



GARDEN GLEANING

A TOOLKIT FOR GROWERS AND FOOD SHELVES

*Developed by the Garden Gleaning Taskforce of Hennepin County's
Healthy Eating Minnesota Project*



the
**GARDEN
GLEANNING
PROJECT**

www.gardengleaning.org

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Background

The Garden Gleaning Project is working to increase access to healthy food for those in need by creating collaborations between gardeners and food shelves.

This toolkit is designed to give food shelves and gardeners in their communities “tools” to build a strong working foundation and to facilitate the increased availability of homegrown produce available sooner. For gardeners, we hope you will come to understand how food shelves work, and how your contributions to them can be effective.

We invite you to participate in the Garden Gleaning Project. Let us know your thoughts about this toolkit and your recommendations for improving its usefulness for more people. Send comments and recommendations to gardengleaning@gmail.com.

Updates to this toolkit will be made available at our web site www.gardengleaning.org.

Working together, we will achieve our shared goals of building a world where we bring down barriers to eating fresh produce. Fruits and vegetables—the “first” medicine!

What is Gleaning?

Historically, gleaning occurs when farmers intentionally leave a row unharvested, or allow people to enter a field and collect unharvested produce. Gleaning also refers to the harvesting of fruits and vegetables from individual’s gardens, community gardens, and community orchards.

In this toolkit, gleaning is the sharing of surplus produce from home gardens and community gardens with food shelves. There are many ways to distribute food to those who need it. This toolkit is not intended to say that there is one best way, but rather it provides a pathway for gardeners to share their bounty with those who need it.

Why Garden Gleaning?

This collaboration encourages food shelves to develop long lasting relationships with gardeners, farmers’ markets, and other produce suppliers to obtain fresh produce for the food shelves. Gardening is one of the best ways to come by tasty and nutritious produce. Gardeners foster healthy local communities through gardens in their backyards, at worksites, with their congregations, and at community gardens. When food shelves receive donations of fresh produce, the food shelves can expand the selection of foods offered and spend limited funds on other essential items. Fresh, high quality produce is one of the more expensive items a food shelf purchases. Your donations are essential.



Impact of Garden Gleaning

- Helps build and establish relationships with people in the community who might not otherwise contribute to the food shelf and enables people to support their local food shelf in another way. Giving food from one's labors is incredibly powerful.
- Widens the support system, not just for the food shelf, but for food shelf guests, as it offers the opportunity for creating relationships between gardeners and food shelf guests, especially in cases where food shelf guests may join or participate in the garden.
- Provides opportunities for guests and volunteers to become more comfortable with preparing and cooking fresh produce.
- Fosters healthy local communities through gardening in backyards, shared spaces, faith communities, and worksites.

Need for Garden Gleaning

Gleaning is one way to make sustainable and local connections between hunger relief programs and sources of healthy fresh food. Relationships developed through gleaning programs address two key needs faced by people experiencing hunger and the agencies that serve them: an ever increasing need for food to serve the high numbers of visitors to food shelves and the gap in affordable/free healthy food donations—like fresh produce.

- Visits to food shelves increased by 62 percent statewide in Minnesota in recent years. Some areas experienced even higher increases—more than doubling in fact.
- More than half a million Minnesotans experienced hunger in both 2011 and 2012. That is the equivalent of one in every 10 people.
- Hunger Free Minnesota reports poor health costs the state approximately \$2,329 more per person for medical expenses; about \$925 million annually in direct medical expenses.
- Low-income households—even those not visiting food shelves—tend to eat fewer than the recommended servings of fresh fruits and vegetables. Hennepin County's SHAPE project reports that nearly 79 percent of its residents at or below the poverty line ate fewer than the recommended servings of fruits and vegetables on a given day.
- Food shelves consistently report that fresh produce—good quality fresh produce—is not available in large enough quantities at affordable or free prices to serve their guests. Agencies report that their main challenge is “keeping enough food in their warehouse to meet an ever increasing demand.”
- Low income groups tend to experience higher rates of chronic disease (diabetes, heart disease, etc.) problems that are prevented, in part, by eating a healthy diet rich in fruits and vegetables.

How This Toolkit Works

Section 1 is for food shelves. Please use what works for your food shelf and feel free to adapt or eliminate items based upon your food shelf's capacity, logistics, and resources. Some food shelves have large coolers, while others

have none. Others have multiple food and meal programs, while some are only open once a week. The end goal is not only to help people from going hungry, but to provide access to food that will be good for body, mind, and soul.

Section 2 is for produce growers. This section is designed for home growers and community gardens, and recognizes that circumstances and situations vary widely. Use what makes sense for your garden, your capacity, and the capacity of your community garden. Small steps are good. Being reliable in providing high quality produce is extremely important to food shelves. You can make a difference in your community.

Why Incorporate Gleaning Into Your Programming?

Gleaning is a strategy to gain local support for your food shelf. It is one way to connect with your neighbors, grow your local support network, and promote a healthier community. Gardens can be an incredible resource for fresh food donations and they are right in our own backyards. By building relationships with neighborhood gardeners and by promoting the growth and donation of garden produce, food shelves can support their guests with more of the healthy foods necessary to thrive.



What is the Liability of Accepting Homegrown Produce?

Food shelves can legally accept and distribute donations of locally grown fresh fruits and vegetables. Non-profits are protected from liability under the Bill Emerson Good Samaritan Act of 1996 in situations free of gross negligence.

(c) Liability for Damages From Donated Food and Grocery Products.

(2) Liability of nonprofit organization. A nonprofit organization shall not be subject to civil or criminal liability arising from the nature, age, packaging, or condition of apparently wholesome food or an apparently fit grocery product that the nonprofit organization received as a donation in good faith from a person or gleaner for ultimate distribution to needy individuals.

Bill Emerson Good Samaritan Act of 1996 / Public Law 104-210:

<http://www.gpo.gov/fdsys/pkg/PLAW-104publ210/content-detail.html>



Elements of a Good Gleaning Program

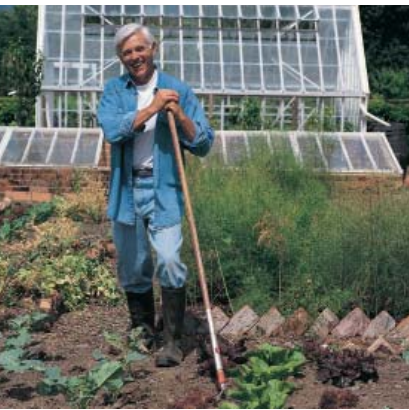
Regardless of the approach your food shelf takes, there are elements that must be addressed:

- Logistics, the internal capacity to accept homegrown produce.
- Communication with gardeners and the general public.
- Ensuring guests have the support they need to use fresh produce.
- Collecting and sharing data. This is critical to the ongoing success and future growth of this important food source.

Approaches

There are three various models or approaches, outlined below, that your food shelf can undertake. Each approach uses a different strategy to increase donations of fruits and vegetables.

Approach A: Garden Gleaning Neighborhood Coordinator



With a minimal investment you can hire someone to administer this program. This approach ensures you will have someone who will be accountable. You may also consider expanding a current part-time position and include these responsibilities. More staff resources allows for opportunities to establish more relationships, which means more produce donations. It does not have to be much money. We found it could be as simple as providing a stipend to a dedicated advocate who can do this job. Resources permitting, Approach A is the ideal approach. It has all the benefits of the other approaches along with the assurance and accountability that come with having a paid position in place of a volunteer.

In 2012, the Garden Gleaning Project employed five Neighborhood Coordinators between May 15 and October 15 (24 weeks). Each coordinator worked with one food shelf and performed the liaison duties of outreach and communication targeted to gardeners and other community members in the neighborhood. Each of their efforts was localized around the neighborhoods/geographic areas of their respective food shelf. In addition to outreach, the coordinators acted as a dedicated point of contact for community members and at times ensured that harvested produce donations were picked up and delivered in a timely and effective manner. The primary goal of the coordinators was to build direct relationships and mutual understanding between gardeners and their nearest food shelf. Through direct relationship building, it was our hope that gardeners would know the food shelf well, what foods were most needed, and then plant those foods with the intent of transporting and donating them directly to food shelves independently. However, as opportunities arose, coordinators often supported the donation process directly by offering donation pickups from community gardens and farmers' markets and, when invited to, organizing volunteers to glean at gardens. In our experience, the Neighborhood Coordinator positions:

- Build capacity of food shelves to do outreach to nearby gardeners.
- Inform many gardeners for the first time that they can donate their garden produce.
- Provide a dedicated contact person for donors.
- Provide accountability to the donation process—especially in situations where many gardeners are donating collectively (i.e., a community garden with a donation bin system).
- Promote donor retention from year to year.
- Provide new ways for food shelves to engage community members interested in supporting their local food shelf and working towards better health in their communities.



Paid Stipend vs. Volunteer Position

In our model, coordinators were paid \$15 an hour, five hours a week, for 24 weeks. We found that the return on this \$1,800 investment was well worth it. In addition to new connections with neighborhood supporters and local gardeners, each food shelf we worked with received between 2,000 to 8,000 pounds of fresh, local, and (sometimes) organic produce in the first year. Considering that many of the potential donors that coordinators reached out to were not able to donate, but expressed interest in donating in the future, these numbers are likely to rise steadily from year to year. Having a paid coordinator position helps to ensure that existing and potential donors are reminded regularly of how they can contribute. It also helps gardeners have a dedicated and reliable contact person to help them from season to season.

A food shelf could also implement the Neighborhood Coordinator model in the form of a volunteer position if funding is limited. It may be that your food shelf already has a volunteer interested in promoting the use of more fresh produce in the food shelf. The coordinator position might also be a great way to engage new volunteers from your community who are passionate about healthy food access and organizing gardeners to donate produce. It is entirely possible to achieve the same level of success with a volunteer Neighborhood Coordinator as with a paid coordinator. However, that small investment of funding goes a long way to ensure donor relations are built and sustained. The satisfaction of donors is extremely important. Gardeners need to know that their donations are being used in a timely and effective manner. An untimely donation pickup could mean the spoiling of the produce and a loss of continued interest in donating again by the gardeners who saw their hard work was in vain. Having a paid position ensures the accountability needed to keep the donation process running smoothly from donation to donation and from season to season.

