

HARBOR GARDEN VOLUNTEER GUIDE

PURPOSE

Harbor Garden is a fictional neighborhood planting project. This guide explains how volunteers prepare a work area, record completed tasks, and leave the site ready for the next group.

The garden opens for scheduled volunteer sessions only. A session leader assigns each task before work begins and confirms that shared tools are returned before anyone leaves.

ARRIVAL

Meet the session leader at the blue gate at 9:00 a.m. Write your first name on the attendance sheet and collect a pair of clean gloves. If you arrive late, check in before starting a task.

Place bags on the marked shelf so paths remain clear. Keep drinking water nearby, and tell the leader if you need a break or a different task.

TOOL CHECK

Count the tools listed on the sign-out card. Check handles for cracks and set aside anything damaged. The leader, not the volunteer, decides whether a tool can be used.

WORK SESSION

Work in the area named on the task card. Remove weeds by the root, shake loose soil back into the bed, and put plant waste in the green bin. Do not move labels or change the planting plan.

Water slowly at the base of each plant. Stop when the soil is damp one finger deep. Report leaks, blocked paths, or damaged plants to the session leader.

CLOSEOUT

Brush soil from each tool, return it to the numbered rack, and update the sign-out card. The leader checks the count against the arrival record.

Before leaving, write a short note about completed work and any issue the next group should know. Keep the note factual and include the bed number when relevant.

CONTACT

Questions about a session go to the fictional Harbor Garden coordinator at garden@example.org. This address is sample data for the demonstration only.