



Fresh Produce Benefits Toolkit



March 4, 2015

Dear partners:

Worksites are a unique platform to promote the health of the employees. When a workplace focuses on the health of the employees it has been documented that health care costs are reduced by 20 -50% and employees increase productivity by 52%.

Having access to fresh fruits and vegetable is paramount for the health of everyone. Yet, only 13% of Iowa adults eat fruit and vegetables 5 times a day. The Fresh Produce Benefit allow employees to get fresh fruit and vegetable in the work place during the growing season.

The Fresh Produce Benefit provides 2 options:

- (1) Provide a piece of land on their site to be used for growing, or
- (2) Promote and allow delivery of Community Supported Agriculture (CSA) to the workplace.

Both options bring fruit and vegetables to the workplace. This increases the consumption of fresh produce, creates a sense of community, and supports the local environment and economy.

Included in this toolkit is information about creating a worksite garden and the promotion of worksite Community Supported Agriculture. Siouxland District Health Department is committed to assisting in making your worksite healthier and happier.

Please feel free to contact me with any questions or concerns.

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Community Supported Agriculture (CSA)

Creating a Workplace CSA

Getting Started

- Get approval from the appropriate managers and facilities.
- Spread the word! Inform your employees about the CSA model and determine employee interest.
- Consider collaborating with a neighboring business to increase the number of participants.
- Establish a point person to contact the farmer and answer employee questions.

Finding a Farm

- To create a list of potential farms, visit <http://www.localharvest.org/csa/>. Check out your local Farmers' Market or contact your local Cooperative Extension office

The Right CSA for You

Each farm will run their CSA program differently. It is important to ask the right questions to find the farm that is best suited for your needs.

- Logistics: Where and when do you want the shares delivered? Will this work with the farmer's schedule? Does the farmer already deliver to a site near your workplace? If the CSA includes meat or dairy products, do you have refrigeration available?
- Produce: What types of produce will each member receive? Most CSAs deliver a pre-packaged box with a variety of produce that is in season. Some, however offer a varying degree of choice for their members.
- Shares: Ask the farmer about the quantity of produce each member will receive per week. Some farms offer full and half share options to meet the different needs of their members.
- Payment: Determine who will be responsible for collecting payments and establish a deadline for subscribing.

Subscription Length: How long do you want the CSA to last? Some farms offer an extended season, providing produce into the fall and winter months.

Frequently Asked Questions

What is a CSA?

- A CSA is a partnership between a farm and a community of supporters (e.g., employees, etc). CSA members purchase a "share" of the crops that are grown. In return, the farm provides each member with a healthy supply of fresh, locally grown food each week. Worksites can arrange to have the food delivered to a specific location, depending on the vendor's drop-off route.

What is a CSA Worksite Program ?

- CSA in the workplace is a program that will provide you the opportunity to receive a fresh basket of local produce delivered right to your work every week. Each basket contains 10-12 different items of the freshest produce from a local farm. Many organizations are incorporating CSAs into their employee wellness programs since it is a great way to encourage people to eat more fruits and vegetables.

Why should I take advantage of a CSA?

- By participating in employees have the convenience of fresh, reasonably priced produce delivered to their worksite. Employees will also have access to recipes and cooking tips to help employees learn how to prepare the produce they receive in their box.
- Growers receive better prices for their crops and gain some financial security because the farmer knows what his typical weekly sales will be so he knows how much to plant.
- Shareholders pay less for fresher often organically grown produce

Can I choose what items I want in my box or order a half share?

- Each box offers you 10-12 of the freshest produce options available that week. The boxes are assembled before they arrive , and depending on the farmer, it is not standard practice to choose which items you want or do not want in each box. However, it is possible to offer a half share (1/2 box).
- If there are any items you don't like, maybe you could ask a co-worker to trade with you for an item you like better (e.g., cucumbers for radishes).
- You can also create a trade box at your worksite where people leave items they may not like and switch for items you may like better. This is a way to exchange with others who have ordered that week.

