

Farm Harvest Party Instructions

1. **Property Owner Hello:** Arrive 30 minutes early and let the property owner know that you are there. Answer any questions and attend to any other issues that need to be resolved with the property owner.
2. **Set-up:** Together with your Farm Harvest team, set up the Salem Harvest directional signs, line stakes, and intake table according to the Farm Harvest Party Planning Form that was completed at the site scouting visit for this property.
3. **Harvest Assistants:** The list of pickers who have signed up to serve as Harvest Assistants is included on the roster. They have been instructed to arrive early and check in with you.
 - Determine the number of Harvest Assistants that you will need for parking direction, check-in, registration of unregistered pickers and check-out.
 - Assign them as needed to a 30-minute shift.
 - Review with them the Harvest Assistant Tasks and be sure that they understand their role. Supervise them throughout the harvest party, ensuring that they are following procedures. Make sure that they invite pickers to write a thank-you note to the property owner.
 - They are free to pick before and/or after their shift.
4. **Orientation:** As pickers arrive and checked in, give them the orientation in groups as outlined in the **Harvest Party Orientation**. Be sure to provide them with information specific to the property and answer any questions they may have. Let them know when they should stop picking and come back to divide their harvest. ***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 the property and reasonable quality of produce picked. Make a note of any problems encountered and any individuals of concern on the Post-Harvest Summary. 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.
6. **Clean Up:** Toward the end of the harvest party, you and your co-leader(s) should enlist Harvest Assistants in helping with clean-up activities.
 - Scan the property and ask all pickers to finish harvesting and make their way to the check-out area. ***Invite them to write a thank-you note to the property owner on their way out.***
 - Assist with the dividing of fruit and loading of boxes onto pallets or into the truck, collection of signs, stakes and ropes, loading of ladders and the packing of the Farm Harvest tote.
 - Confirm the plan for Marion Polk Food Share to pick up the donated produce.
 - Complete the Post-Harvest Summary and put together with all of the rosters and any Temporary Picker Registration and Release from Liability forms.
 - 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.
7. **Deliver Forms:** Deliver or mail the Post-Harvest Summary, roster and any Temporary Picker Registration and Release from Liability forms to the Database Manager.