

## ***Backyard Harvest Party Instructions***

1. **Property Owner Hello:** Arrive 15 minutes early and let the property owner know that you are there. Ask for a bin in which to place damaged or downed fruit. Answer any questions and attend to any other issues that need to be resolved with the property owner.
2. **E-Coli Threat:** To minimize the threat of E-Coli contamination from animal feces, clear the ground beneath the trees if the property owner hasn't already done so, and dispose of any produce that is on the ground when you arrive. We cannot donate fruit that has fallen to the ground.
3. **Bee Stings:** If there is a bee sting during the harvest, ask if the person is allergic. If so, or if the person is otherwise having trouble breathing or experiencing another significant reaction, call 911.
4. **Check-in:** As pickers arrive, ask them if they have signed up for the harvest online and checked off the waivers.
  - **IF YES:** their name should appear on the roster. Place a check mark in the space next to their name. If they have children with them, enter the number of children in that space.
  - **IF NO:** their name will not appear on the roster. They must complete a "Temporary Picker Registration and Release from Liability Form" before they can pick. It does not matter if they say that they are already registered as pickers. If their name is not on the roster, they must complete the form. Verify that they have completed the form, initial it, and keep them together with the roster.
4. **Orientation:** Once all of the pickers have checked in and completed any necessary paperwork, give them the orientation as outlined in the **Harvest Party Orientation**. ***If ladders are being used, make certain that you go over ladder safety in detail.***
5. **Supervise:** Actively monitor the harvest party by keeping an eye out for safe use of ladders, adequate supervision of children, protection of landowner's property and reasonable quality of produce picked. Make a note of any problems encountered and any individuals of concern on the Post-Harvest Summary.
6. **Weigh Produce:** As people finish picking, weigh and record their produce and help them divide it into two roughly equal portions, setting one portion aside for the food pantry or meal prep site. When all produce has been weighed, add up the total and enter it on the first line of the Food Donation form. Enter half of the total (the estimated donation amount) under the "Recipient Agency" section of the Food Donation form. Fill in the remainder of the form, except for the recipient signature.
7. **Clean Up:** Toward the end of the harvest party, you and your co-leader can enlist others in helping with clean-up activities. For example, a picker who has finished sorting/weighing his fruit can be asked to help others weigh their fruit. Ask others to help you clean up the site as needed by discarding any produce that remains on the ground. When everyone has left, let the property owner know when you are done and ready to leave. ***Thank the property owner for their generous donation and let them know how much was picked. Encourage the pickers to remember to thank the property owner too.***
8. **Deliver Produce:** Bring the produce to the local food pantry or meal prep site that you have arranged to receive it. Have them sign the recipient section of the Food Donation form.
9. **Deliver Forms:** Complete the Post-Harvest Summary, and deliver or mail along with the roster, Food Donation form, and any Temporary Picker Registration and Release from Liability forms to the Database Manager.