

INFOGRAPHIC GUIDE

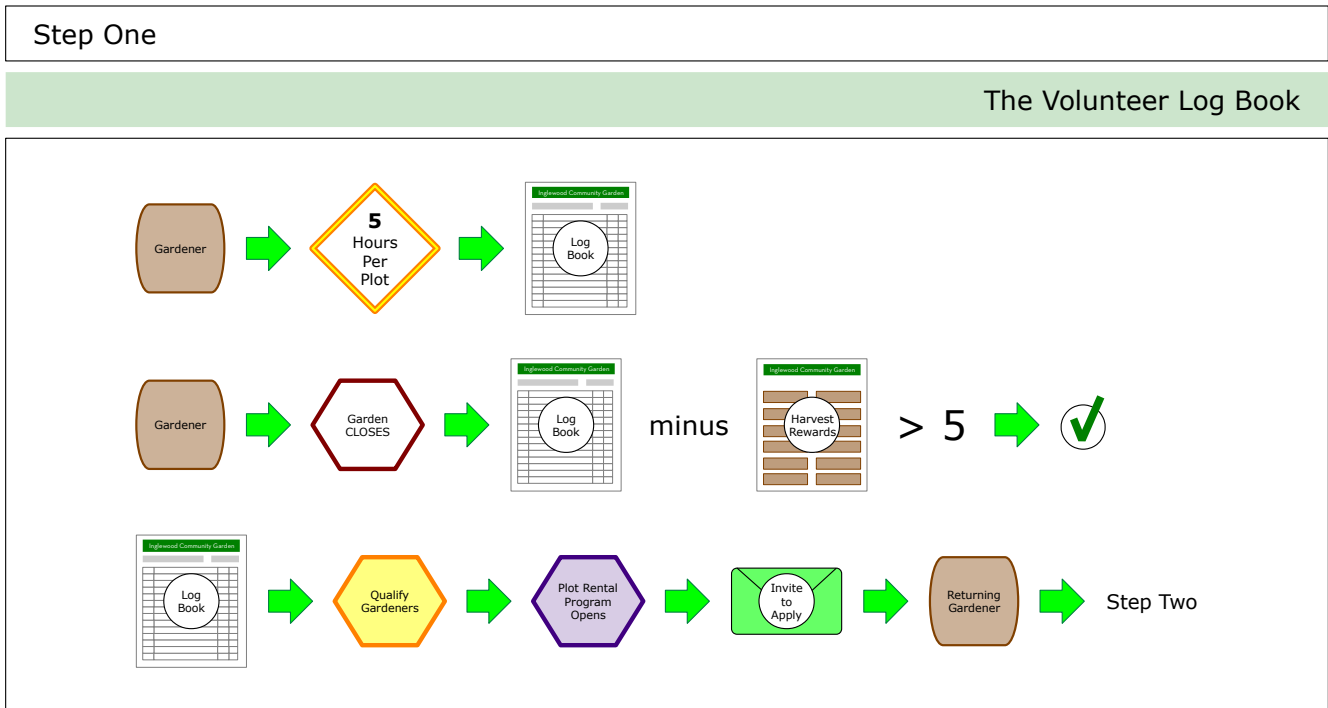
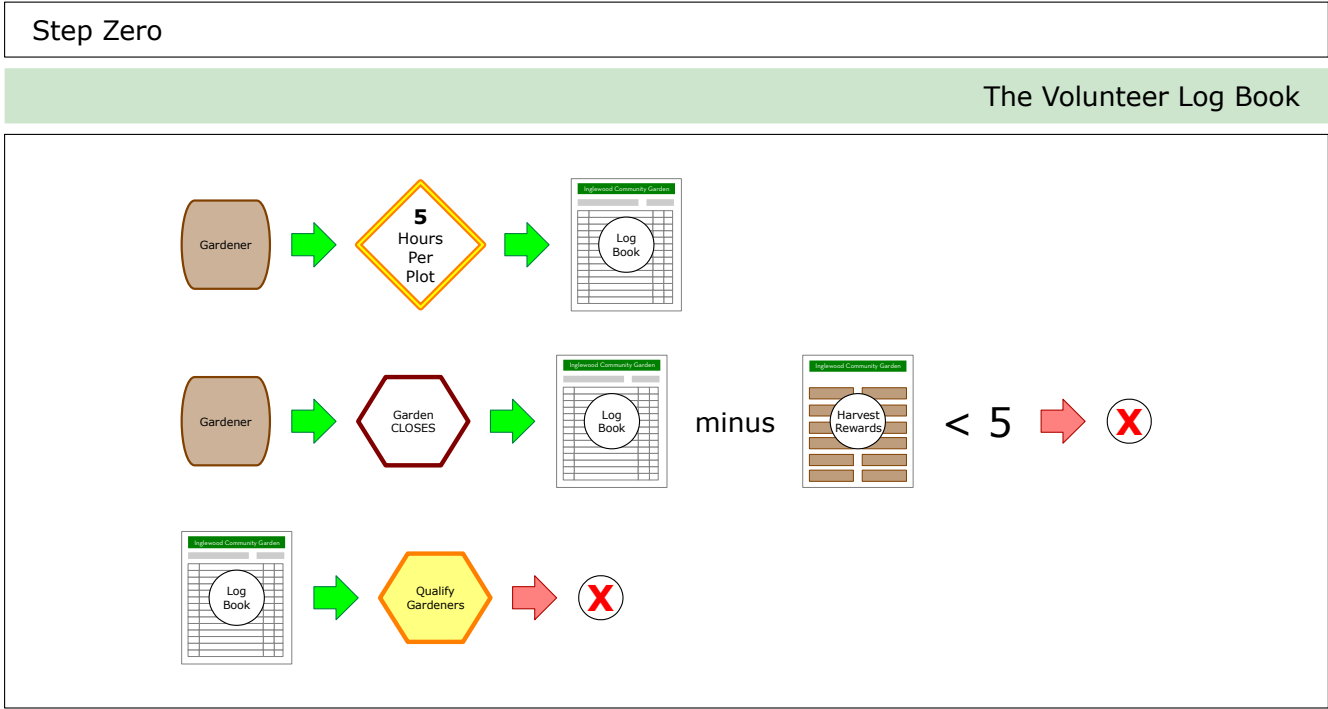
INGLEWOOD COMMUNITY GARDEN

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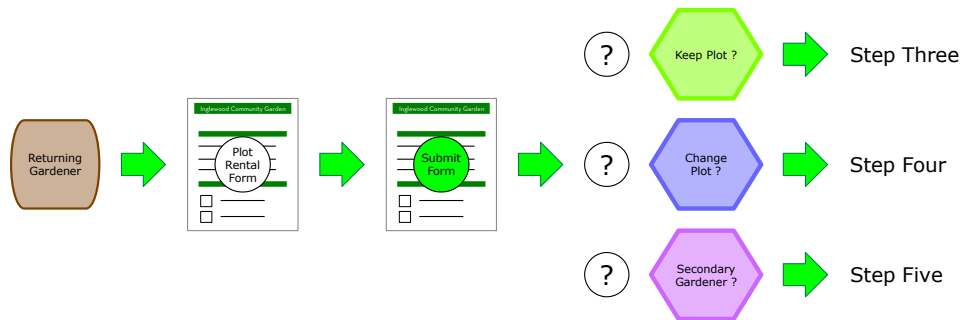
The Plot Renewal Process

