



## Garden Leadership Committee Toolkit

# Member registration

### Overview

In the pre-season, collect member registration information including contact information and garden plot requests.

**Time commitment: March – May**

### Keys to success

- Be intentional when deciding what information is really needed from gardeners to participate.
- Tailor times to collect returning gardener registrations and new gardener signups.

Member registration varies from a friendly phone call to full-length forms with demographic questions.

When developing your registration procedure, strategically choose questions and information that will be helpful for the entire season.

### Collecting registration information

- Can happen as early as the fall for the next growing season, especially for no-till gardens, and as late as spring at a garden orientation meeting.
- Consider having registration available when you already have gardeners' attention at events.
- Ask gardeners what plot they want and why! Their specific information will help with plot assignment and lets them share their needs.

- Provide clear expectations and consequences for not registering by a specific time (ex., Returning gardeners must respond by April 15th or plot will be reassigned).
- Maintain a waitlist to encourage early signups, which can be helpful during pre-season planning.

### Diversity

Garden Project prioritizes diversity and food-growing gardens. There are many ways to consider diversity including (but not limited to!) these federally-protected classes:

- Race
- Religion
- National origin
- Color
- Familial status
- Sex
- Disability

Your registration form is a good place to share the garden's values and state a commitment to diversity.

Additionally, registration can include a question asking about any accommodations a gardener might need like:

- Tools with foam grips
- A plot closer to water or pathways
- Language translation

### **Technology, language or literacy barriers**

If gardeners face barriers like the above that you are unsure how to address, contact Garden Project for assistance.

### **Communication tips**

- Include garden guidelines and expectations with registration information.
- Develop an active, inclusive membership by communicating additional requirements at registration such as committee service, work days, meetings and events.
- Be consistent with expectations throughout the whole year and uphold garden guidelines. As necessary, remind gardeners of the guidelines they agreed to at registration.

### **Additional documents**

- [Sample Garden Project registration form](#)
- [Menomonie Community Garden registration form](#)

### **Further reading**

- [Marion Polk Food Share \(Salem, OR\) community garden plot rental agreement](#)
- [Greenville Trailside \(Greenville, MI\) community garden registration](#)
- [Duke Farms \(West Hillsborough Township, NC\) 2024 community garden plot rentals registration](#)
- *How to Be an Antiracist* by Ibram X. Kendi