If funding is prohibitive, consider seeking an intern or dedicated volunteer to fill the position. AmeriCorps (www.americorps.gov) and Lutheran Volunteer Corps (www.lutheranvolunteercorps.org) programs are also potential avenues for recruiting someone to manage the program.

Approach B: Dedicated Volunteer

In the second approach, the food shelf has a volunteer who dedicates time toward contacting and recruiting gardens. This person works closely with the Food Shelf Manager to make sure that produce is coming in, is tracked, and that issues are identified and addressed. We recommend that time be taken in the beginning of the project by this dedicated volunteer to optimize donations of homegrown produce. This approach takes Approach C one step further by having someone work on building the relationships needed to best understand barriers and challenges from either the food shelf perspective or that of gardeners. It gets the volunteer in on the ground floor by letting the gardeners know what produce works best for gleaning and allows for planting recommendations.



“The work we are doing sources healthy and local food for food shelves and it does it in a way that builds relationships, creates understanding, and utilizes the vast set of skills, resources, strengths, and competencies of individuals in our communities.”
–Jared Walhowe
Garden Gleaning Project Coordinator

Approach C: Contact Local Community Gardens and Home Gardeners

In this approach, the food shelf identifies times for gardeners to donate produce. Maybe a postcard or flier is distributed to nearby homes or to a local organization that is connected to gardening. For help finding community gardens near your food shelf, contact Gardening Matters at info@gardeningmatters.org. On the postcard or flier, list your location, hours, contact information, and preferred donation items. (See attached “Sample Food Shelf Flier and Donation Calendar” found in the Resources and Templates section near the end of the toolkit).

Steps to Developing a Garden Gleaning Program

Use the Garden Gleaning Checklist for Food Shelves at the end of this section to determine which approach is a good fit for your food shelf and what steps you should take to get there. This worksheet will help you work through critical questions, such as “Do you know which produce items your particular guests are looking for?” and “Is the volunteer base sufficient to process fresh produce?”

Regardless of which approach is best for you, it might be helpful to have some or all of the following skill sets available:

- 1) General communication
- 2) Tracking data
- 3) Analyzing or sharing data

Outreach and Communication to Gardeners

Building a donor base made up of gardeners is all about creating intentional relationships that are the result of effective outreach and communication. Think before you leap. When, where, and how you release messaging to the public requires some forethought and planning. Build an inventory of potential outlets for getting the word out in your community. Gardening is seasonal work. Be aware that each of your avenues for outreach may have different windows of time in which it is optimal to contact them. Lastly, spend time on the message itself, being as clear and as to the point as possible.

Seasonal Messaging

January and February are key months when reaching out to gardeners in the community. For many, this is planning time for the upcoming season’s garden plots. It is also when new seed catalogs come out. Encourage gardeners by this time, if possible, to plant the specific vegetables your food shelf is looking for. Be aware that some gardeners may be interested in donating, but may need at least a year to plan accordingly. It is important to stay in touch with those you have reached out to even if they were unable to make a contribution that same season.

Keep an eye on weather reports. A few gardeners will be planting in the spring as soon as weather permits. During summer months, your messaging should be targeted towards engaging those who have or may have an abundance to share. The Garden Gleaning Project found the message of “no donation is too small” to be effective. For larger community gardens or groups such as church congregations, there is strength in numbers. For these audiences, spread the message that the aggregation of many small donations can make for a large and impactful donation. It adds up!

Annual Planning Calendar

January	February	March	April
<ul style="list-style-type: none"> • Reach out to gardeners as they plan for next season's garden plots. • Encourage gardeners to plant a row of produce specific to your food shelf's preferences. • Record contacts. 	<ul style="list-style-type: none"> • Reach out to gardeners as they plan for next season's garden plots. • Encourage gardeners to plant a row of produce specific to your food shelf's preferences. • Record contacts. 	<ul style="list-style-type: none"> • Contact potential donors such as farmers' markets, community gardens, and church congregations. • Recruit a Neighborhood Coordinator. • Record contacts. 	<ul style="list-style-type: none"> • Outreach. • Record contacts.
May	June	July	August
<ul style="list-style-type: none"> • Follow up with interested gardens/ contacts. • Create a clear plan for the donations process. 	<ul style="list-style-type: none"> • First crops ready. Greens, peas, and green onions available. • Begin tracking donations. 	<ul style="list-style-type: none"> • Remind gardeners/ contacts about donating this season. • Track donations. 	<ul style="list-style-type: none"> • Remind gardeners about donating. May have abundance at this time. • Prepare to have enough refrigeration space for potential donations. • Track donations and report progress back to donors.
September	October	November	December
<ul style="list-style-type: none"> • Remind gardeners about donating. May have abundance at this time. • Prepare to have enough refrigeration space for potential donations. • Track donations and report progress back to donors. 	<ul style="list-style-type: none"> • End of season donations. • Have space for root vegetables to make the donations last. • Track donations and report progress back to donors. • Thank donors. 	<ul style="list-style-type: none"> • Thank donors. • Evaluate successes and challenges of the season. 	<ul style="list-style-type: none"> • Plan for following year. • Consider fundraising options for a gleaning program.

Challenges to Outreach and Sustaining a Donor Base

Many gardeners are not aware that they can donate their produce.

- The first challenge is to make the public aware that they can donate garden produce to your food shelf.
- Once it is generally understood that donations are welcome, it is important to have messaging about specific foods that are and are not preferred at your food shelf.



Gardeners are unsure when and where to donate.

- Advertise specific times when it is best to drop off donations of fresh foods.
- Outreach materials should include ways donors can contact you for more information via phone or e-mail as well as the food shelf's address and any additional directions.

Gardeners value freshness and want their donation to be utilized at the peak of its quality.

- Let gardeners know the best times to donate so that fresh foods move quickly. For many food shelves, this may be at the beginning of the week or in the morning. Plan to distribute those foods as soon as possible.
- If your food shelf is busier at particular times of the month, or if it is not busy at all at certain times, make sure to communicate this with any regular donors.

Having committed and regular donors.

- Be prepared to have donors of varying levels of commitment. Some gardeners might donate on a weekly or monthly basis. However, you will likely have a few donors that donate just once. Regardless of frequency, ask if there are ways you can support the donor in making donations easier.

Working with a group of gardeners.

- Have a reliable contact person for each community garden you work with.
- Do not get discouraged by setbacks. If communication can use improvement, try connecting with another representative of the community garden before giving up.

Proven Tactics for Outreach

Parks and Recreation Contacts

- In many cities, the Parks and Recreation staff are knowledgeable about local public and private gardens. They may connect you with garden contacts or at least point you in the right direction.

Master Gardeners

- Contact individuals in the Master Gardeners program. Master Gardeners are commonly affiliated with community gardens or community growing efforts www.extension.umn.edu/master-gardener.



Neighborhood Associations

- Attend neighborhood association meetings. It is a great way to get the word out that you are looking for garden donations. These folks know their neighborhood and where the gardeners are. They might also be gardeners themselves.
- Many neighborhood associations have neighborhood e-mail lists and newsletters, and would be willing to advertise your efforts.

Small Neighborhood Newspapers

- Draft a press release about your food shelf's produce donation efforts. Small newspapers are usually open to local stories about helping out in the neighborhood. We have found that tailoring your messaging to include specific information about the geographic area each newspaper covers is well worth the added effort. Neighborhood newspapers are more likely to publish your article if the name of the neighborhood is in the title and text of your press release.



“It feels really great to give people good food.”
–Nan Zosel, Garden Gleaning Project Neighborhood Coordinator, STEP Food Shelf

Farmers' Markets

- Check to see if anyone is already collecting donations from vendors after the market is over. If not, make friends with the market managers. They might be great allies in facilitating donations from the vendors. Many (though not all) vendors will be happy to see that the food is not going to waste.
- Talk to the market managers to see if you can set up an information table at the market. Some markets offer free space to nonprofit organizations.
 - Your table could also function as a drop-off point for both vendors and shoppers.
 - This is also a great way to engage with the many neighborhood gardeners that visit the farmers' market. Some might be interested in growing food for your food shelf.
 - Some shoppers will purchase items by the bag, bunch or bushel. Ask if they would be willing to donate a small portion of what they purchased. Remember, many small contributions can add up to a large donation.
- Over time, it is likely that you will see increasingly better donations from farmers and shoppers. In our experiences with farmers' markets, the more time and energy you put into them, the more you get out of them. By having a consistent presence and by building relationships and trust, we have received increasingly larger and better quality donations.

Congregations

- There is a good chance that nearby faith communities will have a few gardeners in the congregation. Not only will most congregations be supportive of spreading the word about donations, they might also be a good place to bring donations. Ask if the congregation would be willing to be a drop-off point for donations on Sundays or other popular days of gathering. This is an effective way to aggregate many small donations since gardeners in the congregation are already travelling there.



- We have also worked with a congregation that has acted as a CSA drop off point. Collectively, the congregation purchased an extra share that was donated every week. Additionally, unclaimed shares and other veggies that participants could not use in a timely manner were contributed.
- If the congregation has land, consider encouraging its members to start a donation garden.

Fliers and Posters

- Simple messages such as “your food shelf needs produce” and “you can donate fresh garden veggies, fruits, and herbs” are best. Be sure to provide adequate contact information and the hours in which donations are preferred.
- Provide tear-away pieces on posters with contact information so readers have a physical reminder.
- Hang posters up anywhere that gardeners frequent. Garden supply stores, hardware stores, coffee shops, community garden fences, and telephone poles are all great locations to advertise. Make sure to use seasonal messaging.
- Be aware that putting up posters may raise general awareness about your food shelf. In addition to getting phone calls about donations, you may be contacted about the resources offered as well.

