



## WORK PARTY PROCEDURES

When: Work parties occur twice a year, spring and fall. Dates are two consecutive weekend days, (set to accommodate the Master Gardner's schedule), usually 9am to 4pm.

Spring: Ensure the water has been turned on by VND crew.

Ensuring attendance: Bi-annual garden clean ups are crucial for the Kohan maintenance schedule; therefore, volunteer recruitment is important. Advertising starts 3-4 weeks ahead of the event with an announcement in the Valley Voice. Co-ordinate with VV publishing schedule (submission date is 1 week before their bi-weekly publishing date). Facebook and email notices to members-2 weeks ahead of time. Posters prepared and printed at Essay Enterprises (business hours: Mon.-Thurs) and posted 2 weeks before event. First notices engage some volunteers, but most are captured at the 14-day point...enough time to make arrangements to attend but not so long so as to forget the event. Last minute reminders to membership is also recommended.

Volunteer Safety: Each volunteer must sign in and sign out on the Kohan Garden Work Sheet. Chainsaw work must be supervised and always require two people. Ladder work requires a spotter to steady the ladder. Volunteers will be informed of the First Aid Kit and Contact Sheet in the OPM in Tool Shed.

### Refreshments:

- Usually handled by one volunteer
- Bowls, spoons paper cups: in storage.
- Beverages supplied by SLUGS. Basics in the "beverage bin" and milk, cream etc. purchased.
- Hot soup lunch is catered and delivered. Sometimes it is heated and delivered by volunteer.
- Extras such as sweet treats and bread, pot-luck by volunteers, (usually Board members).
- Remove all garbage

Tasks and work plan are generally set and supervised by the Master Gardner and Board members and experienced gardeners may also direct work. At least one Board member should be present throughout the event.

- Includes leaf raking, pruning, compost management, distributing mulch; sometimes plant installations or removal.
- Branches and coarse refuse piled at east entrance alley. Branches are laid across the alley for ease of pick up by VND works crew machines.
- Spring:
  - The two ponds are cleaned and pumps set up.
  - Deer fences removed and stored behind rhodendron bed
- Autumn:
  - Pond pumps removed, dried and stored.
  - Deer fences erected.

### Closure:

- Ensure all tools are returned to shed and the door is locked.
- A thank you to volunteers published in print and electronic media.
- All expenses referred to Bookkeeper through a Board Member. Each invoice must be labelled: "Fall or Spring Kohan cleanup".