For the sake of the success of the garden and coordinating our future plans, please follow these adopted guidelines set forth as follows:

**Garden Member Defined**

A garden member (member) is anyone who has signed up to be on a garden plot team.

**Plot Team Defined**

A plot team is the entire group responsible for a garden plot, the team consisting of one point person and a number of partners.

The management and decisions made for the plot layout, organization, and maintenance are made by the entire plot team, with expertise provided by the point person.

The plot teams that handle a defined plant group (Plot 1, Plot 2, Plot 4, and Plot 5) are involved in the garden rotation plan and should not add additional crops in their plot without consulting the garden coordinators.

**Plot Partner Defined**

The partner works on the plot they select and is responsible in part for managing and maintaining their plot. Any partner can work on any of their plots at any time that is convenient for them.

**Plot Point Person Defined**

The point person is the contact person for the plot, manages the crop distribution email “tick board” for the plot, determines the day crops are ready for distribution, the duration they are available, and relays this information to all members.

The point person is the primary but not only person who can contact partners to organize meeting times, and is positioned to be the expert among the team on the crops being planted in their plot.

The point person may at any time temporarily or permanently designate their responsibilities to any other partner or any other member who is willing to take on that role. Please send out notices when such changes occur within your team: who and for what duration.

** Adopted Garden Distribution Plan **
Each crop has a defined share, which is a handful size (any so a single piece is larger than a handful also counts as a handful). Once anything becomes ripe there will be a certain number of shares available and a certain number of days to claim them. Any member who wishes to take a share can have a share. This is then recorded on the email “tick board”.

How Shares are Distributed

Nothing can be taken from a plot until the team point person sends out a notice that the vegetables are ripe (the point person, being the expert, is responsible for evaluating that they are ready for harvesting).

A member is only allowed to take one share (or two or three, depending upon what that team is offering), until the shares are gone. Each person on that plot’s team is able to claim their own share(s) before making it available to others and will be given notice and have 48 hours to claim them. After this period has elapsed, other members will be given notice and have 72 hours to claim any shares. (Durations might be crop dependent and could be adjusted by the point person.)

Any shares that remain after the first cycle of distribution can be kept by the team as additional shares, offered again to members, or donated to RIT Dining Services or Foodlink, if they decide to do so as a group. The approach depends upon the urgency involved in harvesting, so remaining shares are distributed or donated promptly. (It is advisable that the group determine their donor recipient prior to harvest time.)

If shares are donated it is counted as a team donation and thus not against any member’s shares. Information about any donations made including number of shares and to whom it was donated must be sent to the garden coordinators email (ritcg0@gmail.com).

How Shares are Claimed

Members can claim their share after visiting the garden and taking care of any work that needs to be done in their own plot(s). As long as each team is maintaining their plot and growing food they are entitled to any offered shares.

Each person reports what work they have done to their point person for communication purposes (any team can also record hours if they wish). The claim of work done entitles the person to a share(s) in the output. If nothing needs to be done in their plot they can also claim their share, and they will report to the point person that no work was required. (The work does not strictly need to be done on the very day the shares are taken; in this case they would report to their point person after completing their work, but should be done within a reasonable time.)
Each individual will end up with a number of ticks on the email “tick board”. When someone reaches a high number of ticks they might be required to hold off until the balance is restored.

If someone wishes to have access to any crop that they could not get a share of before, they can contact the point person for that crop and be put on the priority list, to give them first notice of availability (i.e. at the time the plot’s partners are given notice).

Record Keeping

Record keeping for distribution will occur whenever shares are claimed. The record keeping will occur through an email “tick board” system. An email account exists for each garden plot. (These accounts are for record keeping purposes only. Communication with the point person should still occur using their own email account.)

When someone wishes to claim a share they will enter the total number of shares claimed on a given day in the subject line of the email (ex. 2 shares). Detailed information about the nature of the work that was done before claiming shares and description of which crops were taken as shares should be included in the message body (ex. Weeded between the tomato rows, 1 share tomato, 1 share asparagus). This is then sent to the plot’s email account.

If you are a partner on two plots and do work on both, only send your record to one of your point people. (Sending an email to another point person for the same shares will cause your shares to be counted twice.)

Point people will submit a monthly summary record to the garden coordinators email (ritcg0@gmail.com) after the end of the month within a reasonable time. It must at least contain the number of shares each person working in their plot has claimed.

Tick board emails:
Plot 1: ritcg1@gmail.com
Plot 2: ritcg2@gmail.com
Plot 3: ritcg3@gmail.com
Plot 4: ritcg4@gmail.com
Plot 5: ritcg5@gmail.com
Plot 6: ritcg6@gmail.com
Plot 7: ritcg7@gmail.com
Plot 8: ritcg8@gmail.com
Plot 9: ritcg9@gmail.com
Plot 10: ritcg10@gmail.com

Officiated by Timothy J. Stephany
Date of adoption: May 26, 2010