

P-Patch Volunteer Hours for P-Patch Plot at: _____

Your time is appreciated! Please use this form to track your hours. You will be asked to turn in these forms in order for the Department of Neighborhoods staff to assign plots. If you're working towards a group plot, there will only be one entry in the P-Patch database.

For more information <http://www.seattle.gov/neighborhoods/ppatch/>

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|---|------------------------------|---------------------------|
| Name/s: | | |
| Email: | | |
| Phone: | Zip Code: | |
| Don't want a plot but Donating Hours? To whom? | | |
| Date: | Activity Description: | Hours Volunteered: |
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| | Total Hours: | |
| | Page 1 | |
| Date: | Activity Description: | Volunteered: |

COLLECTING AND REPORTING HOURS AT NEW, EXPANDING, AND REBUILT GARDENS

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

1. Individuals who help develop the new garden accrue volunteer hours. **The total number of garden development volunteer hours is the principle basis for assigning plots. Only one plot per household is allowed.**
 - Volunteer 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 volunteer hours.
 - Volunteer hours towards garden development can be accrued by a potential gardener, family members and/or friends.
2. For sites expanding: **Once a garden has expanded, the existing Interest List is merged with the list of individuals who contributed volunteer hours for the expansion, but were not assigned a plot due to limited space.**
 - Time spent on the Interest List is accrued at one volunteer hour per year and is included in the total. Subsequently, regular Interest List procedures apply.
3. **In the case of limited garden space, newly opened garden interest lists begin with individuals who contributed volunteer hours for the garden's development, but were not assigned a plot.** Subsequently, regular Interest List procedures apply.

What is the potential gardener responsible for?

1. **Do you want a plot? Yes,** Sign up on the p-patch database (<http://www.seattle.gov/neighborhoods/ppatch/signupPpatch.htm> or call 206-684-0264), use form provided to keep track of any time you spend working on the development of the garden.
2. **Do not want a plot, but wish to donate time** to someone else. Make sure to indicate the name of the person who you are donating hours to when you record volunteer hours on your form.
3. **Is there a form for me to keep track of my hours on? Yes,** check in with leadership for appropriate form.
4. **What counts toward volunteer hours?** Physical labor, organizing, outreach, fundraising, attending meetings, administrative tasks, making food to share, coordinating volunteer efforts, securing supplies, etc.)
5. **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 to ask early which type garden site you are volunteering at. Make sure you have signed up on the P-Patch database.
6. **When do I report my hours?** You will be notified with a deadline to report your hours, usually this is near completion of project and prior to plot assignments.
7. **When are plots assigned?** Plots are assigned once most of the garden is completed. You will be notified when plots will be assigned and you will be responsible to attend or make arrangements with staff to assure plot assignment. If a potential plot holder does not come on date plots are assigned, staff will assign space to them.
8. **Do I have to fill out an 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?

1. **Get the word out.** Be clear about how your garden will be tracking volunteer hours and handout hours tracking form. A sample form can 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, work done and total time). For P-Patch staff use in assigning plots only name and total is needed.
2. **Work with P-Patch staff** to create a timeline for reporting hours and assigning plots
3. **Report total tally** to program staff by agreed upon deadline. A sample reporting form can be provided by P-Patch staff. At a minimum it should include: name, total hours volunteered, if they want a plot and if not, if they are donating hours and to whom.

What is P-Patch staff responsible for?

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

3. **Database entry:** make sure everyone who wants a plot and has volunteer hours is in the database and make an attempt to verify volunteer hours with potential gardeners.
4. **Plot assignments and annual P-Patch applications.** 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. No fee is due for the 1st year of the garden.
5. **On-going interest.** P-Patch staff keep an on-going interest list for the gardens and assign future open plots in the garden.
 - a. If person does not come on date plots are assigned, staff will assign space for them.



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