

The background of the entire image is a dense, close-up photograph of various succulent plants, likely Sedum or Crassula species, with thick, rounded leaves in shades of green and blue-green. The plants are arranged in a pattern that fills the frame.

***Truax Community
Garden Sign-Up
Meeting***

APRIL 4, 2019

NEW GARDENERS-5:30PM

RETURNING GARDENERS-6PM

**East Madison Community Center
8 Straubel Ct.
Madison, WI 53704**

TRUAX COMMUNITY GARDEN WELCOME PACKET 2019



Registration Checklist

Please visit each table to do the following:

- Fill out registration and demographic forms; Sign up for workdays and volunteer positions
- For low-income community gardeners – pick up free seeds
- Turn in registration form and pay plot fee

Workdays I will attend:

Dates to remember:

You MUST fulfill your required volunteer 4 hours per plot

Opening Workday for the Garden

Saturday, April 13st 9:00 a.m.-12:00 noon

Last Planting Date – Plant your plot by **June 1**. After this date, unplanted plots will be reassigned to people on the waiting list.

Summer Workday

Wednesday, July 19th from 5:00 – 7:00 pm

Closing Workday

Sunday, October 20th from 2:00 – 4:00 pm

You must clean up your plot by October 27th.

Garden Leadership

All are needed and welcome to make the garden run well this year! To get involved or with ideas for the garden, please contact garden coordinator De’Kendrea Stamps (who speaks English) or a board member – Mai Chang (prefers Hmong), or Chue Xiong (prefers Hmong).

Coordinator

De’Kendrea Stamps (EMCC) - 249-0861 or dstamps@eastmadisoncc.org

Board Members

Mai Chang - 241-4629

Chue Xiong – 246-8115

3rd board member

Treasurer

De’Kendrea Stamps (EMCC) - 249-0861 or dstamps@eastmadisoncc.org

Fence Lock Combination

Please lock the fence when you leave. The lock combinations is: _ _ _ _

Basic Community Garden Rules

If you have ideas on how to better the community garden experience, contact the garden leaders.

- The garden should be a safe place for the community, children, and other gardeners. Do not bring anything that will compromise the safety of the garden.
- Ensuring enjoyable gardening experience for all of the garden community is the primary goal of these rules and responsibilities. For this reason, observe the rules of the garden, and be a good neighbor.
- The garden's executive committee or steering committee has the duty of enforcing rules and making decisions for the garden between annual meetings of all gardeners. They have authority to resolve conflicts, including refusing a plot to a gardener or dismissing a current gardener.
- Teach your children to respect others' plots and not to waste water.
- Unresolved issues or disputes between gardeners will be referred to the coordinators or garden board.
- Each person must apply each year for a plot but returning gardeners will be given first preference and permitted to keep the same plot if they wish. The number of plots per gardener may be limited according to demand.
- You are responsible for your own plot and volunteer work (contributing to the upkeep of the whole garden.)
- If you are unable to care for your plot for a time because of illness or vacation, ask a fellow gardener or make arrangements to care for your plot.
- Generally visit your plot at least once each week.
- If you decide not to use your plot, please contact the coordinator so it may be reassigned to someone on the waiting list. If there is no evidence of activity at your plot by June 1st, it will be reassigned. **There are no refunds on plot fees paid.**
- **If your plot is overgrown with weeds, you will receive a warning. After one week of no action, your plot may be mowed and reassigned.**
- Biodegradable mulch such as compost, leaves, straw, and hay are encouraged. Carpet mulch is not allowed. Remove any non organic mulch by closing day. No wood chips as mulch. They do not biodegrade quickly. Black plastic is allowed, but must be removed at the end of the season.
- Keep tall plants such as corn or sunflowers at the center of your plot so they do not shade your neighbors' plants.
- Keep vines and visitors out of neighboring plots.
- If you have a surplus of vegetables or fruits, please donate to the East Madison Community Center's food pantry.
- Do not pick from your neighbor's garden even if you think they have neglected their plot.
- The garden is not available for commercial use; don't sell your produce.
- Keep plot boundaries weeded and trash-free. If you are on a pathway, you are responsible to care for 1/2 of the pathway between you and your neighbor. Keep plot edges and fencing free of weeds that will go to seed. Don't put rocks and sticks in paths. Take them to the rock-and-stick area.
- If you use the garden's tools, please return them to the storage area when done.
- Pack your trash back home to dispose of properly.
- Never use any herbicides (weedkillers), and pesticides are discouraged and prohibited at many community gardens. Keep pest-control products and containers away from children. Dane County Extension at 224-3700 can give safe pest-control advice.

