



VOLUNTEER INFORMATION PACKET

THANK YOU FOR YOUR INTEREST IN FROM THE GROUND UP AT CLAGETT FARM!

Please take some time to review this document and fill out the necessary paper work before your visit.

FGU AT CLAGETT FARM

ALL ABOUT US

From the Ground Up (FGU) is based at Clagett Farm in Upper Marlboro, MD. FGU is a collaborative effort between the Capital Area Food Bank and the Chesapeake Bay Foundation that promotes sustainable agriculture and food security in the metro area. A seasonal staff grows vegetables according to the principles of sustainable organic farming, which includes soil and water conservation and utilizing biological cycles and controls for pest and fertility management. Half of the vegetables grown at Clagett Farm are sold through an arrangement called Community Supported Agriculture (CSA), in which local customers receive a weekly "share" of fresh seasonal produce in exchange for payment at the beginning of the season. As part of the Capital Area Food Bank, From the Ground Up distributes nearly 50% of its produce to under served communities within the Washington, DC metropolitan area. From the Ground Up distributes Clagett farm produce to local nonprofit agencies serving low income families and individuals.

VOLUNTEERING WITH US

INDIVIDUAL VOLUNTEERS

Volunteers at the farm can expect to participate in a broad range of farming activities, including planting, weeding, and harvesting. No experience is necessary for field work. Volunteers should plan on getting dirty during their visit to the farm. Dress accordingly! Tuesday and Saturday volunteers should bring long pants and long sleeve clothing for harvesting itchy crops. It is hard to say exactly what your group will be doing as so much will vary based on the season, the weather and what kind of jobs our farm staff has to accomplish during your visit. We will provide all of the tools and instructions you need. Bringing your own gloves, pocket knife and pruners can be helpful if you have them.

- Please be sure to sign in every time you come. The health form is only needed once per year.
- Volunteers do not take any produce in exchange for their work, although they are welcome to pick what they want from our "you-pick" list that week.
- We are a non-profit, so volunteering with us can count toward community service requirements.
- We welcome individual volunteers any day other than Sundays, and anytime between 8am and 4pm.

No advanced notice is required but it is extremely helpful so we know to expect you and we can tell you where to find us.

ADULT VOLUNTEERS WITH 1-2 CHILDREN

Accompanied by a parent or guardian, kids of all ages are welcome. We enjoy their company, and it's a great place for a child to learn. Parents should be aware that there are plenty of hazards on the farm, so their vigilance is important.

- Parents should be aware that kids younger than 14 might not have the endurance for several hours of field work, so much of your time might be spent entertaining and caring for your child rather than helping the farm. 14-18 year old youth may come unaccompanied by an adult if they have worked with us before and the parent has requested an exception from us.
- **If you are working for vegetables** ("workshare"): We require 4 adult hours to earn a share. If you're bringing children, this might be more easily accomplished with two adults, so one person can be tending to the children. Time spent tending to the kids, though wonderful, is not time spent earning a share.

VOLUNTEER GROUPS

Volunteers in groups usually arrive around 8:45 am, and get started at 9am. You will get a short introduction to the work we do here at the farm and a description of what we'll be doing that day. Groups usually choose to work in the morning, take a lunch break, and continue in the afternoon until about 2 or 3 pm. We remind group organizers that Clagett farm is a working farm and thus participants should come prepared to be actively involved in the farm production process. Be aware that the farm has no air-conditioned facilities, but cover can be found in our education barn.

- All groups bring their own lunch and water bottles. The farm is facilitated with outdoor bathrooms, and we have plenty of clean well water to re-fill water bottles.
- The farm does not take groups larger than 30 people.

We ask that all trash produced by the group is removed with you when you leave, including lunch trash, so group organizers should bring trash bags and planning on taking them away from the farm when you leave.

WORKSHARING

“Worksharing” means that you are working for produce. Adults may exchange at least four hours of work for one “share”. You can workshare at any time during our harvest season, mid-May to mid-November. If you work in April or early May, you can “bank” your hours and redeem your shares later in the season. Please do not redeem more than one banked share at a time. Most of the work we require is field work. We also accept a limited amount of help in the office, at our CSA pick-up, doing carpentry, and other specialized jobs. You do not need to commit to any particular number of visits. Just let us know at least a day before you plan to come. The share is determined week by week—it is the same portion of our harvest that our paying members take. Worksharers are also welcome to pick what they want from our “you-pick” list that week.

