

**MEMBERSHIP APPLICATION - WEST 104th STREET COMMUNITY GARDEN**  
2018 Season -- November 2017 through November 2018

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

\*If you don't want your e-mail address to be shared with other members, please check this box

**Membership Status** (check one)

- New member
- Returning member
- Supporting member: Supporting members are welcome to participate in work days & monitoring shifts, but are not required to do so. Does not qualify for planting beds.

**Responsibilities of a Regular Member**

- ~ Pay dues\*
- ~ Attend work days
- ~ Join two (2) committees
- ~ Fulfill two (2) monitoring shifts

**Regular Member**

Do you want an individual bed? \*\* Yes  No

**Existing Members**

If you don't have a bed. Do you want a bed? Yes  No

If you have a bed. Do you want to upgrade? \*\*\* Yes  No

What is your most important criteria for a bed? Size  Sun Exposure

Other criteria \_\_\_\_\_

\*No one will be denied membership in the garden for financial reasons.

\*\*Beds are assigned on a first-come, first-served basis. New members get a 4'x4' bed, with chances to upgrade later on.

\*\*\*Upgrades depend on availability and participation in monitoring and attendance at work days/ meetings.

Rules governing the garden are found on the garden website. Read them carefully and keep them for your reference. Please choose your committees on the opposite side of this page.

**I have read the garden rules and will abide by them. This includes my agreement to actively participate in 1 committee, attend garden workdays and fulfill 2 garden monitoring shifts.**

.....  
**Signature**

.....  
**Date**

Checks must be made payable to: **NWCPMBA** (North West Central Park Multi-Block Assoc.)  
Send check/money order and completed application to: Katy Pederson, 14 West 103 St. #2D, NY, NY 10025. Applications may also be emailed to [katy.pederson@verizon.net](mailto:katy.pederson@verizon.net). and checks left with the doorman for Craig Nicholas, 425 Central Park West. The same may also be brought to any work event.

**Please Specify:**

New  Renewal

Household / Regular  
\$25 \_\_\_\_\_

Senior / Hardship  
\$15 \_\_\_\_\_

Supporting  
\$30 \_\_\_\_\_

Donation \$ \_\_\_\_\_

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Please complete and submit the application by April 1, 2018 to retain your individual bed. The steering committee will assign beds as they become available.

### Key Points for Community Garden Membership:

- Every gardener *must* fulfill at least 2 monitoring shifts (3 hours each). Open hours are a requirement for our *GreenThumb* membership.
- Every gardener is required to be active in at least 2 committees.
- Every gardener is asked to pitch in on developing and maintaining the community garden. If you are physically able, you may help with simple construction, routine clean-up and planting. If you aren't physically able, we may ask you to help with administrative duties as needed.
- To receive and/or keep an individual bed, you must actively participate by attending general meetings, participate in garden decisions, support garden activities & maintain your plot.

### Committee Notes:

- If a committee gets over-subscribed, active-long-term members will be given preference; you may be asked to select your second or third preference.
- If you choose to be a committee head, you are not required to participate in more than one committee.
- Committees will meet and make plans at the first meeting in Spring 2017. The head of each committee will work with members to set up committee schedules.

### Committee Choices:

Please mark 3 committee choices in order of preference. Descriptions and duties of each committee are listed in the Garden Rules.

Committee	1st	2nd	3rd	Chair
Compost				
Maintenance / Repairs (Min. 10) (NO SKILLS NEEDED)				
Tree Pits / Sidewalk				
Water Barrel Filling / Cistern - all members are asked to help				
Communal Flower Beds (Circle your preference: East / West				
Finance				filled
Garbage Control				
Herb Garden (Max. 12)				
Lawn Mowing / Trimming / Weeding / Seeding				
Membership Coordinator				filled
Monitor Coordinator				filled
Rose Arbor				
Special Events: Flea Markets, Holiday/Kids Events, Music, Theater				
Steering Committee				
Snow Removal (Min. 5 People)				

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Stop Here! When submitting your application, you just need to send the first 2 pages. Please consider the environment before printing the rest.