New Rules Effective Garden Year 2015 Onward

REQUIRED VOLUNTEER HOURS

1. For every plot you garden, you have to put in 4 hours of work
 - a. If you garden on more than 1 plot, you may ask a family member, a friend or a neighbor to assist you in fulfilling your required hours for the extra plot. ONLY one person per plot is allowed to fulfill the hours. Example: If you have 2 plots, you are required to complete 8 hours of work. Only two people can fulfill the hours. You CANNOT bring 4 people to fulfill 8 hours in 1 workday.
2. If you do not plan to fulfill your hours or you are unable to fulfill the REQUIREMENT, you may do the following:
 - a. Pay for your volunteer time in advance at the time of registration
 - b. Ask a family member, a friend or neighbor to assist you in fulfilling the required hours

COST/FEE (must be paid before garden opening day):

1. \$10.00 per hour for any missed volunteer hours
2. \$5 per plot for water surcharge
 - a. CDA have always paid for the garden's water usage; however, they no longer pay for it effective 2013.
 - b. The community garden, collaboratively, is responsible to pay for water usage.
3. Plot fee is in accordance to household income

FAILURE TO FULFILL REQUIRED HOURS

1. If you did not pay for your plot in advance because you had planned on fulfilling your required volunteers hours; HOWEVER, at the end of the year, you have not fulfill the require hours:
 - a. You will receive a letter stating the amount you owe the Truax Community Garden for the incomplete volunteer hours.
 - b. You must pay the amount owe before the following garden year; you have the option to pay at registration time.
2. If you continue to fail to pay your charge, you will forfeit your garden plot(s). NO EXCEPTIONS.

WEEDS

1. If you fail to maintain your plot, you will receive a letter. You have one week to take action.
2. After 1 week, if no action is taken, you will automatically forfeit your plot.
3. Your plot will be mowed and reassigned.
4. Your plot fee, water surcharge and any garden related fees will not be returned.

PLOT ASSIGNMENT

General Rules

- No additional plots for gardeners on probation (those who didn't care for their plot last year or do volunteer hours).
- A household is one address, and each gardener signed up needs to be actively involved in caring for their plot and volunteering.
- No more than the maximum of 2 plots will be assigned to gardeners.
- New gardeners will only receive maximum of 1 plot.

Priority List

1. Returning gardeners in good standing (receive same plot(s) as previous year).
2. Returning gardeners in good standing wanting more space (up to 2 plots).
3. Truax gardeners on probation can't get more space.
4. New gardeners from the CDA housing who come to registration
5. New gardeners on the waiting list (priority is given to CDA residents first; others within a 1 mile radius)
6. New gardeners who want 2 plots.
7. Returning gardeners who didn't call or come to registration.
8. New gardeners citywide (more than a mile away).
9. New gardeners who did not come to registration (they got on the waiting list, and are awarded plots that open up, first to CDA residents according to the date they got on it, and ahead of people wanting more space).



Truax Community Garden Registration Form 2019

1. General Information

NEW Gardener RETURNING gardener (please register with same name as last year)

Last Name: _____ First Name: _____

Mailing Address: _____

Email: _____ Phone: _____

BEST Contact Method: Email Phone Mail

Language(s): English Hmong Lao Spanish Other _____

Gardening Partner (optional, will be added to email list):

Last Name: _____ First Name: _____

Email: _____ Phone: _____

2. Agreement

- I have read and agree to follow the garden rules.
- I will keep my plot weeded and tended
- I will follow land use and parking rules
- I will clear my plot at the end of the gardening season
- I understand I am required to volunteer **4 hours per plot**.
- I agree to abide by decisions made collectively by the gardeners who participate in coordinating the garden.
- I have filled out the demographics form.