What kinds of produce can I expect in my box?

- CSA growers often offer shareholders a diversity of vegetables, fruits, herbs, in-season and sometimes eggs, baked goods, meat, and milk off-season. In summer typically produce includes spinach, lettuce, greens, cauliflower, broccoli, cabbage, Brussels sprouts, beets, cilantro, garlic, carrots, squash, zucchini, green beans, peppers, peas, tomatoes, cucumbers, onions, eggplant, okra, basil, and sometimes strawberries, apples or raspberries.

How much does it cost to participate in a CSA program?

- For one share (one box), the total amount for a share typically averages \$450-\$600 over the course of a 17 week growing season (mid June through October), depending on the farm. However, many people split shares or the farm offers a 1/2 share, which would mean the cost would be \$250-\$300. It is approximately \$25-\$35 or \$14-\$17 per week in vegetables, some fruit, and possibly other items (honey, herbs, eggs, etc).

How much produce comes in a box?

- Each box contains 10-12 items, about 15-20 pounds, of the freshest available produce for that week. For a family of four the amount of vegetables is plenty for a week's worth of cooking. For two people, this would be typically be more than enough produce for the week.

Where can I find a CSA?

- The Land Stewardship Project maintains a database of more than two dozen CSA farms (see Resources for Eating Locally at <http://www.landstewardshipproject.org/csa.html>).

Other resources on eating locally:

- Edible Twin Cities - www.edibletwincities.net
- Minnesota Institute for Sustainable Agriculture - www.misa.umn.edu
- Food Alliance Midwest - www.foodalliance.org
- Minnesota Grown - <http://www3.mda.state.mn.us/mnagrown/>

What are the benefits of eating locally?

- Buying locally grown produce enhances your quality of life through nutritional benefits, and provides social interaction, confidence about agricultural practices, and gratification from harmonizing your purchasing power and values. Eating local food, is defined as sustainably grown crops from within 100 miles.
- Local food also benefits the environment. On average, food travels 1,500 miles before reaching your plate, using precious resources for transportation, refrigeration and distribution along the way.
- It also supports your community financially by creating local jobs and economic growth.



Creating a Workplace CSA

Worksite CSA Toolkit

How to start a Community Supported
Agriculture program at your workplace

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“Hosting a CSA distribution site at your company is a great way to make it convenient for your employees to access the produce they need to move toward a healthier lifestyle.” — *Bob Lominska, Owner of Hoyland Farm*



Introduction

Both locally and nationwide, there is growing interest in increasing access to healthy, locally grown foods. One way to increase access is through community supported agriculture (CSA). CSA programs are an agreement between community members and local farmers.

Here's how it works: Community members buy a membership or subscription from a farmer, making them shareholders. Once the growing season begins, the farmer delivers weekly “shares” (boxes) of fruits and vegetables to a consistent location at a consistent time.

Worksite CSA programs work well because they provide a convenient location for farmers to easily deliver shares to a large group of shareholders. CSA programs offered through worksites help support the local environment and economy, which then benefits the company and its employees. A worksite CSA program gives a company's employees convenient, regular access to fresh produce, contributing to their overall health and wellness. Additionally, they foster interaction among employees when swapping fruits and vegetables and sharing recipes.

WORKSITE CSA PROGRAMS



SUPPORT LOCAL
ECONOMY AND
ENVIRONMENT



PROVIDE EASY
ACCESS TO
FRESH PRODUCE



BOOST EMPLOYEE
HEALTH AND
WELLNESS



ENCOURAGE
EMPLOYEE
INTERACTION



PHASE

Assessment

During the assessment phase, there are main stages to be completed. The order in which they can be completed varies from workplace to workplace. They are:

- **Meet with a farmer**
- **Assess employee interest**
- **Get approval from senior management**
- **Determine the capacity of the building**

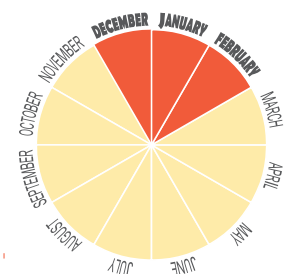
Evaluate your workplace and determine which one of these steps would be most important to complete first. Some companies assess employee interest first to ensure that going further in the process is even worth their time. Showing that a large number of employees is interested in participating will also be helpful when asking for permission from senior management. Other workplaces — especially those with multiple companies in the same building — may initially ask for approval from facilities for the delivery space. This ensures that the building is able to accommodate the program before going any further in the implementation process. You can do these steps sequentially or simultaneously.