Other Word of Mouth Advertising

- Ask to speak during community garden meetings. Saturdays and Sundays are common garden meeting days.
- Community events such as National Night Out are also great ways to engage gardeners. Be sure to have handouts with donating information for interested individuals.

Lead by Example.

- Gardeners can relate to other gardeners. Share your produce with a local food shelf and others will do the same. Encourage your neighbors to also “Plant a Row” for the food shelf.
- Having staff or volunteers who are passionate and knowledgeable about gardening is a great resource in getting garden donations.

Many gardeners need time to plan ahead to feel comfortable donating. Do not expect immediate results. Gardeners put a lot of time and work into their gardens. When they donate, they need to know that their contributions are utilized in a timely and effective way. Each spring (Jan-Mar), follow-up via e-mail, letters or phone calls with all gardeners who donated to thank them for their previous donations and remind them of the details (what, when, and where) of how to continue contributing their garden produce. This is also a good time to connect with gardeners who had expressed an interest in donating, but have not yet.

Sourcing Garden Produce Tip Sheet

Every food shelf is different and each has unique challenges to sourcing, storing, and handling fresh produce. However, all food shelves can legally accept and distribute donations of locally grown fresh fruits and vegetables. Non-profits and donating growers are protected from liability under the Bill Emerson Good Samaritan Act of 1996 in situations free of gross negligence www.gpo.gov/fdsys/pkg/PLAW-104publ210/content-detail.html.

Benefits for Food Shelves in Carrying Fresh Produce

- Healthier and more dignified options for food shelf guests
- Improved support from and expanded relationships with neighbors
- More ways to engage potential volunteers

Common Challenges for Food Shelves with Homegrown Produce

- Securing consistent and sustainable relationships with donors
- Adequate refrigeration and shelving space
- Increased turnover of foods and food spoiling
- Having enough time or capacity to handle and process produce, including homegrown foods
- Unfamiliarity with some produce items among food shelf workers, volunteers, and guests

Tips for Getting Started

These tips for sourcing local produce are the ones that our taskforce has come across. We encourage you to consider other sources and opportunities. Please share with us so that we can include them when this toolkit is updated. Sometimes just asking others for where they would look for food yields exciting opportunities for partnership.

- Find the Community Gardens nearest you. See www.gardeningsmatters.org for a comprehensive list of community gardens in Minnesota. Many gardens already organize food donations or it may happen informally within the community. Connect with your local community gardens to let them know that your food shelf is interested in receiving donations and working more closely with them. Community garden groups are often receptive to offers for partnership from community organizations.

“I am so grateful to people who donate fresh vegetables and produce to a food shelf. Getting fresh produce from the food shelf during the summer time is probably one of the only ways for me to get access to fresh healthy produce.”
–Food shelf guest





I think it is important to give back to our community. I grow for myself and also donate to a food shelf in the hope that other people will have access to fresh and healthy food too.”

–Gardener



- Connect with nearby home gardeners. Consider stopping by and talking with them or having a postcard or flier that can be placed in the doorway of proficient home gardeners to let them know that the food shelf is interested in receiving homegrown produce. Put an announcement in the community newspaper or newsletter, and when possible, include a story of how homegrown produce makes a difference in the life of a guest and/or to the food shelf’s capacity to offer healthy and wholesome food.
- Once you know more about the gardens you are interested in partnering with, connect with them to see how food donations could be made easier and simpler for them, whether by having different hours for accepting produce or by creating a space for food donations to be temporarily stored.
- Communicate to home and community gardeners the types of foods that food shelf guests are looking for, and provide useful information on how to keep items fresh from field to food shelf.
- Collaborate with neighbors! It is easier for food shelves to have one regularly scheduled donation as opposed to numerous small donations at various times.
- Does the food shelf have open space that can be transformed into a garden for guests? Many individuals using food shelves do not have a garden of their own to grow fresh food, yet many individuals using food assistance programs are expert gardeners and farmers themselves. If the food shelf does not have land, consider contacting neighbors or other organizations and businesses to make land available for a community garden. Ask families that participate in your programs if they are interested in gardening with you. Sponsoring a community garden is a positive way that guests can access healthy foods with dignity, and many end up contributing produce to the food shelf. It is also a visible intervention that can attract more people to gardening while inviting a greater circle of support for the food shelf.

Important Outreach Information to Give to Growers

We accept fresh produce

Before inviting growers to donate, assess your capacity to store or process produce prior to requesting it. If you also have a commercial kitchen or meal program in which you process food, be clear to donors that you have multiple ways to use fresh food donations. Distribute the best looking and ready-to-eat foods directly in your food shelf, then if possible, process and cook the rest. As a last resort, compost spoiled foods to create soil (and grow food around the food shelf in pots or in a garden).

The dates and times we accept donations and how

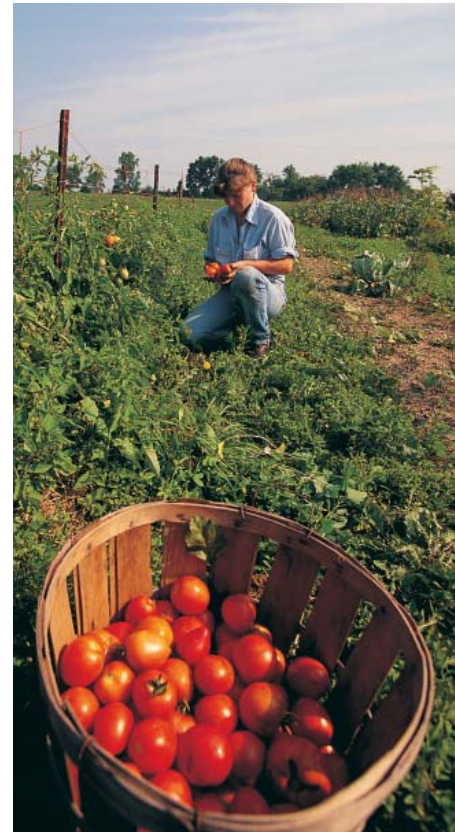
Many food shelves have limited hours and prefer taking donations during certain times in the week. Be clear to your potential donors right away about the procedures for donation that work best for you. If you have reliable and interested volunteers, consider offering to pick up donations at a predetermined and consistent time each week from donors that might not partner with you otherwise.

The kinds of fruits and vegetables our guests prefer

Along with information about how growers can donate, include information about the types and kinds of produce that your guests prefer. Knowing acceptable, preferable, and most culturally appropriate vegetables ahead of time is important. Put together a list of desired fruits and vegetables based on your previous experiences with fresh foods and talk with food shelf guests. Be sure to consider which produce items are most popular and culturally appropriate amongst your guests. It is helpful to share this list of items early in the season (Jan-Mar) as gardeners plan their gardens for the coming season.

Other things to consider

- Use thank you letters and other communications materials to show the gardeners that their donations are put to good use. If produce is mismanaged, it will go bad and gardeners will not trust that their donated produce is being used.
- Some gardeners may want to have their plot “gleaned” if they are headed out of town or cannot do the harvesting themselves. Discuss starting a system to work with volunteers to make use of these opportunities, but realize that it can get complicated fast. Sometimes the easiest thing to do is offer to help out and let gardeners contact the food shelf.
- Gardeners may want to take the “Plant a Row” approach where one row of their plot is designated specifically for the food shelf.



Tracking Your Program’s Success and Sharing Results With the Broader Community

What does success mean to your food shelf, volunteers, community partners, and donors? How will you communicate your accomplishments to everyone involved and use this information to gather others to your cause? This section provides some initial and general suggestions to help keep your program moving forward.

Ask people questions and examine data that will help you move your gleaning work forward. Keep practicality in mind. Always choose the most direct questions that have the most tangible impact on your project. For example: how many pounds of produce did our food shelf receive from gardeners this year? Did we send a thank you letter or receipt to every donor?



Questions that are important in the long run, but not practical, are questions like: Did this gleaning program reduce poverty in our neighborhood? Did the gleaning program reduce carbon emissions in our neighborhood?

Involving several people in the process of defining success and how to measure it is important. Involving people from all areas of the project helps ensure that everyone's voice is heard, and they continue to want to participate.

Who might be involved (who are your stakeholders?):

- Program manager and/or executive director
- Program staff and volunteers
- Guests/program participants
- Donors (produce and cash donors)
- External stakeholders (such as government officials, funders, "sister" agencies)

Agree on what you want to learn—during the season and at the end of the season. Possible parts of your project to track include:

- Number of donors
- Pounds of produce donated
- Variety of produce
- Food shelf visitor satisfaction with food offered
- Staff/volunteer hours dedicated to this project
- Any additional costs associated with the project/costs saved
- New partnerships with other community groups

Once you have identified what is part of defining your program's success, work with your team to figure out the least time intensive way of measuring activities:

- Time sheets
- Volunteer logs
- Donation records
- Interviews
- Surveys
- Mileage logs
- Expense reports

Source: Centers for Disease Control and Prevention
www.cdc.gov/eval/framework/index.htm



Sharing your results:

Here are some topics to consider for sharing your results:

- Use examples, illustrations, graphics, and stories.
- Involve participants and donors in the process of sharing the results.
- Host forums, coffees, garden tours or other interactive events to share the results.
- Provide interim and final reports to intended users in time for use.
- Tailor the report content, format, and style for the audience(s) by involving audience members. A donating garden might prefer a different format than a funder.

- Include an executive summary.
- Discuss recommendations for action with their advantages, disadvantages, and resource implications.
- Anticipate how people or organizations might be affected by the findings.
- Present minority opinions or rejoinders where necessary.
- Verify that the report is accurate and unbiased.
- Remove technical jargon.

Adapted from Worthen BR, Sanders JR, Fitzpatrick JL. Program evaluation: alternative approaches and practical guidelines. 2nd ed. New York, NY: Addison, Wesley Logman, Inc. 1997.

Other useful resources can be found here:

- University of Wisconsin Extension, www.uwex.edu/ces/pdande/evaluation/index.html
- Non Profit Development Institute, Inc. www.phsc-inc.com/resources/EvaluationPrimer%5B1%5D.pdf

Worksheet: Garden Gleaning Checklist for Food Shelves

Is my food shelf a good fit for this partnership?
What steps can we take to be a better fit?

