



THE GLEANING PROJECT

of South Central Pennsylvania

A component of South Central Community Action Programs, Inc.

Volunteer Handbook



Our story:



The Gleaning Project is a South Central PA community solution - part of South Central Community Action Programs (SCCAP).

We're taking one problem - perfectly good food otherwise lost on farms and orchards - and using it to solve another problem - hunger and malnutrition in our community.

We believe everyone should have the opportunity and the ability to enjoy nutritious, fresh, local food. We're spreading the joy and healthful benefits of our beautiful region's agricultural abundance.

That's what gleaning is.

We save good food at farms and orchards with large and small groups of volunteers. We run trucks and trailers around the counties to pick up excess food from larger packing houses and farms.

We distribute that fresh produce through a network of hunger-relief organizations that already exist in our area – food pantries, shelters, senior centers, community meals, and weekend backpack programs.

We promote all our area growers; encourage more fresh, local produce consumption for everyone; and are searching for lasting, all-around community solutions to hunger, malnutrition, poverty, and food waste.

You - volunteers - are The Gleaning Project.

We cannot do this without you.

Thank You.

If you have any questions, suggestions, or ideas... please share.

If you have any issues or difficulty... let us know.

If you know anyone who grows food or preserves food or needs food, we want to hear about it...

If you can bring someone else along to the next glean, that would be the best!

Email: thegleaningproject@gmail.com

Phone: Adams County Glean Desk: 717-334-7634 ext. 162

Hannah's cell: 717-253-7345

Franklin County Glean Desk: 717-263-5060 ext. 322

Jay's cell: 717-800-1775

Website: www.thegleaningproject.org

Facebook: www.facebook.com/TheGleaningProjectSCPA

Instagram: http://instagram.com/the_gleaning_project



Respect Is Essential

Hope Inspires Change

Integrity Creates Trust

Every Person Is Valuable

Diversity Builds Strength

Working Together Achieves Solutions

* South Central Community Action Programs' Values
and The Gleaning Project's guiding principles...

Emergency Contact Information:

- Each volunteer's emergency contact information is located on their liability release waivers, which will be present near the 1st Aid Kit during all gleans.
- Hannah's cell phone, Adams Co. Gleaning Coordinator :
 - 717-253-7345
- Jay's cell phone, Franklin Co. Gleaning Coordinator :
 - 717-800-1775
- South Central Community Action Programs office numbers
 - Adams County → 717 - 334 - 8634
 - Franklin County → 717 - 263 - 5060
- Adams County Ag. Extension Office → 717 - 334 - 6271
- PA Poison Control Emergency Hotline
 - 1-800-222-1222
- National Pesticide Information Center
 - 1-800-858-7378



Volunteer Rights and Responsibilities:

Volunteers have the right:

- To be given meaningful assignments
- To be treated fairly
- To effective supervision
- To full involvement and participation
- To recognition for work done

In return, volunteers agree:

- To actively perform their duties to the best of their abilities
- To remain loyal to the goals and procedures of the agency
- To follow food and volunteer safety guidelines as closely as possible at all times

In return, the Gleaning Coordinator agrees to:

- Be responsible for the effective leadership of all volunteer events, including on-site briefings, orientation, and trainings before gleans.
- Work with volunteers and event hosts to find appropriate, meaningful, and engaging activities for all involved, regardless of physical ability, experience, or mobility restrictions.
- Effectively and clearly communicate organizational and event-specific needs, as well as specific dates, times, activities, and locations for all events as soon as possible.

Excerpt from The Emerson Good Samaritan Food Donation Act (cont') -

2) Collection or gleaning of donations

A person who allows the collection or gleaning of donations on property owned or occupied by the person by gleaners, or paid or unpaid representatives of a nonprofit organization, for ultimate distribution to needy individuals shall not be subject to civil or criminal liability that arises due to the injury or death of the gleaner or representative, except that this paragraph shall not apply to an injury or death that results from an act or omission of the person constituting gross negligence or intentional misconduct.