TIPS >

- Some companies subsidize shares, pay the upfront costs, and use payroll deduction to collect payment from employees.
- Provide the farmer with building access as necessary, as well as a table and a cart to help expedite moving produce.
- Hang a bulletin board for the farmer to post a weekly checklist and messages for employees.
- Post instructions about how to break down CSA boxes, if applicable.

TIMING >

Begin Phase 1 in December or January.
Complete by the end of February, at the latest.



COMPLETE THESE STEPS SEQUENTIALLY OR SIMULTANEOUSLY

MEET WITH A FARMER

Arrange a meeting with a farmer. Talking early on and directly with a farmer will allow you to **acquire in-depth information** from a source that will know the ins and outs of a CSA worksite program. A farmer will be able to give suggestions and tell you things that others may not think of.

GET APPROVAL FROM SENIOR MANAGEMENT

Schedule a meeting with senior management and ask them if they are willing to give their support. Bring the informational brochure with you to this meeting. It may be necessary to **educate senior management** about what a CSA program entails and how it can benefit the company. If senior management is willing, **ask them to share their support with the rest of the company**. This can be done by email or a presentation to employees. See Appendix C for a sample email to employees. During the meeting, ask senior management if the company is willing to contribute.

ASSESS EMPLOYEE INTEREST

Your first step here is to **educate employees** about what community supported agriculture (CSA) is. See Appendix A for a sample informational brochure that you could send out through email, mailboxes, and/or bulletin boards. A variety of methods may be necessary to reach all employees. After distributing the brochure, **send out a survey** to assess how many people may be interested in participating. See Appendix B for a sample initial interest survey that can be printed, emailed or formatted online using a website such as SurveyMonkey.com. Ask employees to complete the survey and send you their contact information if they wish to participate. Compile names, phone numbers and email addresses of interested employees.

DETERMINE THE CAPACITY OF THE BUILDING

Pay attention to the building layout and **brainstorm ideas for possible delivery locations**. The space will need to be at a central location which is easily accessible to the farmer as well as to the employees. Floor protection, such as a tarp or wood pallets, may be necessary depending on the size and scope of the CSA program. Ask facilities management to **approve the delivery location** for a specific day/time each week. Ask about obtaining a table or tables for the produce, as well as a cart to facilitate moving the produce into the building. Working closely with facilities management during the early planning stages will make the process go much more smoothly.



PHASE

Logistics

In the logistics phase, there are three main stages to be accomplished. It is best to complete them in this order:

Establish worksite liaison ➤ **Develop selection criteria** ➤ **Recruit and select farm/s**

First, **establish a worksite liaison** so employees have someone to talk with if they have questions. This will help the entire program go more smoothly. The worksite liaison could be you or someone else who is passionate about starting up a CSA program at your workplace. It could even be an existing wellness committee.

TIP ➤ Ask senior management if they are willing to cover the cost of the liaison's share to create incentive for someone to take on the position.

The worksite liaison would be responsible for the following:

- Marketing the CSA initiative to employees and encouraging participation.
- Providing easy communication between the farmer and shareholders.
- Sending out weekly emails, text reminders, or newsletters to shareholders, reminding them to pick up their shares.
- Showing the farmer where to park, where to enter the building, and where to unload shares.

Depending on the number of interested employees, it may be necessary to form a volunteer CSA program committee. If your workplace already has a wellness or sustainability committee, ask them if they would be willing to coordinate the CSA program. The committee would be responsible for monitoring program logistics and ensuring that the company's expectations are met.

