

THE CSG APPRENTICESHIP HANDBOOK

Objective

The Objective of the Apprenticeship/Internship Programs are for individuals to challenge themselves in the following areas:

- Physical and mental capacities
- Knowledge of principles and techniques in sustainable agriculture
- Relationship with plants and animals
- Ability to function as a team player
- Ability to problem-solve
- Ability to live, work and communicate with others
- Ability to develop good habits

Work Requirements

1. Work Season

The season begins the week of April 1 and ends the week of Thanksgiving.*

*The CSG Internship Program lasts a minimum of 10 weeks anywhere between April 1st and Thanksgiving.

2. Hours

The work hours change somewhat with the available daylight. The work can be very weather dependent and task dependent. For example, if rains are coming and we're harvesting onions we may need to work past 6 o'clock in order to get the onions in. But overall, a daily work schedule will be:

8am-6pm Monday, Wednesday, Thursday

6am-6pm Tuesday and Friday (pick-up days)

9am-1pm Saturday (May thru July)

Breakfast break - Tuesday and Friday beginning mid-May (we try to eat by 9 A.M. and the break is for 15 minutes. The farm supplies muesli for breakfast). On other days, Apprentices and Interns are expected to have breakfast before coming to work.

About Weekends: Throughout the season, apprentices and interns will be on a weekend work rotation. On Saturday and Sunday, generally the apprentices/interns will be feeding and watering the chickens, greenhouse watering, cleaning the Distribution Center, and doing field work for part of Saturday.

Spring into early summer is a very busy time - plants need to get in the ground and field work is a priority. During this time, we all work on Saturdays until 1 pm. When we feel 'caught up', we return to the regular weekend rotation.

The CSG hosts several weekend events (Open House, Harvest Fest etc.) throughout the season, these events usually require all hands on deck for all or part of a Saturday or Sunday.

3. About Lunch

Lunch with everyone- Monday, Wednesday and Thursday

Lunch on your own – Tuesday and Friday

Everyone, including apprentices and interns, take turns cooking lunch on a rotating basis. Our lunches are simple, vegetarian meals. The cook has approximately one and a half hours to prepare lunch. We use veggies from the garden along with grains, pasta, condiments, etc. from the local health food store - Nature's Harvest.

On days when lunch is on your own, you may go home for lunch. These days are good for running day-time errands. We ask that you be mindful of the 1-hour lunch break.

4. Work Log

We recommend that you keep a daily log of what you do each day and the hours you work. This log will benefit you greatly in the future. The records you keep are for you only - it is not something we will ask to review.

5. Order of the Day

Each day will begin with a check-in at 8 A.M. (earlier if starting time is moved up). It's very important to be prompt. This check-in will last 5-10 minutes. There will not be a check-in on pick-up days (Tuesdays and Fridays). We will discuss the order of the day on the day prior (Mondays and Thursdays), or check in with one of the staff members after you are finished with harvest.

6. Monday Morning Meeting

We will begin Mondays with a field walk. This will be a time to determine where attention needs to be put. It will also be an opportunity for discussion regarding weeding, cultivation, planting, etc. After the field walk we will review and organize the week's tasks at the chalkboard in the Garden house. A part of the Monday meeting is dedicated to Community Dynamics. Community Dynamics is a time to voice concerns or issues with the team in a supportive atmosphere. If someone has a larger issue or concern to bring to the group we will schedule another meeting where we can give it more time.

7. Appropriate Apparel

Rain gear

You will need to have a rain jacket with a hood, rain pants, and rain boots. We have catalogs you can order from with rain jackets and pants ranging from \$40 to \$160. Or shop for them online. We recommend Gemplers.com for a wide range of options.

Hats

You will need a comfortable sun hat. We have a collection of hats at the farm that you can use during your time with us. We suggest a wide brimmed hat. Baseball caps are fine but they do not give you as much coverage.

Boots

Since our work involves sharp and often heavy tools, we ask that you wear sturdy, comfortable boots.

Water Bottle

It is important to have a large water bottle, so you can bring water out to the fields with you. An insulated one is best so your water stays cool on hot days.

8. General Policies

During work time cell phone use is restricted to work related phone calls/texts. We ask that you do carry your cell phone with you so we can communicate amongst each other. Cigarette smoking is prohibited during work time.

9. Time Off

Need for time off should be discussed with as much notice as possible. We realize circumstances may arise (e.g. weddings, funerals) that require your presence elsewhere and each circumstance will be addressed on an individual basis. For all the farmers, time missed is usually made up. Holidays (i.e. Memorial Day, 4th of July, Labor Day) come at a busy time in the season, we will assess the work load as the given holiday comes up and attempt to take a half day if possible.

