

UNIVERSITY OF KANSAS STUDENT FARM APPLICATION 2014 SEASON

GENERAL INFORMATION, RULES & REGULATIONS

This document states general information and the rules and regulations that participants in the KU Student Farm are required to agree to in order to receive access to a personal garden plot. It also serves as clarification of the working relationship between the KU Native Medicinal Plant Research Program, the Kansas Biological Survey, the Ecumenical Christian Ministries and the KU Student Farm.

MISSION STATEMENT:

- To provide students, faculty and staff the space and opportunity to learn about, experience and experiment with growing their own food and engaging in civic agriculture
- To inspire participants and the community to support local food systems;
- To encourage a connection with the earth and an appreciation of where food comes from

I. GENERAL INFORMATION

The KU Student Farm is an educational garden space where students, faculty and staff members can grow their own food and learn about gardening. This plot of land is roughly 10,000-square-foot and was provided for the use of the student farm by the KU Native Medicinal Plant Research Program through the Kansas Biological Survey. The Native Medicinal Plant Research Program's medicinal garden, where the student farm is situated, is owned by KU Endowment and serves as an addition to the KU Field Station. It is located just north of Lawrence, at 1865 E. 1600 Road, next to the Lawrence Municipal Airport and Prairie Moon Waldorf School.

The KU Student Farm will be managed and overseen by a group of KU Student Farm officers. The permission given to work this land entails certain responsibilities to the Native Medicinal Plant Research Program, the Kansas Biological Survey and the University of Kansas as a whole. These responsibilities include:

- keeping the student farm area neat and maintained;
- taking care not to disturb or damage any plants/produce inside or outside of the student farm area;
- maintaining tools borrowed from the medicinal garden by appropriate use,

cleaning and storage; and

- abiding by the rules and regulations in this document

II. WHO MAY GARDEN

The KU Student Farm plots are available to KU students, faculty and staff members. Anyone is allowed to help and volunteer with the student farm, but individual plots must be registered under the name of a KU student, faculty or staff member. Individuals registered to a plot hold responsibility for that plot. **Community Garden Sponsorship Program:** For students, faculty, and staff who participate at other local community gardens. Your membership in the student farm gains you access to the greenhouse, seeds, transplants, and a GrowVeg garden planner subscription. The community garden you select to participate in has access to the garden planner as well. There is no cost to be a member participating at another community garden.

III. ORGANIC PRACTICES

KU Student Farm participants are required to follow organic gardening principles and practices, including the use of organic fertilizers, pesticides, and fungicides. Participants should consult with student farm officers about specific products.

IV. COMPOSTING, TOOLS & EQUIPMENT

1. **Composting System:** KU Student Farm must dispose of weeds and plant materials in designated compost areas per the protocols established. Members should plan on tending the compost bins at various times of the year. This includes watering and turning the material and or picking up coffee grounds from The Roasterie on campus. A yearly Composting 101 is a mandatory workshop created to communicate the activities surrounding our bins. Roxy McGee is overseeing the system and can be used as a resource. We work closely with the Native Medicinal Research Program staff and the Kansas Biological Survey Field Station staff to ensure all safety measures are established. Please do not bring materials or food scraps without prior permission. Contact us at kufarming@gmail.com for more information. Protocols are currently being established for the 2015 season.
 - a. **Composting 101 workshop:** The K-State Extension will host a Composting 101 workshop for us in 2015. Roxy McGee, one of our community advisors, is overseeing the progress and management of our composting system. We require that all members attend this workshop as we all must work together to produce rich compost for our gardens. If you are unable to attend we will schedule a time to meet with you and discuss protocols related to our composting system.
2. **Shed:** The farm has a shed that belongs to the Kansas Biological Survey. We are given

access to store larger items such as our mower, trimmer, and other miscellaneous items. If you are needed to utilize items in the shed please attend weekly workdays or contact an officer.

3. **Toolbox:** The Student Farm maintains a large toolbox at the west side of the shed that stores our tools. All members are given access to the toolbox code. Please be kind to equipment and tools. If you are unsure how to use a tool please contact us. All tools should be put away and the toolbox locked before leaving the premises.

V. PLOTS

The student officers and members and/or community advisors will assist in answering your gardening-related questions. We encourage everyone to attend all the local gardening events in Lawrence. We will do our best to advertise events to our members through email and our social media sites.

Garden plots are 4 x 16 feet with 3-foot walkways in-between. Participants may grow only annual crops in their individual plots, barring special permission. Space may be set aside for perennial crops and fruit trees. Once an individual has registered a plot(s), turned in a signed application, and paid the suggested donation, they may begin planting at any time during the fall, spring, or summer semesters. The farm toolbox code and the online garden planner log-in will be provided to you via email.