Audience: Food shelf managers, employees, and volunteers.

Purpose: To help food shelves understand and prepare for successful donations from local gardeners.

How will the document work? As a series of background, assessment questions, and suggested next steps.

Background: This assessment tool pulls together the wisdom and experience of community gardeners and food shelves to help you successfully receive donations of fresh produce from gardeners in your area. This includes:

- Assessing your food shelf's capacity to receive and handle fresh produce.
- Overcoming perceptions that donated produce is not used or appreciated.
- Partnering with local gardeners to encourage regular donations.

It is helpful to develop a relationship with home gardeners and community gardens in your neighborhood. Start by identifying the kinds of produce your food shelf guests prefer and share this with potential donors. Be proactive and communicate directly with gardeners so that you can find a mutually-beneficial solution to any issues that might arise. The following questions are helpful in starting a relationship that will be useful to the food shelf and appreciated by the gardeners.



INITIAL CHECKLIST – The Food Shelf’s Capacity

Assess your food shelf’s capacity to collect and distribute fresh produce donations.

The items on this checklist are not prerequisites for implementing a gleaning initiative at your food shelf. These items are the ingredients that can help make your donation system successful. Consider the items you do not check as areas for improvement rather than barriers to organizing donation efforts. By taking notes and keeping track of when you complete items on the check list, your food shelf can measure your progress and successes as you become more effective over time.

INTERNAL CAPACITY

CHECK BOX	CHECK LIST	DATE COMPLETED	NOTES
	Your food shelf likes to receive homegrown produce.		
	Your food shelf takes different kinds of produce.		
	You have a sense of what produce items are preferred by your guests. Make note of comments about how it looks or is made ready for distribution. Does it need to be processed? Are cooking lessons needed?		
	Partnering gardeners grow produce that your food shelf needs or that your guests typically use. If you are unsure of what is most needed, consider surveying food shelf guests on desired produce items.		
	You have available refrigeration space for garden produce donations of varying quantities.		
	You distribute/use food donations in a timely fashion so that little to no donations go to waste. You have a good sense of how much produce your food shelf can distribute on a given day or week.		
	If requested, there is someone who can get the donation from the garden to your food shelf. They are reliable, able to commit to a regular schedule, and they have the ability to transport the amount of produce donated.		
	You have containers or access to boxes the gardeners can use (coolers or produce boxes that are heavier weight than cardboard and waxed to resist moisture).		
	You have the time and resources to ensure that produce items are displayed in an organized and appealing fashion.		
	You know where nearby community gardens are. You have met with your neighborhood gardeners.		
	You have a way to share information about produce donations with your donors.		
	You have a dedicated contact person for gardeners to talk to if they have questions.		
	Your food shelf has capacity to hire a part-time Produce Donation Coordinator or to manage a Produce Donation Volunteer position.		

Connecting with Growers

You may have checked off a few of these items or at least have now identified a few areas for improvement. Your next step is to talk with local gardeners to figure out if it is a good fit or if there is enough flexibility to make it work. We recommend choosing the closest gardens to your food shelf and working with them first.

Here are steps you can take to make the donation process go smoothly.

1) Be prepared with basic information for gardeners, when you are contacted by a potential donor. This is also key information to include on any communication and outreach materials.

Food Shelf Name and Location: _____

Food Shelf Manager's Name: _____

Food Shelf Operating Hours: _____

Preferred Days and Times to Drop off Produce Donations: _____

Preferred Produce Items of your Food Shelf Guests: _____

Produce Items not Accepted (if any): _____

Additional Contacts, if any: _____

2) Connect with local gardeners (see Outreach and Communication to Gardeners on page 8).

3) Take notes during the conversations you have with potential garden partners. Below you will find a list of items to keep track of when talking with gardeners.

TOPICS TO DISCUSS WITH GARDENERS	NOTES
Does the community garden or home garden have an interest in donating? What is their experience in the past? Are there reservations or concerns about donating in the future?	
Talk about the food shelf: the location of your food shelf, the mission of your food shelf, other programs you might have, who is involved with your programs, and what types of produce you would prefer be donated. Discuss any pros/cons about receiving homegrown produce. Indicate the produce items that your food shelf guests are interested in.	
What is the best way for the food shelf to receive produce? Discuss what gardeners need for donating and the capacity of the food shelf to adjust schedules. This may be preliminary and will require fine tuning in the future.	
Discuss/work with a garden representative about ways of extending an invitation to food shelf guests to join the community garden. Does the garden have a communal plot where food shelf guests could help out or contribute.	



Why Donate Produce to Food Shelves?

We have all heard how important it is to eat more fruits and vegetables. Fruits and vegetables are a good source of vitamins and minerals; they are an excellent source of dietary fiber; and they can help reduce the risk of heart disease, stroke, diabetes, and some cancers. They are also key to a healthy and balanced diet. And as you know, they are delicious!

Many people in Minnesota rely on food shelves to help supplement their diets. In each of the last several years, there were more than 3 million visits to food shelves in Minnesota. Approximately 40 percent of the people served by food shelves are children, who need fruits and vegetables to develop their minds and bodies in a healthy way. Homegrown produce is appreciated and is readily consumed by food shelf guests, many of whom would grow food if they could.

By building a relationship with a food shelf (or other organization that provides food for people who could not otherwise afford healthy produce), the grower increases the amount of healthy food that a food shelf can distribute to its visitors. Fresh produce, though so vital to our health, is also one of the most expensive and perishable/risky items for a food shelf to purchase. Your donation means that available funds can be used for other important items or to expand the amount of produce offered. Only local gardeners can provide the fresh produce that food shelf guests really appreciate. We never see it going to waste and it never sits around long! Lastly, building a relationship with a food shelf enables a community garden or community group to create opportunities for community building that would not be there otherwise.

What is my Liability for Donating Food?

Gardeners interested in making donations to their local food shelf are protected from liability under the Bill Emerson Good Samaritan Act of 1996 so long as no gross negligence has been displayed while handling the food.

(c) Liability for Damages From Donated Food and Grocery Products.

(1) Liability of person or gleaner. A person or gleaner shall not be subject to civil or criminal liability arising from the nature, age, packaging, or condition of apparently wholesome food or an apparently fit grocery product that the person or gleaner donates in good faith to a nonprofit organization for ultimate distribution to needy individuals.

Bill Emerson Good Samaritan Act of 1996/Public Law 104-210
www.gpo.gov/fdsys/pkg/PLAW-104publ210/content-detail.html

“Our food shelf is located squarely in the midst of a classified “food desert,” an area where there are no affordable grocery stores with a diverse, healthy selection of foods. Residents of lower Northeast Minneapolis have to bus 45 minutes or more one way to reach an affordable grocery store, and have to take two buses to get there. The vast majority of our food shelf visitors do not own cars. The food shelf has become known as a place where fresh fruits and vegetables are available most of the year. Our visitors are curious about new foods and herbs, and are willing to try foods they have never tasted before. They recognize the value of “locally grown” and “organic” produce. Older visitors can appreciate the fact that their neighbors grew the produce and shared their crops with the community.”

**–Jennifer A. Schultz,
 Operations Administrator
 NEC/Little Kitchen Food
 Shelf**

Getting Homegrown Produce to Food Shelves

There are many ways gardeners can make their donations. Gardeners should consider their capacity to collect and deliver produce and have a conversation with their local food shelf prior to settling on one. Some gardeners make deliveries directly themselves while others (more commonly in a community garden setting) have organized collection bin systems. Few food shelves have the capacity, through volunteers or staff, to pick up donations on a pre-determined regular basis.

Here are a few resources gardeners can use to find and connect with a local food shelf in the state of Minnesota.

- Minnesota FoodShare’s database, www.mnfoodshare.gmcc.org
- Emergency Foodshelf Network, call 763-450-3860 or www.emergencyfoodshelf.org
- Hunger Solutions, www.hungersolutions.org

Please see Worksheet: Food Donation Checklist (A Gardener’s Self-Assessment) at the end of this section for practical suggestions on how to get started on collaborating with your local food shelf to make donations.



Developing a Food Donation System Within your Community Garden

1. Complete the Food Donation Checklist (A Gardener’s Self-Assessment), found near the end of this section.
2. This worksheet will help your garden group step through the process for connecting with your local food shelf.
3. Talk with your community garden members further about setting up a donations system. Consider having a meeting to gauge interest and explore concerns and opportunities. See if a representative from your nearby food shelf would be willing to attend this meeting to share more about the food shelf to gardeners.
4. Consider selecting an interested gardener as “Donation Coordinator.” Having a Donation Coordinator as a point person for delivery and donation questions between the food shelf and gardeners can help the process run more smoothly. Their main role is to make sure that donations are getting to the food shelf and to help trouble-shoot any difficulties that arise—working with both gardeners and a food shelf representative.
5. Have a “Donation Log” where gardeners can record what is donated (food shelves typically weigh donations upon delivery). This is a great way to keep track of your garden’s successes and may come in handy for potential future grant applications. See the Produce Donation Tracking Template found in the Resources and Templates section near the end of this toolkit.

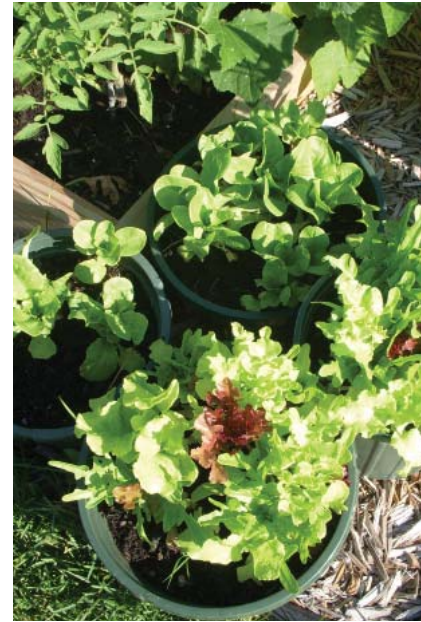
6. Create a list of gardeners who are willing to take donations to the food shelf and when they can do so. Each system may work differently; it is important that you figure out what works best for your gardeners. Consider donating to the same food shelf throughout the season. Building a relationship with one donation recipient is a good way to make sure that they are getting what they need. It is important that gardeners understand how the food is being used, and that a system is established to ensure produce gets there when needed and in good shape.
7. Check in periodically with the food shelf and your community gardeners to get feedback and to address any concerns as they arise.
8. Celebrate! Take time to acknowledge your successes and contributions, and share these with the neighborhood (and food shelf). (See Building and Sustaining Community Engagement on page 27).

