

## Saturday Morning Lead Volunteer Responsibilities

### PRIORITIES

1. Garden must be open for volunteers and visitors from at least 9am through to 12noon.
2. Volunteers must sign in, must have signed both sides of the Volunteer Agreement and Release Form (Waiver), and receive clear instructions about what to do and how to do it.
3. Irrigation systems must be checked carefully before the garden is vacated.
4. Garden must be locked at the end of the work-party, and kept locked when vacant.  
'Regular' volunteers can be given responsibility for locking up if they stay on after 12noon.

### OPENING UP

- Unlock front gate promptly by 9:00 am.
- Unlock shed.
- Place clip board with sign-up sheet on table with blank waiver forms, current task list and donation jar(s).

### VOLUNTEERS

- Greet all volunteers and ask them to sign in (forms [here](#)). If they have not previously signed a Waiver form, they must do so before doing any volunteer work in the garden.
- Go over the current task list (<http://tinyurl.com/mhg-tasks>) and ask what they are interested in working on.
- Explain the drip irrigation system that removes the necessity to water most trees. Ask them to be careful working around the irrigation emitters, and not to cover them with mulch.
- Greet all first-time volunteers and give them a tour and an orientation to the garden. Briefly explain that MHG is a food forest designed as a practical demonstration of permaculture, and is a nonprofit organization and all food is donated to the Santa Barbara Food Bank.
- Do not allow any volunteer to use a ladder for any purpose at any time.
- Don't give the entry code to other volunteers without board approval.

### VOLUNTEER AGREEMENTS / WAIVERS

ALL volunteers must, without exception, sign both pages of the waiver form. Page 1 is the *Volunteer Agreement and Release from Liability* as required by our insurance company; page 2 is the *Participant Disclaimer and Waiver* as required by the Archdiocese of Los Angeles.

A lead volunteer or board member must countersign page 1 as the garden's representative.

The signed waivers must be kept securely in the admin. box in the shed until they can be collected by a board member for filing. All waivers are scanned and filed in a folder in the MHG Google Drive, where a [Register](#) of signed waivers is kept and can be checked if there is any doubt whether someone has previously signed a waiver.

Blank waiver forms can be downloaded and printed [here](#).

### CLOSING UP

- At the end of the work morning, make sure all tools are cleaned and properly stored away.
- Ensure all trash has been picked up and the garden looks tidy, especially viewed from the entrance-way and the parking lot.
- Make sure hoses are rolled up and all water faucets have been turned off as per irrigation instructions below.
- Return the clip board to the shed and lock the shed.
- Ensure that all volunteers have vacated the premises, and lock the front gate.

## HARVESTING

- Ripe fruit and vegetables should only be harvested if someone volunteers to deliver it to the Food Bank.
- Anyone making a delivery to the Food Bank must be aware of when they are open to take deliveries, and of the importance of receiving a receipt. Ask for boxes to be returned if possible.
- All receipts must be given to Vicki Halpern as soon as possible for inclusion on our non-profit reporting.

## IRRIGATION

Remind all volunteers of the Outdoor Water Use Regulations: that hand watering must be done by 10:30 am and all hoses must be equipped with an automatic shut-off nozzle.

If the irrigation system is in operation, the timer is adjusted on a weekly basis according to the calculations in this worksheet: <http://tinyurl.com/mhg-timer>. Only change the timer if you've been thoroughly trained in how to do this correctly!

The most important final check before closing the garden is to ensure that the irrigation system is in the correct state...

Either: 1. Drip irrigation is in operation:

- The main valve must be left ON, the faucet for the drip system is left ON, but all other faucets (with hoses attached) are turned OFF.

Or: 2. The drip system is not in operation (I.e. due to recent rainfall):

- The main valve must be left OFF. Ideally, all faucets should also be turned OFF as a further precaution.

## EMERGENCIES

In the event of serious injury or ill-health call the emergency services.

For minor injuries, there is a first-aid kit in the shed on the wall facing the door.

All incidents must be reported to the Board using the email address:

[mesaharmonygarden@gmail.com](mailto:mesaharmonygarden@gmail.com).

If immediate help is required, contact one of the following:-

The Holy Cross office	805.962.0411
Randy Saake	805.722.5951
Hugh Kelly	805.259.4406