

2021– Cover Letter

El Dorado School Community Garden

2/5/21

TO: New Members and Returning Members

RE: Membership Application Packet

Greetings Gardeners. We hope that everyone has had a peaceful winter season and is looking forward to the garden's 13th year of operation. Wow!

Because we are still living in the time of covid, we will not have a public kickoff meeting this year. New members can find an overview of the garden and how it operates on our website; visit www.eldoradoschoolcommunitygarden.org. You may also send any questions or requests for more information to info@eldoradoschoolcommunitygarden.org.

We need to have all beds cleaned out by the start of our gardening season, March 31.

1. This PDF Membership Packet includes the following:
 - Cover Letter (pg. 1)
 - Schedule of Fees (pg. 2)
 - Garden Guidelines (pg. 3, 4)
 - **Membership Commitment Application and Payment** (pg. 5)
 - **SFPS Volunteer Acknowledgement for Code of Conduct and Sexual Harassment** (pg. 6)

2. The **highlighted** items (pg. 5, 6) should be completed and mailed to:

Community Garden, c/o Carol Robles, 1 Puerto Road, Santa Fe, NM 87508

3. *Do not pay for a raised or in-ground bed unless you currently have one that you intend on keeping.* While we have been able to fulfill all requests in recent years, the number of people interested in a raised or in-ground bed may exceed the supply of available beds. If you do not intend to renew your bed this year, please let us know. If you would like a bed, please return your application form as soon as possible.

4. **Deadline to return forms w/ payment is March 15, 2021.** We cannot guarantee you a spot in the garden if we do not receive your payment + forms by this date. You are welcome to return your forms and payment any time before then.

5. Questions: contact Robert Powers at Robert.a.powers@gmail.com or 505-772-0194.

[We are looking forward to enjoying another wonderful season!](#)

[Robert Powers and Christine Salem, Membership Co-Chairs](#)

2021 - Schedule of Fees

El Dorado School Community Garden

NEW MEMBERS

New members pay a one-time new member fee when they join the garden. This fee is waived in subsequent years, even if a member leaves the garden and returns a few years later.

New Member -- single adult _____	\$30
New Member -- family _____	\$40

RETURNING MEMBERS

Returning Member actively participating in a work group _____ **Waived**

FRIEND OF THE GARDEN – For those who wish to support the garden and participate in the social and educational activities sponsored during the season, but **will not garden or serve in a work group.**

Friend of the Garden (yearly fee) – single adult _____	\$30
Friend of the Garden (yearly fee) – family _____	\$40

OTHER ANNUAL FEES

Raised Bed (4 x 8 ft)	\$35
In-Ground Bed (4 x 8 ft)	\$35
Circle Garden individual/family	\$40/\$50

FEE EXAMPLE:		
New membership for Mom & Dad.....		\$40 (one time fee)
1/ 4x8' raised bed for M&D.....		\$35
1/ Circle Garden spot	\$40	
3 kids sharing the bed		\$ 0
TOTAL		\$115

All members must sign and return all forms along with payment before membership is accepted. Forms to be returned along with payment are:

- ✓ Membership Commitment Application
- ✓ SFPS Volunteer Acknowledgements

2021 – Rules and Guidelines

El Dorado School Community Garden

2/5/21

The following rules and guidelines help us protect the garden and allow all members to enjoy it in a considerate manner. Everyone's cooperation is expected in order to have access to the garden. These guidelines are enforced by all gardeners and the Steering Committee.