Elements Needed for Good Gleaning

- Coordination
 - This work takes planning and communication. A designated Donation Coordinator at your community garden means that there is someone responsible for making sure the system is working and can work through potential problems along the way. Gleaning is a collaborative effort between the gardener(s) and food recipients, and it will take time for it to work smoothly for both parties.
- Community
 - Invite nearby gardeners to participate in donating, in both adding produce to the donation and assisting in delivering to the food shelf. This is a great way for the community garden to reach out and include neighbors, widen support, and increase the garden's sustainability.
- Adequate food storage and transportation
 - Make coolers or boxes available for gardeners to place their produce in to be donated. Keep in a cool space and consider establishing a sheltered area. Direct sun will quickly degrade harvested produce, even when it is placed in a cooler or box.
 - Provide instructions (such as tutorials or pictures) on how to pack coolers and boxes to avoid damaging produce at the bottom (See How to Pack Produce for Donation on page 25).
 - During peak harvest times, make sure there are enough boxes and organize them so that "like" vegetables go together (keep carrots with other carrots and tomatoes with other tomatoes).
 - The Donation Coordinator can help set up and monitor a delivery schedule and make sure deliveries happen in a timely way, by reminding drivers when it is their turn to pick up and deliver produce.



- Timeline
 - Ensure that vegetables are picked up and taken to food shelves with a frequency that prevents waste.
- Other things to consider
 - Ensure that gardeners feel that their produce is being put to good use. If produce is mismanaged through improper storage or handling, it may go bad and gardeners may become distrustful of the system.
 - Invite food shelf guests into your garden! When you bring produce to the food shelf, include a flier with your donation so food shelf guests know who to contact.
 - Some gardeners may want to have their plot “gleaned” if they cannot do the harvesting themselves. Discuss starting a system to work with volunteers to make use of these opportunities. One of the easiest things to do is offer to help out and then let gardeners contact the food shelf.
 - Gardeners may want to take the “plant a row” approach where one row of their plot is designated specifically for the food shelf.



Food Safety Guidelines for Growers

These guidelines are for all growers, whether they grow at home, work, a community garden or on larger lots to ensure the safety and quality control of produce intended for donation. It is important to maintain good hygiene and food safety when working in the garden. In doing so, you are keeping the produce fresh, healthy, and clean.

Gardener Health, Hygiene, and Hand Washing

Gardener should wear clean and neat clothes:

- Make sure to wear clean clothes when working in the garden, especially when harvesting produce. This includes clothes that are free of chemicals, grease or bacteria. For instance, if you provide patient/client’s care and plan to go to the garden later, it would be a good idea to change into your regular clothes before going to do some work in the garden.

Do not touch or pick produce from the garden if you are SICK:

- If you are sick and working in the garden, you can spread germs to healthy produce. It is best to wait until you are feeling better. Also, keep any family member, friend, or neighbor who is sick away from the garden.



If you are injured during work at the garden, take care of it right away:

- If you have a cut while working, stop working immediately to take care of it. This will prevent blood getting on healthy and fresh produce. Also, throw away any produce with blood on it.
- After you wash, clean and put a bandage on the cut; you can continue your work at the garden.



Wash your hands!

- You must wash your hands before beginning garden harvesting, if they are dirty, and after working at the garden. Follow the universal standard of hand washing practices to eliminate the spread of germs and bacteria to fresh and healthy produce.

Step 1: Wet hands with water.

Step 2: Use soap and scrub for 20 seconds.

Step 3: Clean under your fingernails and between your fingers.

Step 4: Rinse your hands.

Step 5: Dry your hands with a paper towel, using one paper towel at a time.

Healthy Harvest and Garden

Keep harvesting containers clean:

- Clean harvesting containers with soap and water before use and throughout the harvest season.
- Make sure to properly store unused containers; above ground level and with a lid on. In doing so, you are keeping the inside of the container clean and ready for harvest.
- Consider using reusable containers and easy-to-carry bags (grocery bags).

Harvesting and Delivering Produce:

- When you harvest produce for a food shelf, make sure to keep the produce cool if you cannot deliver immediately after picking. This means keeping your produce out of the sun and in the shade. If you have access to a refrigerator, store the produce in it to keep the produce fresh until you deliver (except for tomatoes, which should not be refrigerated).
- It is recommended to harvest ripe produce and deliver it promptly.
- Do not store produce in your car with all windows and doors closed. Remember, a closed-up car can cook produce or at the very least, damage the fresh quality of the produce.
- If you transport produce with an animal or pet in the vehicle, make sure to keep it in a different area and not with the pet in your car. For example, transport the produce in the passenger seat while your pet is in the back seat or vice versa.

Maintaining a Healthy Garden/Field:

- Keep domestic, wild animals and pets out of the garden by installing a garden fence or other preventive measure.
- Properly store away any unused equipment/tools to avoid hazards in the garden/field and keep them safe for the next gardening session.
- If there is leftover unused produce, turn it into compost for next season. It is one of the cheapest ways to have rich and quality compost.

How to Pack Produce for Donation

Appropriate packing is key to keeping produce donations at peak quality. Two key factors include keeping produce cool after they are harvested and packing them without excess dirt.

A harvest plan can help with packing produce well. Harvest your heartiest and most sturdy vegetables first while saving items that may wilt quickly, such as greens, for last. Good packing means that produce can withstand transportation to the food shelf.

Vegetables are living plants and once harvested they start losing water. Controlling temperatures, humidity, and air flow/ventilation immediately after harvest preserves their freshness and improves their shelf life the greatest. Be proactive. If you are in a community garden and organizing multiple gardeners, help gardeners learn how to pack produce so that items are not crushed or overheated.

Post-harvest Handling

Center harvesting around the best time of day for minimizing excessive heat. For example, greens are best harvested in the early morning or in the evening when the temps are at their lowest. This will help with premature wilting. This is not always optimal and in those cases, just getting them immediately from field to ice cold water should help. Greens can wilt quickly if not cooled, but a few minutes submerged in cold water can do wonders for keeping them fresh and crisp.

With respect to garden heat, try to reduce the window of time from when the crop is picked until it is out of the garden. Proper temperature control tends to be the number one factor in preserving freshness and quality. Even after harvest, produce will continue to create heat. If not properly cooled, veggies will continue losing the sugars and the sweetness that we are most accustomed to with fresh picked produce.



Hydro-cooling helps remove garden heat from the produce and helps preserve its quality and freshness. Gardeners can do this by immediately transferring their harvest to a clean, sanitized cooling tub or stock tank of cold water. Hydro-cooling reduces produce heat 15 times faster than air drying.

- Greens and leafy veggies reach their proper core temperatures quickly so a few minutes submerged in cool water is perfect. From there, those veggies should be transferred into a refrigerator or cooler.
- Bigger, heartier veggies like squash, carrots, etc., need more time to cool evenly so up to 15 minutes submerged in their cold water bath is sufficient prior to being put into long-term storage like a cooler or refrigerator.
- Some items should not be hydro-cooled and should not get wet. (This includes tomatoes, eggplant, strawberries, raspberries, etc.)



Preparing food for packing also includes removing as much soil as possible. Only gardens with potable water sources should use water to rinse off soil. **Never use water that is not safe to drink.** Some root vegetables, such as potatoes, will stay fresh longer if they are not washed and the soil is just brushed off the skin and unnecessary stalks or leaves are removed to keep the produce fresher. This helps the food shelf get the produce ready for distribution. This is also a good practice for keeping those important nutrients in the garden!

For storage crops like root veggies (potatoes, carrots, turnips, rutabagas, onions, apples, sweet potatoes, citrus fruits) and less perishable crops, store in vented boxes or crates and maintain a temperature around 50-55 °F. (See Resources and Templates 2: Storing Produce to Prevent Waste.)

Packaging Tips

- Ventilation is key. Vented, wax-lined boxes and produce crates work well. Be sure to sanitize them between use.
- Produce bags for greens, etc., retain unwanted moisture. Be sure to use perforated and well-ventilated bags.
- Just like at a grocery store, place heavier/bulkier items at the bottom and lighter, more perishable items on top. Not only will this prevent items from being crushed, you will also be more likely to spot items before they perish.
- Store fruits and vegetables separately! Fruits give off ethylene gas which causes veggies to ripen faster.
- Use specialized containers for small items like berries and cherry tomatoes. You can reuse plastic packaging as long as it is clean.
- When possible, store tomatoes and strawberries no more than two containers high and do not mix with other produce. When they get crushed, the moisture can quickly deteriorate other vegetables.

- Items such as tomatoes, eggplant, and squash may have delicate skin that is easily bruised or pierced. Take extra care with these items.
- Tomatoes should not be stored below 50 °F or their color and flavor will start to deteriorate.



For more information on Post-harvest Handling and Storage, see:
http://bse.wisc.edu/HFHP/tipsheets_html/postharvest.htm
www.gardening.cornell.edu/factsheets/vegetables/storage.pdf

Building and Sustaining Community Engagement

Audience: Community gardens and gardeners that are interested in donating collectively to a food shelf.

Purpose: To help community gardens engage their members in long term donation practices.

Working with your community garden to organize your first few donations to a local food shelf can be a fairly simple task. However, the real challenge is in building and sustaining long-term community engagement within your garden. To have a lasting and transformative impact on the health of your community, it is important to have common understanding between gardeners and to be proactive on issues that may arise. Taking the Gardener Self-Assessment Tool (found on page 29) is a great first step towards building a sustainable system for donation. This work cannot be done single handedly. It takes a team effort as well as a commitment to the future.

