

Clinton Community Garden
P.O. Box 232 Radio City Station, New York, NY 10101

Greetings Gardeners!

February 2025

It's time to renew your plot. Please mail or email the enclosed Plot Renewal Form by **Friday, February 21 2025**. Failure to send this in will result in your plot being reassigned.

IMPORTANT NOTICES:

1. **We need new committee members** and encourage the members of the garden to stand in the upcoming election. We are looking to our new gardeners to join us and provide a fresh perspective to the committee.

If you wish to stand in the upcoming election, please send an email with a short bio and a photo to clintongarden@gmail.com by **Tuesday, February 18, 2025 at 5:00 pm**.

2. This year, we will hold our Annual Committee Meeting on **Tuesday, March 5, 2025, at 7:00 pm** at the Fountain House (located at 425 W. 47th Street) or over Zoom.

3. We will present the John Carney Volunteer of the Year award, elect new Steering Committee members, and open up the floor to gardeners' questions and input. If you would like to nominate a garden member for the John Carney Volunteer of the Year award, please submit them to clintongarden@gmail.com with the John Carney Award in the subject line. All submissions must be made by **5:00 pm on Tuesday, February 18, 2025**.

4. The garden committee has noticed, in this past year, many members have not completed their volunteer hours. Please note: we will be monitoring this closely and members are required to complete **10 hours each year**. If you have not logged hours please submit them by **5:00 pm on Monday, February 24, 2025**. <https://clintongarden.org/>

Don't forget that May 1 is the deadline for breaking ground in your plot!

Here's to spring and great gardening,
CCG Steering Committee 😊

Providing green sanctuary and soil to till in the heart of Hell's Kitchen for over 40 years.....

2025 CLINTON COMMUNITY GARDEN PLOT RENEWAL AGREEMENT

ALL forms must be POSTMARKED BY Friday, February 21, 2025. To return your renewal form:

MAIL: Clinton Community Garden, PO Box 232 Radio City Station, New York, NY 10101

EMAIL/SCAN: (NO PHONE PHOTOS) to clintongarden@gmail.com; put "PLOT RENEWAL" in subject

Name(s): _____ Plot #: _____ (the # on your envelope)

Address: _____ Zip: _____

Home Phone: _____ Mobile: _____

Preferred E-mail: _____ (please print clearly)

Please refer to the "List of Volunteer Garden Duties" sheet and enter your top three volunteer job choices for 2025 below

PLEASE ONLY PUT JOB NUMBERS (1-12) HERE

1st) _____ 2nd) _____ 3rd) _____ Specify any skills for items 11 or 12 ONLY _____

CHECK ALL THAT APPLY:

- YES, I will Renew and Garden my plot for 2025**
- NO, I will not renew my plot**
- Sublet:** I want to **give up my plot for one year**; after which time, I will return to garden my plot in 2026. I understand that I may sublet my plot **for one year every seven years**, per Item 8 on the enclosed Back Garden Rules. If I do not return to garden my plot the following year, I understand that I **forfeit my plot, and my plot will subsequently be reassigned.**
- 2025 Swap List:** I want to be placed on the Back Gardener 2025 Swap List so that I have the opportunity to move to one of the available new plots when notified by the Steering Committee. Please note that the Swap List is good only for the current gardening season, and the Steering Committee will create the 2025 Swap List order based upon date/time of receipt of this form (Please see reverse for Swap List Rules).
- YES, I have read and will abide by the PLOT-HOLDERS AGREEMENT and BACKGARDEN RULES, and I understand and will fulfill the annual Volunteer Hours Requirement.**
- Please consider sending the Clinton Community Garden a voluntary contribution. Help us reach our goal of \$2000.00 ahead of the 2025 Garden Season Opening! I have enclosed a voluntary, tax-deductible contribution of \$ _____ payable to the Clinton Community Garden.**

Signature

Date

MUST BE POSTMARKED OR EMAILED NO LATER THAN FRIDAY, FEBRUARY 21, 2025

Clinton Community Garden Plot Swap List Rules

The "plot swap" option on your Plot Renewal Form gives you the opportunity to move plots to one of the available new plots that may come available in the new season. If you wish to swap your plot with a plot that may become available in the new season, please indicate your interest on the 2025 Plot Renewal Form.