Establishing a liaison and/or a responsible committee is essential to the long-term success of a worksite CSA program. It helps foster close relationships with the farmer/s and increases the likelihood of renewed employee participation each season.

Next, to **develop selection criteria**, brainstorm with the wellness committee or volunteer CSA committee about what you would like the farm to offer the company. Create a list of criteria that you feel the potential farm should be able to fulfill.

When making the checklist, consider the ability of the farm to do the following:

- Meet the requested number of shares for your workplace.
- Deliver shares to the worksite location on the day and time that works best for employees.
- Practice conventional or certified organic farming, if expressed in employee interest survey.
- Possibly provide online payment capability.
- Send out a weekly newsletter with preparation and handling instructions, including a list of what is in each week's share.

Most likely, local farms will not be able to meet all of your criteria. Decide which ones are absolutely essential for a successful CSA program at your workplace, and work with the farmer to compromise on the rest. If demand within the company is high enough, signing contracts with more than one farm may be necessary.

When you are ready to **recruit farm/s**, consider that all may not be able to accommodate the same number of shares. See Appendix K for resources to help you locate local CSA farms. Contact farms by sending a letter or email or calling them to inform them of the interest your company has in forming a CSA program partnership. Share your company's needs and selection criteria. Ask interested farms to send information showing how they can meet these criteria to the liaison or committee. See Appendix D for a sample request for quotes. Then, **select the farm/s** that meet all or most of your selection criteria. There are multiple ways to make a selection. Consider these options:

HOLD A TRADE SHOW

Invite interested farms to come to your workplace and showcase their products (this works best the summer before, so they have fresh produce to show). Schedule a two- to three-hour window for employees to stop by and learn about each farm, then submit their votes in a ballot box. This option may work best if several companies in one building are interested in forming a CSA program together.

USE A MATRIX

The worksite liaison or committee can calculate member demand and farm options to select which farm/s meet the company's needs best. See Appendix E for a selection matrix to use when deciding between farms.

TAKE A VOTE

After employees who are interested in participating in the worksite CSA program have sufficient information about each farm, ask them to vote for their favorite/s, either through a ballot box or electronically (e.g., SurveyMonkey.com).

After selecting the farm/s, **create an agreement** between the company and the farmer. See Appendix F for a sample agreement.

Consider the following when establishing an agreement:

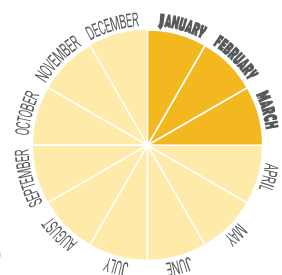
- Holding the company not responsible for any CSA program-related incident on the premises.
- Including a requirement that the farm provides fresh fruit and vegetables from their farm and according to organic standards, if desired.
- Including other delivery service requirements for your workplace.
- If the company is not financially contributing to the shares, clearly state that the membership is between each employee and the farmer, and the company is not to be held responsible for financial discrepancies.

TIPS >

- Consider marketing the CSA program as a local produce subscription service, if that terminology makes more sense to employees.
- If the farmer requires more shares than the company can supply, work with neighboring companies to satisfy the farmer's needs. Decide which company has the most convenient location for the drop-off site.
- Plan accordingly: Farmers who are invited to show products at your worksite probably prefer to do so when they can bring fresh produce, which most likely means the summer before you want your CSA program to begin. If timing doesn't allow for that the first year, ask if they can bring photographs or other materials.

TIMING >

Begin Phase 2 in January or February.
Complete by the end of March, at the latest.





PHASE

Communication

Ongoing communication and education is essential to creating a successful CSA program. Phase 3 is all about education, education, education! The biggest cause of seasonal attrition is misunderstanding of what a CSA program is all about. Refer to Appendix K for more information about CSA programs.