Photo Permission: By signing below, I authorize the Gardens Network and Truax Community Garden to use, print, copy, publish and reproduce any videotapes, audio tapes, photographs, films, negatives, and print reproductions of you or your family for general educational, promotional, and visual purposes by the Gardens Network and Truax Community Garden. Check this box if you DISAGREE.

Personal responsibility: By signing below, I agree to hold Truax Community Garden; the Gardens Network (a partnership of Dane County UW Extension; Community GroundWorks; and the City of Madison); Madison Metropolitan School District (if applicable) and lease holders of community gardens, and the agents, employees, and volunteers of the entities stated above, harmless from any and all liability for bodily harm, damage, or loss of any kind or nature arising from, or in any manner connected with, my participation in a community garden.

- Check this box if you would like to be paired with a garden buddy that can help you get started gardening.
- Check this box if you are willing to have your contact information shared with fellow gardeners needing assistance.

Signature: _____ Date: _____

Who filled out this application, if not the gardener? _____ Phone _____

3. Payment

Plot rental fees are on a sliding scale according to family size and income (see chart). Each plot is approximately 20 x 20 ft. New gardeners are encouraged to request a half plot, for half the fee. The maximum new gardeners can request is 1 plot.

What?	How much?			How many?	Total Fees:
Garden Plot Fee (see chart)	\$12	\$40	\$75	✕ # _____ plots	\$
Incomplete 2018 volunteer hours	\$10 per hour missed			✕ _____ # of hours missed	\$
Water	\$5 per plot			✕ # _____ plots	\$
TOTAL DUE:					\$

› Please make your check out to "EMCC/Truax Community Garden."



Truax Community Garden Registration Form 2019

Notes:

For Admin Use Only:

Amount Received \$ _____

Cash

Check # _____









Staff Initials _____

Be sure the gardener's name appears on check.

Truax Community Garden Demographics Form 2019

*Your information remains anonymous and is collected by the Gardens Network for funding purposes

1) FIRST circle the number of people in your house, THEN circle your household's *maximum gross annual income*:

1 	2 	3 	4 	5 	6 	7 	8 	Other: Enter # of people: _____
↓	↓	↓	↓	↓	↓	↓	↓	↓
Less than \$19,250	Less than \$22,000	Less than \$24,750	Less than \$27,500	Less than \$29,700	Less than \$33,740	Less than \$38,060	Less than \$42,380	Enter your income:
\$19,251-32,100	\$22,001-36,700	\$24,751-41,300	\$27,501-45,850	\$29,701-49,550	\$33,741-53,200	\$38,061-56,900	\$42,381-60,550	\$ _____
\$32,101-50,350	\$36,701-57,550	\$41,301-64,750	\$45,851-71,900	\$49,551-77,700	\$53,201-83,450	\$56,901-89,200	\$60,551-94,950	
More than \$50,350	More than \$57,550	More than \$64,750	More than \$71,900	More than \$77,700	More than \$83,450	More than \$89,200	More than \$94,950	

2) How many people in your household have a disability? # _____

3) Is this a female headed household? Yes No

4) How many people in your household identify as: Hispanic/Latinx: # _____ Non-Hispanic/Latinx # _____

5) How many people in your household identify as:

- › Asian/Southeast Asian/Pacific Islander: # _____
- › Black/African American: # _____
- › Multi-racial: # _____
- › Native American/American Indian: # _____
- › White/Caucasian: # _____
- › Other: # _____

