

MEMBERSHIP APPLICATION - WEST 104 STREET COMMUNITY GARDEN
2009 Season, December 2008 through November 2009

Name _____

Address _____

Phone _____

E-mail _____

*Please check here if you would NOT like your e-mail address to be shared with other members _____

Do you want an individual bed? Yes _____ No _____

Please check your preference: 4' x 4' _____ 4' x 8' _____ Same as last year _____

*Beds are assigned on a first-come, first-served basis. Assignment of increased size beds depends on availability and your participation in / attendance at workdays and garden activities.

Rules governing the garden are attached. Please read them carefully and keep them for your reference. Please choose your committees on the opposite side of this page. Please sign below.

I have read the garden rules and will abide by them. This includes my agreement to actively participate in 2 committees, attend garden workdays and fulfill my open hours monitoring shifts.

.....
Signature

Checks must be made payable to: **NWCPMBA** (North West Central Park Multi-Block Assoc.)

Send check and completed application to: P. Wax, 12 W. 104 St., #B, NY, NY 10025

*No one will be denied membership in the garden for financial reasons, however *you must complete and submit the application by February 14, 2009 to retain your individual bed.* The steering committee will assign beds as they become available.

Key Points for Community Garden Membership:

- Developing and maintaining a community garden requires that all gardeners pitch in. We expect that if you are physically able you will help with simple construction, routine clean up and planting. If you aren't physically able, we expect you to help with administrative duties.
- To receive and keep an individual bed, you must actively participate in the garden by attending general meetings, participating in decision making, supporting garden activities and maintaining your bed.
- Every gardener must fulfill 2 monitoring shifts, which are 3 hours each. Open hours are a requirement for our Green Thumb membership.

Committee Requirements:

You are required to participate in two committees; you may join more if you wish. **On the back of this page, please select your first, second and third choices.** As some committees may be over-subscribed, you may not get your first choice. If you chose to be a committee head, you are not required to participate in any other committees. Please sign up on the next page.

Your Committee Choices

Please indicate your 1st, 2nd, and 3rd choices by checking the box next to the committees in which you wish to participate. Descriptions of the committees and duties are listed in the Garden Rules. FULL indicates committee is full for the season. Active, long-term members' choices will be given preference; if there is an over-abundance of members in one category, applicants may be asked to join an undersubscribed committee.

Members without Internet access: Please consider signing up for the Telephone Crew, as this specifically relates to you.

Also, please note: If you are willing to be committee head. You will be rewarded for your enthusiasm and initiative by needing to join only one committee. (But for now, please indicate your other choices, as others may have volunteered to be head as well.)

Committee	1st	2nd	3rd	head
Cat Crew				
Compost				
Communal Flower Beds				
Design / Grant Writing / Publicity				
Garbage Control				
Herb Garden				
Lawn Mowing / Trimming / Weeding				
Maintenance / Repairs				
Membership Coordinators				
Monitor Coordinators				
Rose Arbor				
Special Events: Flea Markets, Holiday/Kids Events, Music, Theater				
Steering Committee				
Telephone Crew				
Tree Pits / Sidewalk				
Water Barrel Filling				
Website				

Committees will meet and make plans at the first meeting in Spring 2009. After that, the head of each committee will work with members to set up committee schedules.

Dear Neighbor,

Welcome to the West 104th Street Community Garden.

Vacant for two decades, the lots that make up the Garden were reclaimed in 1993 with support from the North West Central Park Multiblock Association and Operation Green Thumb, the largest community gardening program in the country. In 1998, Garden members successfully lobbied to have the property made into an official New York City Park to protect it from commercial development.

The East Garden offers the comfort of a shady gazebo, two productive peach trees, a composter to restore nutrients to the soil, and open space for meetings, social events and performances. The West Garden includes a large communal herb garden and berry patch, a patio for barbequing and a lovely rose arbor dedicated to the memory of Jesse Crawford, one of the original organizers of the garden. Ample space in both gardens is devoted to communal garden beds, which are cooperatively tended by members, as well as beds assigned to individual members.