1. Farm Rules:

- Please do not leave bicycles, vehicles, or tools at the farm unattended
- Pets are not allowed at the farm
- Only KBS staff and KU Student Farm officers are allowed access to the shed code
- Make sure the toolbox is locked prior to leaving
- Make sure water is turned off prior to leaving
- Keep your personal tools with you. If you want to leave them in our toolbox please have them marked and labelled with your name. We are not responsible if your personal items are lost, stolen, broken, or inadvertently used by others.
- If you find that something needs tending to at the farm, contact officers via email at kufarming@gmail.com. If something is requiring immediate attention please call or text an officer directly.

VI. SUGGESTED DONATION & DEPOSIT FOR INDIVIDUAL PLOTS

There will be a \$30 suggested donation for the use of a plot during any or all of the growing season in a single calendar year. And \$20 is considered a refundable deposit. The remaining \$10 will be retained to contribute to the cost of water and/or other maintenance/project costs during the growing season. This deposit is intended to ensure an element of accountability. The deposit will be returned when officers receive the registered participant's notification that the plot has been cleared and prepped and an exit evaluation has been completed. No eligible member is turned away for a lack of funds as per our responsibility as a KU sanctioned student organization. For those participating consecutive seasons you only pay \$10/year/plot as the deposit is rolled over every year.

***Note:** If you would like to donate your deposit you can ask that it go towards our **Education Fund** or to covering costs for those unable to pay the requested donation.

***Notes:** As of 2015, we limit new gardeners (0-1yrs experience) to 1 plot (4x16sq.ft) and/or participation in the community garden.

We ask that plots be maintained by friends, family, or fellow students when you are unable. Everyone will be provided a list of members' names and contact information for the purpose of communicating with them to coordinate watering and weeding in the event you are unable to attend to your garden for an extended period of time. Officers also will be available to help maintain plots upon request, if necessary. A severely neglected plot may be tilled under; officers will make two attempts to reach the gardener using the contact information on the registration form before this step is taken. If there is no response, we will assume that the plot has been abandoned and the deposit forfeited. The same rule applies for abandoning plants in the greenhouse. If plants are left unattended in the greenhouse and contact with officers is non-existent, we reserve the right to keep your deposit.

Community Gardens:

1. **Farm Community Garden:** The farm maintains a 1,000 sq. ft. community garden. They meet 2-3 times/week. The suggested donation is \$15/year which is non-refundable.
2. **The Lawrence Community Garden Project:** The manager of LCGP reserves the right to charge participants. Our role is to communicate to our members the opportunity to participate with this community garden. You will retain membership with the farm which provides you access to the greenhouse, seeds, and the online garden planner. You are asked to be on the events committee to help organize workdays at LCGP. The 2015 fee is \$25.00. You can pay us directly and we will get the money to the LCGP manager or you can pay them directly. This partnership is a part of our Community Garden Sponsorship Program.

VII. WORKDAYS & MEMBERS MEETINGS

The farm hosts a number of events and potluck throughout the year. The frequency of these events

depends on the schedules of volunteers, coordinators, and guest speakers. During general workdays, gardeners may use the tools and equipment of the Native Medicinal Plant Research Garden, located in the shed. You may tend to your garden anytime you choose but we encourage everyone to attend workdays as it provides you access to the shed and time to meet and socialize with other members.

1. **General workdays:** occur twice/week. At least one officer will be present at all workdays to ensure access to the shed.
2. **Farm workdays:** generally occur on Saturday or Sunday and are meant to address the general upkeep and maintenance of farm equipment, compost areas, and other farm tasks. We try to have 2 farm workdays/year and need all members to attend. Most years, these workdays are scheduled to coincide with the spring and fall tour hosted by the Native Medicinal Research Program. We traditionally have a speaker and potluck after the workday. These are fun and popular workdays as many volunteers come out to help and to socialize!
3. **Membership meetings:** Some potluck/events will be scheduled as membership meetings, 2-3 times/year. At these meetings, we will have time to discuss as a group the direction of the organization and to garner input on our initiatives and general management of the farm. A portion of time may be allocated to committees meeting together to discuss their goals and tasks. A chair from the committee will be asked to present to the general membership at the end of the meeting.

VIII. OFFICERS

If you are a KU student interested in becoming an officer please email us or speak with a current officer. Those interested are encouraged to attend meetings. New officers are given a generous period of time to consider their positions and responsibilities. Currently seeking an events coordinator and greenhouse manager for the 2015-2016 school year.

VIII. COMMITTEES

We have a number of committees that require the energy and creativity of our members to be successful. We request that all members sign-up for a committee. This cooperative model is designed so that all members contribute to the management of the organization and to the maintenance of the farm. The sustainability and greenhouse committees will be prioritized, as they are crucial to our mission. The greenhouse committee is vital to our outreach efforts in the community. **Note*** All members are expected to contribute 8-10 hours to committees/season.

- **FARM SUSTAINABILITY COMMITTEE:** Work with the farm maintenance officer to manage equipment and tools at the farm. Tasks may include: shed organization, tool sharpening, hose cart management (changing tires etc.), and compost tasks. Many of these

tasks can be accomplished at our workdays. The committee will also help organize composting tasks/activities. This committee is loosely organized and relies on a task list located in the farm toolbox. You can pick tasks to complete or add tasks to the list. You can initial and add the date of when a task was completed to let others know.