3) Partial compliance

If some or all of the donated food and grocery products do not meet all quality and labeling standards imposed by Federal, State, and local laws and regulations, the person or gleaner who donates the food and grocery products shall not be subject to civil or criminal liability in accordance with this section if the nonprofit organization that receives the donated food or grocery products—

- (a) is informed by the donor of the distressed or defective condition of the donated food or grocery products;
- (b) agrees to recondition the donated food or grocery products to comply with all the quality and labeling standards prior to distribution.



Excerpt from The Emerson Good Samaritan

Food Donation Act -

1) Liability for damages from donated food and grocery products

a) Liability of person or gleaner

A person or gleaner shall not be subject to civil or criminal liability arising from the nature, age, packaging, or condition of apparently wholesome food or an apparently fit grocery product that the person or gleaner donates in good faith to a nonprofit organization for ultimate distribution to needy individuals.

b) Liability of nonprofit organization

A nonprofit organization shall not be subject to civil or criminal liability arising from the nature, age, packaging, or condition of apparently wholesome food or an apparently fit grocery product that the nonprofit organization received as a donation in good faith from a person or gleaner for ultimate distribution to needy individuals.

c) Exception

Paragraphs (1) and (2) shall not apply to an injury to or death of an ultimate user or recipient of the food or grocery product that results from an act or omission of the person, gleaner, or nonprofit organization, as applicable, constituting gross negligence or intentional misconduct.

Food Safety:



All volunteers must have food safety training

On-Site Guidelines:

- Avoid inedible foods. If you wouldn't serve it to your family and friends, leave it in the field.
- Do not pick food from patches of poison ivy or oak, animal excrement, or tracks.
- Do not pick food when you have open wounds or sores, or when sick.
- Wash hands before and after the harvest.
- Do not eat, chew gum, spit, smoke tobacco, or drink anything other than water while harvesting.
- Only use assigned containers and equipment for harvest and food storage.
- Use restrooms when the need arises, not fields. The supervisor is responsible for notifying volunteers of the nearest restrooms.

Preserving Parties Guidelines:

- Wash hands and surfaces often.
- Keep raw meat away from other food stuffs.
- Always cook food to proper internal temperatures.
- Refrigerate food promptly.
- Do not use canned goods that are dented, bent, or rusted. This can be a sign of internal bacteria growth.
- Always use proper preservation methods discussed at the beginning of the preservation party.
- Be respectful of host kitchens. Keep their space clean, and do not overfill refrigerators or freezers.

Gleaner Safety and Farm Etiquette:

- All volunteers must treat host farms, their land, equipment, crops, workers, and fields with respect and care.
- All volunteers must sign a Liability Waiver before volunteering. This must be renewed each year.
- All volunteers must sign in at the beginning of each event and sign out at its conclusion.
- Be kind to yourself. Take frequent water and stretching breaks. Please do not lift anything heavier than is comfortable for you; gleaning is a team effort!
- Volunteers must be trained each year in food safety. Training will be provided by the coordinator at the beginning of each year and as necessary.
- Please immediately notify your gleaning supervisor and other gleaners of risks in the field.
- The Gleaning Coordinator has a first aid kit. If you are hurt while volunteering, please notify the Gleaning Coordinator immediately!
- Please communicate recent injuries, surgeries, and sicknesses to supervisor.
- Volunteers are acting as representatives of both SCCAP and the TGP, but may not act as official spokespeople without prior notification.

- **1st rule of gleaning** - Gleaners have fun
- **2nd rule of gleaning** - Gleaners stay safe.
- **3rd rule of gleaning** - Gleaners take care of each other.
- **4th rule of gleaning** - Thank a farmer.
Thank a fruit grower. They work so hard, every day, to feed us so well.

- Check the weather the night before and dress appropriately for all events. Close-toed shoes, clean clothing, and minimal jewelry are required for all events.
- Use sunscreen when working outside. If you forgot to bring yours, ask the Gleaning Coordinator to use the program's.
- Children under the age of 14 must be kept under direct supervision of their parent, guardian, or designated caretaker
- Please keep a respectful distance from all farm equipment. Please do not ride or stand on the gleaning vehicles while they are moving.
- Please do not approach, pet, or feed any animals on our host farms' land.
- No pets may be brought to events.