Please note:

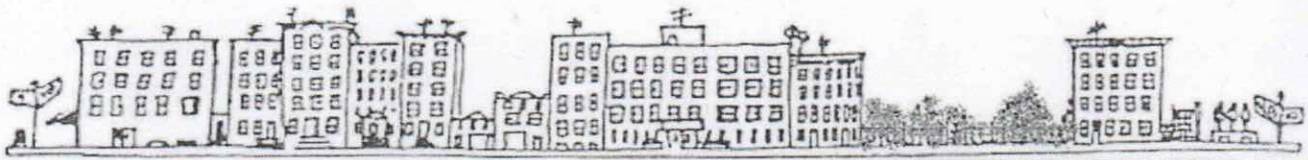
1. The Swap List order is based on the date/time the swap requests are received by the Steering Committee each season (for that season only). A plot available for swapping will be offered for perusal to the next person on the 2025 Swap List.
2. Each person on the Swap List will get **one day** from the day they are shown all the available swap plots to decide whether you take an offered plot (and which of the offered plots you wish to take, if there are multiple on offer) or keep your current plot. **No exceptions!**
3. The Swap List is valid for the current gardening season only. **The Swap List is not carried over from year to year; you MUST apply afresh in a new Season.**
4. You will be notified by the Steering Committee by email/phone with any available plots once all the Plot Renewals are received. **If you do notrespond/cannot be reached within 2 days, we will advance to the next person on the Swap List.**
5. Gardeners who submit their Plot Renewal Forms after the Due Date will NOT be eligible for the Swap List.

Please note: Only after all on the Swap List are notified and have swapped/remaind in their original plots can the people on the Clinton Community Garden Plot Wait List be notified of available plots.



Date

Signature



Clinton Community Garden PO Box 232 Radio City Station, New York, NY 10101

CCG Steering Committee

The CCG Steering Committee meets once a month, to discuss the smooth running of our garden. The committee is comprised of 9-13 members, who are voted in at the Annual committee meeting in March each year. The bylaws (found in clintongarden.org) include details on term limits.

Structure and Responsibilities:

The committee has four officers each of whom are check signees as well. The fifth position is a newly proposed role to ensure more effective communication for all gardeners.

1. **Chair or Co-Chair:** The Chair and or Co-Chair is responsible for the smooth running of monthly meetings, organizing the annual calendar of events, and working with the other officers to ensure all sub committees are running well and tasks being taken care of correctly.
2. **Treasurer:** The Treasurer is responsible for keeping track of garden finances including income and expenses, maintenance of our non-profit status, monthly reports to the committee, and an annual report at the March meeting.
3. **Volunteer Coordinator:** is in charge of all the sub committees and the volunteer list and helps pair and match the right members with the committees they are interested in. They also maintain the members log of the required annual 10 hours of volunteer work.
4. **Secretary:** is responsible for taking down monthly minutes at the committee meetings and keeping a record of it online.
5. **Communications officer:** * New Proposed Role* Communications officer shall be responsible for managing and facilitating communication between the Steering Committee and the general membership.

Members of the committee are expected to attend monthly meetings, and vote on relevant initiatives. Meetings are held during the first week of each month, from 7:30 pm to 8:30 pm. The next meeting will be either at The Fountain House (located at 425 W. 47th Street) or over Zoom.

If you are interested in joining the committee for the 2025 season, stand for election at the upcoming meeting in March 2025. Please submit a short bio and a photograph by mail at the address on the letterhead or by email to clintongarden@gmail.com. If emailing, please put *Steering Committee Election* in your subject line.

Kindly submit your interest by Tuesday, February 18, 2025..

Back Gardeners Volunteer Job List

1. Garbage & Recycling

This job requires showing up regardless of weather, within reason of course, to empty the bins that are full, tie the bags, take them to the curb near the garden entrance and replace new bags in the bins; If bins are only part way filled they can be left as they are. Each committee member is scheduled one day per week from April through October. A reduced team is scheduled for the winter months.

2. Composting

Team members may choose one of these compost areas to work on or can work on both.

1. **Food-Scrap Composting Team:** This team is composed of back gardeners and is a year-round commitment. Food-Scrap composters must have a composting lesson before starting to compost their food scraps. On their own schedules, team members deposit their food scraps into the appropriate bin and also maintain the bins, which requires turning and layering of bin ingredients. Some composting tasks, such as turning the bins and lifting materials, can be labor intensive. The resulting compost is for all the community gardeners to use. However, to insure good-quality compost, only trained Compost Team members may deposit food scraps in the bins.
2. **Garden Debris Composting Team:** The Garden Debris Composting system is the place where all gardeners put gardening refuse from back and front gardens and the lawn. This team works year-round. Team members must have a composting lesson before beginning to work on the garden debris compost. This work is labor intensive and involves separating garden debris in the intake bin, cutting, chopping, and breaking it into smaller pieces, and turning the bins. Once trained, team members commit to work at least twice a month during the growing season. The resulting compost is for all community gardeners to share.