Returning Gardener



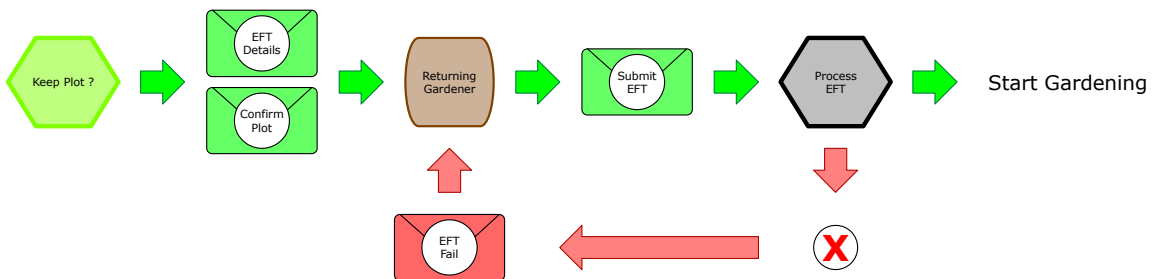
Step Two

The Online Form



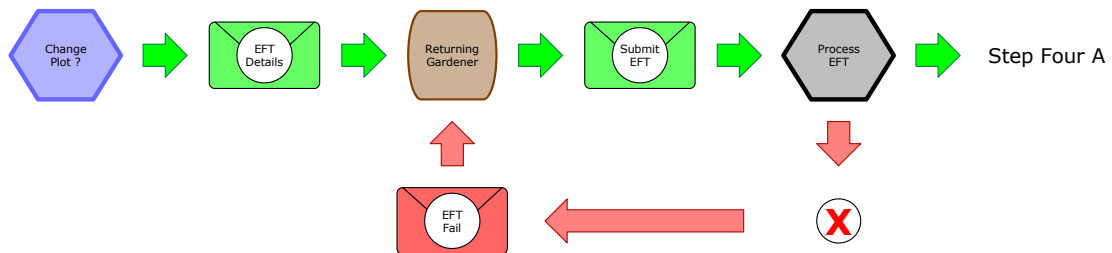
Step Three

Keep Plot and EFT Rental Fee Payments



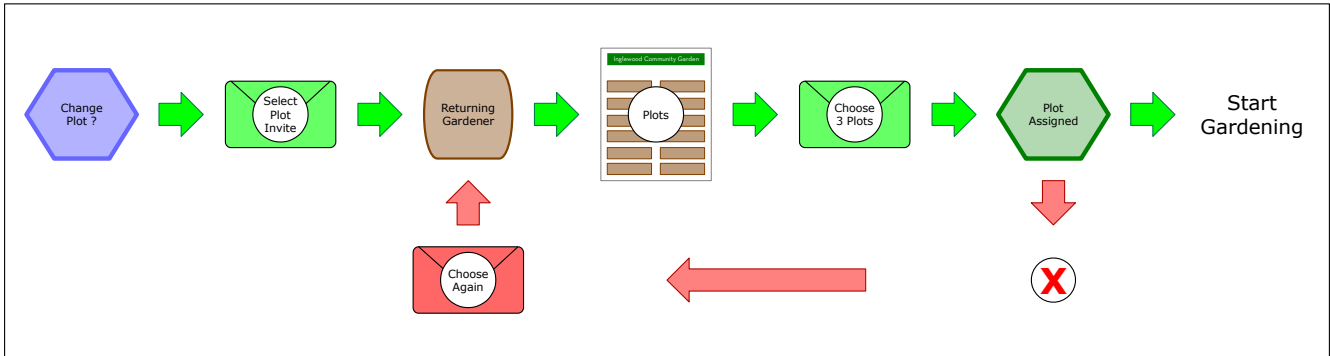
Step Four

Change Plot and EFT Rental Fee Payments



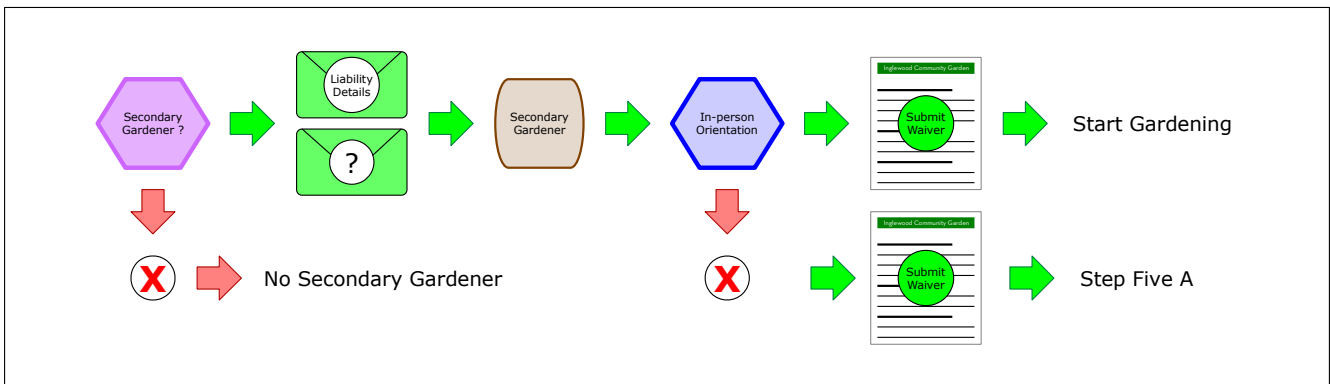
Step Four A

Change Plot and Plot Selection



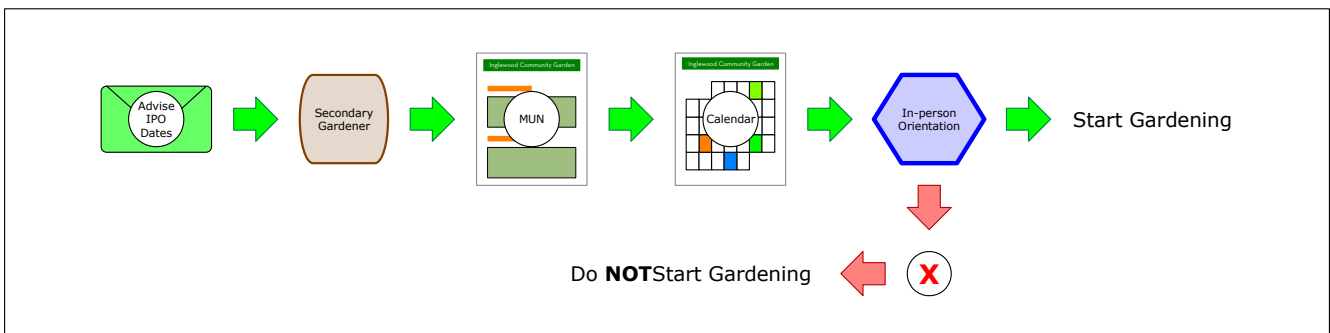
Step Five

Secondary Gardener



Step Five A

Secondary Gardener In-person Orientation (if necessary)

