a few days of work party to the solstice p-patch group to share work party accomplishments/success and list the name of participants to thank them.**