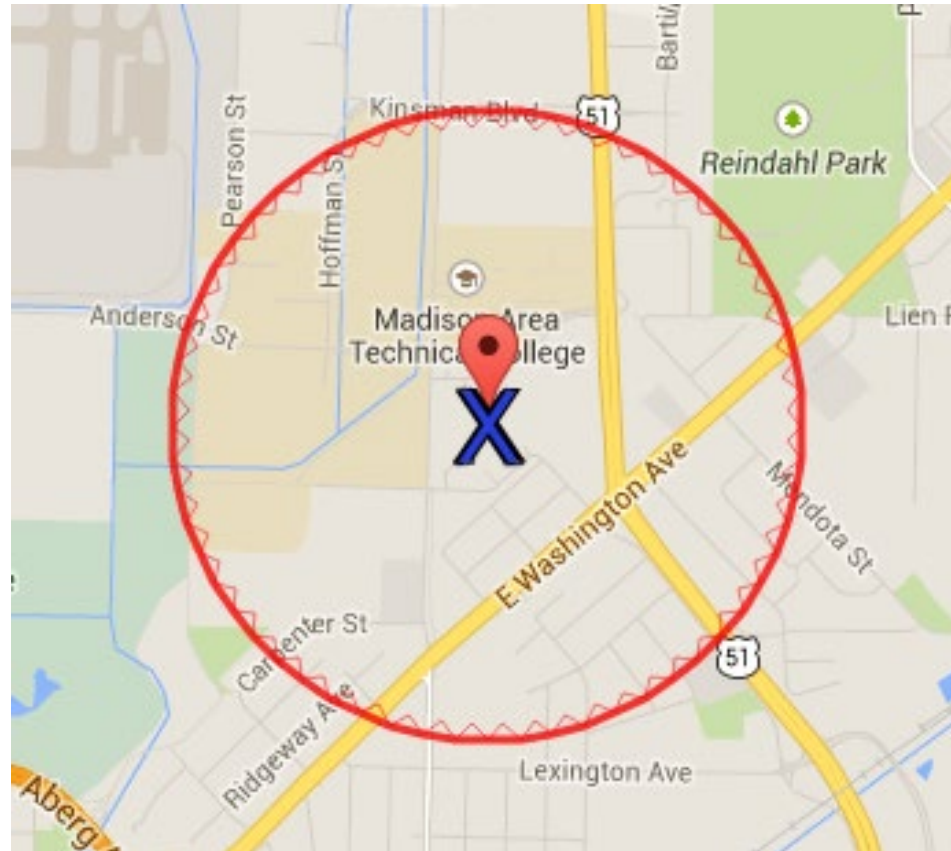
6) Do you live within a half mile of the garden (see map)? Yes No

INSERT HALF MILE RADIUS MAP HERE

(Please print this form as a double sided sheet of paper)

OR

PROVIDE LARGE PRINT OUT OF MAP DURING REGISTRRTATION





2019 TRUAX COMMUNITY GARDEN PLOT FEES

Household Size or Number of Gardeners*	Total Income		Total Income		Total Income	
	monthly	annual	monthly	annual	monthly	annual
1 - 2	up to \$2,500	up to \$30,000	\$2,500 - 3,915	\$30,001 – 47,000	over \$3,915	over \$47,000
3 - 4	up to \$3,165	up to \$38,000	\$3,165 - 4,915	\$38,001 – 59,000	over \$4,915	over \$59,000
5 - 6	up to \$3,580	up to \$43,000	\$3,580 - 5,665	\$43,001 - 68,000	over \$5,665	over \$68,000
7 +	up to \$4,000	up to \$48,000	\$4,000 - 6,500	\$48,001 - 78,000	over \$6,500	over \$78,000
---	↓		↓		↓	
Fee per plot per year	\$12		\$40		\$75	

These fees are suggested as a guide for allotment-style community gardens in the City of Madison and throughout Dane County, WI. They are based on County and Federal Income Guidelines that are reviewed every two years and are intended as minimum fees. Individual gardens may add surcharges as needed to meet expenses (e.g. water surcharge) and/or adjust these fees proportionately where plot sizes vary from the standard 20' x 20' or 400 square feet.

*When determining “household size or number of gardeners”: If a single household is using a plot, count the number of people in household; if multiple households are using a single plot please add all household members and incomes together to determine plot fee.

A Note to the Garden Treasurer:

The Gardens Network asks that gardens contribute 10% of their plot fees to the Gardens Network Fund. The Fund supports the micro-grant program and the community gardens program in Madison and Dane County. Garden contributions are crucial to the Fund’s long-term success.

▸ Please send your donation via one of the methods listed below. We thank you in advance for your contribution!

Mail To:
 Community GroundWorks
 Attn: Gardens Network
 2702 International Ln., Suite 200
 Madison, WI 53704

OR

Donate online:
<https://danegardens.net/donate>
 (enter the dollar amount under ‘Membership’ category)

*Please make check out to ‘Community GroundWorks’ and put “Plot fee donation” in the memo line.