If you normally send tons of emails each week, ask someone else on the committee to email CSA program information so that it's more readily recognizable.

Once the farm has been selected, **advertise the program**. Send an email to employees who expressed interest in the initial survey. Offer an informational presentation for interested employees during a lunch break or another identified time; put an informative letter in each employee's mailbox; hang flyers on central bulletin boards; ask to be included in the company newsletter. See Appendix G for a sample presentation that addresses the most important issues during the education phase. Inform participating employees which farm was selected and specifics regarding payment, pick-up day and time, etc. Utilize your knowledge of your employees and workplace to decide which communication vehicle/s would be most effective.



The information you provide to participating employees should include these key points:

- A clear explanation of “shared risk.”
- The reasoning behind any upfront and/or ongoing costs.
- Benefits to the company, the farmer, and the shareholders.
- Kids are more likely to try new fruits and vegetables if they are from their “own” farmer.

Joining a CSA program is not for everyone. Ensure that those who plan to participate thoroughly understand what they're getting into. A large percentage of attrition is due to members having other expectations and not committing 100%.

Communicate with employees about how to sign up with the selected farm/s. Have the farmer/s send shareholder subscription forms to the worksite liaison or committee. Distribute forms to interested employees through email or in mailboxes. Set a specific deadline for employees to return completed forms. Make it clear if employees should return forms to the worksite liaison or send them directly to the farm operator. If employee interest exceeds available shares, explain to employees that participation will be on a first-come, first-served basis and encourage them to sign up quickly.

Continuing education is essential when running a successful, sustainable CSA program year after year. **Listen to complaints and concerns** of participating employees and come up with ways to solve them.

EMPLOYEE CONCERN

POTENTIAL SOLUTIONS

“I don’t know what this fruit/vegetable is.”

- Ask the farmer to send a weekly newsletter including pictures, names, and descriptions of each item in the share that week.

“I don’t know what to do with this fruit/vegetable.”

- Hold an occasional cooking class, using produce from that week’s share.
- Help employees find a “go-to” recipe that they know they like and can cook quickly if they don’t have a lot of time.

“I have too much food. I feel badly about throwing produce away.”

- Encourage sharing with a neighbor or coworker. Suggest they divide each share, or take a full share in alternating weeks.
- Encourage worm composting to help make wasted produce sustainable.
- Encourage donating excess produce to a food pantry.

“I keep forgetting to pick up my shares.”

- Send a reminder email the day of pickup. Or, if possible, send a group text through a program such as GroupMe or other mass notification system. Post a reminder flyer in high-traffic areas of the worksite on delivery days.

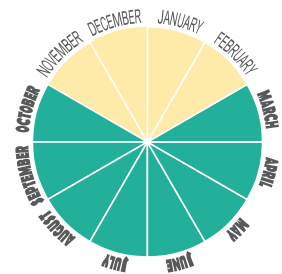
Get creative! Solutions such as these give people easier access to ideas and recipes — plus, they tend to build rapport among coworkers. To increase re-subscription for the following year, work with the CSA program committee to brainstorm solutions to concerns. Remember that farmers can help — they are happy to offer recipes and suggestions for using produce.

TIPS >

- Employees generally sign up and pay a few months prior to the first delivery. Send periodic emails while they wait, updating them on how the farm is doing, giving a countdown to the first delivery, and/or sharing easy recipes for preparing fresh produce so they can practice before receiving their first share.
 - Ask the farmer if it's possible to provide additional goods at the delivery table to sell to employees who are not currently participating.
 - See Appendix K for additional resources for shareholders to keep enthusiasm high.
-

TIMING >

Begin Phase 3 in March–April.
Continue education and encourage participants throughout the entire growing season.





PHASE

4

Evaluation

The evaluation phase happens before, during, and after the growing season. There are two main steps to take to ensure a successful program in the future:

- **Evaluate the program**
- **Follow up**

To **evaluate your worksite CSA program**, define your program goals and identify how you will measure success.