Here are a few suggestions to ensure that the gleaning work we start does not end with us:

- Celebrate! For this work to continue, morale needs to stay high. Celebrate your accomplishments as a community garden. Use your garden's communication venues to report how much is being donated and reactions to the donations. This could be through an e-mail list, newsletter or maybe a bulletin board in the garden. Keep a visible running tally of the pounds of produce you donate. Take pictures!
- Write a year-end report. It is powerful when a garden shares the impact of the garden in one report. It helps people see the whole purpose of the garden. Be sure to include the donations and some personal stories of impact. While this project can sound overwhelming, this is an opportunity to ask another gardener or garden supporter who has communications skills to help out and pull the information together in an eye-catching presentation. This report is then something gardeners can use in talking with their elected officials, neighbors, and community organizations when advocating for needed changes.
- Recognize gardeners and volunteers who make exceptional contributions towards growing, harvesting, delivering, and donating garden produce.

2 FOR PRODUCE GROWERS



“A community that grows its own food and has community members that know one another well is far more resilient than one that does not. In my opinion, the closer we are to our food the more likely we are to make the healthy decisions necessary to thrive”

**–Jared Walhove,
Garden Gleaning Project
Coordinator**



- Be consistent with your donations not only to the same recipient, but with harvest times and deliveries. Consistency is important to ensure the quality of the produce being donated, so that it does not get bruised or crushed by poor packing, or sit out too long in the heat and start to degrade. Gardeners need to know that the effort they put into growing extra food for donations is not in vain.
- Hold a spring Gardener Meeting: Consider doing so to regularly review rules and operations of the gardens to identify and resolve any issues. Include food donations in the conversation, and determine a schedule and system that works for gardeners. Consider providing “Produce Packing 101” – a reminder on good ways to pack produce so that it does not go to waste. Invite someone from your nearby food shelf to attend and share how much the produce donations mean to food shelf guests and volunteers. This is a good opportunity to deepen the relationship between your food shelf and your gardeners.
- Encourage your fellow gardeners to visit the food shelf and get to know the staff and volunteers. Mutual understanding between food shelves and gardeners is crucial if our work is to have a lasting impact.
- Consider having a team of people who take donations to the food shelf. Logistically, this may mean that someone needs to call and remind people to pick up produce for the food shelf, but the benefit is that more people go to the food shelf in person. Having more than one person who is familiar with the process is helpful so they can provide back-up for each other during the growing season.
- Work with the food shelf’s Neighborhood Coordinator or volunteer to pick up and deliver produce donations as necessary. In an ideal situation, gardeners would have a direct relationship with the food shelf and consistently pick up and drop off the donations independently. Of course this is not realistic for all community gardens, so understanding and communicating the garden’s capacity with the food shelf allows the food shelf to become a partner in figuring out how to make it work.

See Tracking Your Program’s Successes and Sharing Results with the Broader Community on page 15 for helpful tips that can improve communication as well as continuity from season to season.

Worksheet: Food Donation Checklist (A Gardener Self-Assessment)

Is my community garden a good fit for this partnership?

What steps can we take to be a better fit?

This checklist is designed for any community garden group that is deciding whether or not to organize food donations to a food shelf or other recipient. It is to help the community garden figure out if it would be a good fit for the garden, and what steps can be made to make it more doable. By the end of the checklist, the community garden group will understand what is involved and be prepared to successfully donate produce.

Background: Do you know that extra produce CAN be donated to local food shelves? Donating produce to food shelves is a great way to help your neighbors. You are taking a step to help other community members find access to FRESH and LOCALLY-GROWN produce. However, there are many ways in which community gardens or the gardeners themselves support other people, and donating to a food shelf may make sense for some but not for others. It can be a sensitive topic among gardeners who are growing for their own food needs or giving to neighbors and friends who also need the produce.

Gardening Matters has heard from multiple gardens about their experiences of donating produce within community gardens, including the pitfalls and recommendations from gardeners. This checklist pulls together the wisdom and experience of community gardeners to help your garden group successfully donate fresh produce to those who could not otherwise afford it. This includes:

- Assessing one's own capacity to deliver fresh produce unspoiled to food shelves.
- Overcoming perceptions that the produce is not used or appreciated.
- How to work with your local food shelf for the donation.

Food shelves appreciate the fresh produce. It is helpful to them if they can develop a relationship with the community garden, start to gauge kinds of produce and when they are available, and build a relationship with gardeners to discuss and find a mutually-beneficial solution to issues that might arise. The following checklist is helpful in starting a relationship that will be useful to the food shelf.



INITIAL CHECKLIST – The Garden’s Capacity

Assess the garden’s capacity to collect and deliver fresh produce to a food shelf.

The items on this check list are not prerequisites for donating produce to food shelves. However, these items are the ingredients that can help to make your donation system successful. Consider the items you are not able to check off as areas for improvement rather than barriers to donating. Finally, by taking notes and keeping track of when you complete items on the check list, your garden can measure your progress and successes as you become more effective over time.

INTERNAL CAPACITY

CHECK BOX	CHECK LIST	DATE COMPLETED	NOTES
	There is a place where gardeners can bring their donations. It is secure, out of sight, shady, and cool.		
	There is someone or a team to get the donation from the garden to the food shelf. They are reliable, able to commit to a regular schedule, and have the ability to transport the amount of produce donated.		
	You have containers or access to boxes. Example: coolers or produce boxes (heavier weight than cardboard and waxed to resist moisture).		
	There is water available for produce that may need to be washed or rinsed (e.g., hand washing station or clean water source [not rain barrels]).		
	You know where the nearest food shelf is. You know how to contact the food shelf coordinator/manager.		

GARDENERS KNOWLEDGE

CHECK BOX	CHECK LIST	DATE COMPLETED	NOTES
	You know when it is best to pick various produce items so that they can travel well.		
	You know how to pack produce in available containers without reducing the quality.		
	Your garden’s communication methods are effective; you can disseminate information and problem solve to make donations work.		
	Your garden has a way to share about the garden's contributions with the broader community.		
	You know who to contact and collaborate with regarding the donation.		
	You commit to a regular schedule for produce donations.		
	You invite your garden peers to donate.		

Secondary Assessment – The Food Shelf’s Capacity

Initially, things look good or issues have been identified that the garden can start to address. Next step is to talk with a food shelf to figure out if it is a good fit or if there is flexibility to make it work. We recommend choosing the closest food shelf and work with them first.

Steps you can take if you are interested in donating to a food shelf.

Call the food shelf manager and record the conversation. You can use this assessment sheet at your convenience.

Food Shelf Name and Location: _____

Date and Time of Call/Visit: _____

Food Shelf Manager’s Name: _____

Food Shelf Operating Hours: _____

Additional Contact, if any: _____

Introduce yourself: Hello my name is _____ and I am with _____ community garden and we are interested in finding a food shelf to donate some of the garden’s produce. Are you the right person to talk with? If you are interested, would you have a few minutes to talk about it?

FIRST QUESTIONS	YES	NO
Does the food shelf like to receive homegrown produce?		
What kinds of produce does your food shelf prefer?		
Is the garden growing the types of produce that the food shelf needs or their guests typically use?		
Do you have refrigeration facilities?		
If answers are yes, then ask the questions in next section below, to explore what would be needed to make the relationship as successful as possible.		

The following questions can be discussed with the food shelf manager or other contact person they identify. It will take another 10–15 minutes if the conversation is going well. It may be that these questions are asked at a later time or right then. Would it be easier to meet in person at the food shelf to discuss?

Keep in mind that some food shelves may not have answers readily available or have not thought about donations from local gardeners. You may have to explain more than you expect, and perhaps, they will want to come and visit the garden.

ASSESSMENT QUESTIONS	CHECK OFF and NOTES
Contact your local food shelf and discuss with the food shelf manager/coordinator about your interest of produce donation.	
Share about your garden; the location of your garden, mission of the garden, what is grown there, who is involved, and what type of produce would likely be donated.	
Identify and discuss a set/regular schedule for your produce donation. What works for both of you? This may be preliminary and will require future tweaking.	
Discuss/work with food shelf coordinator about ways of extending an invitation to food shelf guests to join the community garden	
Discuss the need for the garden to have a communal plot where people can contribute.	
Identify the food shelf target population including produce the food shelf is interested in receiving.	
How does the food shelf like to receive produce? Discuss any pros/cons about receiving homegrown produce.	

Additional Resources

If you have infrastructure needs, contact Gardening Matters to identify resources for improving your garden’s ability to donate. The staff at Gardening Matters can discuss some opportunities and methods for making a space in the garden and getting the supplies needed.

310 E. 38th Street, #204b
 Minneapolis, MN 55409
 612-821-2358
info@gardeningmatters.org

Glossary

Food Shelf

A hunger relief program that works directly with individuals and families in need to make food available. Food shelves range in size and in what they offer in terms of supplementary assistance. Many operate through volunteer help and with the support of both monetary and food donations.

Food Bank

A large hunger relief program that serves the food supply, warehousing, and distribution needs of food shelves. Many food shelves source food from food banks who deliver directly to the food shelf on a regular basis.

Gleaning

The harvesting or collecting of produce that would otherwise go unharvested or go to waste. Traditionally, it occurs when farmers leave part of a crop unharvested, or allow people to enter a field and collect missed or unharvested produce. The definition has expanded to also refer to the harvesting of excess fruits and vegetables from individual's gardens, community gardens, and community orchards. In this toolkit, Gleaning is the sharing of produce from home gardens and community gardens with food shelves.

Resources and Templates

1: Safe Food Handling of Produce

Please see the Minnesota Department of Health's Food Safety Guidelines for Onsite Feeding Locations, Food Shelves, and Food Banks
www.health.state.mn.us/divs/eh/food/fs/foodbanksafety.pdf

2: Storing Produce to Prevent Waste

PRODUCE STORAGE GUIDE

Storing produce can be confusing. Should it be washed first? Is it stored in a crisper drawer? What if I only have a small amount of refrigeration capacity? Below you will find information on storage as well as a helpful print out from the University of Rhode Island and Cooperative Extension, Boston Organics, Earthbound Organic Farm, Farm Fresh to You, and the Frugal Foodie.