ALL MEMBERS including Friends of the Garden

1. I understand that the El Dorado School Community Garden is a **volunteer organization** and is not for commercial use. I agree to advance the overall success of the garden.
2. **I AGREE TO WAIVE ALL LIABILITY AND TO HOLD HARMLESS THE EL DORADO SCHOOL COMMUNITY GARDEN ASSOCIATION, THE EL DORADO SCHOOL, THE SANTA FE PUBLIC SCHOOLS, THE SCHOOL DISTRICT, THE SANTA FE MASTER GARDENERS, THE EL DORADO PARENT TEACHERS ASSOCIATION, ANY AND ALL MEMBERS OF THE EL DORADO SCHOOL COMMUNITY GARDEN ASSOCIATION, AND ANY AND ALL INDIVIDUALS ASSOCIATED WITH ANY OF THE ABOVE ORGANIZATIONS, FOR ANY AND ALL LIABILITY, DAMAGE, LOSS, OR CLAIM OF ANY NATURE WHATSOEVER THAT ARISE IN ANY WAY IN CONNECTION WITH MY ASSOCIATION WITH THE EL DORADO SCHOOL COMMUNITY GARDEN.**
3. I will only use organic pesticides, herbicides and will avoid using any toxic substances in the garden.
4. I will not smoke, drink alcohol, or use illegal substances in the garden. I will not bring pets or animals into the garden. I will not use abusive, profane or disrespectful language in the garden. I will not plant unlawful plants, hazardous plants or plants which shade other garden spaces.
5. I will not harvest, water or interfere with anyone else's garden without their prior approval, even if it looks abandoned.
6. I understand that all fees are due when signing the Membership Commitment Application and that all forms must accompany payment of fees.
7. The garden welcomes children and hopes to educate them about healthy food, recreation and care for land and water resources. I agree to supervise my children when I bring them into the garden.
8. I agree to close all garden gates as I arrive and depart and to stay on paths. I will turn off water and hoses if I use them. I will not give out the gate lock combination to any non-member.
9. If I use community garden tools or equipment I will return them to their place in a clean state. I will use tools and equipment in a safe manner. I will not leave them where others can trip or be injured. Parents and teachers must supervise all children when using tools.
10. I understand that the Community Garden corresponds through email; therefore, it is my responsibility to keep my email address in good working order and current.
11. **Garden rules** are decided and communicated by the Steering Committee to help it be a better experience for all. I agree to abide by the rules and **UNDERSTAND THAT WHEN I PAY MY DUES, I AGREE TO FOLLOW THESE RULES AND GUIDELINES.**

RAISED BED/IN-GROUND MEMBERS



1. I will plant my garden **prior to June 1st** and take care of it until the end of growing season. **If I abandon my garden space or do not plant by June 1st it will be re-assigned without refund.**
2. There is a maximum of 2 beds per individual or family. If available, second beds may be assigned but priority is given to first time requests.
3. I will clean up my garden bed on or before the end of the season workday leaving the plot as it was received in spring. If I am using my bed beyond the garden shutdown date, I will contact the individual bed liaison. I will still be responsible to put my bed to sleep before winter unless prior arrangements have been made with the individual bed liaison.
4. I will be responsible for the watering of my own plot and to use water wisely.
5. I will not allow weeds to proliferate in or w/in 1' of my garden and will remove all trash and weeds within 1' of my garden space.
6. Cold frames, hoop houses, garden structures and ornaments are allowed. We encourage earth tones and structures that blend with the environment.

ALL MEMBERS except Friends of the Garden

1. I will participate in garden-wide seasonal start-up and shut-down weekend work days.
2. **The garden is an all volunteer effort; all members are expected to pitch in to keep the garden in good repair and ensure that it remains a vital amenity of the Eldorado community.** I agree to participate in one of the groups listed below, when I am contacted to offer occasional help. I will select one of the following groups on my application form:

WATER ISSUES – Coordinates water turn on/off with the school, coordinates irrigation turn on/off seasonally and troubleshoots irrigation issues with gardeners in individual bed, perennial, school and circle bed areas of the garden.

EDUCATION – Offers a series of educational offerings during the growing season; develops and maintains close working relationships with students, teachers, administration and the PTA to support school garden activities.

GREENHOUSE – Maintains the greenhouse, organizes planting and watering of seedlings during the early spring; makes recommendations for greenhouse repairs and updates.

MEMBERSHIP/COMMUNICATIONS – Handles new memberships and renewals, compiles member lists, manages garden e-mail address, sends communications about the garden to members and others; publicizes the garden, annual garden kickoff and coordinates other events such as open house; maintains website and Facebook page.

SOCIAL - Plans social events for the community garden: workday celebrations, kickoff, midsummer social and any other social events.

