



**KCFARM
SCHOOL
AT GIBBS ROAD**

Volunteer Orientation Handbook

Vision

The center of its community, the farm generates an inspiring environment transforming the individual and society through community-wide, multi-generational, participatory, and collaborative food projects while it provides vocational training, job opportunities, healing and fun.

Mission

KC Farm School at Gibbs Road empowers individuals through on-farm, hands-on experiences and vocational education connecting them to land and soil, food, themselves and their communities.

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has." – Margaret Mead

#onfarmhandson

Who We Are

KC Farm School at Gibbs Road was formed in November 2018 as a nonprofit corporation intent on empowering people to connect to the land and soil, their food, themselves and each other while also providing them with local, organic, affordable food, sovereignty and education.

In 2019 we grew 5384 pounds of food on only $\frac{3}{4}$ of an acre in production. The food was distributed through our CSA program of 18 members, through our on-farm market stand, barter agreements and through donations to local organizations. We hosted 3 transplant sales and gave a portion of the sales income to local community groups. We implemented job skills training programs for local youth with developmental disabilities, young adults aging out of the foster care system, PK-12th grade youth and for agriculture student interns. We developed workshops for the community, reworked part of our land to give it back to nature (the South 50) and took care of our soil through regenerative agriculture techniques. We tracked over 8000 hours of volunteer work in 2019.

In 2020, we modified our programming and reach due to the global pandemic. We shifted our sales to virtual formats, developed a summer farm camp that is part virtual/part on-farm volunteerism, and developed more educational opportunities through our YouTube channel and other media channels. We grew our CSA to 50 members, put more land into production for food, diversified our crops and shifted our food outreach model to a Pay-What-You're-Able format. We shared our abundance of transplants with the community through donations to schools, through Farm Camp and through a new program, Let's Grow Wyandotte! in which we also provide virtual bi-weekly garden support chats and community engagement opportunities.

So far in 2021, we have retained and expanded our Pay-What-You're-Able model to all of our programming and retained our virtual sales to better meet the needs of our neighbors. We've added new educational opportunities including Ag Explorers for the 4-8 year old crowd and are developing a more robust agriculture apprenticeship training program to solidify the agriculture career pipeline in our community.

Imagine what we can do next with your support!

Volunteers- Thank you for your time, energy and talent. Together, we create tomorrows better than today.

Volunteer Roles

*Note: Your volunteer role will depend upon the season, farm needs and your unique talents. If you are placed in a role that you are uncomfortable with or see a need that you can address, please let us know!

- Farmers
 - Work with our farm crew to grow food!
 - Weeding, planting, harvesting or watering in the field
 - Greenhouse work
 - Market and CSA readiness
- Committee Members
 - Join a committee!
 - Education
 - Develop K-12 on-farm field trips tied to ed standards and educational experiences for adult farm visitors
 - Fund Development
 - Grant-writing
 - Donations and sponsorships
 - Fundraising events
 - Events
 - Plan the fun and fundraising activities!
 - Eco Team
 - Develop processes, infrastructure and energy options that are sustainable and minimize our ecological footprint
 - Diversity, Equity & Inclusion
 - Further our mission through increased equity and inclusion efforts
 - Create actionable plans to increase representation and diversity within the organization
 - Have a different idea for a committee? Let us know!
- Builders
 - Seek materials, bring some tools and fix up the farm!
 - Needs: Plumbers, electricians, painters, landscapers, carpenters, handy-people of all types!

“Everybody can be great. Because anybody can serve. You don’t have to have a college degree to serve. You don’t have to make your subject and your verb agree to serve. You don’t have to know the second theory of thermodynamics in physics to serve. You only need a heart full of grace. A soul generated by love.”

– Martin Luther King, Jr.

Volunteer Rights & Responsibilities:

RIGHTS:

1. To work in a healthy and safe environment that is working towards creating a more sustainable future.
2. To be accepted on-farm with equal opportunity and in accordance with anti-discrimination laws.
3. To be given truthful information about KC Farm School at Gibbs Road.
4. To be provided with appropriate training and support.
5. To have your personal information held in confidence.