Refrigerator temperatures can vary. The crispers, the bottom shelf, and the back of the refrigerator are usually the coldest and best for produce storage. Crispers keep the produce cold and moist and are great for produce that should not be stored with other produce varieties. The front of the top shelf and the door are the warmest areas of the refrigerator. Checking the temperature of different areas of the refrigerator will help determine the best place to store different fruit and vegetable varieties. NEVER store fresh produce on shelves underneath meat products. This could lead to harmful cross contamination.

If you have additional questions, please contact Emergency Foodshelf Network at 763-450-3860. Other useful resources can be found via your local university extension office.



PRODUCE STORAGE GUIDE

Vegetable	How to Store	Shelf-life	Comments
Asparagus	Cool and moist (32-36°F)	3-4 days	Wrap stalks in damp paper towel, store in sealed plastic bag or snap off the woody bottoms of stalks, and store standing in 2 inches of water. Watch tips for signs of decay.
Beans, green	Cool and moist (32-36°F)	3-5 days	Store in perforated plastic bag in warmest part of refrigerator. Temperatures below 32-36°F damage beans.
Beets, Turnips, Rutabagas	Cold and moist	1 month	Trim greens a few inches above bulb and store roots in vented plastic bag in crisper. Store greens separately for up to 3 days in sealed plastic bag in crisper. Do not wash before using.
Bok Choi	Cold and moist	4-5 days	Store in crisper in vented plastic bag; wash well before using.
Broccoli	Cold and moist	4-5 days	Store in vented plastic bag; wash thoroughly before using.
Brussels sprouts	Cold and moist	1-2 weeks	Trim damaged leaves and store in moist vented plastic bag.
Cabbage, cut	Cold and moist	2-3 days	Wrap tightly in plastic wrap.
Cabbage, whole	Cold and moist	4-6 weeks	Remove loose leaves and store in vented plastic bag
Carrots	Cold and moist	4-6 weeks	Store in crisper. Remove tops 1 inch from carrot, rinse and store in sealed plastic bag. Wash thoroughly before using.
Cauliflower	Cold and moist	3-5 days	Store stems side down in vented plastic bag. Wrap cut cauliflower tightly in plastic. Wash thoroughly before using.
Chard, Collards, Mustard, other leafy greens	Cold and moist	3-5 days	Wrap in wet paper towel and store in sealed plastic bag in coldest part of refrigerator.
Celery	Front of refrigerator	2 weeks	Wrap in damp paper towel and then aluminum foil; wash thoroughly before using.
Cilantro and Parsley	Cold and moist	1 week	Remove rotten leaves. Wrap loosely in moist paper towel and store loosely in plastic bag in crisper or cut off bottom of stem, and store unrefrigerated in 1 inch of water.
Corn, sweet	Cold and moist	2-3 days	Use as soon as possible for best flavor and texture, and store in husks. If immediate use is not possible, encourage guests to cut kernels off cob and freeze for future use.

Vegetable	How to Store	Shelf-life	Comments
Cucumbers	Store on top shelf of refrigerator or cool spot in the kitchen	1 week for waxed, less for unwaxed	Wrap in plastic if refrigerating. Do not store with apples or tomatoes. Refrigerate sliced cucumber in sealed plastic bag and use within 3 days. The skin contains most of the vitamins.
Eggplant	Cool spot in kitchen (55°F)	1 week	Do not refrigerate; will discolor and decay if stored below 50°F.
Garlic	Cool, dark, and dry	2-3 months	Refrigeration shortens shelf life; store away from other foods.
Leeks	Cold and moist	1 week	Dry excess water and store loosely wrapped in plastic or in plastic bag in crisper. Cut off bottom of stem and green top leaves before using. Cut in half lengthwise and wash thoroughly.
Lettuce	Cold and moist	4 days to 2 weeks by variety	Store away from fruits in vented plastic bag. Remove damaged leaves before storing and wash well before using. Dry with paper towel or salad spinner. Store away from fruits. The more firm the leaves, the longer it will keep.
Mushrooms	Cool and dry	5-7 days	Store in package, once opened store loosely in paper bag.
Peppers, bell and hot	Cool and dry (45-50°F)	1 week	Store whole in paper bag in crisper. Store cut peppers in plastic bag in refrigerator for up to 2 days. Peppers decay quickly below 45-50°F degrees. Store away from pears and apples.
Parsnips	Cold and moist	4 months	Sweetens after 2 weeks storage at 32°F degrees in sealed plastic bag. Wash well before using. Parsnips need moist storage conditions
Onions, bulb	Cool, dry, and well -ventilated (55-60°F)	3-4 weeks	Store away from potatoes, which will cause decay. Store loosely with good ventilation at room temperature for 1-2 months. Cut onions can be refrigerated for up to 1 week. Do not freeze onions.
Onions, green	Cold and moist	5 days	Remove rubber band or twist tie, and store in sealed plastic bag in crisper. Wash thoroughly, and cut away any damaged parts before using.
Peas	Cold and moist	3-4 days	Store shelled peas in sealed plastic bags; unshelled peas in vented plastic bag. Wash before using.
Potatoes	Cool, dark, dry, and well ventilated, (45-50°F)	3-5 weeks	Store away from onions, keep away from light (especially white and yellow potatoes). Refrigeration shortens shelf life. Use new potatoes within 1 week.

Vegetable	How to Store	Shelf-life	Comments
Radishes	Cold and moist	1 month	Store without tops in vented plastic bag in crisper.
Spinach	Cold and moist	2-3 days	Remove damaged leaves, wash thoroughly and remove excess moisture. Wrap with paper towel and store loosely in sealed plastic bag in crisper away from fruits.
Sweet Potatoes	Cool, dry	Up to 1 month	Store one week at room temperature, up to one month at 50°F (lower temperature cause decay). Avoid excessive handling before use.
Tomatoes	Refrigeration ruins flavor, store at room temperature	2-3 days when ripe	Store at room temperature until ripe and then turn stem-side down and use within 3 days. Ripen tomatoes stem side up in sealed paper bag or newspaper. Sliced or cooked tomatoes should be refrigerated in sealed plastic bag and used within 2 days.
Winter Squash	Cool, dry, dark, and well ventilated	Up to 3 months	Check occasionally for soft or rotten spots; remove damaged area and use quickly if decay is found. Cut squash can be wrapped tightly in plastic and refrigerated for up to 1 week.
Zucchini and Summer Squash	Cool spot in kitchen or bagged in crisper	5 days	Summer squash loses color, firmness, and flavor if stored below 40°F. Soft-skinned squash bruises easily. Wash squash just before using.
Peppers, bell and hot	Cool and dry (45-50°F)	1 week	Store whole in paper bag in crisper, store cut peppers in plastic bag in refrigerator for up to 2 days. Peppers decay quickly below 45-50°F degrees. Store away from pears and apples.
Parsnips	Cold and moist	4 months	Sweetens after 2 weeks storage at 32°F degrees in sealed plastic bag. Wash well before using. Parsnips need moist storage conditions.
Onions, bulb	Cool, dry, and well -ventilated (55-60°F)	3-4 weeks	Store away from potatoes, which will cause decay. Store loosely with good ventilation at room temperature for 1-2 months, cut onions can be refrigerated for up to 1 week. Do not freeze onions.
Onions, green	Cold and moist	5 days	Remove rubber band or twist tie and store in sealed plastic bag in crisper. Wash thoroughly and cut away any damaged parts before using.
Peas	Cold and moist	3-4 days	Store shelled peas in sealed plastic bags, unshelled peas in vented plastic bag. Wash before using.
Potatoes	Cool, dark, dry, and well vent- ilated, (45-50°F)	3-5 weeks	Store away from onions; keep away from light (especially white and yellow potatoes). Refrigeration shortens shelf life. Use new potatoes within 1 week.

Fruit	How to Store	Shelf-life	Comments
Apples	Place apples in a perforated plastic bag, sprinkle with water, and store in the coldest area of the refrigerator.	1-2 months	Keep apples away from other fruits and vegetables because they give off a gas called ethylene that speeds up ripening.
Avocados	Store unripened avocados at room temperature. Store ripe avocados in the refrigerator.	2-3 days after ripe	When the fruit feels slightly soft, it is ripe.
Bananas	Room temperature	2-3 days after ripe	Ripe bananas can be refrigerated without damaging the fruit, but refrigeration will turn the skins black.
Berries	Do not wash. Refrigerate as soon as possible after picking.	2-3 days	Spread out in a thin layer on a tray or plate. Do not cover and place in the refrigerator. Wash gently just before using.
Grapefruit	Store in a perforated bag or in a bowl. Extend storage time by placing in a sealed bag and keep in the salad crisper drawer of the refrigerator.	1-2 weeks	
Oranges	Ripen at room temperature and then refrigerate.	2-3 weeks	
Peaches	Ripen at room temperature. To speed ripening, place in a loosely closed paper bag. Refrigerate when ripe.	2-3 days	Storing peaches in refrigerator for too long will cause dehydration and "woody" texture.
Pears	Ripen at room temperature and then store in coldest part of the refrigerator.	10-14 days	Keep pears away from other fruits and vegetables because they give off a gas called ethylene that speeds up ripening.
Watermelon	Uncut watermelon can be stored at room temperature for a few days, but cut sections should be wrapped with plastic wrap and refrigerated as soon as possible.	6-8 days	
Lemons	Can be stored at room temperature, but will stay fresh longer if stored uncovered in the refrigerator. Keep fruit from touching each other.	2-5 weeks	
Limes	Place in a plastic bag and store in the refrigerator.	1-3 weeks	



3: Sample Food Shelf Flier and Donation Calendar

The following two pages can be used together (printed front and back) or separately as a sample flier or a handout. The first page is a sample communications tool that includes all the basic information a food shelf might want to include when doing outreach. The second page is an example of a calendar that gardeners can use to plan an entire season of donations. We encourage gardeners to post this on their home refrigerator as it can also be a helpful reminder throughout the season of what to grow and when to donate. If you are interested in using handouts like these, please visit www.gardengleaning.org for an up-to-date, printer -friendly version.