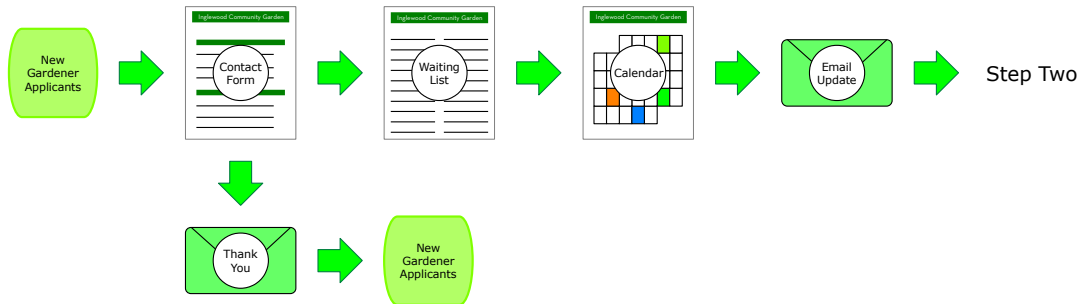


The Plot Rental Process

New Gardener

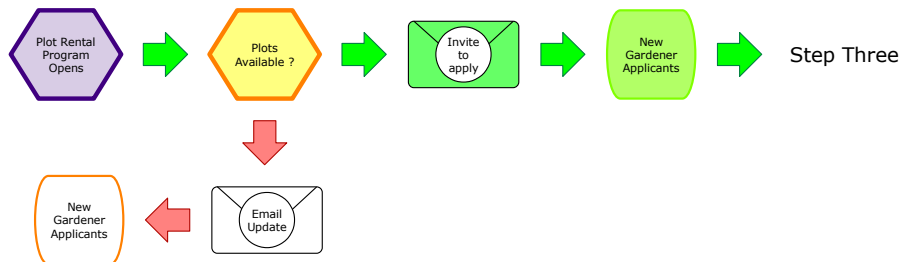
Step One

New Gardener Applicant submits Contact Form



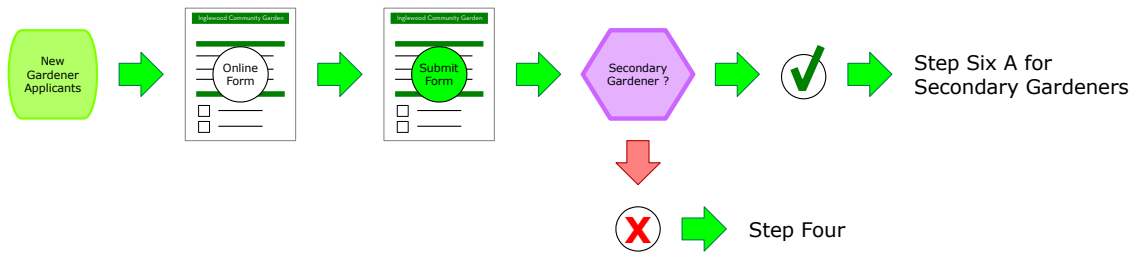
Step Two

If plots are available New Gardener Applicant receives invitation to apply



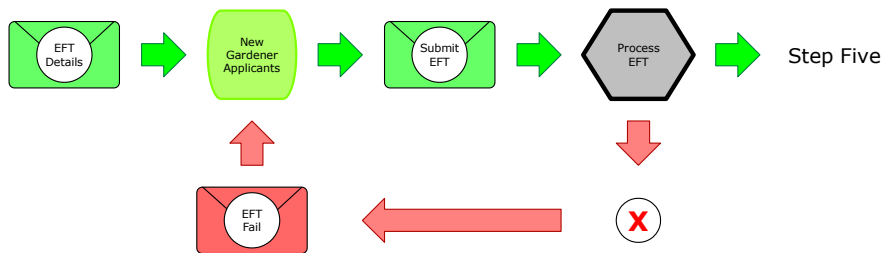
Step Three

The Online Form



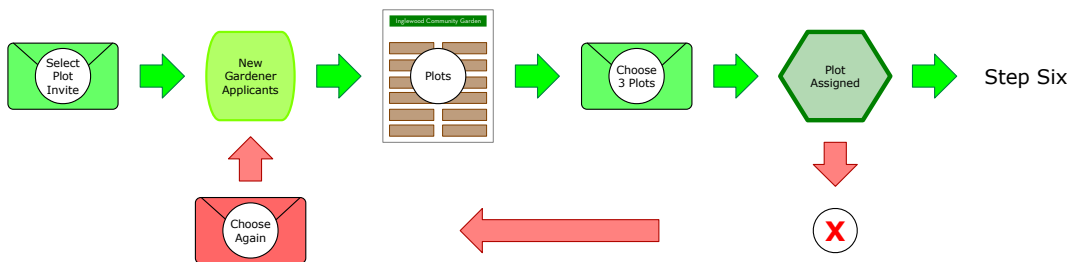
Step Four

EFT Rental Payments



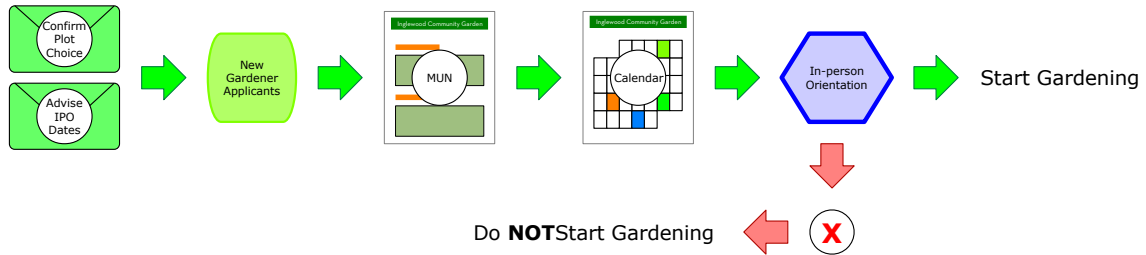
Step Five

Plot Selection



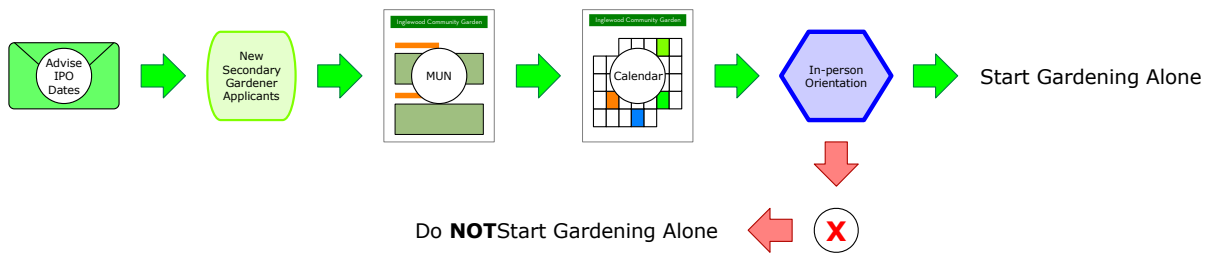
Step Six

New Gardeners In-person Orientation



Step Six A

Secondary Gardeners In-person Orientation



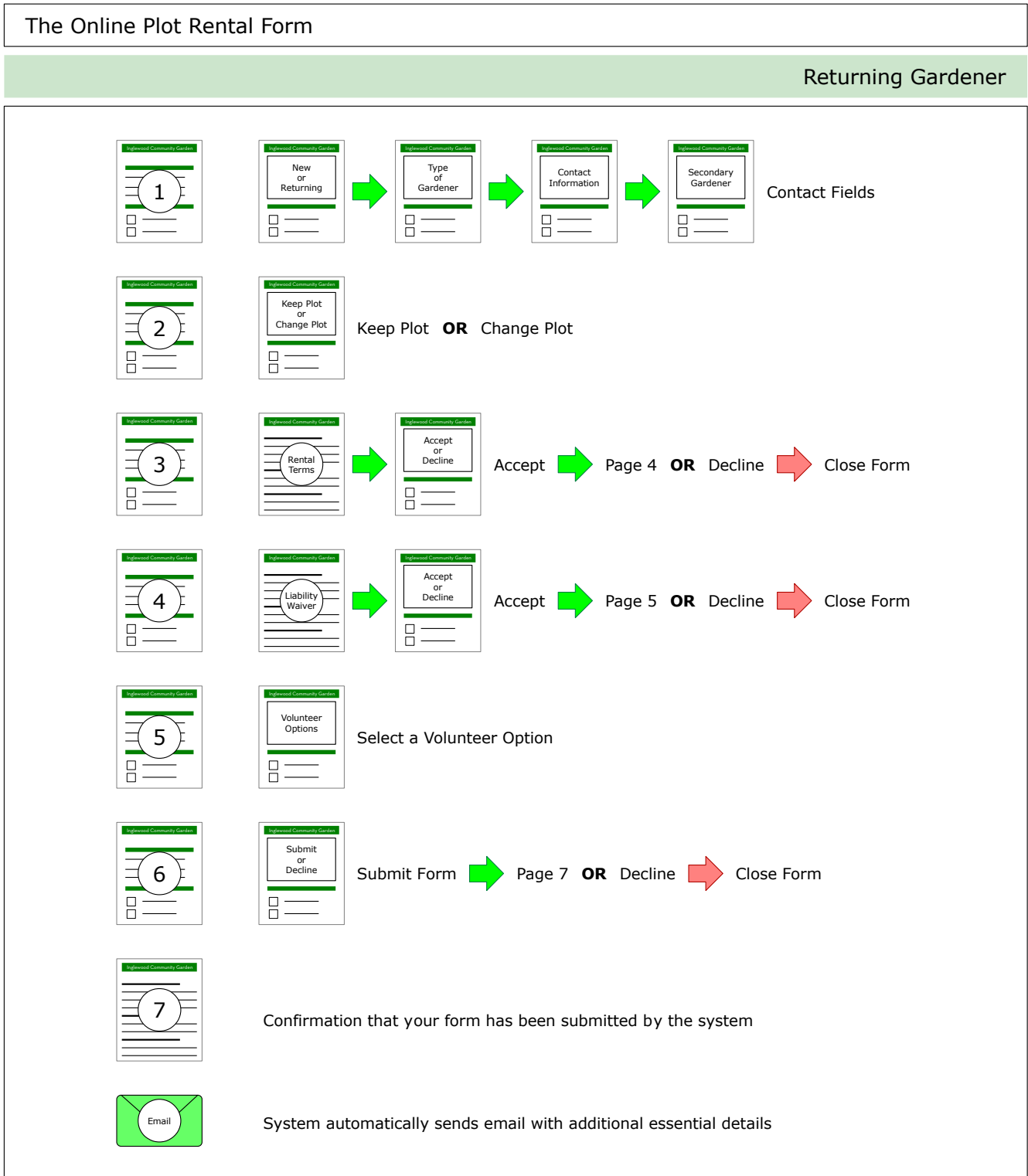
Step Seven

Email Update to unsuccessful applicants



The Online Plot Renewal / Rental Form

Returning Gardener