Send out short surveys during the middle of the season and at the end of the season to track local produce consumption and satisfaction. See Appendix H for a sample mid-season survey and Appendix I for a sample end-of-season survey. Clearly specify the date by which surveys should be returned in order to evaluate the program in a timely manner.



Feedback and comments from employees participating in the CSA program are essential when making improvements for the following year. Feedback and comments from those who choose not to participate are also extremely valuable. Survey employees who did not participate to gain a better understanding of employee concerns. See Appendix J for a sample survey to non-subscribers. Revising the program to reflect participant suggestions or concerns will support repeat participation the next season and gain new supporters. Ask participants to share their favorite recipes or suggestions about how to use produce to incorporate in an end-of-season report/mailing.

To **follow up**, analyze the survey results. Compare produce consumption responses from the initial interest survey, the mid-season survey, and the end-of-season survey. Look at consumption trends and see if they meet the goals you had defined. Pay close attention to comments at the end of each survey to make improvements for next year. Concerns from shareholders vary from company to company, but studies have shown that the main reasons for not participating, or not continuing to participate the following year, are:

- Not knowing what the produce is or how to prepare it.
- Having too much food to eat, throwing most of it away, and feeling like they're throwing their money away with the food.

After the season, meet with the farmer/s and ask for suggestions for improving the CSA program partnership. Share employee feedback from mid-season and end-of-season surveys. Work together to make sure both the company's and the farmer's needs are met and to make improvements to the program partnership for next year.

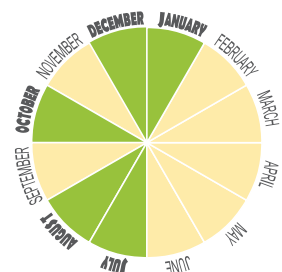
Give a report to senior management to show local produce consumption trends among employees participating in the worksite CSA program and whether or not goals were met. Together, discuss areas for improvement and make a decision about the program for next year.

TIPS >

- After a successful season, offer the ability to sign up in the fall, instead of the spring, in order to ensure membership for the next year. If subscriptions are still available after fall sign-up, offer another sign-up opportunity in the spring.
 - Send thank-you notes to those who helped make your worksite CSA program successful.
-

TIMING >

Begin Phase 4 with the interest survey in December or January. The mid-season survey should be done in July or August. The final survey should be completed after the season ends, around October.





Workplace Garden

Creating a Worksite Garden

Worksite Garden Interest Survey

1. I am interested in participating in a worksite garden program.
____ Yes ____ No
2. I am interested in finding out more about gardening at my worksite.
____ Yes ____ No
3. What kind of help would you be willing to provide the garden project? Check all that apply.
____ being on the planning committee
____ planting
____ weeding
____ harvesting
____ other, please specify _____
4. Please select which method of growing plants you would be most interested in:
____ in-ground garden ____ raised beds ____ container gardening ____ unsure
5. How would you like the garden to be organized?
____ individualized plot for each interested employee
____ grouped planting plan (similar plants in the same row)
____ other, please specify: _____
6. How many hours per week are you willing to spend in the garden?
____ 0 ____ 1-2 ____ 3-4 ____ 5 or more
7. What plants would you like to grow in the garden plot?
8. How should we use the garden harvest? Check all that apply.
____ give only to employees who work in the garden
____ share with all employees of the worksite
____ give to the local food pantry
____ other, please specify _____
9. What sort of guidelines do you think there should be for the gardening project?
10. Please share any other comments about worksite gardening.

Thank you for completing this interest survey. Please use other side of this page if needed.

