The Learning Garden owes its existence to our volunteers, and we welcome those who offer their talents, skills and time to foster stewardship of our garden and its programs. The following policies, developed by the garden steering committee, provide overall guidance, structure and procedures to volunteers. The Learning Garden reserves the right to amend policies at any time.

1. **Volunteer Structure:** There are several levels of volunteers in our garden.

   a. **Newbies:** Volunteers new to the garden need to be trained in tool usage, garden rules, and work under close supervision of a Project Supervisor or Garden Master. They do not have keys to the garden.

   b. **Volunteers:** Volunteers have finished training, signed off on the policies and can work independently on the project they have been assigned, while still under the direction of the Project Supervisor or Garden Master. They do not have keys.

   c. **Project Supervisor:** These volunteers are involved in the development of a project and have taken the responsibility to create and maintain the project. They work under the Garden Master. They may be assigned keys to the garden.

   d. **Garden Master** is responsible for the coordination and integration of projects and volunteers. The Garden Master is responsible for keys and key allocation.

2. **Safety and Welfare of Volunteers:**

   Of paramount importance is the safety and welfare of our volunteers. A first aid kit is to be on hand at all times, as well as access to telephone in case of emergency. Common sense standards will be outlined prior to the performance of the tasks. Appropriate shoes and dress are recommended. Any defective or damaged tools or equipment should be reported to the Garden Master immediately.

   The Learning Garden is not responsible for lost or stolen property. Please be mindful of where you put your belongings.
3. **Record Keeping:**

Volunteers are to sign in and out when they are at the garden, as well as note what they worked on. The sign in sheet clipboard will be available on the Garden Master's office door. This is important for insurance coverage and school policy. The Learning Garden cannot be responsible unless proper measures are followed.

Volunteers are encouraged to register as a LAUSD volunteer at https://volunteerapp.lausd.net/AppProcess/. If you will be working with students, it is mandatory that you go through this volunteer process, and tb testing.

4. **Training:**

All volunteers must attend a Volunteer Orientation that takes place once a month. The training will include an overview and tour of the garden, safety training, and emergency paperwork for TLG to have on file in case of emergency.

5. **Drug and Alcohol-Free Environment:**

The Learning Garden is housed on the property of LAUSD and follows their rules. A volunteer may not use, possess, sell or be under the influence of alcohol or illegal drugs. In addition, smoking is prohibited in the garden.

6. **Conduct:**

Volunteers are expected to follow rules of conduct that protect the interest and safety of all volunteers and the garden. Inappropriate conduct will result in loss of volunteer status and entry to the garden. This can include but is not limited to:

   a. Theft of any TLG or LAUSD property
   b. Alcohol/drug use on campus
   c. Creating disturbance on premises; endangering others
   d. Disrespectful conduct to other volunteers or supervisors
GARDEN RULES

1. **Hours of operations:** The garden is open to the public Wednesdays thru Fridays from 3-5, and Saturdays and Sundays from 10-5. Project managers who have submitted LAUSD volunteer applications can access the garden to maintain gardens and work with students at times the garden is closed.

2. **Keys:** Keys will only be assigned to Project Supervisors who need access to the garden to develop and maintain their projects. Anyone assigned a key must sign the agreement and understand how to open and lock up the garden. Keys should not be shared with others. See: Key Agreement in Appendices

3. **Sign In:** All volunteers must sign in and out at the Sign-In Book.

4. **Events, classes, and meetings:** All activities must be approved and calendared by the Bi-Weekly Steering Committee. This also includes changes and uses of the garden itself.

5. **Fundraisers:** Fundraisers and events in the garden must be in line with the garden’s mission and purpose and be for the benefit of the garden. Any sales of products during fundraisers should give a minimum of 25% of the income back to the garden.

6. **Garden materials:** The Learning Garden is an organic garden and does not use pesticides, (even organic), Miracle Grow, or the like.