New Gardener

The Online Plot Rental Form

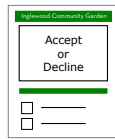
New Gardener



Contact Fields



Plot selection notice



Accept



Page 4

OR

Decline



Close Form



Accept



Page 5

OR

Decline



Close Form



In-person Orientation notice



Select a Volunteer Option



Submit Form



Page 8

OR

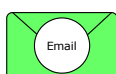
Decline



Close Form



Confirmation that your form has been submitted by the system

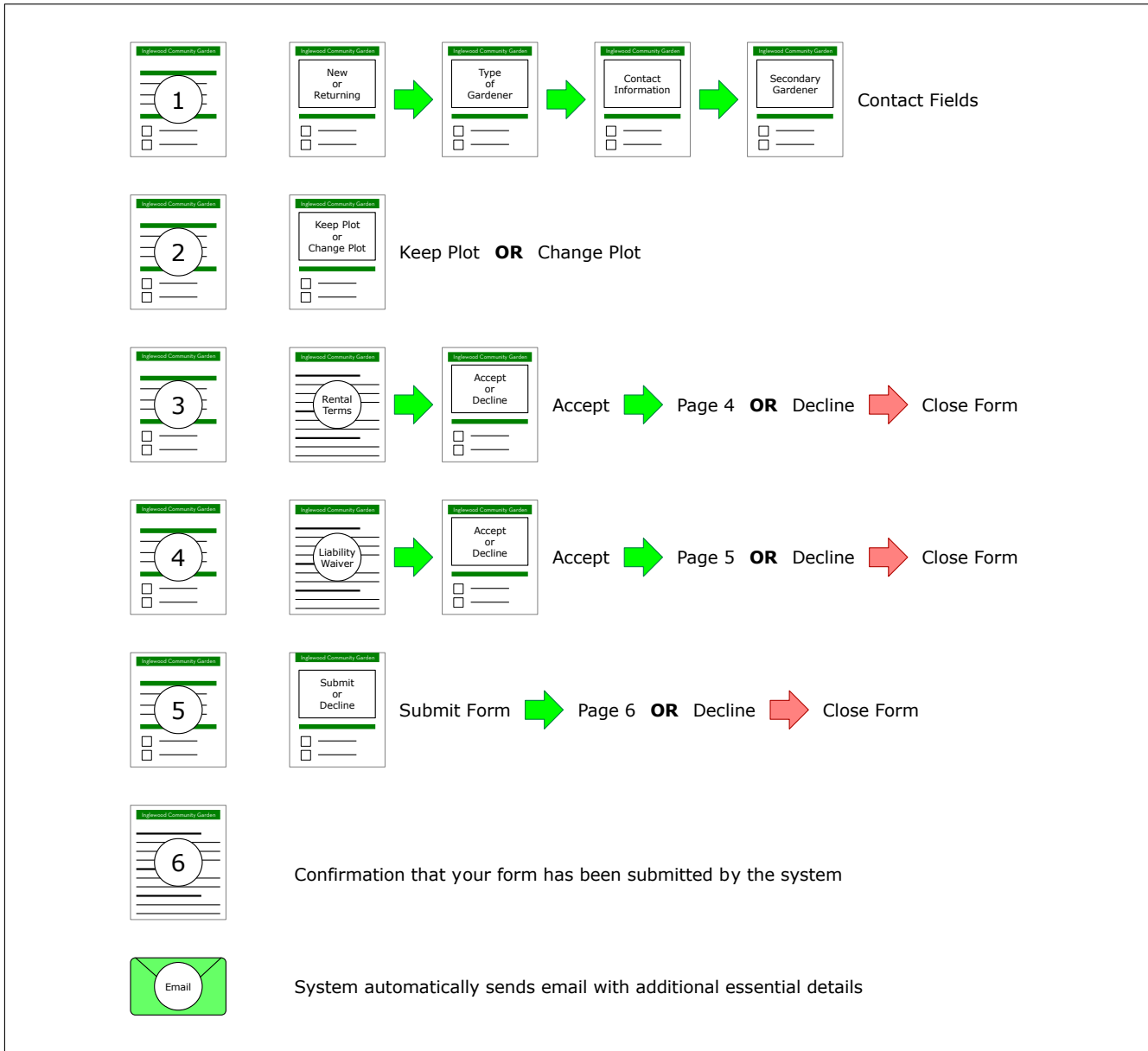


System automatically sends email with additional essential details

Returning Board Member

The Online Plot Rental Form

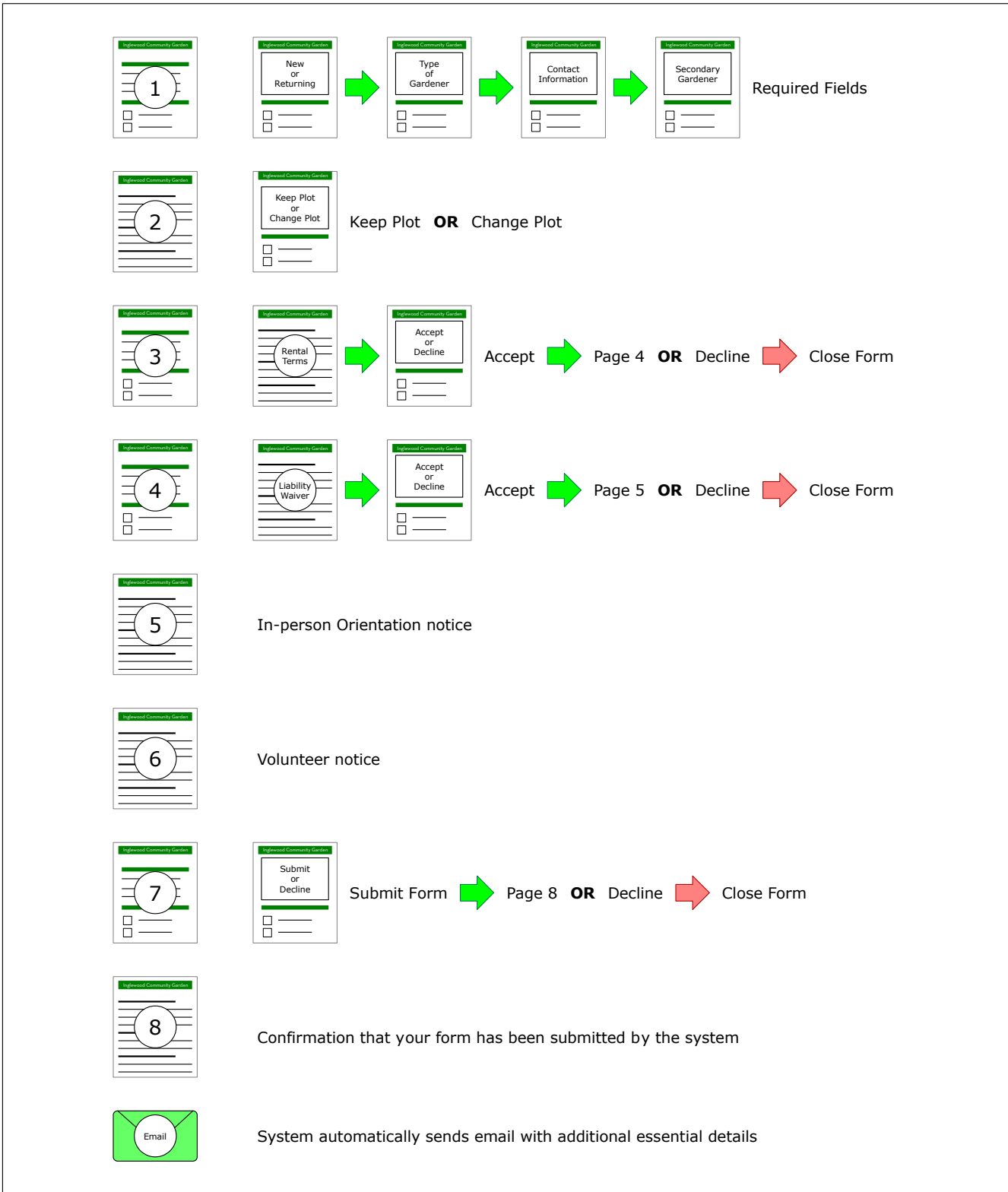
Returning Board Member



New Board Member

The Online Plot Rental Form

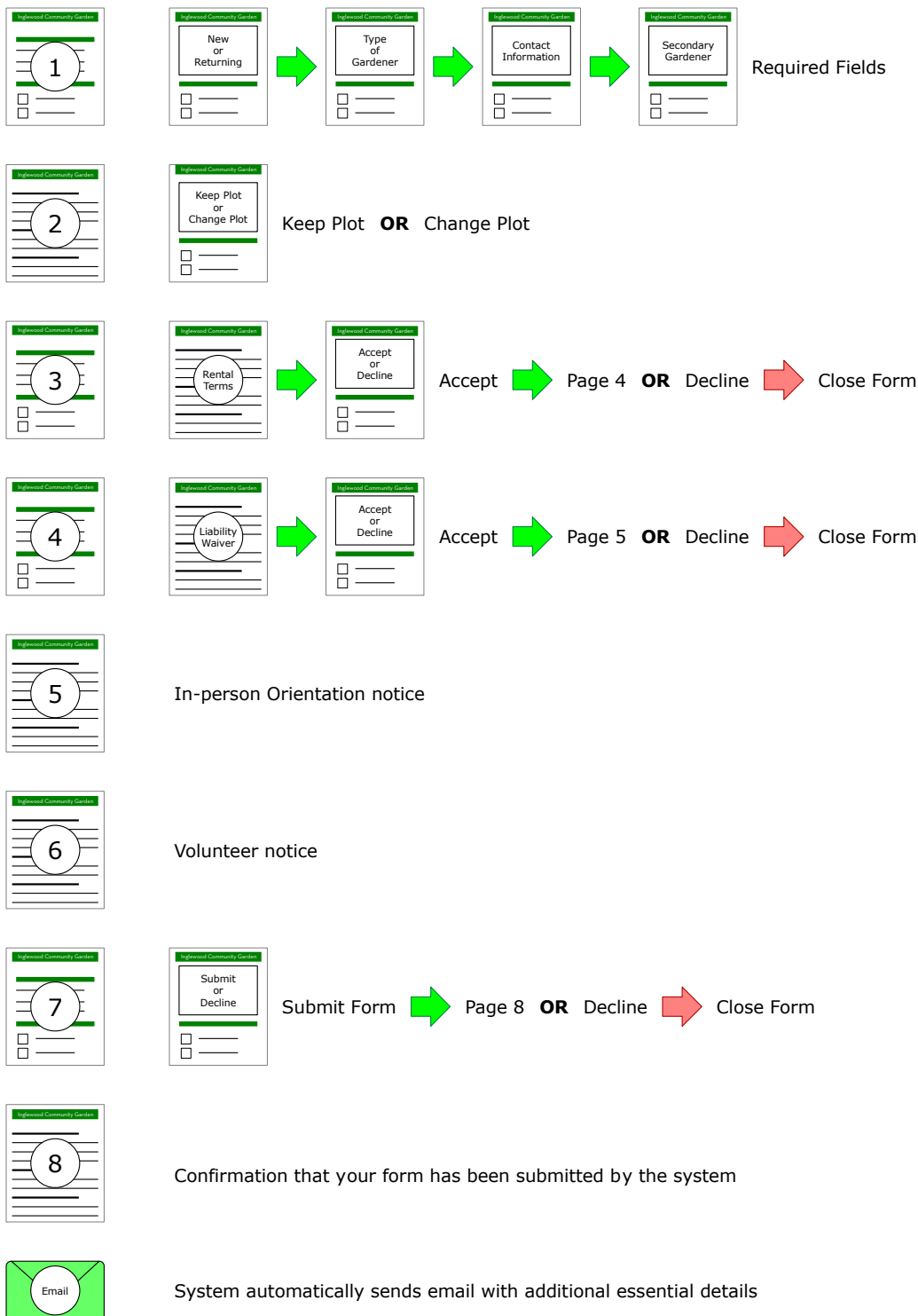
Returning Community Service Organization, School, Agency Partner



