

## HAYWOOD GLEANERS GLEAN MANAGER CHECKLIST 2015

DATE:

PRODUCE GLEANED:

GLEAN MANAGER:

- \_\_\_ Prior to glean, receive distribution plan (rotating basis) from Distribution Coordinator
- \_\_\_ Prior to glean, receive transportation plan from Transportation liaison
- \_\_\_ Recruit a helper who can concentrate on helping you manage all glean aspects
- \_\_\_ Arrive at glean site ONE HOUR before the stated glean start time with your helper
- \_\_\_ Bring: Glean Manager packet, two clipboards with pens attached, First Aid kits
- \_\_\_ Determine parking plan allowing for late comers, early departers, and field worker's truck access
- \_\_\_ Determine location for gleaners to pick up empty pails and drop off filled pails
- \_\_\_ Determine staging location for filled boxes awaiting transport to each Recipient
- \_\_\_ Direct parking, greet/thank all volunteers, have all volunteers sign in, and complete Liability Waiver if they have not already done so in 2015 (including children with parent/guardian signature). If a volunteer is not receiving our communications, also ask them to complete a Member Application.
- \_\_\_ Instruct gleaners as to what constitutes acceptable produce to pick, where in the field to pick, where to pick up empty pails and to place filled ones, and that **ALL PICKED PRODUCE GOES INTO PAILS** for accountability purposes (new procedure in 2015)
- \_\_\_ **IMPORTANT:** Weigh the first filled pail. **Record this weight on Glean Report**
- \_\_\_ Keep a careful tally of how many filled pails are then boxed/bagged for each Recipient.
- \_\_\_ As transporters arrive, assure that they sign in and have completed a current Liability Waiver.
- \_\_\_ On Glean Report, record poundage being delivered to each Recipient and by whom
- \_\_\_ Determine end of glean (3-4 hours) and thank everyone who participated.
- \_\_\_ **WITHIN 24 HOURS:** Email all data on Glean Report to Recorder and copy HG Coordinator, Gleaning Coordinator, Distribution Coordinator, and Transportation liaison.
- \_\_\_ Through any member of the HG Core Committee attending the glean, forward completed Liability Waivers and membership applications to Recorder and this Glean Checklist to the Gleaning Coordinator
- \_\_\_ **PAT YOURSELF ON THE BACK FOR A JOB WELL DONE!**

**NOTE:** If a volunteer wants to take home a small amount of produce, they may do so **AFTER** it's been tallied using grocery bags for transport. **Boxes are for Recipient deliveries only.** Gleaners **MAY NOT** "cherry-pick" the best produce for their own use.