Name _____

Phone _____ Email _____

Adapted from http://www.forsyth.cc/CES/Gardening/Documents/Garden_Interest_Survey.pdf March 2012

Creating a Worksite Garden

Sample Garden Guidelines

- Visit your garden plot often and get to know your fellow gardeners. Find ways to pitch in to help coordinators in maintaining your site.
- Share questions, ideas, or concerns with your site coordinator. Community gardening often involves finding creative ways to work together to meet challenges.
- Keep your plot and the adjoining pathways well cared for. Use a garden rake on unplanted areas, and hoe weeds between rows while they're small. Allowing your plot to become overgrown with weeds may jeopardize your present and future participation in the garden.
- Keep the lawn areas and garden paths free of rocks, weeds, and plant debris. Pick up piles of debris and hoses so as not to create a hazard to trip over or hit with the lawnmower.
- Please conserve water by watering plants in the morning or evening, rather than in the heat of the day. Apply water at the base of plants where possible. Keep hoses and connections in good repair. Use mulch (hay, straw, or grass clippings) to reduce evaporation from the soil. Use water wisely and conserve where possible. Unattended watering via sprinklers and/or underground watering systems is not allowed.
- Black (or other colored) plastic may only be used by permission of the site coordinator. Landscape fabric is not allowed as it is less effective for weed control and is difficult to remove after use.
- Please clean garden tools and carts and put them back in the tool shed after use.
- Help care for the garden site by participating in community work projects and by picking up litter as found.
- Garden organically to preserve soil fertility and avoid damaging the garden ecosystem. Organic gardening involves three main principals: 1) Feed the soil by using compost and cover crops to add organic matter and nutrients. (Chemical fertilizers such as 5-10-5 are not used in organic gardening.) 2) Apply natural mulches (such as hay or straw) to suppress weeds, reduce water loss, and add organic matter to the soil. 3) Use natural, botanical, and biological insect controls to avoid harming beneficial organisms and pollinators. (Don't use synthetic pesticides, as they can have unwelcome side effects to plants, wildlife, and people.) Organic gardening produces healthier soils and safer ecosystems. Organic insect controls include Bt (abacterium), rotenone, pyrethrium, Neem, copper soaps, and various homemade remedies. Please use caution and read instructions before applying any pesticide. A good source for organic pest controls is Gardener's Supply Company (www.gardeners.com).
- Gardeners are responsible to clean up their garden plot by the closing date for the garden site.
- These guidelines are intended for the health and safety of all. If you have questions, suggestions, or are experiencing a problem, please talk with your garden site coordinator. Thanks for your help, and have a great season in the garden!

Creating a Workplace Garden

Garden Site Evaluation Checklist

Sun:

- ☐ Shade/ Partial Shade/ Full Sun (6-8hrs)
- ☐ Shading Structure Description
- ☐ Facing Southwest/South/Southeast/North/Northeast/Northwest

Soil:

- ☐ Texture (sand/silt/clay/organic matter)
- ☐ Drainage (wet-moderate-dry)
- ☐ Depth of Topsoil (where darker soil ends)
- ☐ Compact/Loose
 - ☐ ph level (soil test)
 - ☐ Nutrient levels (soil test): N-P-K
 - ☐ Lead or Other Toxins (soil test)

Topography:

- ☐ Flat or sloped (degree)

Water Access:

- ☐ On-site/Neighboring Apt./Home/Business/Church
- ☐ Type and Proximity to Garden and Future Plots:

Site Amenities:

- ☐ Shed or Tool Box Site
- ☐ Composting Site
- ☐ Estimate of # of Plots
- ☐ Visibility (safety and publicity)

Parking: Y/N

Restroom Access: Y/N

Power: Y/N

Site History (parking lot/gas station/residential): _____

Vehicle Access: Y/N

Neighborhood:

Interest/Involvement Level of Neighbors: _____

Demographic Profile (Children/young adults/adults/senior citizens): _____

Crime (drugs/vandalism/violent crime/theft): _____

Animals (deer/raccoons from the hills/ dogs): _____

GARDEN PLANNING WORKSHEET

Discuss these questions and work together to generate ideas and policies for your community garden. Add more questions as necessary and delete when appropriate.