Returning Community Service Organization

The Online Plot Rental Form

Returning Community Service Organization, School, Agency Partner



New Community Service Organization

The Online Plot Rental Form

New Community Service Organization, School, Agency Partner



Required Fields



Plot selection notice



Accept



Page 4

OR

Decline



Close Form



Accept



Page 5

OR

Decline



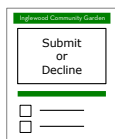
Close Form



In-person Orientation notice



Volunteer notice



Submit Form



Page 8

OR

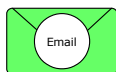
Decline



Close Form



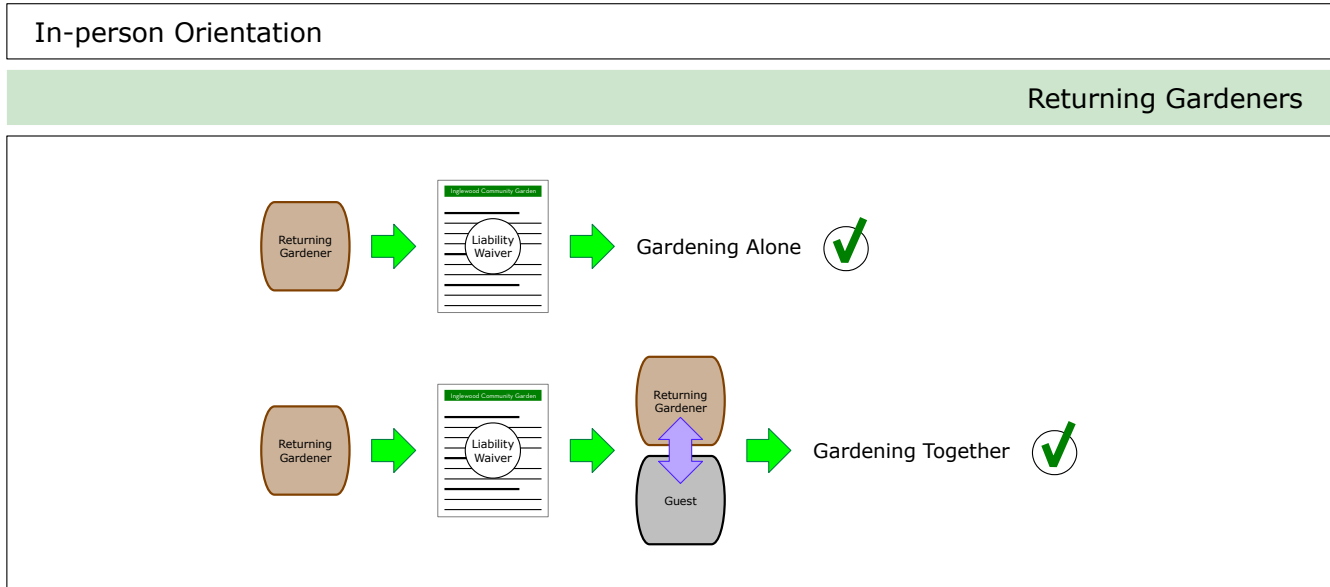
Confirmation that your form has been submitted by the system



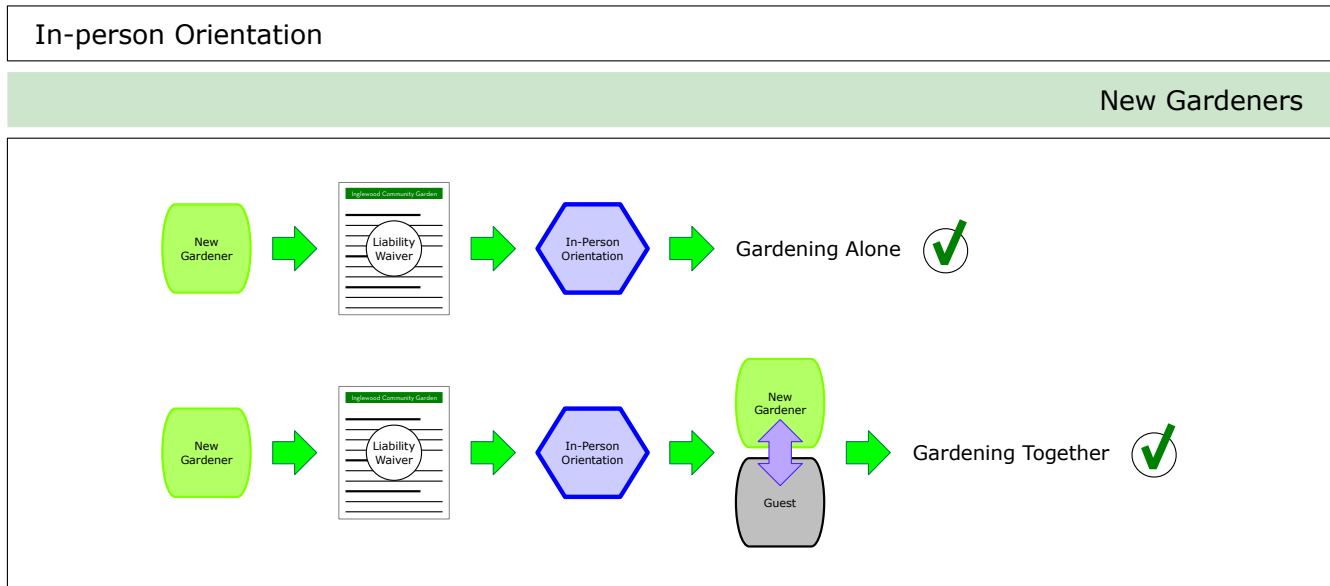
System automatically sends email with additional essential details

