

# Volunteer Handbook



## Pittsburg Unified School District Edible Garden Resource Center 2018-2019





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## **I think I work better with a different age of kids.**

You're in luck! PUSD has K-12 scholars. Please let us know and we will find an appropriate place for you.

## **How can I become more involved in the garden?**

We would love to have more help! If you have a specific skill set please inform the Garden Supervisor otherwise we will find more ways you can support the garden.

## **I want to make a financial or material donation. Who do I talk to?**

Please talk to Michelle.

## **Additional Questions?**

Email: [mdecoy@pittsburg.k12.ca.us](mailto:mdecoy@pittsburg.k12.ca.us)





## FAQ's:

### What should I bring?

Wear long pants you don't mind getting dirty and closed toed shoes. Keep in mind this is a school; dress appropriately. Always bring water. Bring your phone in case of emergency but keep it on silent.

### What if a kid is acting up?

You can bring this to the attention of the teacher or Garden Supervisor. It is **not** your responsibility nor role to discipline.

### What if I don't feel comfortable in my assigned role?

Let us know ASAP so we can adjust/or find a more appropriate role for you.



## Contacts:

Michelle DeCoy- Garden Supervisor

[mdecoy@pittsburg.k12.ca.us](mailto:mdecoy@pittsburg.k12.ca.us)

925-250-7751-cell

Anita Dumay- Child Nutrition Office

[adumay@pittsburg.k12.ca.us](mailto:adumay@pittsburg.k12.ca.us)

More information

<http://www.pittsburg.k12.ca.us/>

PUSD Edible Garden Resource Center

3200 Loveridge

Rd. Pittsburg, CA.

94565

925-250-7751

8 am- 3:30 pm M-F





### **Medical Emergency:**

In case of emergency let a staff member on-site know immediately. If there is an obvious need for medical assistance call 911, inform the operator clearly what the nature of the emergency is and stay on the line until released by the operator.

Call the front office of the school and tell them the emergency and the student or staff member's name.

### **Evacuation:**

Teachers are responsible for supervising evacuations. If staff members are not available please lead students away from the buildings and to an open space:

If there is an earthquake do not re-enter buildings until given explicit permission, even if there is no apparent damage to the building.

Until allowed to re-enter the buildings, every student must remain with you until an authorized adult takes over.



**Absences:** Please let us know as far in advance as possible if you cannot make it. Email Michelle at least 2 days in advance.

As volunteers are critical to the success of the program we ask that absences are kept to a minimum.

**Credit:** Let us know when you sign up if you need to get class credit for your time volunteered; be sure to have all necessary paperwork on hand.

### **Photography:**

Please do not photograph the students.

### **Rain:**

Do not come to the garden when it is raining but do email us at

[mdecoy@pittsburg.k12.ca.us](mailto:mdecoy@pittsburg.k12.ca.us) to check in.





## Volunteer Policies:

**Clearance:** A background check and negative TB test must be on file through the district before you can volunteer. The cost of both are your responsibility.

Please contact:

Earl Dalmaceda  
Human Resources Department  
Sr. Supplemental Staffing Technician  
edalmacedat@pittsburg.k12.ca.us  
(925) 473-2335

**Schedule:** Make sure we have your email address. Please check your schedule online through Google Calendar the day before you are scheduled to volunteer.



## Dear Volunteer,

Thank you for taking time out of your busy life to help the children and community of the Pittsburg Unified School District. This program would not be possible without your assistance. We have 13 schools in the PUSD and active gardens at 11 of them at the moment. As you can see this is a significant undertaking!

This booklet will give you guidance on our practices and principles. If you have any questions please do not hesitate to contact us. Thank you again!

Sincerely,

The PUSD Edible Garden Resource Center  
Staff





## Brief History:

The PUSD Edible Garden Resource Center opened in 2013. The first gardens were established at Pittsburg High School & Willow Cove Elementary. We quickly had scholars invited to the White House by the First Lady. This our second year with a FoodCorps Service Member. The program has grown exponentially since then and with your help it will continue to grow!

## Goals:

- Create an outdoor, hands-on classroom for the PUSD Scholars.
- Promote great nutritional choices.
- Have fun!



## Progress check:

We will contact you within the first month of volunteering to do a brief online survey of your experience. Soon after you will meet with Michelle for ~15 minutes to address any concerns and answer any questions.

If there is a concern with your performance at any time the Garden Supervisor will first speak to you about it. If it continues to be an issue the Director of Child Nutrition will discuss the matter further. If, after both interventions, the issue is not resolved, you will be asked to leave the program.





## **Garden Class or After School Program:**

Volunteers can assist with classes on a one time or ongoing basis. They will need to have at least 6 hours of shadowing before they will be allowed to lead a class.

Some of the activities they may help with include class prep, assisting with class and clean up.

Please come prepared with your cell phone on silent, wearing long pants and with your own water. We will review the lesson plan the day before so we are all on the same page.

Again you will sign in and pick up a name badge in the front office.



## **Garden Rules:**

Follow rules listed at each site

Check the whiteboard for specific instructions before starting

Put away all tools & equipment when done

Sweep through the garden for tools, etc left behind

### **Please note on whiteboard:**

- 1) What you accomplished
- 2) If you notice weird coloring to leaves, a lot of bugs (other than ladybugs!), or if something looks ready to harvest

Any questions call Michelle (925) 250-7751, do not disturb staff on site!







## Garden Maintenance:

Garden Volunteers come out in the morning on a weekly basis and pull weeds, water/ check watering system and record findings for the Garden Supervisor.

These volunteers arrive in closed toed shoes and long pants with their own drinking water. After signing in at the front office and getting a name badge they will work for anywhere from 1-2 hours in the garden after checking the board for notes from the Garden Supervisor.

Each volunteer will shadow Michelle for at least 4 hours before working on their own or attend an orientation.



## Garden Market:

In this ~3 hour activity you will be with a Garden representative.

The first thing you do is coming to the main office (3200 Loveridge) and help load the produce. You may be asked to come early to help bag and prep the produce. You will take it to the school where the market will occur and set up shop with the materials provided.

Have fun interacting with and educating scholars and their parents about the produce. You may even sell some!

When it is done clean up and help record how much produce was sold.