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**GET FAMILIAR...WITH THE WAY THE GARDEN WORKS**

As a new or past member you have the responsibility to become familiar with this information:

1. GARDEN MONITORING OPEN HOURS.

*GreenThumb and NYC Department of Parks and Recreation mandate that community gardens host open hours during the growing period.*

**Members are required to monitor two Open Garden periods every season** (3-hour shift each time). Failure of a member to attend their monitoring hours puts our *GreenThumb* support in jeopardy and may lead the member to loss of his/her garden membership. Please contact the head of the Monitoring Committee to sign up for your shifts. Keep your obligatory shifts in a visible spot or check the monitor schedule posted on the sheds. If you find out you are unable to honor your three-hour monitoring shift, **you are responsible to find another gardener to fulfill your duty** and alert the monitoring committee of the change beforehand. (Monitoring hours are now supervised by SC members.)

2. COMMUNITY GARDEN WORKDAYS ARE SCHEDULED ONCE A MONTH.

All members are expected to attend. If you cannot attend, you must contact the Steering Committee for work assignments. **During drought periods, all gardeners are expected to help water communal beds.**

3. INDIVIDUAL BEDS.

Individual beds (aka plots) are assigned by the Steering Committee as they become available and are awarded depending on the gardener's active participation in workdays and on committee projects as well as seniority, also based on the waiting list order. Returning members must work their beds before May 31st to retain their plots. For upgrades (4'x8') or for new beds (4'x4'), all members, new and old, must ask to be put on a waiting list.

Remember 📍 Plots are numbered.

Maps showing bed assignments will be posted on each shed and will also be distributed at the first general meeting. All beds that have not been worked on by the June meeting will be re-assigned. If you cannot tend your bed for some reason, you must let the Steering Committee know. New and past members are assigned 4'x4' beds, as available; additional space may be assigned, if available. Only the Steering Committee can assign beds. No member is allowed to assign, expand or create a new bed on his/her own. Members are required to keep clean (weeded) their assigned bed and its surrounding area.

4. COMMITTEES.

Members ARE REQUIRED to participate in 2 committees (sign up on the application, mark your 3 choices). Please note if you are willing to head a committee. Committee heads only need to be on one committee, but are encouraged to join others. At the beginning of the season, get your committee assignments and contact the committee head to find out your duties. Committee membership should be proactive and communal; if something needs to be done, get others to join in and do it.

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## RULES AND REGULATIONS

**Governance:** The garden will be governed by a Steering Committee of five to nine members who are elected annually. One will function as treasurer. Major garden decisions influencing the layout, design, planning and programming of the garden will be decided by the membership as a whole by simple majority. The Steering Committee will settle small disputes, call and conduct meetings, and oversee the allotment of individual plots.

**GreenThumb:** The *GreenThumb* coordinator and alternate will be elected annually.

**Committee Membership:** As a member you must participate actively in two garden committees, in addition to working in your own bed. A brief description outlines the primary duties of each committee. ***Each committee may have a chair or chairs elected by the committee's members on an annual basis. Where no volunteer chair exists, the steering committee may appoint one from within the committee by May 1<sup>st</sup> of the current year.***

### Cistern

- Maintain cistern
- Investigate other possible "green" systems that capture rain run-off from nearby buildings.

### Communal Flower Beds

- Plant, water and weed communal beds in East and West gardens.

### Compost

- Maintain composting system and instruct members regarding acceptable practices.