The In-person Orientation Program

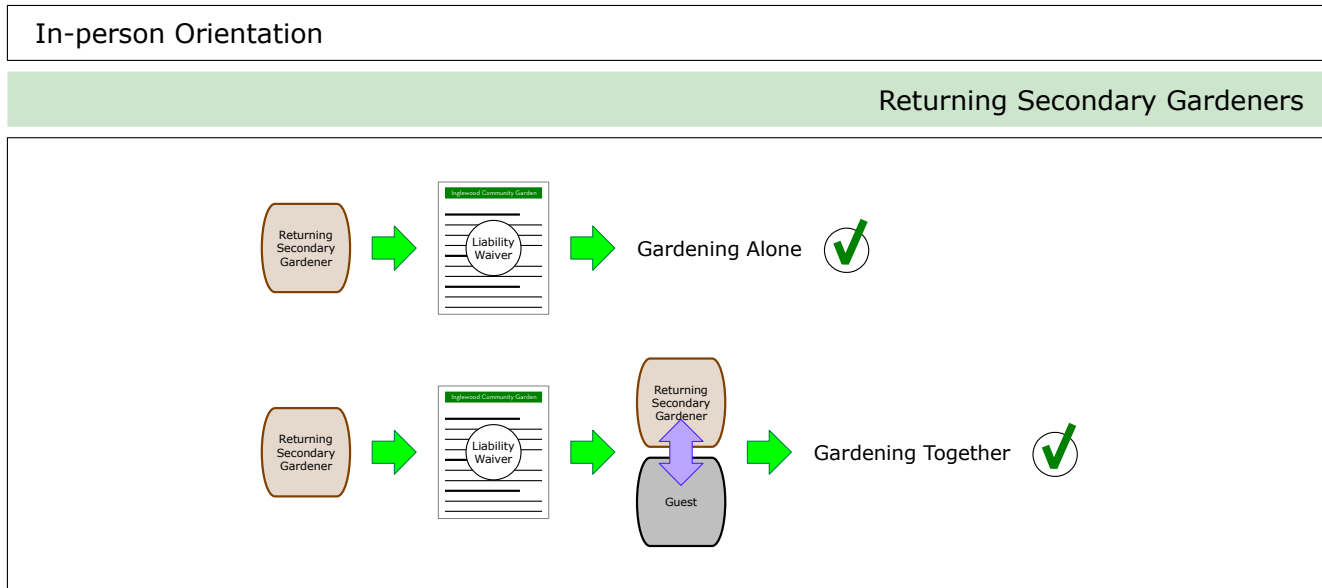
Returning Gardener



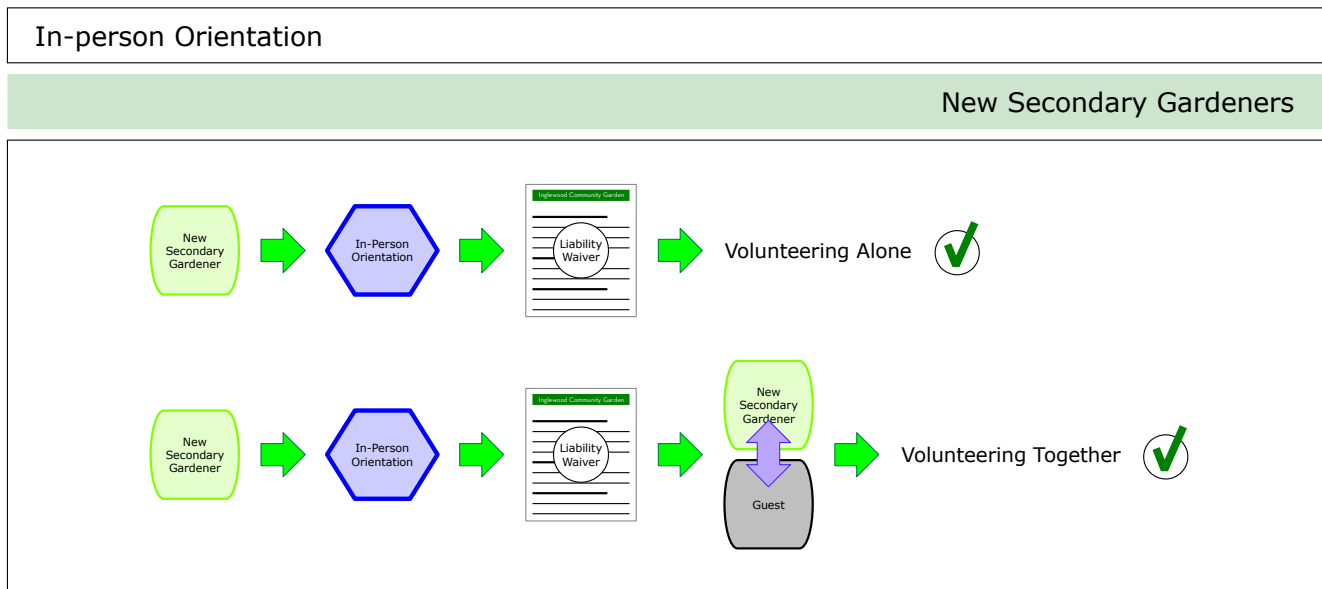
New Gardener



Returning Secondary Gardener



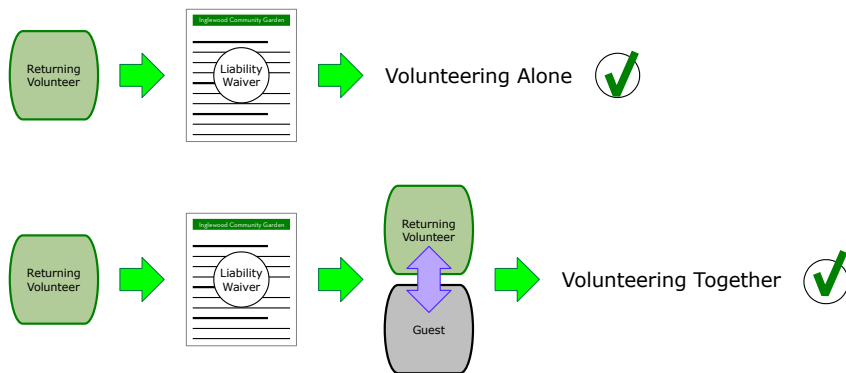
New Secondary Gardener



Returning Volunteer

In-person Orientation

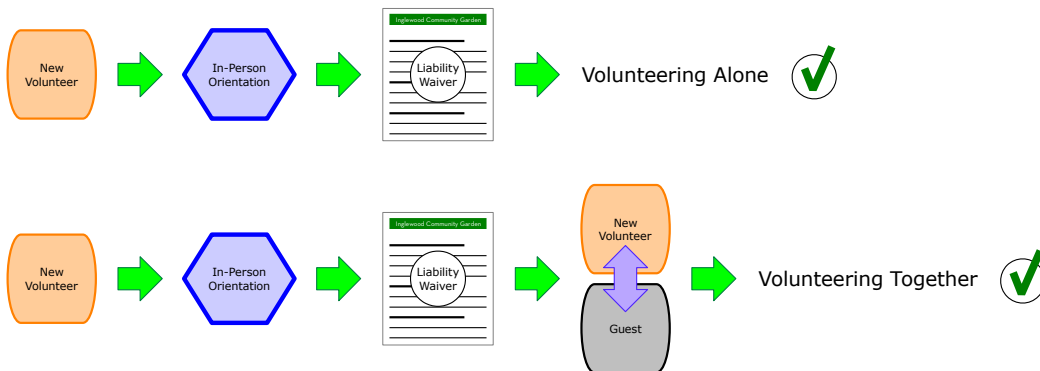
Returning Volunteers



New Volunteer

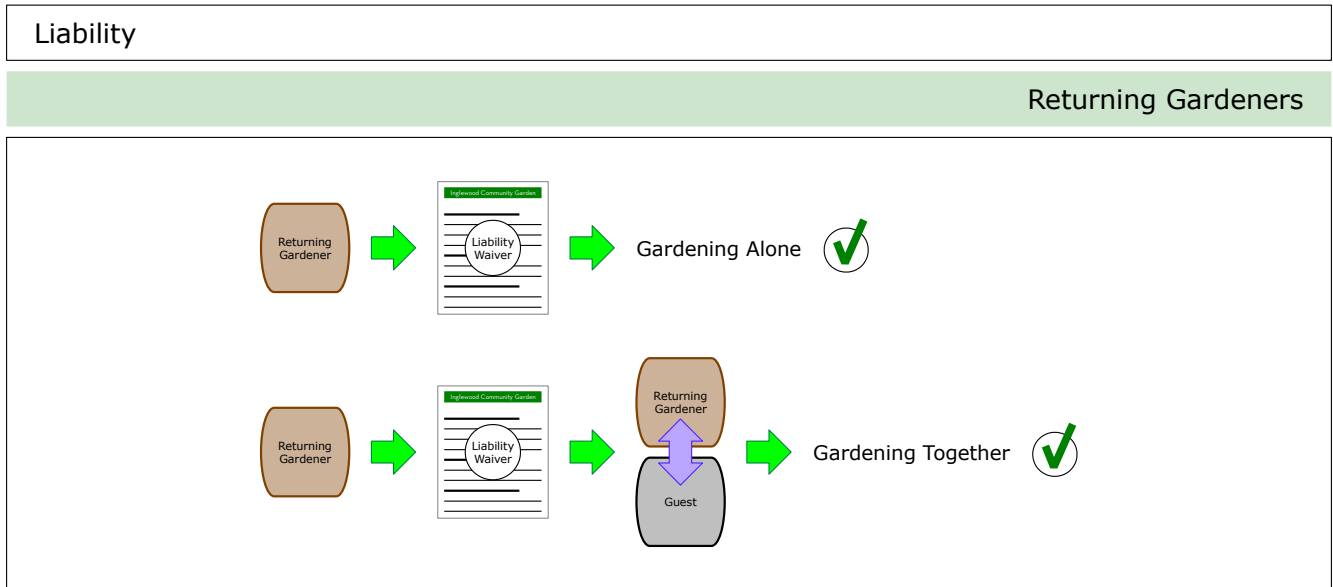
In-person Orientation

New Volunteers

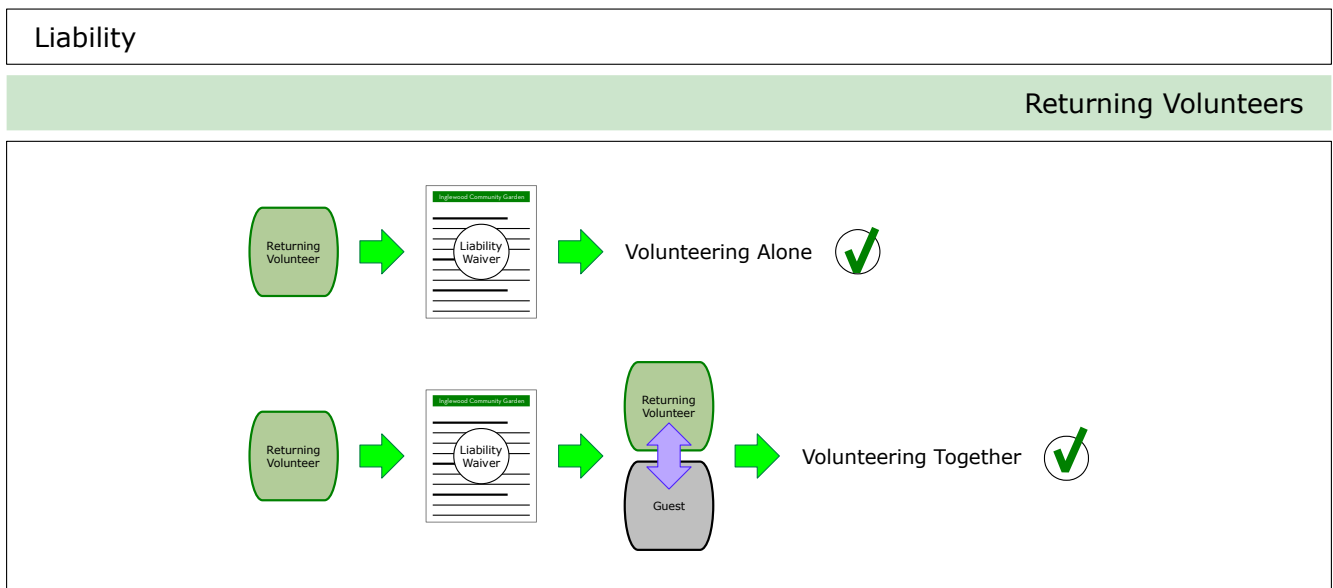


ICG Liability and the Liability Waiver

