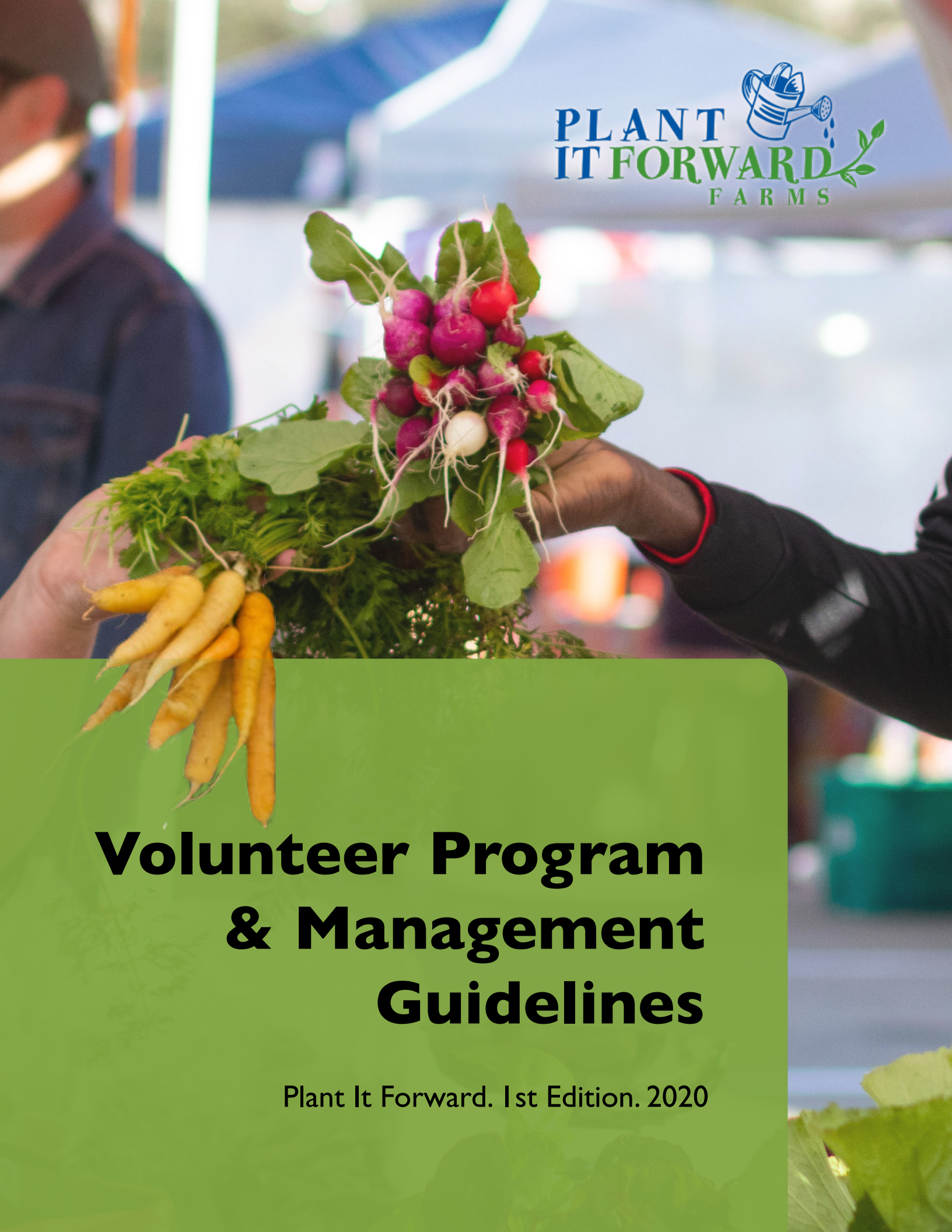




Volunteer Program & Management Guidelines

Plant It Forward. 1st Edition. 2020

Plant It Forward (PIF) is Houston's largest network of urban farms. We work with independent, professional farmers who are New Americans. We distribute fresh produce throughout our community via weekly Farm Shares, Farmers Markets, and chef & wholesale customers. Since our founding in 2011, we have trained over 30 farmers and currently work with a network of 14 farmers.



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Acknowledgement

Introduction

About Plant It Forward

Founded in 2011 as a non-profit organization, **Plant It Forward (PIF)** operates Houston's largest network of urban farms. It works with independent, professional farmers who are New Americans. PIF provides **targeted services to farm businesses** operating within the PIF network, including **access to land, agricultural and business mentorship, fair markets, sales opportunities and customer base.**

Till today, it has trained over 30 farmers to maintain their **independent small agriculture businesses** in Houston. Meanwhile, it has been promoting **fresh produce distribution** throughout the community via weekly Farm Shares, Farmers' Markets, chef and

wholesale customers. Notably, the Farm Shares attracts over 480 weekly subscriptions. **All of the farmers within the network earn a living wage,** and the highest performing farmers are selling over \$40,000 of produce annually.

Currently, PIF is working with a network of 14 farmers, carefully crafting to meet their needs and facilitate their business growth. **It believes that when farm businesses excel, communities thrive.**



Introduction

Program Founder's Notes

Dear Staffs of Plant It Forward,

My name is N'deye and I am the Americorps VISTA serving in the community engagement and volunteer management role. This manual is for Plant It Forward use to facilitate the management of volunteers and a guide to running the program.

During my year as a VISTA my V.A.D was to build a robust volunteer program and facilitate community Engagement efforts. This guide will highlight different volunteer opportunities offered by Plant It Forward and protocols related to the opportunities.

N'deye Diakite,
Volunteer and Outreach Program,
Plant It Forward,
2020

When working with volunteers, the focus should always be on retention, with every plan, details and protocols we design. We have to ask and answer these questions:

-- How will we retain the volunteers that we're about to recruit or that we have recruited?
-- How do we keep them engaged and do our volunteer opportunities align with both organizational needs and community need?

The training overview and the protocols will answer these questions and guide you in the future.



Acknowledgement

Many Thanks to the Alliance for Multicultural Services Americorps program, Plant It Forward staff and network Farmers, Interns and Volunteers for their contribution, support, assistance, kindness and patience as I design the Robust Volunteer program that we have today.

A very special thank-you to Joyce Yuqi Liu in assisting the editing and designing this digital booklet of the Volunteer Program. I appreciate the wonderful person that you are and I am forever grateful for your time, effort and creativity.



**We believe that
when farm businesses excel,
communities thrive.**