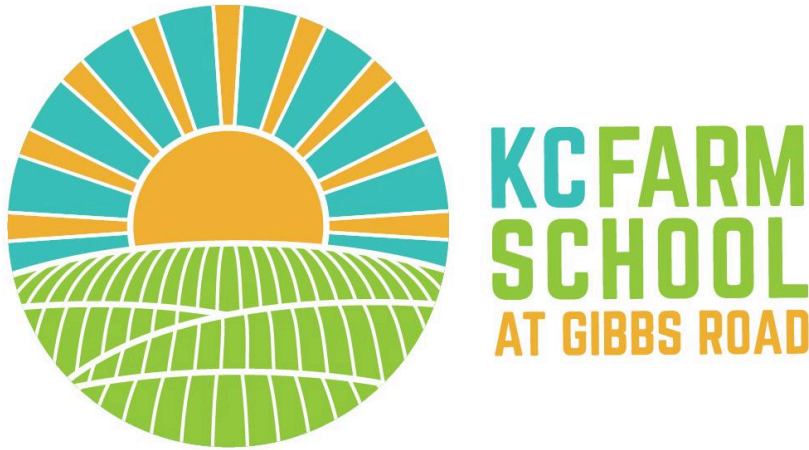




Volunteer Handbook

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 of all ages, ancestries, and abilities through on-farm, hands-on experiences and vocational education connecting them to the land and soil, food, community, and opportunity.

"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

Volunteer Opportunities

*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, seeding, potting-on, plant-care
 - Market and CSA readiness
- Committee Members
 - Join a committee!
 - Education
 - Strengthen the educational opportunities we provide with community involvement
 - Fund Development
 - Grant-writing
 - Donations and sponsorship seeking
 - Fundraising events
 - Events
 - Plan the fun and fundraising activities!
 - Eco-Team/Common Ground
 - Develop processes, infrastructure and energy options that are sustainable and minimize our ecological footprint
 - Help grow Common Ground farm
 - 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.
4. To be provided with appropriate training and support.
5. To have your personal information held in confidence.

RESPONSIBILITIES:

1. ACCEPTANCE: KC Farm School 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. DRESS CODE: Volunteers need to dress for the farm and the weather. T-Shirts, long pants, light-weight, long sleeved shirts and a hat are recommended attire. Avoid wearing dangling or exposed jewelry or false fingernails.
 - a. Closed-toe shoes are required for everyone on-farm.
3. RECORDS: Volunteers must sign in each day that they volunteer using the QR code found in the farmhouse QR code or emailed to you when signing up via the website.
4. 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!
5. 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:
 - o prior to starting work
 - o after visiting the toilet
 - o after using a tissue or handkerchief
 - o after removing work gloves
 - o after handling contaminated material (especially bodily fluids, animal feces, etc.)
 - o 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.

6. 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.
7. 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.
8. 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.
9. SMOKING: Smoking is not permitted on KC Farm School properties.
10. CHEMICALS: Pesticides and herbicides are not allowed on-farm.
11. 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!
12. MEDICAL NEEDS: 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.
13. 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. You can also reach out to volunteer@kcfarmschool.org or call our office phone at 913-966-7578 if you have any questions about volunteering shifts.
14. 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.
15. 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.

16. 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!
17. 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](#).
18. REPRESENTATION OF AGENCY: Volunteers are not authorized to make statements on behalf of or take action as a representative of KC Farm School unless expressly authorized to do so by the Executive Director or Board of Directors.
19. 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.

"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.
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](#).

Note: The link above is the check-in form we use for on-farm visitors. You can fill it out in advance of your visit which will streamline the day of process.

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

RELEASE OF LIABILITY

In consideration of my desire to serve as a volunteer or engage in programming at The Farm School at Gibbs Road, doing business as 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 or my participating children. 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 to promoting KC Farm School at Gibbs Road including social media, print media, newsletter correspondence and the like.

If the participant is under 18 years of age, this liability waiver is to be acknowledged by their adult parent or guardian.

WARNING

Under Kansas law, there is no liability for an injury or death of a participant in a registered agritourism activity conducted at this registered agritourism location if such injury or death results from the inherent risks of such agritourism activity. Inherent risks of agritourism activities include, but shall not be limited to, the potential of you as a participant to act in a negligent manner that may contribute to your injury or death and the potential of another participant to act in a negligent manner that may contribute to your injury or death. You are assuming the risk of participating in this registered agritourism activity.

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? _____