Returning Gardener



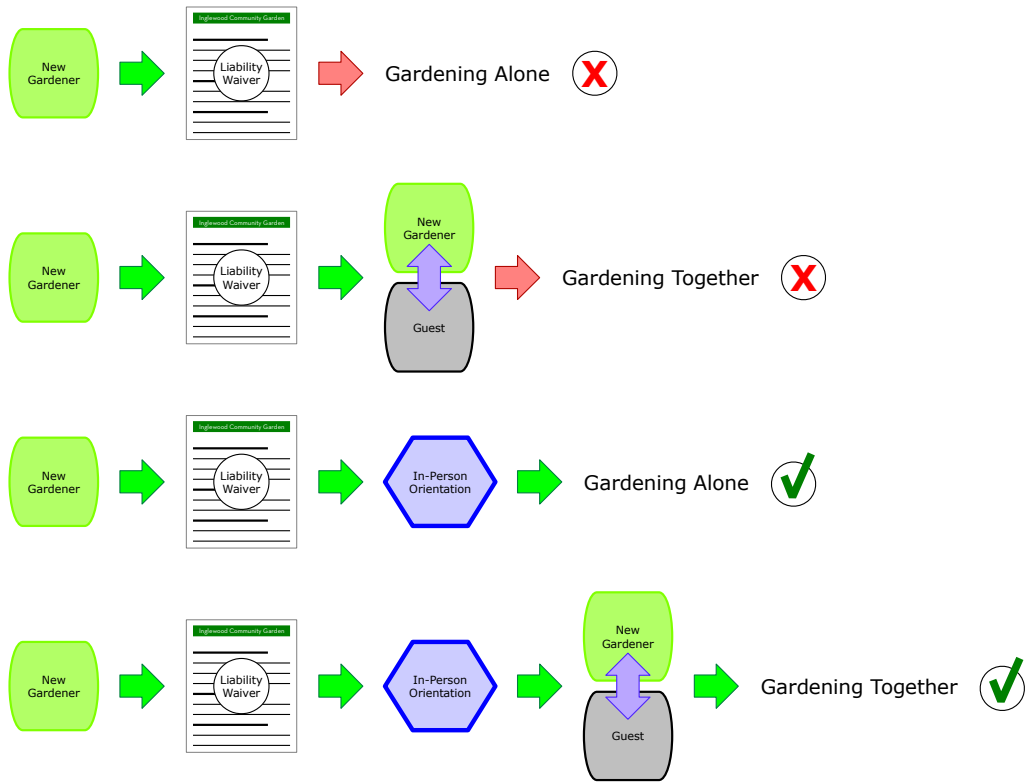
Returning Volunteer



New Gardener

Liability

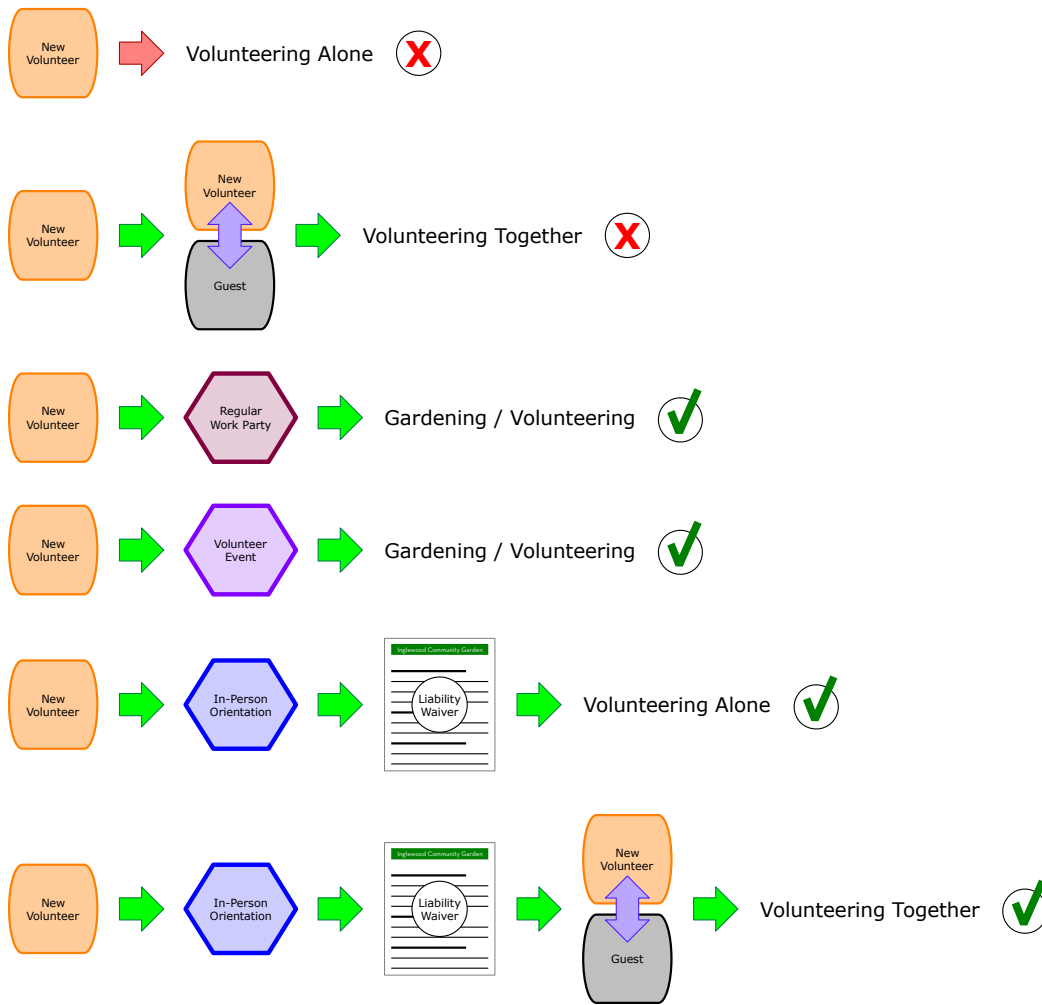
New Gardeners



New Volunteer

Liability

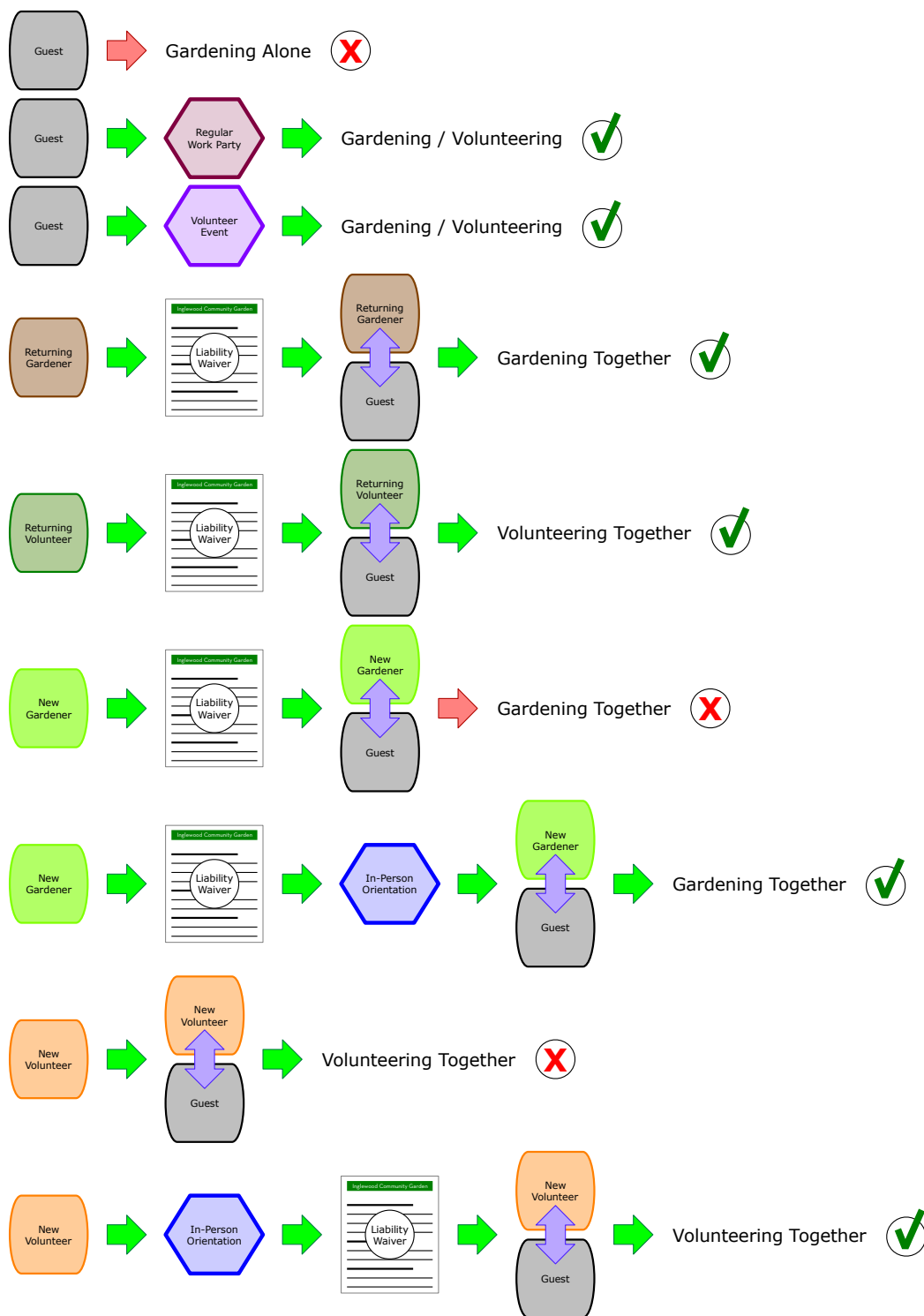
New Volunteers



Guests

Liability

Guests

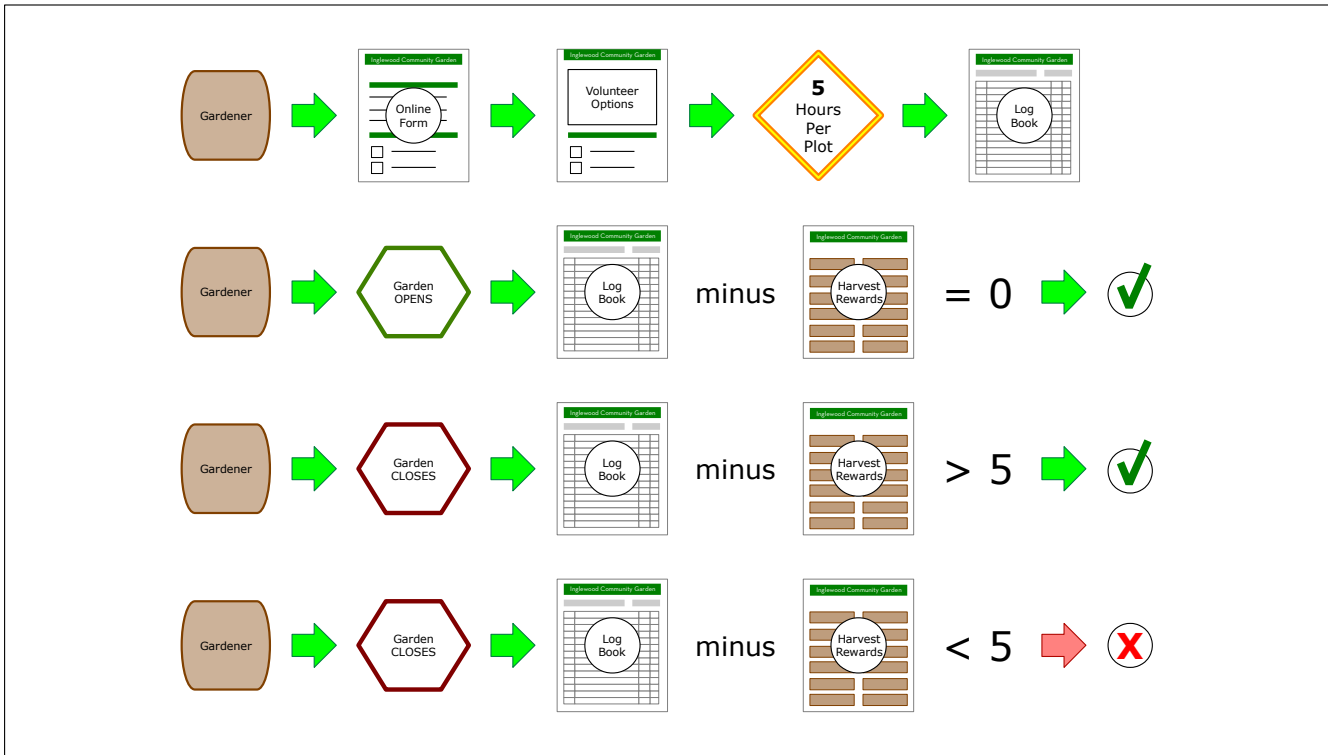


Volunteering and the Volunteer Log Book

Gardener Volunteer Commitment – Imperial measure

Volunteering and the Volunteer Log Book

Gardener Commitment including Harvest Rewards (Imperial weight: lbs)