Today, West 104th Garden boasts a membership of over 50 households and is overseen by Green Thumb. Membership is open to all residents of the surrounding neighborhoods.

Welcome to your Garden.



WEST 104 STREET COMMUNITY GARDEN / Reminders, Rules, Regulations

Some important reminders for all members, new and old:

1. GARDEN MONITORING OPEN HOURS. ***To belong to the garden, you must monitor at least TWO times for three hours every season.*** Open hours to the public are required by the NYC Department of Parks and Recreation. Please contact the head of the Monitoring Committee for your assignment, if you haven't already signed up. Check the monitor schedule, posted on the sheds, for your obligatory shift. ***If you are unable to honor your three-hour shift, you must find another gardener to replace you and alert the monitoring committee of the change beforehand.***
2. COMMUNITY GARDEN WORKDAYS ARE SCHEDULED ONCE A MONTH. All members are expected to attend. ***If you cannot attend, you must contact the Steering Committee for work assignments.*** During drought periods, all gardeners are expected to help water communal beds.
3. INDIVIDUAL BEDS ARE NUMBERED. Maps showing bed assignments will be posted on each shed and will also be distributed at the first general meeting. ***All beds that have not been worked on by the June meeting will be re-assigned. If you cannot tend your bed for some reason, you must let the Steering Committee know.*** New and former members are assigned 4x4 beds, as available; additional space may be assigned, if available. ***Only the Steering Committee can assign beds. No member is allowed to assign, expand or create a new bed on his/her own.***
4. COMMITTEES. Members are required to participate in at least two committees (sign up on the application, marking your #1, 2 and 3 choices.) Please note if you are willing to be the head of the committee. Committee heads only need to be on one committee, but are encouraged to join others. At the beginning of the season, get your committee assignments and contact the committee head to find out your duties. Committee membership should be proactive and communal; if something needs to be done, get others to join in and do it.

RULES AND REGULATIONS OF THE 104 STREET GARDEN

Governance: The garden will be governed by a Steering Committee of five to seven members who are elected annually. One will function as treasurer. Major garden decisions influencing the layout, design, planning and programming of the garden will be decided by the membership as a whole by simple majority. The Steering Committee will settle small disputes, call and conduct meetings, and oversee the allotment of individual plots.

Green Thumb: The Green Thumb coordinator and alternate will be elected annually.

Committee Membership: As a member/gardener, you must participate actively in two garden committees in addition to working in your own bed. A brief description outlines the primary duties of each committee.

Cat Crew

- Buy food in bulk and obtain other materials for the care of garden cats;
- Secure low or no-fee vet service for cats;
- Monitor rat population in garden.

Communal Flower Beds

- Plant, water and weed communal beds in East and West gardens.

Compost

- Add the correct proportions of plant material to the composter, turn as needed

Design/Grantwriting/Publicity

- Suggest designs for new garden projects;
- Gather together information and write grants in coordination with other committees;
- In conjunction with other committees, create and distribute signs and leaflets to publicize garden events.

Garbage Control

- Bag all garbage and put out for pick up on appropriate days

Herb Garden

- Plant, water and weed herb the garden.

Lawn mowing/trimming/weeding

- Mow lawns on a weekly basis during the growing season; reseed as necessary;
- Weed and water lawns as necessary.

Maintenance/repairs

- Repair and maintain beds frames and outbuildings in garden.

Membership Coordinators

- Process membership forms and collate and distribute membership lists to committee heads;
- Re-stock sheds with garden applications and help recruit new members;
- Along with steering committee, welcome new members;
- Alert steering committee to any potential problems/concerns.

Monitor Coordinators

- Organize and oversee monitoring hours and reminders;
- Post monthly schedule in gardens;
- Check to see that members are honoring their monitoring hours.

Rose Arbor

- Prune, feed, and water rose garden in West Garden.