4: Produce Donation Tracking Template

This template can be used by food shelves or gardeners to keep track of donations throughout the season. Sharing your results with the donating gardeners is a great way to build morale as it helps gardeners see the impact of their hard work.

Got Veggies? Got extra Veggies??



Please donate your extra vegetables to Little Kitchen Foodshelf. They can be fresh harvested and unwashed or uncut. Bring what you would feed your family.

Donations accepted:

Monday, Wednesday, Friday 10 a.m.–Noon
Tuesday 6 p.m.–7:30p.m., Thursday 12:30 p.m.–2:30 p.m.

Little Kitchen Food Shelf is located at:
Grace Center for Community Life, 1500 6th St. N.E., Minneapolis
(Enter on the 5th Street NE side)

If you have space to PLANT A ROW for the food shelf, our top needs are greens, collards, and cabbage. We take extra veggies of the most recognizable ones such as: spinach, salad greens, collards, kale, mustard, green onions, scallions, garlic, sugar snap peas, green beans, corn, onions, potatoes, tomatoes, peppers (hot or sweet), squash, cabbage, carrots, beets, parsnips, rutabega, cilantro, parsley, chives, thyme, dill, and watermelon.

Contact our coordinator if you want help with the harvest, can volunteer with us, need veggie transportation, want a presentation or want to know how to save your seeds for next year's needs.

Contact:

name

phone number

littlekitchenfoodshelf@gmail.com
www.gardengleaning.org

According to a September 2011 report by the U.S. Department of Agriculture, 10.3 percent of Minnesotans live in households that sometimes struggle to get enough food. The costs of hunger and limited access to fresh fruits and vegetables in Minnesota are staggering. The Garden Gleaning Project is organizing from the ground up to change this through improved access to healthy and fresh foods in food shelves in Hennepin County.

The Garden Gleaning Project is a collaborative effort of the Emergency Foodshelf Network, Gardening Matters, the Hennepin County Human Services and Public Health Department, the Minnesota Project, Minnesota FoodShare, Waite House, Little Kitchen, CEAP, STEP, CAPI, and Appetite for Change.

DONATION REMINDERS SUMMER 2012

- June 2012 -						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6	7	8	9
Extra ripe peas? Greens still going strong?	Donation hours: 10am-12pm	Donation hours: 6pm-7:30pm	Donation hours: 10am-12pm	Donation hours: 10am-12pm	Donation hours: 10am-12pm	Donation hours: 10am-12pm
10	11	12	13	14	15	16
Peas in season	Donation hours: 10am-12pm	Donation hours: 6pm-7:30pm	Donation hours: 10am-12pm	Donation hours: 10am-12pm	Donation hours: 10am-12pm	Going out of town? Harvest before you leave
17	18	19	20	21	22	23
Green onions	Donation hours: 10am-12pm	Tired of greens? Bring in extras! Donation hours: 6pm-7:30pm	Donation hours: 10am-12pm	Mustard greens!	Donation hours: 10am-12pm	Bring extras
24	25	26	27	28	29	30
Early season broccoli? Baby beets ready to share?	Donation hours: 10am-12pm	Donation hours: 6pm-7:30pm	Scallions		Donation hours: 10am-12pm	

- July 2012 -						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Carrots? Beets need chilling?	Donation hours: 10am-12pm	Donation hours: 6pm-7:30pm	Donation hours: 10am-12pm	Donation hours: 10am-12pm	Donation hours: 10am-12pm	Donation hours: 10am-12pm
14	15	16	17	18	19	20
Green tomatoes?	Donation hours: 10am-12pm	Mustard greens	Donation hours: 10am-12pm	Green beans	Donation hours: 10am-12pm	Going out of town? Harvest before you leave
21	22	23	24	25	26	27
Cilantro Parsley	Donation hours: 10am-12pm	Bring extras Donation hours: 6pm-7:30pm	Donation hours: 10am-12pm	Green Beans	Donation hours: 10am-12pm	Bring extras... ...when home from travel
28	29	30	31			
Broccoli Thyme need chilling?	Donation hours: 10am-12pm	Corn? Early luck? Donation hours: 6pm-7:30pm	Onions!			

- August 2012 -						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11
Green beans?	Donation hours: 10am-12pm	Corn ripe? Donation hours: 6pm-7:30pm	Donation hours: 10am-12pm	Remember herbs	Donation hours: 10am-12pm	Harvest before you leave
12	13	14	15	16	17	18
Broccoli?	Donation hours: 10am-12pm	Donation hours: 6pm-7:30pm	Donation hours: 10am-12pm		Donation hours: 10am-12pm	Cucumbers
19	20	21	22	23	24	25
Corn	Donation hours: 10am-12pm	Tomatoes please Bring in extras! Donation hours: 6pm-7:30pm	Donation hours: 10am-12pm	Peppers sweet or hot	Donation hours: 10am-12pm	Bring extras... ...when home from travel
26	27	28	29	30	31	
Onions Carrots? to share?	Donation hours: 10am-12pm	Donation hours: 6pm-7:30pm	Donation hours: 10am-12pm	Root veggie! Call we dream ...extra watermelon	Donation hours: 10am-12pm	

- September 2012 -						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	8
	Donation hours: 10am-12pm	Donation hours: 6pm-7:30pm	Donation hours: 10am-12pm		Donation hours: 10am-12pm	Pulling potatoes?
10	10	11	12	13	14	15
Early squash?	Donation hours: 10am-12pm	Parsnips ready?	Donation hours: 10am-12pm		Donation hours: 10am-12pm	Last Tomatoes?
17	16	17	18	19	20	21
Beets n' Turnips Onions ready?	Donation hours: 10am-12pm	Dried beans?	Donation hours: 10am-12pm		Donation hours: 10am-12pm	Carrots ready
22	23	24	25	26	27	28
More Squash?	Donation hours: 10am-12pm	Donation hours: 6pm-7:30pm	Donation hours: 10am-12pm		Donation hours: 10am-12pm	All the squash You can bring?

Sample Neighborhood Coordinator Job Description

The Garden Gleaning Project–Neighborhood Coordinator Job Description

ORGANIZATION SUMMARY: The Garden Gleaning Project facilitates the harvesting and distribution of fresh produce from private and community gardens for use at local food shelves.

JOB TITLE: Neighborhood Coordinator **LOCATION:** Hennepin County

SALARY: Stipend of \$75/week. Minimum 5 hours/week. **TYPE:** Part Time/Seasonal

PRIMARY DUTIES AND RESPONSIBILITIES:

The Neighborhood Coordinators support local food communities within Hennepin County. Primary responsibilities include: 1) Provide support to community and home gardeners in planting and donating fresh foods–enabling partnerships between food shelves and gardens. 2) Coordinate timely deliveries of produce; attend meetings and trainings; organize gleanings with volunteers. 3) Assist with education and outreach.

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

Qualifications

- Over 18 years old and able to lift 40 lbs.
- Able to work for several hours outside; comfortable with bending, standing, and squatting for harvesting tasks.
- Familiar with geography and resources in the neighborhoods where the gardens and food shelves are located.
- Able to conduct regular on-site meetings with food shelves, gardens, and gleaning project staff.
- Experience working collaboratively with different cultural communities.
- Willing to complete a background check.
- Some computer skills, including e-mail for communication, and making fliers and other promotional materials.
- Strong oral and written communications skills, able to articulate project’s mission and goals.
- Able to work independently and stay organized.

Preferred Qualifications

- Knowledge and interest in issues relating to local foods, farming, and sustainability. Coursework and/or recent experience working with issues relating to these fields.
- Previous leadership and community organizing experience.
- Some availability on both weekends and weekdays (within hourly requirement).
- Valid driver’s license and access to a vehicle (preferred, not required) or ability to meet agencies’ driving requirements.

ADDITIONAL INFORMATION:

The Garden Gleaning Project is a collaborative effort between Gardening Matters, Emergency Foodshelf Network, Hennepin County Human Services and Public Health Department, The Minnesota Project, Minnesota FoodShare, Little Kitchen Food Shelf, and Pillsbury United Communities’ Waite House Food Shelf. Each coordinator will be responsible for creating and sustaining four to five strong relationships with local community gardens during the 24-week gleaning season. Neighborhood Coordinators will work under the direction of the Garden Gleaning Project Program Coordinator. Gleanings will occur on both a pre-scheduled and ad hoc basis.

HOW TO APPLY:

To apply, please submit a resume, including two references and a brief letter stating your interest in working with The Garden Gleaning Program.

Please e-mail or mail application to:

Jared Walhowe, Garden Gleaning Project, Program Coordinator

The Minnesota Project

gardengleaning@gmail.com

Acknowledgements

This Toolkit has been developed by members of the Garden Gleaning Collaboration. The goal is to document our lessons and share them with communities in Minnesota and beyond to facilitate effective connections between those who grow food and those who are in need.

The Garden Gleaning Project is supported by Blue Cross and Blue Shield of Minnesota through its long-term statewide public health initiative to reduce preventable chronic disease by tackling its root causes: tobacco use, physical inactivity and unhealthy eating. Tobacco settlement proceeds fund this work. Blue Cross® and Blue Shield® of Minnesota is a nonprofit independent licensee of the Blue Cross and Blue Shield Association.

Members of Garden Gleaning Collaboration

- CAPI (Center for Asian Pacific Islanders)
- CEAP (Community Emergency Assistance Program) Food Shelf
- Emergency Foodshelf Network
- Gardening Matters
- Hennepin County Human Services and Public Health Department
- Little Kitchen Food Shelf
- Minnesota FoodShare
- STEP (St. Louis Park Emergency Program) Food Shelf
- The Minnesota Project
- Waite House Community Center



Advancing Sustainability for
Communities across Minnesota





the
**GARDEN
GLEANNING
PROJECT**



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