Garden name _____

Garden location _____

Garden Opening Date _____ Closing Date _____

How many plots? _____ How many people? _____

POLICIES:

___ Fees

Amount? _____

Fees include:

___ Water

___ Tilling

___ Tools

___ Plot selection process _____

Consider:

- Past gardeners, resigning up procedure
 - What are specific plot care requirements (weed control, etc.)
 - What if the plot is not planted or maintained?
 - Warning given? ___ By whom? ___ After how long? ___
- Will the fee be refunded if gardener leaves plot in good condition?
- What should gardeners have accomplished by the closing date?

List:

___ Prep Beds

___ Clean Up and Compost

___ Plant Cover Crops

___ Take In Tools

___ Store Seeds

___ Sample Your Soil

___ Day to day:

- Use of pesticides? herbicides / fertilizers
 - Application rules _____
- Compost Bin and its maintenance: _____
- Water _____
- Tools _____
- Overripe/diseased vegetables _____
- Structures/supports _____
- Develop garden's policies on:

- Trash _____
- Parking _____
- Locking of gate _____
- Gardeners responsible for a common garden task list:

- Tall or vining plants _____
- Non-gardeners & children permitted in garden? _____
- Pets? _____
- Notification of problem in the garden? _____
- Gardener extended absence? _____

GOVERNING SYSTEM:

Treasurer? ____

Bank account? ____

Grass on borders and boulevards? _____

Garden have a bulletin board or information kiosk? _____

COMMUNITY:

Consider:

Set aside a plot for a food pantry ____

who will tend it? _____

Include plots accessible by wheelchair

____ Number

Picnic table, bench, trellis or sandbox? _____

Perennial plants (raspberries, strawberries) or fruit trees? _____

Community Area Maintenance:

Paths around their plots ____

Maintenance ____

Have a flower border? ____ Who will tend it? _____

Spring work day? ____ Required? _____

Work group work day

Harvest potluck

Creating a Workplace Garden

Garden plot options







Creating a Fresh Produce Benefit Program

Creating a Fresh Produce Benefit Program

Business Name

Effective Date:
TBA Revised Date:

Page 1 of 2

FRESH PRODUCE POLICY

Section: xxxxxxxxxxxx

Administrative Policy XX

PURPOSE: The purpose of this administrative policy is to promote and support employee health and wellness, to <describe the program focus areas> encourage and support employee participation.

SCOPE: This Administrative Policy applies to all XXXX staff.

RESPONSIBILITY: It is the responsibility of the XXX and XXX to administer and enforce this policy and to ensure consistent application, enforcement, and compliance. This policy will be communicated to all current employees and included in the new employee orientation.

POLICY: It is the policy of XXXX to create, promote, and maintain a supportive environment for employees to make healthier personal lifestyle choices. **XXXX shall:**

- Maintain the fresh produce program, XXXX, whose vision is to help employees stay healthy, well, & wise.
- Maintain a fresh produce team and name a fresh produce coordinator. The team will:
 1. Consist of employees from each division and will meet at a minimum every other month.
 2. Will collect data and share aggregate results annually.
 3. Develop an annual operating plan and timeline. Activities will focus on the following key areas:
 - Organization commitment
 - Nutrition
 - Rules and Regulations

- Chronic Disease Management
- Employee Engagement
- 4. Coordinate all fresh produce activities including planning, implementation, and evaluation.
- 5. Communicate program information, participation levels, outcomes, and testimonials via email and the quarterly newsletter.
- Provide flexible work schedules that will allow employees to use authorized break time to combine lunch and 15 minute breaks to engage in fresh produce activities during the workday as long as it does not interfere with their work duties. Supervisor approval required.
- Provide some healthier food and beverage options at company sponsored meetings and events where food is provided. Healthier food options include fruits, vegetables, whole grain products, baked rather than fried foods, low-fat dairy products and water.
- Maintain a minimum of 30% healthy choices in vending machines located on agency grounds. The healthy choices must meet the NEMS-V criteria.
- Ensure that employees have access to basic facilities necessary for the hygienic storage and preparation of lunch. This includes a sink, microwave, refrigerator, and a filtered water fountain.

Signature on File

approved:
