

Tillamook County Master Gardener's Association Procedures

2.8

Subject: TILLAMOOK FARMER'S MARKET

Purpose: To describe the tasks for set-up, participation and tear down at the Farmer's Market.

- Task 1** Recruit workers (Apprentices and Hardy Perennials). Two recertified Hardy Perennials need to be present on each shift with the apprentices. Initially, have sign up sheets with the dates at the Master Gardeners' classes. Further recruiting can also be done via email, word of mouth, telephone, and at Board Meetings. Scheduling for each of the three markets is done by that market's chairperson.
- Task 2** Have an orientation meeting with all three markets' chairpersons to train all volunteers, even if they have worked at the Farmers' Markets in the past. Be sure that all volunteers are familiar with current policies and procedures, how to set up the booth, and what the expectations are for public presentation. The chairperson needs to contact volunteers by the Monday before they are scheduled to work as a reminder.
- Task 3** The name of the Master Gardener who will be the TCMGA Market contact person needs to be given to the Farmers' Market Manager.
- Task 4** All Tillamook Farmers' Market set-up materials are located at the Tillamook Mini-Storage at 3510 Third Street, Tillamook, Oregon, unit 44.
- Task 5** Market materials need to be inventoried, replenished and organized after each market. See Task 8 for partial list of information, pamphlets, and brochures that should be included.
- Task 6** One of the morning Hardy Perennials who are scheduled to work should get the key for the storage unit from the Extension Office before the market day. The Farmers' Market Chairperson may be able to sign out a key for the entire season.
- Task 7** The two Hardy Perennials need to arrive at the storage unit by 7:30 am to load equipment and materials for set-up. Ideally, a pickup or SUV would be helpful. The Apprentice would need to go to the Farmers' Market trailer on Laurel Street by 7:45 am, verify the location of MG space assigned and meet the HP there, then help with unloading the equipment.
- Task 8** On the day of the market, materials for the market need to be gathered and transferred from storage:

Adopted 6/5
Revised: 2014, 2015, 2019

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Items stored at Tillamook Farmer's Market Storage:

- Canopy with cover
- Six buckets with four lines
- 2 portable tables
- 4 folding metal chairs
- Food Guides (English and Spanish)
- Information pamphlets/brochures (MG info, composting, OSU internet cards, etc.) These vary, depending on what is available in the office
- Sign up sheet for OSU newsletters/MG Class interest, client contact sheet and the weekly report (there are three different clipboards)
- Orange and black rolling cart with resource books as needed from the MG library, brochures, supplies and plastic bags for samples
- Rubbermaid storage container has the three IPMs and the brochure holder
- Master Gardeners at Work sandwich board;
- "Have Gardening Questions..." banner.

- Ladybug rocks to hold papers down and for donations.
- Cloche - small
- Worm bin
- Spider jar

Task 9 Set-up: Drive vehicle to Farmers' Market site, **unload everything immediately, then one person drives vehicle out of area promptly** and parks. Market area closes to vehicles at 8:30. Everything needs to be ready by 9:00 when the market opens.

- Erect canopy
- Secure corners with buckets (water in) and lines
- Put up signs: "Have Gardening Questions..." banner in back; Sandwich board in front
- Set up one table with contact clipboards, books and IPMs
- Set up other table with pamphlets, handouts, cloche and brochure holder

Task 10 Answer questions from the public and promote the OSU MG program.

- Document all contacts on weekly report clipboard.
- Complete client contact sheets when necessary; to be returned to the office for problem solving
- Promote OSU Newsletter/MG classes

Task 11 The AM morning shift runs from 7:30 to 11:30. The PM afternoon shift is from 11:15 until 2:45. The afternoon shift continues the duties of the morning shift.

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- Task 12** The market concludes at 2:00 pm. All materials need to be dismantled/organized for return to the Tillamook Mini Storage by the afternoon shift.
- Task 13** Return to the MG office on Monday with storage unit key:
- Remove from clipboards - the weekly report, OSU Newsletter/MG classes and any client contact sheets plus samples) and leave in office for Monday volunteers to work on
 - Leave list of pamphlets/brochures that are needed before next market so that they can be replaced.
- Task 14** TCMGA summer activities at the Market are to be tallied and reported to the Extension Office and TCMGA by October 1 of that year.

FARMER'S MARKET SPECIAL TASKS -SALES

- Task 1** Gather items for sale (i.e. cookbooks, plants, rocks, etc.), the cash box, a sales record sheet, and receipt book.
- Task 2** Arrange sales items at the market. When a sale occurs, collect the money, record the sale, give client a receipt.
- Task 3** Before the morning shift leaves, the money in the cash box is counted and verified.
- Task 4** At the conclusion of the market, the money in the cash box is again counted and verified. One worker needs to be responsible for the money and for making arrangements to get it to the Treasurer. Place cash, cash box, and sales log in pre-determined, safe place in MG office for Treasurer to get on Monday
- Task 5** On return to the office, sale items are to be stored appropriately.

Knowledge, Skills, and Abilities

Have good organizational and communication skills.
Have ability to recruit volunteers.
Have some computer skills.
Have access to pickup truck
or SUV.