Special Events

- Plan, publicize and coordinate all public events in the garden including fleamarkets, children's events, holiday parties and theater/music performances

Telephone Crew

- Call and/or send post cards to members without Internet access to alert them to meetings and upcoming events (working in coordination with membership, steering and other committee members.)
- Call those members and record votes when there are special garden votes and relay information to Steering Committee.

Tree Pits/ Sidewalk

- Plant and maintain tree pits and front of garden, regularly clearing away all trash that accumulates in the pits and along the fences.
- Oversee the completion and installation of tree guards.

Water Barrel Filling

- Fill barrels on an as-needed basis during the growing season;
- Investigate "green" systems that capture rain run-off from nearby buildings.

Website

- Monitor website and work with other committees to upload all new information on votes, programs and other garden information; keep all information as current as possible.

Individual Beds: *Returning members must work their beds before the June meeting to retain their plots.* For upgraded (4'x8') or new (4'x4') beds, all members, new and old, must ask to be put on a waiting list. *Plots will be assigned by the Steering Committee as they become available.* Members who do not tend their beds will be asked to give them to or share them with other, more active members. Beds will be awarded, depending on the gardener's active participation in workdays and on committee projects as well as seniority.

Communal Gardens: *Only members assigned to the communal beds may plant or remove plants.* Others are encouraged to plant and work, provided they contact the Communal Gardens Committee heads. In times of drought, all members will be asked to help water the lawns and communal gardens.

Monthly meetings/workdays: Members are required to attend meetings/workdays held from March until November. If members cannot attend they must contact the Steering Committee for individual projects. Members who don't attend workdays, or who don't make alternate work plans with committee members, may be asked to give up their beds.

Monitoring Open Garden Hours: As a community garden it is important that we provide residents and visitors the opportunity to enjoy the beauty of our garden. Green Thumb and the Parks Department mandate that we host Open Garden Hours during the growing season. Members are required to monitor two Open Garden periods every season; failure to do so puts our Green Thumb support in jeopardy. Failure of a member to attend their monitoring hours may lead to loss of garden membership (see below).

Children/minors: All children under 16 must be accompanied by adults while in the garden. Parents are responsible for the actions in the garden of all minors under 18.

Pets: Leashed dogs and other pets, *accompanied by their owners*, will be permitted as long as they are neither destructive to property nor hostile to the garden community. The Steering Committee may restrict specific animals whose owners don't comply with these rules.

Events in the Garden: Special community events will be permitted in the garden with the consent of the Steering Committee if scheduled in advance.

Drinking: Intoxication and/or disorderly conduct are not be permitted in the garden.

Theft: Members are not permitted to pick from or weed individual beds assigned to other members. Unauthorized picking, pruning, or weeding in another member's bed may result in immediate loss of membership privileges.

Pesticide use is not permitted in individual or communal garden areas.

Expenditures: Garden purchases under \$200 require advance permission by the Steering Committee. Purchases of \$200 or more require a membership vote and approval. Receipts are required in either case and need to be presented to the Treasurer.

THREE STRIKES, YOU'RE OUT POLICY

This system is similar to the driver's license policy: You accumulate points against you for breaking garden rules. If you accumulate three points, you lose your garden membership for one full year and must reapply.

You will be penalized one point for each of the following infractions:

- Missing your monitoring hours.
- Missing more than 3 workdays. (This does not apply if you are completing workday projects on alternate days if you cannot attend on the exact date. Steering Committee must be notified in these cases).
- Not actively attending your committee meetings or fulfilling your committee assignments.
- Interfering with any communal bed without explicit permission, unless it is your assigned area. This includes planting, transplanting, removing plants, pruning plants, redrawing borders or any other tampering.
- Violation of any other garden rule as stated in the Fact Sheet/ Rules and Regulations.

Planting, weeding, harvesting from, or otherwise tampering with, other members' beds without their explicit permission may lead to an immediate revocation of membership for one year.

The Steering Committee