Gardener Volunteer Commitment – Metric measure

Volunteering and the Volunteer Log Book

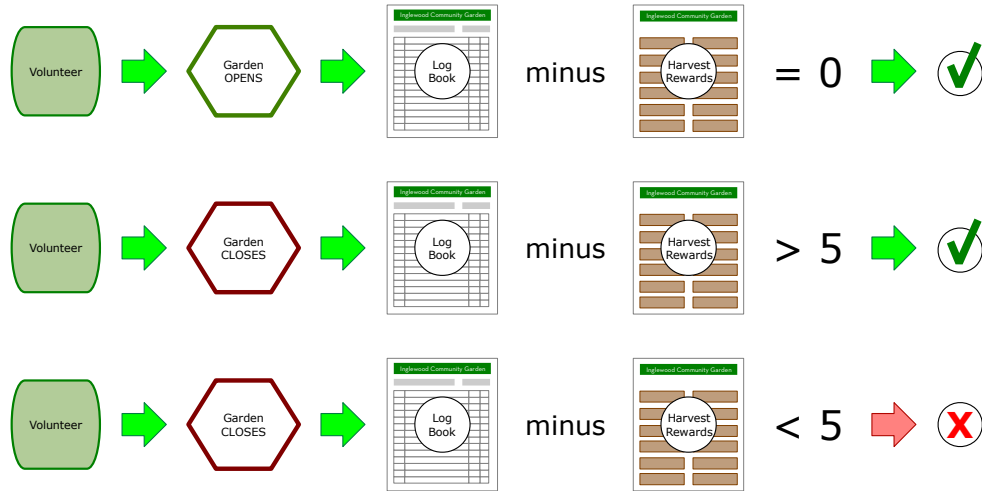
Gardener Commitment including Harvest Rewards (Metric weight: gms)



Volunteer Agreement – Imperial measure

Volunteering and the Volunteer Log Book

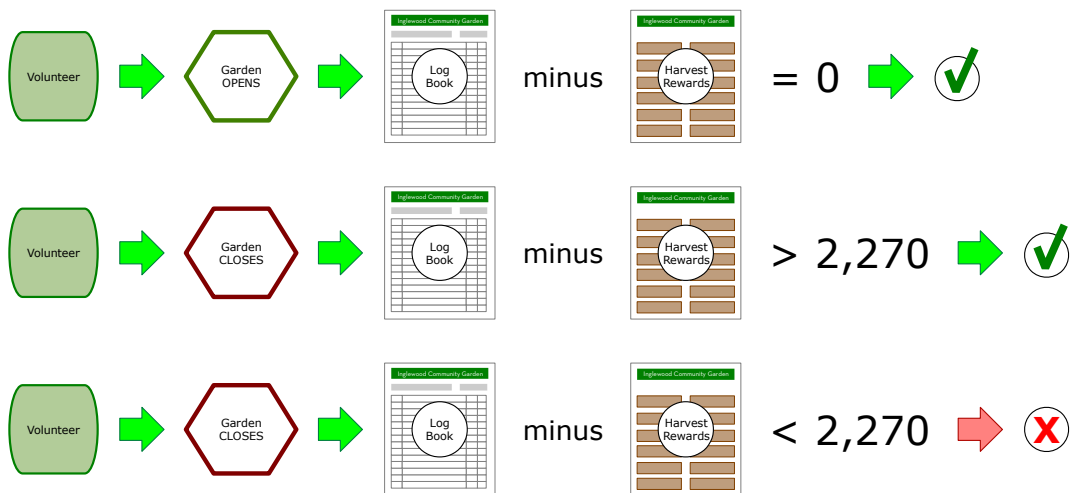
Volunteer Agreement including Harvest Rewards (Imperial weight: lbs)



Volunteer Agreement – Metric measure

Volunteering and the Volunteer Log Book


Volunteer Agreement including Harvest Rewards (Metric weight: gms)






Harvest Rewards – Imperial measure


Volunteering and Volunteer Log Book

Calculating Harvest Rewards (Imperial measure)

 = 1 Lb

 =  →  = 1 Hour

 →  minus  > 5 → 

 →  minus  < 5 → 

Harvest Rewards – Metric Measure

Volunteering and Volunteer Log Book

Calculating Harvest Rewards (Metric measure)

One Unit Weight = 454 Gm

One Unit Weight = 12:00 → 13:00 = 1 Hour

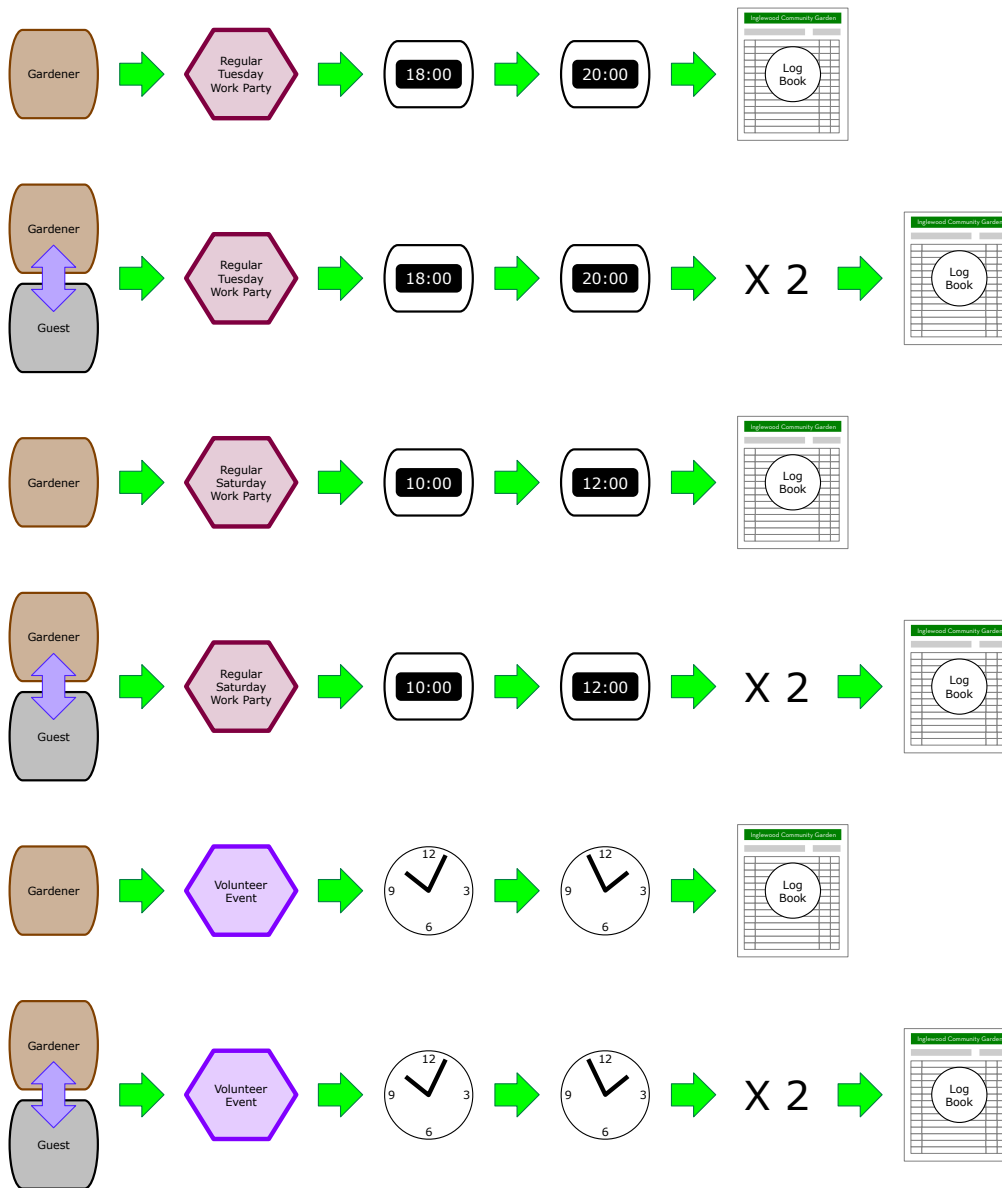
Garden CLOSSES → Log Book minus Plots > 2,270 → ✓

Garden CLOSSES → Log Book minus Harvest Rewards < 2,270 → ✗

Gardener and Guest – Volunteer Hours Accounting

Volunteering and the Volunteer Log Book

Gardener and Guest



Volunteer and Guest – Volunteer Hours Accounting

Volunteering and the Volunteer Log Book

Volunteer and Guest