### Finance

- Create a budget for the garden

### Garbage Control

- Bag all garbage and put out for pick up on appropriate days

### Herb Garden

- Plant, water and weed herb the garden

### Inventory & Supply

- Maintain inventory of garden supplies
- Coordinate with other committees to streamline buying and/or maintenance of equipment

### Lawn Maintenance

- Mow lawns on a weekly basis during the growing season; reseed as necessary
- Weed and water lawns as necessary

### Maintenance/repairs

- Repair and maintain beds frames and outbuildings in garden

### Membership Coordinators

- Process membership forms and collate and distribute membership lists to committee heads
- Stock sheds with garden applications and help recruit new members
- Along with steering committee, welcome new members
- Alert steering committee to any potential problems/concerns

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Monitor Coordinator

- Organize and oversee monitoring hours and reminders
- Post monthly schedule in gardens
- Check to see that members are honoring their monitoring hours.

Rose Arbor

- Prune, feed, and water rose garden in West Garden.

Special Events

- Plan, publicize and coordinate public events in the garden including flea markets, children's events, holiday parties and music performances. We encourage members to volunteer on a "per event" basis.

Tree Pits & Sidewalk

- Plant and maintain tree pits and front of garden, regularly clearing away all trash that accumulates in the pits and along the fences;
- Oversee the completion and installation of tree guards. Water Barrel Filling
- Fill barrels on an as-needed basis during the growing season;

**Communal Gardens:** Only members assigned to the communal beds may plant or remove plants. Others are encouraged to plant and work, provided they contact the Communal Gardens Committee heads. **In times of drought, ALL MEMBERS will be asked to help water the lawns and communal gardens.**

**Monthly meetings / workdays:** Members are required to attend meetings / workdays held from March until November. If members cannot attend they must contact the Steering Committee for individual projects. Members who don't attend workdays, or who don't make alternate work plans with committee members, will be asked to give up their beds.

**Children/minors:** All children under 16 must be accompanied by adults while in the garden. Parents are responsible for the actions in the garden of all minors under 18. ***Children will not be permitted in garden areas where power tools are in use.***

**Pets:** Leashed dogs and other pets, accompanied by their owners, will be permitted as long as they are neither destructive to property nor hostile to the garden community. The Steering Committee may restrict specific animals whose owners don't comply with these rules.

**Events in the Garden:** Special community events will be permitted in the garden with the consent of the Steering Committee when scheduled in advance.

**Barbecuing:** After using the barbecue grill, members are responsible for cleaning the patio area, removing all garbage, thoroughly cleaning all grills and disposing any ash and leftover briquettes before noon on the following day.

**IMPORTANT**

Sounds level during events, including barbecuing, MUST be kept to a decent, (non disturbing) volume out of respect to fellow residents.

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**Drinking:** Alcohol and/or disorderly conduct are PROHIBITED in the garden.

**Theft:** Members are not permitted to pick from or weed individual beds assigned to other members. Unauthorized picking, pruning, or weeding in another member's bed may result in immediate loss of membership privileges.

**Pesticide** use is not permitted in individual or communal garden areas. Organic methods are encouraged.

**Expenditures:** Garden purchases under \$200 require advance permission by the Steering Committee. Purchases of \$200 or more require a membership vote and approval. Receipts are required in either case and need to be presented to the Treasurer.

**GOOD GARDENING STANDARDS**  
(AKA THREE STRIKES, YOU'RE OUT POLICY)

This system is similar to the driver's license policy: You accumulate points against you for breaking garden rules. If you accumulate three points, you lose your garden membership for one full year and must reapply. You will be penalized one point for each of the following infractions:

- Missing your monitoring hours.
- Missing more than 3 workdays. (This doesn't apply if you're completing workday projects on alternate days. If you cannot attend on the exact date Steering Committee must be notified)
- Not actively attending your committee meetings or fulfilling your committee assignments.
- Interfering with any communal bed without explicit permission, unless it is your assigned area. This includes planting, transplanting, removing plants, pruning plants, redrawing borders or any other tampering.
- Violation of any other garden rule as stated in the Fact Sheet/Rules and Regulations.

*Planting, weeding, harvesting from, or otherwise tampering with, other member's beds without their explicit permission may lead to an immediate revocation of membership for one year.*

*Thank you,  
The Steering Committee*