- We prefer worksharers Tuesdays through Saturdays. We can accept help some Mondays after 10am.
- Tuesdays, you should arrive between 7:45am and 10am. This will give you time to take a lunch break at some point, and complete 4 hours of work by 3pm. Sometimes we can have the share ready before 3pm, but we can't guarantee it, so if you want to work in the morning and leave before 3pm, you should plan to come back another time for you share.
- Wednesdays, Thursdays and Fridays, you can work any shift of at least 4 hours between 8am and 4pm. We prefer that you work in the morning. Let us know by Tuesday that you are coming so we can set aside your share in the cooler.
- We take a limited number of new worksharers on Saturdays. Call the Thursday or Friday prior to sign up. Since we take a limited number of worksharers on Saturdays, you **MUST** call to let us know if your plans change and you can't make it, even if it's raining.
- Saturday worksharers work from 8:30pm until the harvest is finished, sometime between 12:30pm and 1pm. Please arrive by 8:15am so you can sign in and be ready in the field by 8:30am.

REMINDERS FOR EVERYONE

- Everyone needs a bottle of water.
- Dress for the weather, including rain if it's in the forecast.
- Hat, sunscreen.
- If Tuesday or Saturday, long pants for harvesting itchy things.
- Any rugged shoes are fine, including sandals.
- Take trash with you when you leave.
- Allergic to bees? Be prepared (epi-pen, benedryl)
- It's hard for us to know in advance what we'll be doing, so be flexible.
- Rain doesn't necessarily cancel our work—call if rain is forecast.

SCHEDULE CHANGES

If you have any schedule changes, please call the farm staff at the number listed below. We have a greenhouse and a barn, so rain days should be assessed on a case-by-case basis.

Clagett Farm
11904 Old Marlboro Pike
Upper Marlboro, MD 20772
Farm Staff: 301-537-3038

GUIDELINES

FOR THE SAFETY AND WELLNESS OF ALL PARTICIPANTS, GROUP LEADERS ARE EXPECTED TO READ AND REVIEW RULES AND CODE OF CONDUCT WITH PARTICIPANTS BEFORE VISITING THE FARM.

- 1) Respect is the number one and most important rule on the farm. While visiting Clagett farm, participants are expected to be respectful to themselves, other participants, group leaders, farm staff and the property.
- 2) Please respect our mission to preserve the farm and please do not purposely kill anything living on the farm without permission, including plants, bugs, or animals. Please also do not remove anything unless given permission.
- 3) Aggressive, cruel or excessively rough behavior will not be tolerated.
- 4) Participants will be expected to be actively involved in activities.
- 5) Participants should respect farm tools and equipment, using tools for intended purposes only. Please do not climb on tractors.
- 6) Possession or consumption of tobacco products or alcohol is prohibited on the farm.
- 7) We request that youth leave all electronic devices on the bus or tucked away in a bag.
- 8) Please refrain from using foul or offensive language.

We have compiled these rules to help keep visitors safe while creating a fun day for everyone. Individuals who cannot comply with safety conduct will be asked to leave.

ATTENTION GROUP LEADERS, CHAPERONES, AND TRIP COORDINATORS

- Please make sure that all participants bring water bottles and wear sunscreen.
- Group leaders are responsible for reporting any health concerns to farm staff upon arrival at the farm.
- Group leaders are responsible for the behavior of the group. The farm staff asks that disciplinary actions be the responsibility of group leaders so we can focus on the work at hand.
- Group leaders are to remain active and helpful with the group the entire farm visit.
- Groups are asked to take all trash that the group creates with them when they leave. (Please bring your own trash bags to remove trash produced by your group.)

GUIDELINES FOR FOLK UNDER 18 VOLUNTEERING

- All minors must have their parents fill out a health form before arrival.
- We request at least 1 adult chaperone for every 10 children ages 15-18.
- We request 1 adult for every 5 children ages 12-14.
- We prefer 1 adult for every 5 youth who can model working with enthusiasm and who are quick to keep the kids focused on the project at hand.
- All kids AND chaperones should be dressed and ready to work hard and get dirty.
- Most groups work for about 4 hours, not including lunch.

We look forward to welcoming every group to enjoy and learn with From the Ground Up at Clagett Farm. We hope to create an enjoyable experience for all of our visitors. Please contact the From the Ground Up Coordinator with questions or concerns about your visit.

