

# GREEN APRON PROJECT

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This document explains what the GREEN APRON PROJECT (GAP) is, and how you can participate as a service provider.

**PURPOSE:** to register donors for “SimpleGesture.org”. Once registered, these donors will leave a bag of food on their doorstep, and a volunteer will pick up the food and take it to area Food Banks and Pantries. These same donors also volunteer to be a driver in the registration process.

**GAP #:** When you are hired, you will be giving a “Green Apron Project Number”, examples GAP53. This is your identification number you will use when invoicing, and to identify your sessions on the google shared calendar along with your name.

## **WHEN and WHERE to WORK:**

- **EVENT SITES:** These are events placed on the [shared google calendar](#). You can review the site and select the ones you wish to work. Send an email to [GAP@SimpleGesture.org](mailto:GAP@SimpleGesture.org) to request the site, date, and hours you wish to work. We will then confirm and add your name. It is your responsibility to not work more than 30 hours in any given week. Once your given permission, go to the Shared Calendar and Add an Event.
  - You would put your name, your GAP#, and the hours you plan to work. For example, let’s say the event is from 2 to 5. And you are going to do the setup, so set your start time as 1:30 and your end time as 5pm.
  - When the event is over, go into your calendar and do the following;
    - Change the start/end time if your actual hours were different
    - In notes, put in the # of people that registered. If someone registered using a method other than your QR code, make that note.
    - Any other comments you wish to make.
- **Ad Hoc;** this is where you create your own events. They do not necessarily need to have a fixed start and end time. Rather than tracking time, we will pay you \$10 for each Ad Hoc registrant. These events are not on the shared google calendar. You simply work the hours you wish and invoice us with the total # of people you registered.

**HOW an EVENT SITE is created;** Event sites can be created many different ways. When a site is create it is added to the [shared google calendar](#). Some examples of how these are added are;

- ‘SimpleGesture.org’ will arrange event dates and times by working with Farmers Markets and retail stores.
- You, and other contractor service provides, can set up events.
  - You must first ask us (send email to [GAP@SimpleGesture.org](mailto:GAP@SimpleGesture.org)), this allows us to avoid having multiple people asking the same venue or location for event hours.
  - Once approved, approach the person in charge and try to set up as many event dates/times as possible. We would then add these to the [shared google calendar](#).
  - You are paid a “Event Finders Fee” for each event you set up, based on the total man-hours tied to that event. For example, if you set up 10 events at a Safeway in 2 hour blocks, and each event can support 2 people; that is 40 event hours you just arranged.
    - The typical Event Finders Fee is \$5 per event that is added to the Google Shared Calendar, up to \$100 (20 events).
    - If an event requires multiple people or is over a longer period of time we will discuss the fee amount. We encourage finding events that allow us to schedule lots of hours, and we will make it worth your time to figure out how to do that since that saves us time too.
    - You will receive an email from Simple Gesture giving you the total amount you will be paid. If you feel it is incorrect, just write us back to discuss.
  - Once approved, you enter the events on the Google Shared Calendar.
    - Start and End time (don’t allow time for setup, whomever is running the event can decide how much time they need before and after to setup and take down, just enter the actual event hours).
    - Location (there is a location field in the Google Calendar, or put the address in Notes).
    - Title; Farmers Market Petaluma (or whatever the title is) then x people. For examples Farmers Market Petaluma 2 people. What this means is, this event is for 2 people.

**How We Track Results;**

- You will be given Event Campaign Card(s) that you'll use for Scheduled Events. This has a QR code and a URL link that is specific to your Events. Use this for any event that is on the Google Shared Calendar. We can then cross match anyone that registers for those scheduled events.
- You will be given a AdHoc Campaign Card(s); These are used to track people that register that are not directly tied to an Event. For example, you might register friends, family members, neighbors, or you may be finding other great ways to register people. When you use this method you receive \$10.00 for each person that registers.

### How The Payment Works;

- Invoice us weekly; send invoice to [GAP@SimpleGesture.org](mailto:GAP@SimpleGesture.org)
- The week ends Sunday night.
- Invoice will show the following for the week;
  - Each session. And for each session the # of hours and # of registrations.
  - Total amount due per session (use the table below)
  - Add in any "Ad hoc" sessions (\$10.00 per registered donor)
  - Add in any Event Finders Fee's. (matching to an email we sent you)
  - Total amount due
- Our first effort to pay will be using "RCU PAY" which is a pay app supported by the Redwood Credit Union that gets you paid in 24 hours. We are limited on how much we can pay using this method, so the 2<sup>nd</sup> method is to send a check from RCU's site. We will issue all payments by Tuesday, or 2 days following the date you invoice us.
- Use this table to calculate the amount to be paid per session. Start the time when you arrive and end the time when you leave the Event Site.
  - 0-2.5 donors/hour = \$25/hour
  - 2.51 to 3.5 donors/hour = \$30/hour
  - 3.51 to 4.5 donors/hour = \$35/hour
  - 4.51 and more donors = \$40/hour
  - If you register more than 5 donors per hour we can discuss additional compensation, a special bonus, etc.

We are flexible, we mainly just want to get a lot of people registered.

**Right to Modify:**

This document is our best attempt to describe our agreement with you. However, the overriding intention prevails; we will pay you fairly for donors that register that intend to donate food. If for some reason this agreement doesn't match this intention, we reserve the right to modify this agreement. If you feel we have done this unfairly, we offer the arbitration clause in the Contractor Agreement to resolve any issues. When we do find reasons to change this written document we will re-issue to you via email. Please always reread the entire document.

**How to Run an Event Session:**

Go to [www.SimpleGesture.org/greenapronproject](http://www.SimpleGesture.org/greenapronproject) to get ideas on how to run a session. We are mainly relying on the skills you provide as a Service Provider to register donors. We offer some tips and techniques that have been proven to work, but feel free to use any method you wish. The only thing we ask is to be sure to provide clear and accurate information to each donor.