10. Visitors

Visitors are welcome to the Farm. They are encouraged to join us in our regular weekly work schedule. Weekends are your own, but please inform your housemates of weekend visitors.

11. Evaluation

For the first month, one of the staff members will 'check in' with the apprentice once each week. Thereafter, a 'check in' will take place once each month. We see this as an opportunity for feedback for the apprentice and the staff. We all can be challenged in constructive ways.

12. Compensation, etc.

Participants of the Apprenticeship Program will receive a stipend of \$250 each week. Participants of the Internship Program will receive a stipend of \$200 each week. Paychecks are issued every two weeks. Because the stipend will be more than \$600 by the end of the season, state and federal taxes, worker's compensation, and social security will be taken out.

13. Nature of the Work

You can expect to be exposed to and given responsibility in the following areas:

- Seeding into flats in the greenhouse and seeding with walk behind seeders in the field
- Become familiar with different cultivation implements and their uses

- Use of different hoes and when to use them
- Basic understanding of our various irrigation methods
- Planting and transplanting by hand and on the tractor pulled transplanter
- Basics of crop rotation
- Basics of cover-cropping
- Basic understanding of field maps
- Familiarity with record keeping
- Seed saving - collecting, cleaning, and storing
- Take ownership of harvesting a certain crop and learn how to harvest from it over a period of time
- An understanding of the concept of CSA
- How to create a well-rounded share for the members
- Opportunities with outreach, if interested
- Cooking with seasonal vegetables, preservation and root cellaring - Become familiar with the bio-dynamic preparations
- Basic pruning skills
- Insect control
- General maintenance involving tools, fences, greenhouses, etc.

*Some areas of work listed above are not applicable to the Internship Program, as interns may not be present during the time of the year that some of these opportunities are available.

14. Book Study

By October, the work begins to shift. The days get shorter and cooler. At this time we begin a 6 week book study. The apprentices choose a book related to agriculture. We gather together for an hour each week to discuss the readings. This hour is always filled with good conversation and reflection. It's a great wrap-up to the season.

*Participants in the Internship Program may not be involved in the Book Study, this typically takes place near the end of the season, which may not align with an intern's 10 week experience.

15. Farm Visits

We arrange a farm visit during the fall. By this time the apprentices have gained enough experience and perspective to appreciate other farms. The farm visit is usually for half of the day. We go to a farm, work on a task with the farmers, have time for conversation over the tasks, and we end the time with a pot-luck lunch. The farm visit is a great time to network, to discuss different ways of farming, and to form new relationships. It truly benefits all of us.

*Participants in the Internship Program may not be involved in the Farm Visits, this typically takes place near the end of the season, which may not align with an intern's 10 week experience.

Apprenticeship Housing - Living at Chan's

The apprentices and interns live in a big farmhouse willed to the CSG by one of our founding members, Chan Moore. Chan's is a pleasant 10-minute walk to the farm. The house is equipped

with a full kitchen, cookware, dishes, etc. There is a washer and dryer in the basement, and racks for hanging laundry. The bedrooms have beds and furniture, but you must bring your own bedding and towels.

Chan's house is also a community space that may be used in a variety of ways by various interest groups and committees of the CSG. These include the back room, downstairs bathroom, kitchen, dining room and living room. The outside spaces around the house are also considered to be community space. The bedrooms will always be respected as personal space. We ask that the apprentices maintain a consciousness of neatness and cleanliness in common and community spaces.

If an apprentice has ideas and wishes to take initiative and make changes about the house and/or the grounds then he/she must bring their ideas to the staff.

Responsibilities while living at Chan's

- Regular house meetings are recommended to maintain harmony with household chores, visitors and interpersonal relationships.
- Parking for household members is in the barn yard. The front parking spaces are for temporary use by non-household members and for household members when bringing in groceries, etc.
- The front of the house and the front yard should be clear of personal belongings
- Mowing the lawn and weed-whacking are the responsibility of the apprentices. The front yard, backyard and along the fence should be mowed and weed-whacked as needed.
- The purchase of household items such as light bulbs, cleaning supplies, etc. is the responsibility of the apprentices. If there are any questions about these responsibilities, please ask the staff.

A final note about living at Chan's: We all loved Chan. It's important to us that her gift is maintained in a respectful way. How it is kept is a reflection on all of us.