RESPONSIBILITIES:

1. **ACCEPTANCE:** KC Farm School at Gibbs Road warmly welcomes all who want to serve on-farm, hands-on to create a more food secure community that is connected to the land, their food and each other. In order to achieve that goal, we must all work together with an eye to the future. Volunteers are expected to treat every living thing they encounter on-farm with respect and without bias to age, race, ethnicity, ability or history. Unlawful, disrespectful, abusive, aggressive and/or destructive language or behavior will not be tolerated. Be kind to all.
2. **ORIENTATION:** All KC Farm School at Gibbs Road volunteers must attend an orientation session and complete a volunteer waiver before volunteering on-farm.
3. **DRESS CODE:** Volunteers need to dress for the farm and the weather. T-Shirts, long pants, light-weight, long sleeved shirts, closed toed shoes and a hat are recommended attire. Avoid wearing dangling or exposed jewelry or false fingernails.
4. **RECORDS:** Volunteers must sign in and out each day that they volunteer and complete the post-volunteer survey. These records can be found in the farmhouse on a QR code.
5. **WORKSITE:** Volunteers must follow all directions given by farm staff to ensure safe and effective work flow. Tools should only be used in the manner in which they were directed to ensure personal safety and the safety of others. Please do not enter the shed unless expressly directed to by farm staff. Volunteers should clean up their areas upon the completion of a task. If you do not remember, please ask! Questions are better than accidents!
6. **HAND-WASHING:** To abide by food safety and general cleanliness practices, please wash your hands with soap and warm water for 20 seconds on the following occasions:
 - prior to starting work
 - after visiting the toilet
 - after using a tissue or handkerchief
 - after removing work gloves

- after handling contaminated material (especially bodily fluids, animal feces, etc.)
- after eating
- after breaks
- after using our cell phone
- in any event in which hands may potentially carry a contaminant
- before handling produce

Antibacterial hand gel can not be substituted for a soap and water wash after using the restroom, eating, smoking and before handling any farm produce.

7. CARRY-INS: Feel free to bring food and drink to eat while you are volunteering but please place your waste in the appropriately marked container in the farmhouse or carry it out with you. Leave no trace. Please don't eat produce growing in the field unless authorized to do so by a farmer.
8. COMFORT: A restroom, cooling station, potable water and a first-aid kit are available in the farmhouse. Although it is healthy to push yourself, please take breaks as needed while volunteering.
9. BREAKS: Eating, drinking (liquids other than water), smoking, chewing tobacco or gum is permitted in designated break areas only and prohibited in production fields. Lunch breaks may be taken in the farm office kitchen/meeting room or outside away from the production fields.
10. SMOKING: Smoking is not permitted on KC Farm School at Gibbs Road's properties.
11. CHEMICALS: Pesticides and herbicides are not allowed on-farm.
12. VOICE: Your voice is important and integral to our work and our future. Ask for support when you need it. Direct any issues to the farm staff. If you feel that your strengths are not being used properly please discuss this with farm staff. Volunteering is a way to build your skills, network and support your community. Give yourself some recognition and let that voice be heard!
13. HEADPHONES: Feel free to use headphones if you're working alone but if you are working with a partner, please be engaged.
14. MEDICAL NEEDS: Please disclose all medical needs and an emergency contact on your volunteer waiver form. If you experience an illness or injury while volunteering, please notify your host who will take appropriate action. If you are experiencing a life-threatening emergency while volunteering, we will call 911 and implement any necessary first aid.
15. WEATHER: Dress for the weather. We will notify you in advance of your volunteer time if the weather will prohibit work. Typically we will not cancel because there is always work to do in the greenhouse. We do have a serious weather plan in place. Please check our Facebook page and website for updates.
16. DRUGS/ALCOHOL: We ask that you do not volunteer while under the influence and that you do not bring illicit items or alcohol on-farm. Further, we

request that you refrain from discussion about drugs or alcohol on-farm as there are always youth around.

