



## COMMUNITY SERVICE - VOLUNTEER TASK LIST

Plot #s: \_\_\_\_\_

### A MINIMUM OF 6 CCG VOLUNTEER HOURS IS REQUIRED PER YEAR

**2 of those service hours must be obtained by participation in a garden workday.**

**The other 4 may be met through various tasks as listed below.**

USE THIS LIST TO HELP THE CCG COORDINATE VOLUNTEER HOURS -- CHECK THE BOX NEXT TO TASKS WHERE YOU HAVE INTEREST OR SKILLS.

**Understand that while the BOD will try to have you work in your area of interest, there is no guarantee we will be able to do so.**

<b>Print Name:</b>		<b>Phone Number:</b>	
		<b>Email:</b>	
<b>Maintenance at the Garden</b>		<b>CCG Activities</b>	
<p><b>Serve as Maintenance Chairperson-</b> Coordinate general garden upkeep with the assistance of CCG members. Sits on the CCG Board.</p>		<p><b>Membership Sign-ups</b> - Renewals in January. Help conduct new member sign-ups &amp; orientations as needed.</p>	
<p><b>Serve as Asst. Maintenance Chairperson-</b> Assist Maintenance Chair. May sit on the CCG Board, but is not required.</p>		<p><b>Serve on Special Event Committee-</b> for example: garden potluck/dinner, or other similar gathering.</p>	
<p><b>Garden Work Day(s)-</b> Board will set days/times for garden members to carry out specific needed tasks.</p>		<p><b>Volunteer Coordinator</b> - By phone or email assist the BOD in organizing members achieve their volunteer hours.</p>	
<p><b>Flower Beds</b> - Keep watered, weeded, &amp; plants renewed.</p>		<p><b>CCG Website</b> - Coordinate/assist with maintaining/updating Do you have experience in this area, please circle:   yes   no</p>	
<p><b>Maintain Wheelbarrows</b> - Repair handles, wheels, etc</p>		<p><b>Publish Garden Newsletter</b> – once a quarter. <u>Must be able to use MS Publisher software</u></p>	
<p><b>General Maintenance</b> - Carry out specific garden tasks as needed. Such as: trim/prune fence line, compost pile maintenance, trash brigade team, weeding, tool maintenance, painting, general cleaning, etc.</p>		<p><b>Serve as Compliance Officer</b> - Walk the garden 2 x a month reviewing plots for any non-compliance issues. Submit non-compliance notices as needed per rules. May sit on the CCG Board, but not required.</p>	
<p><b>List Any Maintenance Skills</b> - that may contribute to the CCG. Try to be specific – examples: Plumbing/ repair water leaks, carpentry, etc.</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p><b>Computer Skills</b> - <u>please specify program abilities: Mac or PC.</u> Ex: Quick books, MS Publisher, Excel, Power Point, or others.</p> <p>_____</p> <p>_____</p> <p>_____</p>	
		<b>CCG Education</b>	
<p><b>BOD Advisor:</b> serves/assists on the Board in various duties &amp; decision making.</p>		<p><b>Give a Demonstration or Teach a Class-</b> On gardening or related topics either at CCG Education Seminar or in the garden.</p>	
<b>CCG – Board of Directors</b>			
<p style="text-align: center;"><b>Serve as a CCG Board member.</b></p> <p style="text-align: center;"><b>General Duties:</b></p> <p><b>Pres.:</b> chairs BOD, helps set BOD agenda, appoints chairs.  <b>Vice Pres.:</b> assists Pres. Produces annual activity report.  <b>Secretary:</b> takes BOD minutes, manages email, assists Pres., communications, helps set BOD agenda.  <b>Treasurer:</b> oversees &amp; reports budget, remits dues &amp; payments, submits 501(c)(3) reports as required.  <b>Committee Chairperson:</b> duties as defined by BOD.  <b>Advisor:</b> assists BOD in various duties &amp; decision making.</p> <p><i>NOTE: Members who volunteer to sit as one of the CCG's elected Board members shall be given up to a \$50 credit towards membership fees each year that they serve.</i></p>			

**To avoid membership termination, the minimum 6 hours of service must be completed by July 15th.**

**New members who sign up after April 1st have 90 days to complete community service hours.**

**Only verified hours reported within 2 weeks will be credited!**