3. Sidewalk Sweeping

This is a year round opportunity to put in volunteer hours. Volunteers sweep from the west side to the east side of the sidewalk outside the garden throughout the year. Volunteers sign up to a schedule choosing a day they wish to work which then must be observed. Trash is disposed of in the appropriate bins by the garden entrance gate. Leaves are put in compost bins next to the back shed. Brooms and other sweeping tools are in the garden shed. Members of this committee are not responsible for shovelling or removing snow.

4. Snow Removal Crew

Can you shovel at the drop of a flake? Do you watch the weather and enjoy adverse conditions? Then you may be Snow Crew material! Members of the team can be called at any hour, day or night to shovel snow and break up ice from the sidewalk and garden paths.

5. Lawn Committee

The Lawn Committee works on seasonal lawn projects throughout the year: seeding, watering, weeding, fertilizing (with compost), mowing, raking fall leaves, and removing litter from the lawn. The Leaders of the Lawn Committee will send out emails as projects come up. Some projects can be done independently on a volunteer's own schedule while others will be done as a group. Weeding and sweeping of the garden's paths is also part of the Lawn Committee's work.

6. Events

Working garden events such as the 9th Ave. Food Festival, the 4th of July Picnic, by helping with the set-up, take-down, decorating, tidying up, and food serving; chaperoning approved private events such as weddings, brick memorials, and other get togethers; interfacing with the public about the Garden at events/celebrations/fundraisers. This job is mainly from April through October

7. Hosting

Hosting at the garden takes place on Saturdays and Sundays when the front gate is open to the general public between April and October. The purpose of the hosting is to monitor the garden to ensure that visitors are following the garden's rules - no drinking, smoking, dogs in the garden etc. Be prepared to answer questions the visitors might have. The garden is open for ten hours each day but due to lack of volunteers we try to schedule hosts for the busiest hours of the day, which are from 2pm to 6pm. We offer 2-hour shifts: 2 pm - 4 pm and 4pm - 6pm. One host per shift only who must stay in the Front Garden. Hosting is based strictly on a pre-approved schedule. If you have difficulties with commitments, can't be on time and stick to the schedule -- hosting is not for you. Hosting does not require any strenuous work, so being punctual and responsible are the only requirements for this job. If you are new to the team, the Hosting team leader will meet you for a quick introduction and orientation.

8. Padlocking (Front Gate):

This team is responsible for unlocking the CCG's padlock on the front gate every morning and for locking it every evening (365 days of the year!). According to NYC Parks ruling the padlock should be unlocked at Sunrise and locked at Sunset. A weekly schedule is set up with volunteers choosing 2-3 unlocking or locking up shifts on the day or days they are available to work and can choose morning, or evening or both. Volunteers also do a walk-about in the Front and Back Gardens before the evening padlocking to ensure no one gets locked in.

9. Shed Maintenance

Clean and straighten up both the locked and unlocked sections of the tool shed and adjacent area on a monthly basis, or as needed. Team sees to the maintenance and inventory of tools and supplies, and performs special organizing projects. Work takes place year-round, weather permitting.

10. Clerical

Assist with mailings, letter folding, envelope stuffing, data-entry and liaising with the website manager. Knowledge of word-processing, spreadsheet management and social media maintenance abilities are very helpful. It is a year round job.

11. Maintenance and Special Projects

General repair work which includes refinishing, cleaning, repairing garden equipment and fixtures (benches hoses etc). Also needed are people who are proficient in plumbing, carpentry, electricity and tree-trimming.

12. Steering Committee

The Steering Committee is composed of 9 - 13 dedicated CCG members who oversee the maintenance and organization of the garden, and vote on all matters that arise fiscal and otherwise. Meetings are held at 7.30 - 9.00pm on the first Tuesday of every month. The Steering Committee ensures deadlines are met for grant applications and liaises with Green Acre and the NYC Parks Dept. It organizes the CCG's presence at the 9th Ave food Festival, the July 4th picnic, and is in charge of selling garden keys and the honey sales.

If you are interested you need to put forth your name for election during the Annual General CCG meeting held in March and send in a bio with your CCG renewal form citing how you would be an asset to the committee. Please include any relevant skills that you have. Being a member of the Steering Committee takes care of the mandated 10 hours of volunteer work.