

# Spring Registration

*Rev 11/08/05*

- Hold a meeting for all gardeners. The Coordinator(s) should lead this meeting and allow time for each of the committees to give reports.
  - Encourage gardeners to put on name tags. Start out with introductions of Garden Volunteers and all gardeners.
  - Explain how the garden works and ask for volunteers for any open positions.
  - Announce a Last Planting Date, a time when all gardeners need to have planted their plots. (After that date, plots should be checked by the Monitoring Committee, and any that are not being used should be reassigned by the Registrar.)
  - Announce dates for Opening Day, any other workdays, Closing Workday in the fall, and social events or workshops through the season.
  - Hear committee reports and announcements from Treasurer, Registrar, Monitors, etc.
  - Distribute a Welcome Packet with info about the garden.
- Gardeners fill out registration forms & pay plot fees.
- Distribute free seeds! CAC will supply these, 10 packs per gardener.
- Interpreters will be needed at many gardens. CAC can arrange for them to come. Approximately 3 weeks notice is needed to arrange for interpreters.

## **Materials needed:**

- Name tags
- Receipt book
- Cash box with change
- Registration forms
- Fee charts
- Snacks or a potluck are a nice addition to Spring Registration
- Welcome Packets

After Spring Registration, the Registrar should make up a map of the garden with plots marked for each person. The map should be given to the volunteers who will be leading Opening Day, who will use it to measure out and label each plot. Then the map should be posted on the garden bulletin board, so that each gardener can easily find their plot.