COMPOST - Cares for our “black gold” compost piles at the garden and works with group members in collecting usable compost material from various restaurants in our area. Coordinates soil needs.

PERENNIAL GARDEN – Maintains and weeds pathways surrounding our lovely perennial garden; periodically inspects the drip line inside the garden to ensure plants are getting water and checks the health of the plants and soil. Plants should generally be xeric. Organizes tasks relating to these areas for our garden workdays.

FENCE LINE – Monitors health of trees and plants outside the garden fencing; regularly checks irrigation to ensure plants are getting water and organizes tasks relating to these areas for garden workdays.

FINANCE - Creates and tracks the annual garden operating budget in collaboration with the steering committee and input from the groups above. Defines fundraising strategies, including grants, and other means of generating financial support for the garden. Recommends fee structure.

2021 Membership Commitment Application and Payment

El Dorado School Community Garden-

<u>Item</u>	<u>Description</u>	<u>Fee</u>	<u>Quantity</u>	<u>Total</u>
New Member	Single Adult	\$30		
New Member	Family	\$40		
Returning Member	Actively participating in at least one group. This does not include the time you spend as part of the Circle Garden, or tending to your raised/in-ground beds	Waived		
Select A Group	<input type="checkbox"/> Water <input type="checkbox"/> Education <input type="checkbox"/> Compost <input type="checkbox"/> Perennial Garden <input type="checkbox"/> Greenhouse <input type="checkbox"/> Finance <input type="checkbox"/> Social <input type="checkbox"/> Membership/Communications <input type="checkbox"/> Fenceline			

Friend of the Garden -- You should sign up as a Friend of the Garden if you are a New or Returning Member who does not wish to garden or serve on a committee and are interested in only the social/educational aspect of the garden.

<u>Item</u>	<u>Description</u>	<u>Fee</u>	<u>Quantity</u>	<u>Total</u>
Friend of the Garden	Annual Fee for Single Adult	\$30		
Friend of the Garden	Annual Fee for Family	\$40		
Raised Bed	Assigned Plot # _____	\$35 ea		
In-Ground Bed	Assigned Plot # _____	\$35 ea		
Circle Garden	Includes seed purchasing	\$40 individual \$50 family		

DONATION Thank you for your financial support of the El Dorado School Community Garden!

TOTAL FEES and Donations

New individual bed request (do not send payment until bed is assigned)

Signature(s)	Date	Ck # _____
Printed Name(s)	E-mail	Cash _____
Address		Phone

Please check the following: I have read and agree to follow the rules and regulations
 I have returned the SFPS Volunteer Acknowledgements

<p>Deadline to return forms w/ payment March 15, 2021. Mail to: Community Garden, c/o Carol Robles, 1 Puerto Road, Santa Fe, NM 87508 Checks: Payable to -- El Dorado School Community Garden</p>	<p><u>Office Use</u> Rcvd by:</p>
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VOLUNTEER

CODE OF CONDUCT ACKNOWLEDGEMENT

Adherence to the Santa Fe Public Schools CODE OF CONDUCT is required of all Volunteers.

I, the undersigned, agree to the following commitments in the SFPS CODE OF CONDUCT which I will view on the official SFPS website; www.sfps.info

1. I will use professional ethics in relationships with students, parents, community and other school employees.
2. I will read and uniformly follow and support the SFPS CODE OF CONDUCT and school rules in a strict, fair and consistent manner.
3. I will use conflict resolution skills when appropriate.
4. I will report all SFPS CODE OF CONDUCT violations to the appropriate site administrator.
5. I will follow and support the school's policy and regulation regarding narcotics, drugs (prescription / non prescription), alcohol, mood-altering substances and tobacco.

Signed:

NAME (print) DATE

SIGNATURE:

VOLUNTEER

SEXUAL HARASSMENT ACKNOWLEDGEMENT

I, the undersigned agree to comply with the SEXUAL HARASSMENT policy as outlined in the SFPS Code of Conduct which I will view on the official SFPS website; www.sfps.info

SIGNATURE: DATE