DIRECTIONS

TO CLAGETT FARM, 11904 OLD MARLBORO PIKE, UPPER MARLBORO MD 20772

FROM 395 OR 295 IN D.C.: From 395 North, follow signs onto 295 South. Take exit 3A onto Suitland Parkway. After 9 miles, turn right onto Route 4 South (Pennsylvania Ave). Continue 5 miles. Take the exit on your left Ritchie Marlboro Rd. At the stop sign turn left, and then at your first stop light, turn left onto Old Marlboro Pike. The farm is one mile down the road on your right. Look for the sign "Clagett Center; Chesapeake Bay Foundation".

FROM 495: Take exit 11A, Route 4 South (which is Pennsylvania Ave. running out of SE DC) and continue 5.7 miles. (DO NOT take the Old Marlboro Pike exit from Route 4.) Take the exit on your left Ritchie Marlboro Rd. At the stop sign turn left, and then at your first stop light, turn left onto Old Marlboro Pike. The farm is one mile down the road on your right. Look for the sign "Clagett Center; Chesapeake Bay Foundation".

FROM BALTIMORE AND POINTS NORTH AND EAST:

Take Route 301 south and then Rte. 4 north (towards Washington) for 2 miles. Take the Ritchie Marlboro Road exit. At your first stop light, turn left onto Old Marlboro Pike. The farm is one mile down the road on your right. Look for the sign "Clagett Center; Chesapeake Bay Foundation".

ON THE FARM: Follow the drive around to the first fork and turn left. Buses should park beside the first of the three barns on your right. Cars should pass the barns on their right and park at the top of the hill; a shed will be on your left and a large field with a greenhouse will be in front of your parked car. Please turn around and walk to the wash station directly behind you (opposite direction of the field) to meet staff or find further directions.

*******IMPORTANT HEALTH AND VOLUNTEER FORMS ATTACHED*******

Please fill out the attached form and bring to the farm the day of your visit. Volunteers are not allowed to participate in activities without this form!



Participant Health Form

Participant's Name _____ Phone (____) _____ Age _____ Sex F / M
 Parent(s) or Guardian's Name (for participants under 18) _____
 Work Phone (____) _____ Home phone (____) _____
 Home address _____ City _____ State ____ Zip Code _____

In an emergency, please notify: Name _____ (Check here if same as above _____)
 Relationship _____ Work Phone (____) _____ Home phone (____) _____

All participants must complete this form. If there are activities which you should not participate in, please notify the From the Ground Up staff person in charge. It is **your responsibility** to verbally mention any condition which would be a health risk and/or impede your ability to volunteer or participate.

Please list any allergies, health problems or special needs the participant may have such as an allergy to bee stings, food allergy, asthma, diabetes, epilepsy or other related illness. Include the type of reaction.

Any specific activities to be limited or avoided while participating in this program? _____

Does participant have a current tetanus shot? Yes No Date of shot: __ / __ / ____

ALL VOLUNTEERS PLEASE READ AND SIGN THE FOLLOWING:

All of the above information is to the best of my knowledge correct. I understand that participation with From the Ground Up, a joint program of the Chesapeake Bay Foundation (CBF) and the Capital Area Food Bank (Food Bank), is entirely voluntary. This statement covers the entire calendar year. I understand that volunteering with From the Ground Up may involve "hands on" activities such as walking, mulching with hay, weeding, harvesting, lifting upwards of 30 pounds, planting, taking a tractor-driven hay ride, and other outdoor activities; and I understand the risks and dangers involved in the above-named activities. I know and understand that unanticipated dangers might arise. I hereby release the CBF and the Food Bank from any responsibility for injuries which might occur as a result of participation in From the Ground Up, CBF and Food Bank activities. I give permission to authorized personnel to carry out such emergency diagnostic and therapeutic procedures as may be necessary for me/or my child, and also permit such treatment procedures to be carried out at and by the local hospital(s) for me/or my child in the event of an emergency. I understand that any medical expenses will be billed directly to me or my insurance company.

You/your child will be participating in many exciting activities with From the Ground Up at Clagett Farm. We sometimes use volunteers' names, voices and/or photographs of volunteers in connection with audio video productions, articles, press releases or web sites, but not as an endorsement. Please sign in the space below if you agree to grant to the Capital Area Food Bank and the Chesapeake Bay Foundation permission to use you or your child's name, voice, and picture in connection with any of their audio-video productions, articles, press releases or web sites.

Please check here if you **DO NOT** release permission for you/your child to be photographed.

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|---|---------------|
| _____ Signature of adult participant or parent/guardian | _____ Date |
| For children under 18 years old: I give permission for _____ to participate in all field activities, except as otherwise noted. | |