17. LIABILITY: Volunteers assume full liability and risk for their volunteer activities. KC Farm School carries general liability insurance but you are encouraged to consult with your own insurance agent regarding extending your personal insurance to include community volunteer work.
18. RECOGNITION: An annual volunteer recognition event will be held to highlight and reward you for your efforts. Please know that we thank you every single day for your work. Thank you!
19. BACKGROUND CHECK: If you are volunteering to work directly with youth or when organized youth activities are occurring on-farm, you must prove that you have successfully completed a Kansas background check within the last year. The cost is \$30 and the form can be found [here](#).
20. REPRESENTATION OF AGENCY: Volunteers are not authorized to make statements on behalf of or take action as a representative of KC Farm School at Gibbs Road unless expressly authorized to do so by the Executive Director or Board of Members.
21. VOLUNTEER DISMISSAL: Every effort will be made to retain volunteers but we can not tolerate theft, refusal to perform volunteer tasks safely and as directed, volunteers who violate our acceptance/diversity policy, volunteers who show up under the influence of drugs or alcohol or volunteers who intentionally create conflict on the farm. Please don't do those things! If you do, we will ask that you refrain from volunteering at KC Farm School at Gibbs Road.

"Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in." — Unknown

Visitor Health and Hygiene Policy

1. If you are ill, please come back another day to visit us. If you have diarrhea, jaundice, fever, sore throat, or are vomiting, you will not be allowed to enter the farm or packinghouse.
2. Please remove all jewelry and place it in a pocket. If this is not possible, let your host know so an alternative safe storage spot can be provided. It is okay to wear a plain ring that does not contain a stone or jewel.
3. Please wash your hands at the beginning of your visit as well as after using the restroom, eating or using your phone.
4. Eating is permitted only in designated areas. If you have any questions about the location of these areas, please ask your host.
5. Smoking is not permitted on the premises.

6. If you are ill or injured, tell your host immediately. Please let your host know if bodily fluids have come in contact with any surfaces or fresh produce.
7. Pets are only allowed in specific areas of the farm. To reduce food safety risks, service animal access may be limited in areas where fresh fruit and vegetable production, handling, or packing occurs.

Please complete the digital Volunteer Release of Liability Form which can be found by [clicking here](#) or at the QR code:

QR code help:

iPhone users: Use your camera to scan the QR code and access the form.

Android users: Use a QR scanning app or complete the paper form on the next page.

Once in the form, check “First Time Volunteer” to complete the form.



If you would like to print and complete the waiver, please see the next page.



KC Farm School at Gibbs Road Volunteer Liability Release Form

In consideration of my desire to serve as a volunteer at KC Farm School at Gibbs Road, I hereby assume all responsibility for any and all risk of property damage or bodily injury that I may sustain while participating in any voluntary activity of any nature, including the use of equipment and facilities of KC Farm School at Gibbs Road.

Further, I, for myself and my heirs, executors, administrators and assigns, hereby release, waive and discharge KC Farm School at Gibbs Road and its officers, directors, employees, agents and volunteers of and from any and all claims which I or my heirs, administrators and assigns ever may have against any of the above for, on account of, by reason of or arising in connection with such volunteer relief efforts or my participation therein, and hereby waive all such claims, demands and causes of action.

Further, I expressly agree that this release, waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Kansas, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I currently have no known physical or mental condition that would impair my capability for full participation as intended or expected of me. Further, I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Additionally, I allow photography of me and my likeness to be taken and to be used for purposes related and to promote KC Farm School at Gibbs Road including social media, print media, newsletter correspondence and the like.

Signature: _____
Print Name: _____ Date _____
Email Address: _____
Emergency Contact Name: _____
Phone Number: _____
Medical Conditions we need to be aware of? _____

If the volunteer is under 18, then this form must be signed by a parent or legal guardian:

Name of minor volunteer _____
Parent/Guardian Signature: _____
Print Name _____ Date: _____
Contact Phone Number: _____
Email Address: _____
Medical Conditions we need to be aware of? _____