- ***NOTE:** All members, regardless of your committee, works to maintain, improve, and expand our compost system.
- **GREENHOUSE COMMITTEE:** There is more and more need to have folks help us regularly in the greenhouse. In late winter we start plants in the greenhouse for our members and the community. Last year we donated almost 300 plants to area gardens like the Boys & Girls Club Pizza Garden, Healthy Sprouts, The Lawrence Community Shelter, and the new South Middle School garden. In order for us to grow healthy, organic plants we need help. This committee also works to source, donate, and organize our seed supply. We have regular work days on Sundays and often during the week. Please consider donating your time or joining this important committee! Committee works typically starts in February and runs through April
- **MEDIA/PUBLIC RELATIONS COMMITTEE:** We need someone to help us with social media platforms, doing fun things like posting on Facebook, blogging on our website, posting pictures, helping us figure out what Twitter is, plus many more fun and exciting tasks. We would love for our media outreach and fliers to be a platform for your artwork and creative designs! We have Facebook, Instagram, and Twitter accounts. We also need ongoing work done on our Wordpress website. Committee members will work with the events coordinator to facilitate the promotion of all farm events/activities.
- **EVENTS COMMITTEE:** Work with the events coordinator to identify area events to promote to our membership. Tasks will also include coming early to help set up events, locating speakers for workshops/demonstrations, and tabling on campus or at community events. **ONGOING YEARLY EVENTS:** 1. VEGGIE LUNCH: Our group has committed to regularly cooking Veggie Lunch 2-3 times/semester at the ECM. Veggie Lunch is a weekly, all-volunteer run, vegetarian lunch program of the ECM. We need folks to help plan, prepare and cook the meals on Wednesday nights. Lunch is served the next day. 2. YEARLY FUNDRAISING EVENTS: We've had successful fundraising event with Chipotle the last 3 years. We sell plants and seed jewelry at the Kaw Valley Seed Fair and at the Earth Day Celebration in South Park. 3. OTHERS: Composting 101, Gardening 101, July Full Moon Potluck, and two farm workdays/year.
- **THE ROASTERIE TEAM:** The team coordinates the pick-up and drop-off of coffee grounds from Wescoe Beach and Burge Union to the farm or the Lawrence Community Garden Project on 9th & Miss. Grounds must be dumped into compost bins and the buckets rinsed and returned to coffee shops.

X. PROGRAMMING/INITIATIVES

THE SERVICE LEARNING INITIATIVE is an initiative to engage with service learning in civic agriculture by seeking opportunities to connect student volunteers with farmers, community gardens, k-12 garden programs, and charitable organizations. Volunteering can be considered service learning and can assist students in attaining their Certification of Service Learning (CSL) from KU. The CSL appears on your transcript and shows the University's recognition of your achievements.

COMMUNITY GARDEN SPONSORSHIP PROGRAM is dedicated to connecting and supporting KU members at local community gardens. We seek to be one piece in building a solid infrastructure for our community of gardeners. We believe that working with others helps us learn and grow more as a community. We are currently seeking out partnerships with area community gardens so we can serve as a resource in recruitment efforts, seed purchases, and co-coordination of educational workshops. Please email us if you coordinate a community garden and have interest in partnering (kufarming@gmail.com).

EDUCATIONAL FUND: this fund was created to help students access regional conferences, workshops, and educational events concerning sustainability. Student members can apply to use no more than \$25.00 to assist them in attending these events. The student must demonstrate that they attended and are asked to post while at the event using our social media site, write a small blog, and present at a potluck about what they learned. Students have access to funds once/semester. Funds are provided via donations, fundraising, and forfeited deposits.

XI. LIABILITY

KU Student Farm participants assume all risk to themselves and their property associated with the use of any of the facilities, tools, etc. at the medicinal garden, student farm, and/or the LCGP location. The KU Student Farm, the Native Medicinal Plant Research Program, the Kansas Biological Survey, Mr. Joe Mandacino (owner of LCGP location), the University of Kansas, and the KU Endowment Association assume no such responsibility.

XIII. STATEMENT OF AGREEMENT

By signing this document, I acknowledge that I have reviewed the rules and regulations of the KU Student Farm and agree to abide by them for the duration of my participation and accept the potential loss of my personal plot if I choose not to follow them. I understand that these rules are subject to change as circumstances dictate. I agree that to the best of my ability I will attend the yearly Composting 101 workshop, the two scheduled farm workdays, member meetings, and contribute my 8-10 hrs/season to committee work.

I also agree to assume all risk to myself and my property associated with the use of any of the facilities, tools, etc. at the medicinal garden, student farm, and/or the LCGP location. The KU Student Farm, the Native Medicinal Plant Research Program, the Kansas Biological Survey, Mr. Joe Mandacina, the University of Kansas and the KU Endowment Association assume no such responsibility.

NAME:	DATE:
OFFICER:	DATE: