

Humboldt Community Garden Project

**Proposed and Developed by :
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Humboldt Community Garden (HCG) Project

Purpose:

Creating a community garden reflects the cohesiveness and integrity of a community. Developing a community allotment garden will help establish a positive interface between students and community members while providing tasty, organically grown, affordable produce for all involved. Community gardens have been shown to improve overall health and economic conditions by lowering food costs, and increasing consumption of fruits and vegetables. *It is our mission to involve the efforts of the students of HSU and the residents of Arcata, to build a more sustainable community, by providing gardening opportunities and educational activities.*

Problem Statement:

Many of Humboldt County residents are plagued by low income, poor health, and regular inactivity. Many residents in the city of Arcata do not own their place of inhabitation and are restricted from opportunities to create and develop garden space at their homes. There is not adequate established space in close proximity of Arcata renters, apartment dwellers, and students to organically grow produce and maintain personal garden plots which could reverse the growing trend of obesity in Humboldt County.

problem statement

you need to restate problem since you did not establish space

Problem Situation / Background Information:

Many students and community members lack garden space where they live. These people are forced to rely on produce contaminated with pesticides and herbicides or on food that has most likely been shipped long distances using precious fossil fuels to be made available at local grocery stores. Humboldt County's citizens suffer from low income, poor health, and regular inactivity. According to the 2000 U.S. Census, Humboldt County residents' median income is \$31,266, only two-thirds of the California median of \$47,293 for all households. 19.5 percent of families in Humboldt County live below the poverty level as opposed to 14.2 percent in California overall.

they can buy local organic (although more expensive)

Presently underutilized space exists within Arcata's city limits that would be appropriate for a community garden. We recognize the importance involving a community effort to create garden space for individuals, which build a more sustainable community.

Currently, there are three major community gardens or farms in Humboldt County: The Arcata CSA Educational Farm, the Henderson Community Garden in Eureka, and the Fortuna Community Garden. All of these gardens provide space where citizens can purchase individual lots and garden their own vegetables, a wonderful opportunity for those who are so inspired.

The Arcata Educational Farm contributes to the education of youth by demonstrating organic farm methods and providing internship opportunities and classes. Produce is sold through CSA at a reasonable price to community members who are willing and able to invest. A community garden project is presently being developed at this site. However, due to its location many community members may be deterred from participating in this garden due to its distance from dense residential areas and an inadequate transportation factor. Henderson Community Garden contributes produce to the food bank run by Food for People and has developed programs to help the poor gain

pay an annual fee

worse than other parts of Calif.?

lease?

access to food at an affordable price. The Fortuna Community Garden also contributes to local food banks. These are great resources for residence of Humboldt County that are working models of local community gardens.

These projects have no doubt increased both the knowledge about gardening and the accessibility to affordable food for Humboldt County's citizens. However, the targeted population is limited. The involvement of youth at the Arcata Educational Farm's has no doubt raised students' awareness of the benefits of gardening. We believe students at Humboldt State University do not have adequate opportunities to maintain their own individual garden space within reasonable distance to their residence. HSU students account for a significant percent of residents in Arcata. The community which this school is located introduces and remarkable standard of living to the students providing them an educational experience far beyond the grounds of Academia. A community garden that targets students and community members provides endless educational opportunities and brings them together with common interest to produce healthier sustainable life style.

Goal(s):

The Humboldt Community Garden project will provide solutions to the growing health concerns of Humboldt County's low income community by: providing opportunities for healthy organic food at an affordable price, recreation and exercise for youth and adults, and an increase in community interaction. This will further encourage activity among both adults and adolescents, and cultivate an increased interest in the role food can play in a healthy happy life.

- Goal 1: To scope out the community interest in development of a community garden
- Goal 2: Gather information on an appropriate location of the Humboldt Community garden
- Goal 3: To assist the residence of Arcata and students of HSU in sustaining their nutritional and financial needs through the proposed development of a community garden

Objective(s):

- Scoping amongst student and community population for interest and need for a community garden
 - gather statistical information about Humboldt County residence (financial and health status)
 - gather a list of potential community garden participants (Appendix C)
 - tabling in the HSU quad
- Scope other alternatives for student gardening activities
 - spoke with Eddie Tanner in working on the development of the Bayside Community Garden
 - planter box innovation for CCAT gardening classes
- Gather information for potential Garden Club, through HSU (Appendix B)
- Contact Arcata City Planner on possible garden sites

this is more problem background and implementation objectives would have to do with the criteria you use to determine where, how big, etc. a project is.

- Check out water supply
- Establish criteria for land evaluation
- Perform land evaluation
- Create proposal for land owner interest
- Create resource directory (Appendix E)
- Gather all pertinent information for implementation;
Donation, Funding (draft grant proposal; Appendix H)

*These would be objectives
of quantitative!*

Weighing Alternatives:

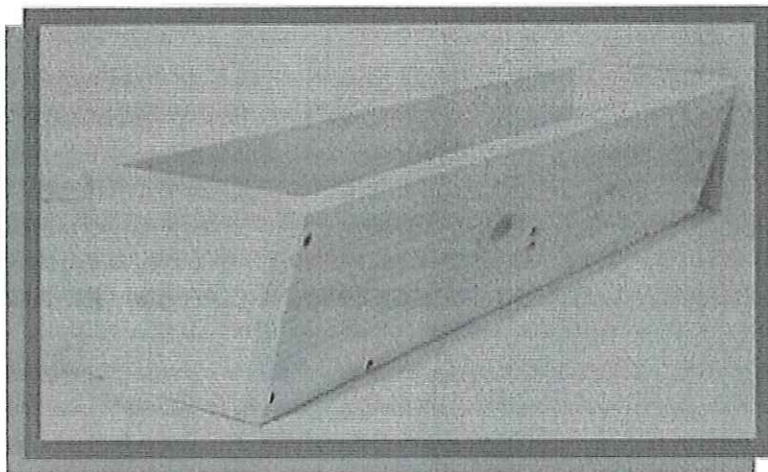
For this project our group's mission is to involve the efforts of the students of HSU and the residents of Arcata to build a more sustainable community by providing gardening opportunities and educational activities.

Alternatives Considered:

Alternative A: In analyzing how we could approach our mission, we started by checking out current gardening opportunities. We first spoke with Eddie Tanner on working with the Bayside Gardening Community Project. Due to its location many community members may be deterred from participating in this garden due to its distance from dense residential areas and an inadequate transportation factor.

Alternative B: We spoke with Bob Schulz, the HSU campus Planning Director about possible impermanent gardening on the HSU campus. Due to budget and lack of space this alternative did not present itself appropriate.

Alternative C: We considered the possibility of working with the Campus Center for Appropriate Technology (CCAT), in a proposal of creating garden boxes for the students who ~~participate~~ participate in their gardening classes. This would enable ~~the students~~ *them* participating in their gardening classes the ability to take home ~~their~~ projects they had started in the class. The alternative would involve the making of a durable planter box, made out of recycled materials.



We found this alternative did not encompass ~~the~~ Arcata community involvement therefore we did not feel this alternative was able to fulfill our need and mission.

Considered and Suggested Alternative:

Alternative D: For this alternative we choose to go out ourselves and get in contact with the Arcata City Planner to find undeveloped lands that may be appropriate for implementation of a community garden. We created land evaluation criteria and were able to find the land that best suited our proposal. The proposed land sites and their status in meeting our criteria are provided in Appendix A.

In deciding what alternative works best in obtaining our projects mission, we have developed a few objective criteria to weight each of the alternatives.

Our mission is to involve the efforts of the students of HSU and the residents of Arcata to build a more sustainable community by providing gardening opportunities and educational activities.

Summary Matrix of Alternatives:

Criteria	Alternative A	Alternative B	Alternative C	Alternative D
Arcata Community Involvement	3	0	0	3
HSU Community Involvement	2	3	3	3
Improvement of Community Financial Standards	2	1	1	3
Nutritional Improvements	2	2	1	3
Educational Opportunities	3	2	2	3
Implication Costs	0	2	3	3

Weighing Scale:

- 0- Not Applicable
- 1- Applicable
- 2- Moderately Applicable
- 3- Most Applicable

With the demonstration of this matrix, it is presented that the most appropriate alternative for us to address is Alternative D. In doing so, we were able to designate a proposed site for the implementation of The Humboldt Community Garden while maintaining our mission.

Below is a decision matrix of which plot best meets our criteria. The plot with the highest rating is best suited for the implementation of the HCG. It appears in the following that the parcel # 071 is most appropriate (Located off St. Louis Road, less than 2 miles from HSU and less than 5 miles from downtown Arcata).

Decision Matrix: of proposed sites

Parcel #	131	051	071 ☺	295	121
Community Benefits	21	21	21	18	19
Water	9	9	10	10	9
Environmental Assessment	5	5	5	5	4
Political	8	6	8	8	8
Total	43	41	44	41	40

Implementation Strategies:

In relation to alternative D, we choose to create a start-up guide for implementing a community garden. We started by scoping the HSU and Arcata community residents for the need of a community garden. A list was then developed of interested community members, by tabling in the HSU quad for potential community gardeners'. We also contacted the local Department of Health for the financial and health status of Humboldt County residents. After assessing the need for an affordable community garden we evaluated five different proposed land sites that we found with the help of the Arcata City Planner that would best suit our mission of integrating the HSU and Arcata community residents. We then proceeded to create land evaluation criteria that which coincided with the types of development needed and our mission.

After deciding where the appropriate site would be located we proceeded to look for possible donations and funding. Arcata Recycling Center was then contacted about possible donation of tools and development supplies. An economic assessment was then development (proposed budget Appendix D) with local supply stores, Arcata Lumber; Arcata Public Works Department was approached about getting access to city water. We also received a quote for digging a well from Diamond Drilling located in Redding. We then spoke with a State Farm Agent about a quote for Liability Insurance. A draft grant proposal was then created to help with the acquisition of an appropriate site and funding for the implementation steps of the start-up guide to begin.

For further growth of the Humboldt Community Garden project we hope that future environmental practicum students, that carry an interest in community gardening, will be able to take our start-up guide and begin implementation.

Monitoring and Evaluation:

The Humboldt Community Garden (HCG) project will support the effort to build sustainable communities in Humboldt County. It will ameliorate the health of Humboldt County residents by increasing their intake of fruits and vegetables and encouraging greater activity levels, thereby lowering local obesity rates. By having access to inexpensive and free produce, community members are also partially relieved of the financial burdens of purchasing and accessing usually expensive produce.

Internship opportunities through the HSU Engineering Department will be of help in the assessment of the HCG development. In order to evaluate and monitor the

outcomes and benefits of the Humboldt Community Garden project, a required list of criteria has been developed that will be used to determine whether each objective of the project was met, and if the project is creating the desired outcome in the community once the acquisition of land and lease agreement has been finalized.

Objective Criteria for success of the Community Garden

These criteria will be obtained through both quantitative and qualitative analysis. Quantitative data will be obtained by the Humboldt Community Garden Club and will help determine the amount of fruits and vegetables being consumed by community members as a result of this community garden. Examples of qualitative data that could be collected in surveys should include income level, amount of estimated fruit and vegetable consumption increase by participants and volunteers, and feelings and opinions on program effectiveness on personal health and income.

Each second Saturday of the month, the Humboldt Community Garden Club Board and other interested parties will meet to discuss a formative evaluation. The purpose of the evaluation will be to compare anticipated outcomes and benefits to actual benefits and outcomes, evaluate effective and ineffective parts of the project, and to formulate strategies to compensate for deficiencies discovered. They will evaluate progress based on produce output (given away, sold, donated and composted), analyze the population being served, ensure adequate numbers of volunteers attending, and assess the financial status and needs at that time. In sum, board members and other interested parties will evaluate the project's effectiveness in achieving its objectives and report back to club members. The program will thus be formatively evaluated monthly beginning when funding is received and continued through the end of the grant time frame. Thereafter, the project and its outcomes will continue to be evaluated monthly at Club meetings.

should the meeting be scheduled by the Club Board?

A summative evaluation will be performed by the Humboldt Community Garden Board and will include community members, program participants, and volunteers. It will analyze how the Humboldt Community Garden project has performed in achieving its objectives and how the community has been affected by it.

Information regarding both monthly and annual evaluations of program progress and effectiveness will be summarized and written into a formal report to be disseminated at workshops and produce sales for any interested participants and/or volunteers. This information focused on productivity levels and participation levels resulting from the Humboldt Community Garden project will be carefully monitored in order to create data about the effectiveness of implementing community gardens in other areas.

Below is a list of criteria that will be used to determine whether each objective of the project has been met, and whether the project is creating the desired outcome in the community. These criteria are:

- Numbers of people attending workshops each month.
- Numbers of volunteers attending the volunteer hour.
- Output of produce from the commons garden in pounds.
- Income from produce sold.
- Income from individual plots.
- Amount of produce donated to the local food bank.

- Income status of participants and volunteers.
- Savings per participant/volunteer per month.
- Price comparison between HCG produce and produce sold in stores and/or farmers' markets.
- Number of volunteer hours per week.

Proposed Humboldt Community Garden Start-up Guide

Why start a community garden?

Many families and students living in Arcata would like to grow some of their own fruits, vegetables, herbs, and flowers. Some want to save money on their food bills. Humboldt County's citizens suffer from low income, poor health, and regular inactivity. According to the 2000 U.S. Census, Humboldt County residents' median income is \$31,266, only two-thirds of the California median of \$47,293 for all households. 19.5 percent of families in Humboldt County live below the poverty level as opposed to 14.2 percent in California overall.

Others like the freshness, flavor, and wholesomeness of home-grown produce. For many gardening is a relaxing way to exercise and enjoy being outdoors. There are also individuals who may like to grow traditional foods not available in the supermarket.

Community gardens beautify neighborhoods and help bring neighbors closer together. They provide productive green space in urban areas.

Those who are lucky enough to have sunny backyards or balconies can plant a garden whenever they have time and energy. But what about those people who do not have a place to garden? For these people, community gardens may be the answer.

Step by Step guide to your own community garden

1. Get your neighbors involved (Appendix C)

There is a lot of work involved in starting a new garden. There should be at least 10 interested families to create and sustain a garden project. Monthly meetings should be held with interested persons to develop and initiate plans, keep people posted on the garden's progress, and keep everyone involved in the process.

2. Form a Garden Club (Appendix B)

A garden club is a way to formally organize the community garden. It ensures that everyone has a vested interest in the garden and can contribute to its design, development, and maintenance. The club can share the many tasks of establishing the new garden. The club can have many functions, including:

- Hold monthly meetings
- Establish garden rules (Appendix F)
- Accept and review garden applications (Appendix F)
- Oversee garden budget
 - Collect garden dues
 - Pay water bills
- Make plot assignments
- Assign volunteer schedule (make amendments as necessary)

- Schedule community work days
- Resolve conflicts

This Garden Club will be associated with Humboldt State University Clubs and Activities and will uphold the regulations and integrity of the university and associated clubs and students.

3. Find Land for the Garden (Appendix A)

Enclosed are five detailed plot evaluations, property details, and land owner contacts. As part of our senior project we have established a criteria matrix for possible locations to establish a student community garden. We have provided justification for the criteria evaluated. It is very important to make sure the community supports establishing a garden, and the reason we have chosen five alternative sites is to ensure that one will work.

4. Make Land Owner Contacts (Appendix A)

Enclosed is the contact information for five property owners in Arcata. A lease will need to be negotiated upon the approval of the land owner. An example of a lease contract will be enclosed. Attempt to negotiate a lease for at least three years (or longer if the property owner is agreeable). Once it has been determined that the potential site is feasible, write a letter to the landowner asking permission to use the property for a community garden (Appendix G). Many landowners are worried about their liability for injuries that might occur at the garden. Included is a simple "hold harmless" waiver in the draft lease (found in the draft grant proposal, Appendix H) and gardener by-law (Appendix F) agreement forms.

5. Liability Insurance (Budget; Appendix D)

Be prepared to purchase liability insurance to protect the property owner and yourself should an accident occur at the garden. State Farm offers this kind of insurance and a quote has been included in the budget.

6. Water?????

The water service provider has information on the five alternative potential sites including present infrastructure and existing water facilities. Included in the budget is a detailed description of costs associated with water. A "site investigation" may need to be conducted by the city water customer service department for the chosen plot. There is a quote for implementation of a well and a quote from the City of Arcata for water access in the attached appendix D.

7. Get the Soil Tested

It is advisable to have the soil tested for fertility pH and heavy metals. Lab student are available to conduct soil tests and this can be arranged through the Natural Resource Department.

8. Planning the Garden

Humboldt Garden Club and community members should be involved in the planning design and set up of the garden. Hold two or three garden design meeting at times when interested participants can attend. Make sure decisions are recorded in official minutes, or that someone takes accurate notes. This ensures that decisions made can be communicated clearly to others. A great way to visualize designs is to use simple drawings of photos cut out of gardening magazines representing the different garden components – flower beds, compost bins, pathways, trees, common garden space, ect.

9. Create a Garden Budget (Appendix D)

Use the design of your garden to create a budget. Included is an example budget and a list of experiences, which must be amended to fit the selected garden.

10. Where to Get Materials and Money (Appendix E and H)

Some start up money will be necessary and enclosed is a grant proposal sponsored by CEED (Center for Environmental Economic Development) and created for funding through the Humboldt Area Foundation. Through hard work donations can also be collected and community business might assist in providing anything from lumber to plants. The Recycling Center has already agreed to donate items useful in a garden. Develop a letter that tells merchants about the project and why it's important to the community. Attach a "wish list", but be reasonable. Be patient, persistent, and polite. Drop off the letter in person and speak with the store manager, follow up with a phone call.

Basic Elements of a Community Garden

Although there are exceptions to every rule, community gardens should almost always include:

- At least 10 plots assigned to community members. A raised bed is more expensive and should be no more than 4 feet wide and between 8 and 12 feet long. In ground plots can vary in size from 10 x 10 to 20 x 20 feet. Pathways between beds should be 3 to 4 feet wide to allow space for wheelbarrows. The soil should be amended with aged compost or manure to improve fertility and increase organic matter content.
- A simple irrigation system with one hose or faucet for every four plots is recommended. Hand watering is the most practical and affordable method for individual plots.
- An eight foot fence surrounding the property with a drive in gate is highly recommended to deter vandals and thieves.
- A tool shed for storing supplies and materials

- A bench or picnic table where gardeners can sit and relax
- A meeting place to hold educational workshops (straw bales or tree stumps)
- A sign with the garden's name, sponsors, and contact information
- A shared composting area for the community gardeners
- Perimeter landscaping
- Children's area which can include small plots for children, a sand box, and play equipment

11. Troubleshooting as the Garden Develops

Community gardens will experience problems somewhere along the way. Don't be discouraged- be prepared. The following are some of our suggestions for approaching some of the normal problems in managing a public site:

- a. **Vandalism-** The next action is to replant immediately. Good community outreach, especially to youth and near by neighbors is greatly important. Most important- do not be discouraged. These types of things happen. If more physical deterrence is necessary look into different types of vegetation, a fence may create bad community relations. This is not the point of a community garden!
- b. **Security-** Invite community officers to club meetings to get their suggestions on getting the garden more secure.
- c. **Communication-** All issues of conflict should be addressed and reformed at club meetings.
- d. **Trash-** You may want to contact a city council person, they may be helpful in obtaining city services such as trash.
- e. **Gardener Drop-Out-** There has been, and probably always will be, a high rate of turnover in your community garden. Gardening is hard work for some people, especially in the summer heat. A clause addressing drop-out should be included in the garden by-law agreement. Each year the garden club should promote some form of community outreach in order to renew the garden community.
- f. **Weeds-** Remember part of the land owner lease agreement is to maintain the lot and keep weeds from taking over. There should be a section in the gardener by-law agreement addressing these issues.

Appendix A.

Proposed garden sites and land evaluations, property details, and land owner contacts.

Plot Evaluation Criteria Justification

Community Benefits

- *Utilization of undeveloped land* – presently land exists in Arcata that could be developed into a community garden. Developing a community garden will reflect the integrity of the community, create productive space, and maintain principles of the Arcata General Plan
- *Educational opportunities* – demonstrating techniques to grow produce organically, providing access to organized classes offered through HSU, create hands-on-learning opportunities and experience for all involved
- *Integration of student and community members* – establish a positive interface to create a cohesive community
- *Organic-health benefits* - produce grown without harmful pesticides and herbicides
- *Locational accessibility* – central location provides easy access to community members and students, reasonable walking or biking distance to targeted community members
- *Cohesive with community development* – supports positive growth and development in Arcata
- *Supports community identity* – consistent with community principles and development plans

Water

- *Accessibility* – provided by Municipal Services of Arcata, possibility of ground water made available by digging a well
- *Present infrastructure available* – access to water mains, meters, spickets
- *Infrastructure improvements* – needed to provide adequate water accessibility
- *Collection and storage* – space available, reasonable alternatives to municipal water service

Environmental Assessment

- *Aesthetic consideration* – compatible with surrounding land uses
- *Resource intensive* – analysis based on restoration efforts and amendments needed to be made to the undeveloped land to create productive garden space

Political Assessment

- *Zoning* – appropriate land designation
- *Legal considerations – ownership* – public vs. private
- *Plans for Development* – consideration of future development plans for the individual plots as well as the general development plan of Arcata
- *Plot size* – Provide adequate space for renters, apartment dwellers, and students who do not presently have space to maintain a garden (between .5 acres and 1.5 acres)

Parcel # 505-121-021

Location Description: Sloped land running parallel too/ and in between Arcata High sports fields and Sunset Boulevard/ Sunset Terrace

Zoning Status: Residential Medium High Density



Land Owner: James F Franke III

Contact Info: 282 NW Macleay BL. Portland Or. 97210

Plot Evaluations: Criteria Matrix
 Parcel # 505-121-021 Sunset Terrace

Community Benifits

utilization of underdeveloped land	1
educational opportunities	3
integration of student and community members	3
organic- health benefits	3
locational accessibility	3
cohesive with community development	3
supports community identity	3
Total:	19

Water

accessibility	3
present infrastuctre available	2
infrastructure improvement	1
collection and storage	3
Total:	9

Environmental Assesment

aesthetic consideration	3
resource intensive	1
Total:	4

Political

zoning Residential -medium high density	1
legal considerations (ownership) private	2
plans for development	2
plot size	3
Total:	8

Grand Total:40

key
0 - unsatisfactory
1 - minimal satisfaction
2 - satisfactory
3 - fully satisfied

Property Detail**Humboldt, CA LINDA HILL, ASSESSOR**

Parcel # (APN): 505-121-021 Use Description:
 Parcel Status: ACTIVE
 Owner Name: FRANKE JAMES F III
 Mailing Address: 282 NW MACLEAY BL, PORTLAND OR 97210
 Situs Address: CA
 Legal
 Description:

ASSESSMENT

Total Value: \$190,200	Use Code: 9942	Zoning:
Land Value: \$156,301	Tax Rate Area: 001038	Improve Type: <i>City Map</i>
Impr Value: \$33,899	Year Assd: 2003	
Other Value:	Property Tax: \$2,095.20	Price/SqFt:
% Improved 18%	Delinquent Yr	
Exempt Amt:	HO Exempt?: N	

SALES HISTORY

	<u>Sale 1</u>	<u>Sale 2</u>	<u>Sale 3</u>	<u>Transfer</u>
Recording Date:				12/29/1993
Recorded Doc #:				1993R037271
Recorded Doc Type:				
Transfer Amount:				
Sale 1 Seller (Grantor):				
1st Trst Dd Amt:	Code1:	2nd Trst Dd Amt:	Code2:	

PROPERTY CHARACTERISTICS

Lot Acres:	Year Built:	Fireplace:
Lot SqFt:	Effective Yr:	A/C:
Bldg/Liv Area:	Total Rooms:	Heating:
Units:	Bedrooms:	Pool:
Buildings:	Baths (Full):	Park Type:
Stories:	Baths (Half):	Spaces:
Style:	Garage SqFt:	Site Inflnce:
Construct:		Timber Preserve:
Quality:		Ag Preserve:
Building Class:		
Condition:		
Other Rooms:		

Property Detail

- 8. **Project:** Review and take action on a proposed addition of a dust collection system to the exterior of the Los Harbors Building designed to collect sawdust from the woodshop of the tenant, Marimba One.
Location: 901 "O" Street, APN-021-223-006
Property Owner: Kay Johnson for F.K.S. (Schmidbauer Properties)
Agent: Steve Cole and Leslie Samuels of Marimba One
File Number: 034-069-DR
Zoning: Industrial Commercial (I-C)
General Plan: Industrial Limited (I-L)
Environmental: §15301, Existing Facility, Class 1 exemption, California Environmental Quality Act (CEQA).

- 9. **Project:** Review and take action on a proposed rehabilitation of the façade and site conditions on the Isaac Minor Cottage located in the Central Conservation Area.
Location: 1068 I Street, APN-021-104-002
Property Owner: Laura Kadlecik and Mike Wilson, Humboldt Water Resources
File Number: 034-071-DR
Zoning: Central Business District (CBD)
General Plan: Central Commercial (C-C)
Environmental: §15301, Existing Facility, Class 1 exemption, California Environmental Quality Act (CEQA).

- V. BUSINESS ITEMS.
- V. CORRESPONDENCE
- VI. COMMISSION/STAFF COMMUNICATIONS.
- VII. ADJOURNMENT.

SALES HISTORY

Recording Date	Recorded Doc #	Recorded Doc Type	Transfer Amount	Sale 1 Seller (Grantor)	1st Trst Dd Amt	Code:

PROPERTY CHARACTERISTICS

Other Rooms	Condition	Building Class	Quality	Construct	Style	Stories	Buildings	Units	Bldg/Liv Area	Lot Sqr Ft	Lot Acres

The information provided here is deemed reliable, but is not guaranteed.

WILSON A

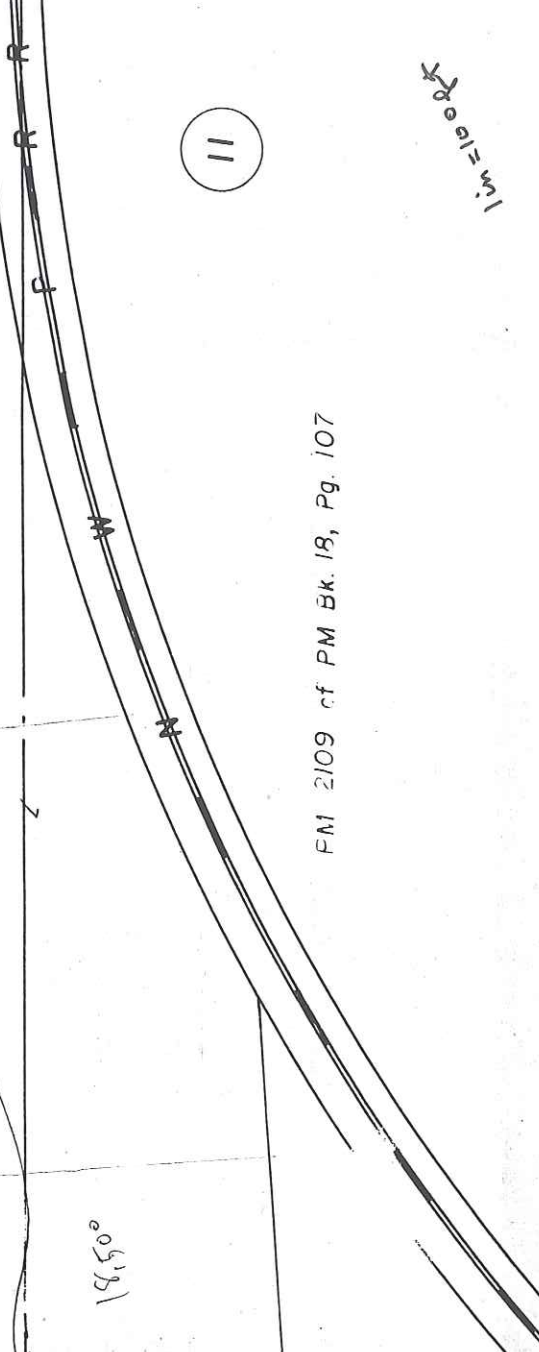
BLVD.

SUNSET

PM 2109

EASTERN AVE.

AVE.



18

121

21

1601091

11

25

23

2

16

11

22

13

09

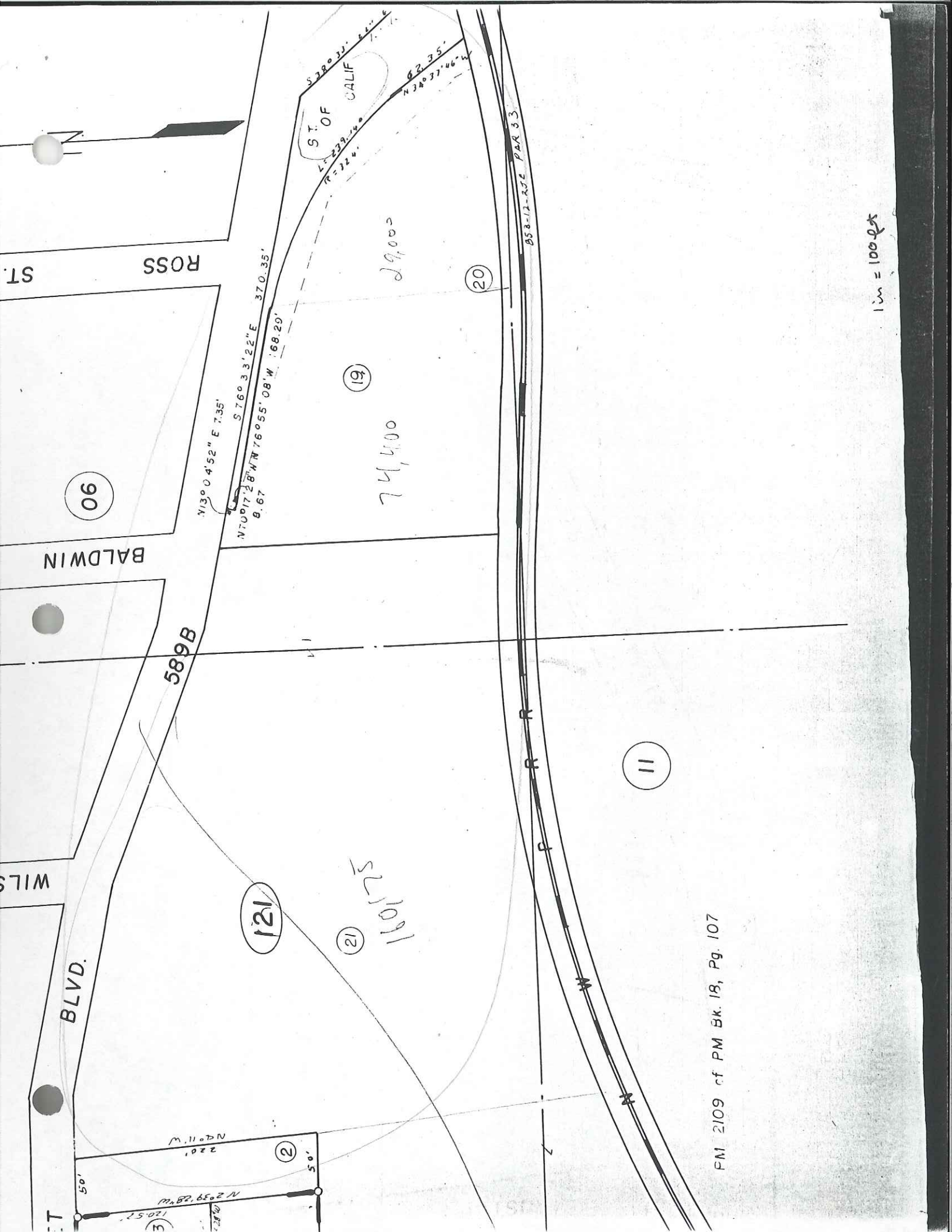
TWIN PARK MAPS 11-13

65100

19581

FM 2109 of PM Bk. 18, Pg. 107

1/2" = 100' x 1/2"



ST. OF CALIF.
 L=239.40
 R=724.
 S 28° 37' 22" E
 62.35'
 N 30° 37' 46" W

858-12-202 PAX 33

29,000

74,400

(19)

(20)

(11)

(121)

(2)

1191275

PM 2109 of PM Bk. 18, Pg. 107

1 in = 100 ft

Parcel # 505-295-016

Location Description: South portion of Westwood Market lot, Alliance and Stewart Rd

Zoning Status: Residential Medium High Density



Land Owner: Patrick J and Carolyn J Murphy
Contact Info: Po Box 437 Cutten, CA 95534

Plot Evaluations: Criteria Matrix
Parcel # 505-295-016 Westwood plot

Community Benifits

utilization of underdeveloped land	2
educational opportunities	2
integration of student and community members	3
organic- health benefits	3
locational accessibility	2
cohesive with community development	3
supports community identity	3
Total:	18

Water

accessibility	2
present infrastructure	3
infrastructure improvement	2
collection and storage	3
Total:	10

Environmental Assesment

aesthetic consideration	3
resource intensive	2
Total:	5

Political

zoning commercial- industrial	2
legal considerations (ownership) private	2
plans for development	1
plot size	3
Total:	8

Grand Total:41

key
0 - unsatisfactory
1 - minimal satisfaction
2 - satisfactory
3 - fully satisfied

Property Detail**Humboldt, CA LINDA HILL, ASSESSOR**

Parcel # (APN): 505-295-016 Use Description:
 Parcel Status: ACTIVE
 Owner Name: MURPHY PATRICK J & CAROLYN J

Mailing Address: PO BX 437 CUTTEN CA 95534
 Situs Address: 1666 STEWART AVE ARCATA CA
 Legal
 Description:

ASSESSMENT

Total Value: \$700,370	Use Code: 9951	Zoning:
Land Value: \$150,293	Tax Rate Area: 001003	
Impr Value: \$550,077	Year Assd: 2003	Improve Type:
Other Value:	Property Tax: \$7,396.88	Price/SqFt:
% Improved 79%	Delinquent Yr	
Exempt Amt:	HO Exempt?: N	

SALES HISTORY

	<u>Sale 1</u>	<u>Sale 2</u>	<u>Sale 3</u>	<u>Transfer</u>
Recording Date:	06/14/2002			06/14/2002
Recorded Doc #:	2002R18110			2002R18110
Recorded Doc Type:				
Transfer Amount:				
Sale 1 Seller (Grantor):	MURPHY PATRICK J & CAROL			
1st Trst Dd Amt:	Code1:		2nd Trst Dd Amt:	Code2:

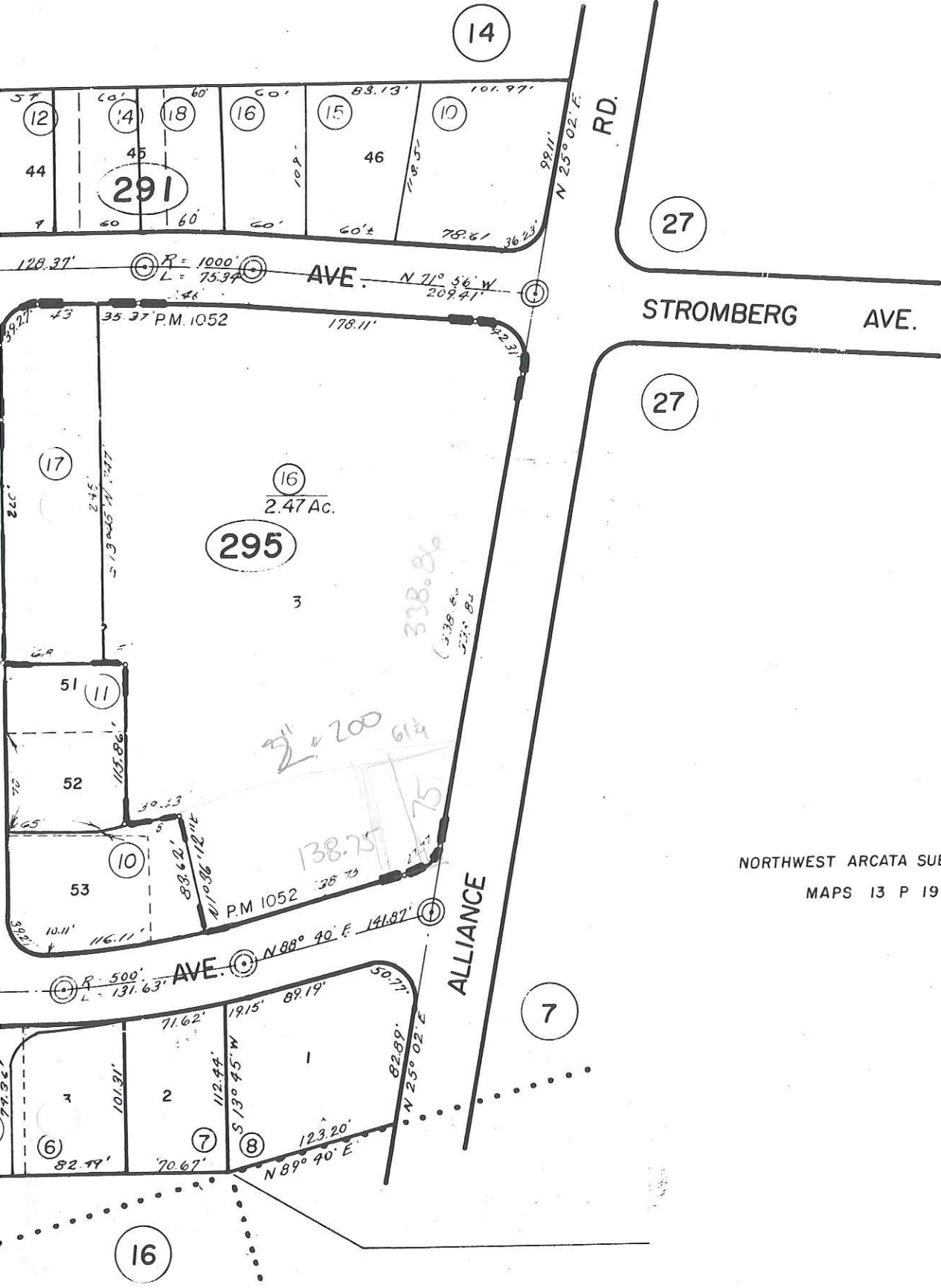
PROPERTY CHARACTERISTICS

Lot Acres:	Year Built:	Fireplace:
Lot SqFt:	Effective Yr:	A/C:
Bldg/Liv Area:		Heating:
Units:	Total Rooms:	Pool:
Buildings:	Bedrooms:	
Stories:	Baths (Full):	Park Type:
Style:	Baths (Half):	Spaces:
Construct:		Site Inflnce:
Quality:	Garage SqFt:	
Building Class:		Timber Preserve:
Condition:		Ag Preserve:
Other Rooms:		

OF S 1/2 SEC 20 6N 1E

ARCATA SUBD. (WESTWOOD VILLAGE)

DET. OF A PORTION OF PAGE 14



1" = 100'

NORTHWEST ARCATA SUBD. UNIT I
MAPS 13 P 19

Parcel #: 507-071-004

Location Description: traveling east on St. Louis Rd., straight through the West End/St. Louis Rd. round about, immediately on the left of St. Louis Rd.

Zoning Status: Residential Medium Density



Land Owner: Henry L & Myrna M Sorensen
Contact Info. 1305 Murray Rd. Mckinleyville, Ca 95519

Plot Evaluations: Criteria Matrix

Parcel # 505-071-004 St. Louis/Spear round-a-bout

Community Benifits

utilization of underdeveloped land	3
educational opportunities	3
integration of student and community members	3
organic- health benefits	3
locational accessibility	3
cohesive with community development	3
supports community identity	3
Total:	21

Water

accessibility	3
present infrastructure available	2
infrastructure improvement	2
collection and storage	3
Total:	10

Environmental Assesment

aesthetic consideration	3
resource intensive	2
Total:	5

Political

zoning Residential - medium density	1
legal considerations (ownership) private	2
plans for development	2
plot size	3
Total:	8

Grand Total:44

key
0 - unsatisfactory
1 - minimal satisfaction
2 - satisfactory
3 - fully satisfied

Property Detail**Humboldt, CA LINDA HILL, ASSESSOR**

Parcel # (APN): 507-071-004 Use Description:

Parcel Status: ACTIVE

Owner Name: SORENSEN HENRY L & MYRNA M

Mailing Address: 1305 MURRAY RD MCKINLEYVILLE CA 95521

Situs Address: CA

Legal

Description:

ASSESSMENT

Total Value: \$4,365

Use Code: 9930

Land Value: \$4,365

Tax Rate Area: 001026

Impr Value:

Year Assd: 2003

Other Value:

Property Tax: \$51.04

% Improved

Delinquent Yr

Exempt Amt:

HO Exempt?: N

Zoning:

Improve Type:

Price/SqFt:

SALES HISTORY

	<u>Sale 1</u>	<u>Sale 2</u>	<u>Sale 3</u>	<u>Transfer</u>
Recording Date:				05/10/1999
Recorded Doc #:				1999R013994
Recorded Doc Type:				
Transfer Amount:				
Sale 1 Seller (Grantor):				
1st Trst Dd Amt:	Code1:		2nd Trst Dd Amt:	Code2:

PROPERTY CHARACTERISTICS

Lot Acres:

Year Built:

Fireplace:

Lot SqFt:

Effective Yr:

A/C:

Bldg/Liv Area:

Heating:

Units:

Total Rooms:

Pool:

Buildings:

Bedrooms:

Stories:

Baths (Full):

Park Type:

Style:

Baths (Half):

Spaces:

Construct:

Site Inflnce:

Quality:

Garage SqFt:

Building Class:

Timber Preserve:

Condition:

Ag Preserve:

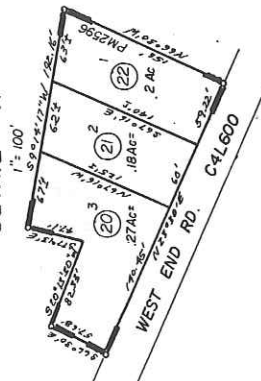
Other Rooms:

PTN W 1/2 OF W 1/2 SEC 21 6N1E

507-07

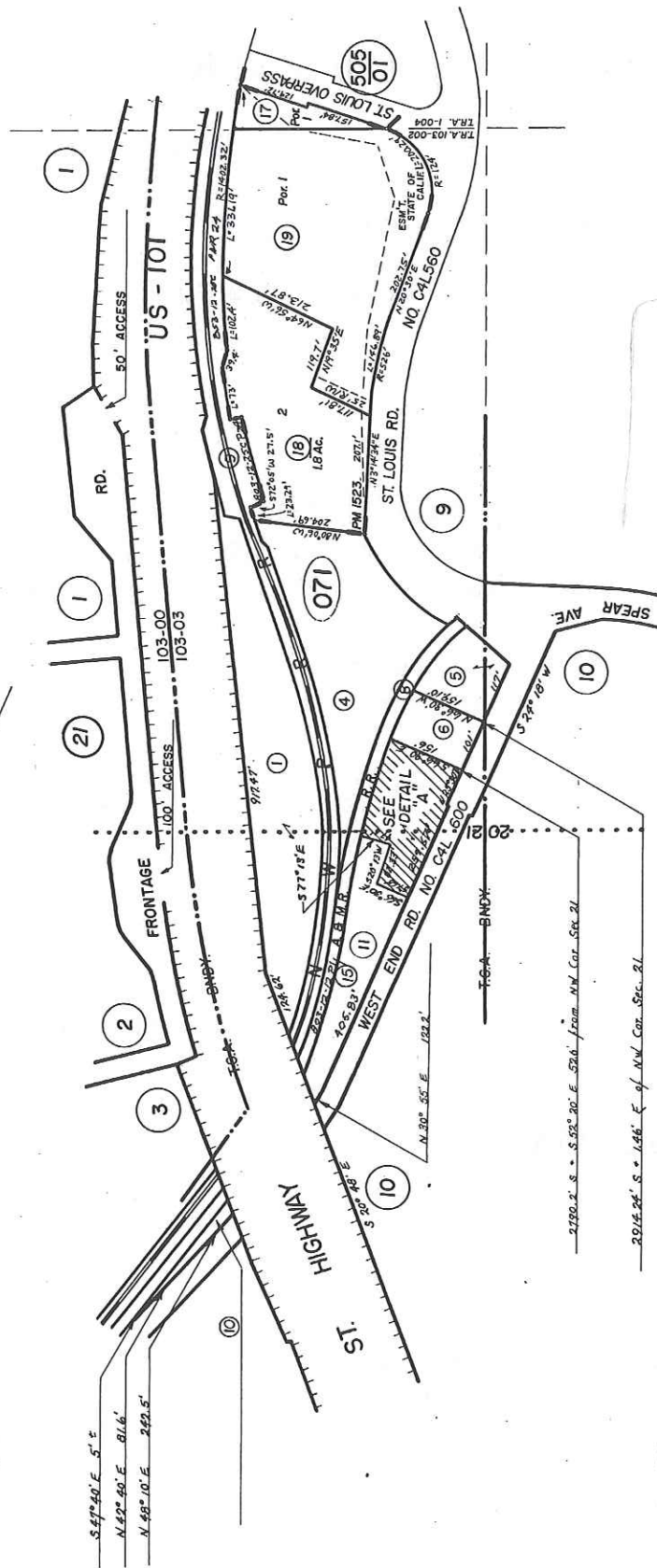
1" = 200'

DETAIL "A"



NOTE:

TITLE TO COUNTY ROADS IS ON AN EASEMENT BASIS. DIMENSIONS IN MANY CASES, ARE TO EDGE OR C/L OF ROAD AS THEY EXISTED AT TIME DEEDS WERE DRAWN. ENTIRE 507-071-05 IS ASSESSED IN THIS T.C.A.



NOTE:
 PAR. 507-071-08
 SBE NO. 853-12-25C-24.
 PAR. 507-071-08
 SBE NO. 803-12-03C-85.

Por. PM. No. 1350 of PM. Bk. 12, Pgs. 889
 PM. No. 1523 of PM. Bk. 13, Pg. 66
 PM 2596 of PM Bk. 23, Pg. 74-5

153

-H-

Parcel #: 505-051-024

Location Description: West of the City of Arcata's, Skate Park

Zoning Status: Residential Low Density



Land Owner: James M Cotton & Kim L Puckett
Contact Info. 2204 Jay St.
Arcata, Ca 95521

Plot Evaluations: Criteria Matrix

Parcel # 505-051-024 Across the tracks by the skate park (west)

Community Benifits

utilization of underdeveloped land	3
educational opportunities	3
integration of student and community members	3
organic- health benefits	3
locational accessibility	3
cohesive with community development	3
supports community identity	3
Total:	21

Water

accessibility	3
present infrastructure available	2
infrastructure improvement	2
collection and storage	2
Total:	9

Environmental Assesment

aesthetic consideration	3
resource intensive	2
Total:	5

Political

zoning Residential - low density	1
legal considerations (ownership) private	2
plans for development	2
plot size	1
Total:	6

Grand Total:41

key
0 - unsatisfactory
1 - minimal satisfaction
2 - satisfactory
3 - fully satisfied

Property Detail**Humboldt, CA LINDA HILL, ASSESSOR**

Parcel # (APN): 505-051-024 Use Description:
 Parcel Status: ACTIVE
 Owner Name: COTTON JAMES M & PUCKETT KIM L UWJT

Mailing Address: 2204 JAY ST ARCATA CA 95521
 Situs Address: 990 JAY ST ARCATA CA
 Legal
 Description:

ASSESSMENT

Total Value: \$125,250	Use Code: 9921	Zoning:
Land Value: \$54,506	Tax Rate Area: 001038	
Impr Value: \$70,744	Year Assd: 2003	Improve Type:
Other Value:	Property Tax: \$1,353.88	Price/SqFt:
% Improved 56%	Delinquent Yr	
Exempt Amt:	HO Exempt?: N	

SALES HISTORY

	<u>Sale 1</u>	<u>Sale 2</u>	<u>Sale 3</u>	<u>Transfer</u>
Recording Date:	05/14/2003	05/24/2000	08/08/1999	05/14/2003
Recorded Doc #:	2003R17481	2000R11045	1999R16801	2003R17481
Recorded Doc Type:				
Transfer Amount:			\$52,000	
Sale 1 Seller (Grantor):	COTTON JAMES M UM			
1st Trst Dd Amt:	Code1:	2nd Trst Dd Amt:	Code2:	

PROPERTY CHARACTERISTICS

Lot Acres:	Year Built:	Fireplace:
Lot SqFt:	Effective Yr:	A/C:
Bldg/Liv Area:		Heating:
Units:	Total Rooms:	Pool:
Buildings:	Bedrooms:	
Stories:	Baths (Full):	Park Type:
Style:	Baths (Half):	Spaces:
Construct:		Site Inffnce:
Quality:	Garage SqFt:	
Building Class:		Timber Preserve:
Condition:		Ag Preserve:
Other Rooms:		

US

N 14° 10' E

N

101

STATE OF CALIFORNIA

(State of Cal) 52-15-87'

13

2-165'-W-662'

18.59'

051

CITY OF ARCATA
169-462
12-13-72
FARK

2

3

535'-7.4'-7.45'-7.28'-K 33

STREET

589D

06

N 0° 55' W

90° 55' E

19

28

50'

70'

50° 55' E

27

6

24

95'±

45'±

THIS AREA
R/W & PARKING

CITY OF
ARCATA
(PARK)

575° 58' E

SUNSET
BLVD.

589B

10

11

12

21

29

28

10

18

57'

N 89° 55' E

100'

100'

220'

50'

50'

70'

20'

40'

40'

110'

42'

42'

42'

42'

42'

42'

42'

42'

42'

42'

42'

42'

42'

42'

42'

42'

42'

42'

42'

42'

42'

42'

SECTION NO. 9

1:1000

alter B. Sweet, dated Aug
building site and that the
Engineer.
building in Phase 2 of
Civil Engineer. Copies of
Subdivision Phase 2 file,
applications.

Director
Agency

Parcel #: 505-131-014

Location Description: South East Corner of Foster Avenue and Alliance Road

Zoning Status: Residential Medium High Density



Land Owner: Kassie B Franke
Contact Info. 3460 Villa Ln. #117
Napa Ca.94558

Plot Evaluations: Criteria Matrix

Parcel # 505-131-014 SW corner Foster/Alliance

Community Benifits

utilization of underdeveloped land	3
educational opportunities	3
integration of student and community members	3
organic- health benefits	3
locational accessibility	3
cohesive with community development	3
supports community identity	3
Total:	21

Water

accessibility	3
present infrastructure	2
infrastructure improvement	2
collection and storage	2
Total:	9

Environmental Assesment

aesthetic consideration	3
resource intensive	2
Total:	5

Political

zoning Residential - medium high densit	1
legal considerations (ownership) private	2
plans for development	2
plot size	3
Total:	8

Grand Total:43

key
0 - unsatisfactory
1 - minimal satisfaction
2 - satisfactory
3 - fully satisfied

Property Detail**Humboldt, CA LINDA HILL, ASSESSOR**

Parcel # (APN): 505-131-014 Use Description:
 Parcel Status: ACTIVE
 Owner Name: FRANKE KASSIE B
 Mailing Address: 3460 VILLA LN #117 NAPA CA 94558
 Situs Address: CA
 Legal
 Description:

ASSESSMENT

Total Value: \$25,638	Use Code: 9941	Zoning:
Land Value: \$19,546	Tax Rate Area: 001038	
Impr Value: \$6,092	Year Assd: 2003	Improve Type:
Other Value:	Property Tax: \$318.94	Price/SqFt:
% Improved 24%	Delinquent Yr	
Exempt Amt:	HO Exempt?: N	

SALES HISTORY

	<u>Sale 1</u>	<u>Sale 2</u>	<u>Sale 3</u>	<u>Transfer</u>
Recording Date:				10/02/1990
Recorded Doc #:				1990R023847
Recorded Doc Type:				
Transfer Amount:				
Sale 1 Seller (Grantor):				
1st Trst Dd Amt:	Code1:	2nd Trst Dd Amt:	Code2:	

PROPERTY CHARACTERISTICS

Lot Acres:	Year Built:	Fireplace:
Lot SqFt:	Effective Yr:	A/C:
Bldg/Liv Area:		Heating:
Units:	Total Rooms:	Pool:
Buildings:	Bedrooms:	
Stories:	Baths (Full):	Park Type:
Style:	Baths (Half):	Spaces:
Construct:		Site Inffnce:
Quality:	Garage SqFt:	
Building Class:		Timber Preserve:
Condition:		Ag Preserve:
Other Rooms:		

Property Detail

8. **Project:** Review and take action on a proposed addition of a dust collection system to the exterior of the Los Harbors Building designed to collect sawdust from the woodshop of the tenant, Marimba One.

Location: 901 "O" Street, APN-021-223-006

Property Owner: Kay Johnson for F.K.S. (Schmidbauer Properties)

Agent: Steve Cole and Leslie Samuels of Marimba One

File Number: 034-069-DR

Zoning: Industrial Commercial (I-C)

General Plan: Industrial Limited (I-L)

Environmental: §15301, Existing Facility, Class 1 exemption, California Environmental Quality Act (CEQA).

9. **Project:** Review and take action on a proposed rehabilitation of the façade and site conditions on the Isaac Minor Cottage located in the Central Conservation Area.

Location: 1068 I Street, APN-021-104-002

Property Owner: Laura Kadlecik and Mike Wilson, Humboldt Water Resources

File Number: 034-071-DR

Zoning: Central Business District (CBD)

General Plan: Central Commercial (C-C)

Environmental: §15301, Existing Facility, Class 1 exemption, California Environmental Quality Act (CEQA).

V. BUSINESS ITEMS.

V. CORRESPONDENCE

VI. COMMISSION/STAFF COMMUNICATIONS.

VII. ADJOURNMENT.

SALES HISTORY

Recording Date	Recording Doc #	Recording Doc Type	Transfer Amount	Sale 1 Seller (Station)	Sale 1 Buyer (Station)

PROPERTY CHARACTERISTICS

Fireplace	Year Built	Lot Area
AC	Effective Yr	Lot Sqr Ft
Heating		Blg/In Area
Pkg	Total Rooms	Units
Park Type	Bedrooms	Buildings
Spaces	Baths (Full)	Stories
Site Access	Baths (Half)	Style
	Garage Spft	Construction
Timber Preserved		Quality
Ag Preserved		Building Class
		Condition
		Other Rooms

TWIN PARK
MAPS 11-13

EASTERN AVE.

WESTERN AVE.

FOSTER AVE.

12

09

11

14

15

131

16

17

11

16

JANES

STORM

DRAIN & MAINT

DIST.

ALLIANCE

RJC

N 85° E

S 34° 51' E 110'
110' 53" E

N 86° 9' E

Frank

Frank

CoX

CoX

RR

NWP

CTR. C&K

N 15° 52' E 108.3'

500' ±

N 90° 33' E 157.20'

N 15° 26' 29" W 44.99' ±

34'

14.91'
9.16'

N 73° 03' 42" W

N 59° 26' 18" E
261.8'

137.65'

38.05'

51.97'

110'

110'

100'

100'

762.91'

Appendix B.
Club Information:

Humboldt State University renews their requirements for establishing a club every semester. In the following is club information for Spring 2004, one may need to access new club information from the clubs office, for future semesters.

CLUBS AND ACTIVITIES
HUMBOLDT STATE UNIVERSITY

STEPS TO BECOMING A UNIVERSITY RECOGNIZED CLUB

The following checklist will help you through the recognition process.

- _____ Complete the forms in this recognition packet. This includes:
_____ **Intent to Organize form.** This is a list of 8 currently enrolled,
fully matriculated Humboldt State University students.
- _____ **Contact Card.** Be sure all spaces are filled out accurately. You
must have a Humboldt State University faculty or staff member
serve as an advisor. An Advisor provides informal contact
between student and the University, provides continuity from
year to year, and can be an important resource person.
- _____ Have Club Advisor complete the "Volunteer Appointment
Form", and return it with the rest of this packet.
- _____ Draw up a **constitution** for your organization according to the
guidelines in the sample constitution included in this packet.
- _____ Submit the forms and your Constitution to the Clubs Office.
The Club Coordinating Council and the Clubs Coordinator will
review your proposal and notify you of your status.
- _____ Once your club has been approved, schedule a meeting with a
staff member from the Clubs Office to review pertinent
policies, procedures, and answer any questions you may have.

* Greek organizations and Sports clubs have additional requirements, please
ask a staff person for more information.

WHY IS THERE A RECOGNITION PROCESS?

Campus organizations are an important part of student life. They provide a way for students to meet others with common interests, to pursue common educational, cultural, spiritual, recreational, and social activities, and to gain recognition for their academic achievements and community service. Humboldt State University seeks to provide these organizations with as much support as possible. In order to do so, the University must insure that each organization is composed of HSU students, has purposes consistent with University rules, regulations, and policies, and has the structure necessary to function as a successful campus organization. The recognition process was designed to enable the University to verify this information. The Clubs Office is responsible for helping prospective organizations complete the recognition process.

PRIVILEGES OF A UNIVERSITY-RECOGNIZED CLUB

Recognition of a university club is a privilege, not a right. This privilege carries with it certain responsibilities. Club members are obligated to conduct themselves in a manner that is a credit to themselves, their fellow club members, advisors and the University. Failure to uphold these responsibilities may result in the temporary or permanent loss of recognition and accompanying privileges. Lesser sanctions such as community service and reimbursement for damages may also be imposed.

WHAT ARE THE ADVANTAGES OF BEING RECOGNIZED?

- * The use of Humboldt State University's name in association with your club.
- * The ability to conduct fundraising activities on campus.
Reserve university facilities (Rooms in the University Center, and tables) for meetings and other activities. University Center Information counter.
- * The right to participate in such campus activities as the Club Activities Faires, the Preview Fair, and the Arts & Music Festival.
- * Use a mailbox in the Clubs and Activities Office.
- * Invite speakers to campus who are not members of the University community.
- * Use the Associated Students for banking.
- * Use the Lumberjack calendar section for free publicity.
- * Be contacted by prospective members according to the information provided on the Club Contact Card.
- * Be included in the HSU Clubs and Activities Directory.
- * Apply to Clubs Coordinating Council for funding of programs, events, and travel.

The steps to becoming a recognized campus club depends on the type of organization you want to form. Most clubs are recognized by the Clubs Coordinator upon recommendation by the Club Coordinating Council. However, sport clubs are recognized by the Clubs Coordinator upon approval of the Intramural Office; fraternities and sororities are recognized by the Clubs Coordinator upon recommendation of the Greek Council.

RESPONSIBILITIES OF A UNIVERSITY-RECOGNIZED CLUB

- 1.) Appointment of a university faculty or staff advisor.
- 2.) Adherence to all university rules and regulations including those pertaining to hazing, alcohol, publicity, posting, sale of food and merchandise, drawings, use of campus equipment, and dances.
- 3.) Compliance with the club's own constitution and by-laws; and, when applicable, constitutions and by-laws of affiliated national organizations.
- 4.) Avoidance of activities that pose undue risk to the safety of individuals or which create liability for the club and the university.
- 5.) Avoidance of any act of dishonesty, breach of law or University regulation, or any public or private act that brings discredit to the University
- 6.) File an updated club contact card with the Clubs Office at the beginning of each academic year.
- 7.) A club may be held accountable for the actions of its members if the behavior is related to the activities of the club. (Specific acts of such misconduct are spelled out in Section 41301 of Title 5 of The California Code of Regulations excerpted in the back of the university catalog under the section entitled "The Fine Print, Students Rights and Responsibilities.") Such misconduct need not be officially sanctioned by the club membership in order to be considered grounds for sanctions against the club. The individuals may be subject to separate criminal or university sanctions.

HOW IS THE RECOGNITION STATUS MAINTAINED FROM YEAR TO YEAR

In order to maintain University recognition, clubs must submit an updated Club Contact Card to the Clubs Office at the beginning of each academic year (these will be placed in the club mailboxes at the beginning of the fall semester). **Return the card to the Clubs Office within 30 days of the start of the semester**, even if all the officers have not yet been elected. Names can always be added later; it is more important to get the card on file. Failure to submit this card will result in the club being declared inactive. **Once declared inactive, the club must repeat the entire club recognition process to regain active status.**

A new Club Contact Card must be filed in the Clubs Office when new officers are elected or when the address or phone number of a current officer changes. If this card is out of date, we may be unable to contact you regarding important deadlines and you may inadvertently lose recognition status.

At the beginning of the Spring semester, a Club Update Card and other required forms and pertinent information will be put in each box of currently recognized organizations. All forms must be returned to the Clubs Office within two weeks of the start of the semester.

When changes are made in the constitution of an organization, you must submit a new copy to the Clubs and Activities Office.

**STATEMENT OF INTENT TO ORGANIZE
HUMBOLDT STATE UNIVERSITY
GENERAL CLUB**

We/I hereby petition the Clubs and Activities Office of Humboldt State University for permission to initiate the following organization:

Proposed Name of Organization: _____

Purposes and Objectives of Proposed Organization: _____

Proposed Membership Qualifications: _____

We/I guarantee that this proposed organization will strictly adhere to the regulations established by the State Code as follows:

This organization will not have not have membership rules which require discrimination based on race, creed, national origin or gender.

No member of this club shall conspire to engage in, or participate in, any form of hazing, including all acts that injure, degrade, or disgrace any member or prospective member of this organization.

Student Name (print) _____ SS# _____
Student Signature _____ Date _____
Address _____ Phone _____

Faculty Advisor (print) _____ Phone _____
Faculty Advisor Signature _____ Date _____
Dept. _____

NAME (Please Print)	SIGNATURE	
1. _____		SS# _____
2. _____		SS# _____
3. _____		SS# _____
4. _____		SS# _____
5. _____		SS# _____
6. _____		SS# _____
7. _____		SS# _____
8. _____		SS# _____

APPROVAL SECTION

(For Office Use Only)

Action by Club Coordinating Council

___ Approved ___ Disapproved

Chair of Club Coordinating Council Date

Action by Club and Activities Office

___ Approved ___ Disapproved
___ Constitution ___ Club Contact

Clubs and Activities Coordinator Date

This form should be returned to the Clubs Office and must be accompanied by your club's proposed Constitution and Contact Card.

RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

An approved petition of Intent to Organize gives the organization the following rights and privileges:

- May schedule facilities for the purpose of meetings.
- May solicit members through campus policy mediums.
- May solicit funds from the Club Coordinating Council, the Activities Coordinating Board, and the Multicultural Center, given the criteria are met and the correct procedures for solicitation are followed, as specified by the above entities.

An approved petition of Intent to Organize gives the organization the following responsibilities:

- Must schedule an orientation with the Clubs Office, having at least one representative from the organization attend.
- Must notify the Clubs and Activities Office if there is a change of advisor while organization has "active" status.
- Must submit amendments to the organization's Constitution when appropriate.
- Must adhere to campus policies, rules of regulation adopted by Student Legislative Council, and guidelines as outlined in the Club Manual.
- Must complete a Club Registration Form ("Contact Card") at the beginning of each fall semester to retain "active" status.

CLUB NAME: _____

HUMBOLDT STATE UNIVERSITY CLUBS AND ORGANIZATION REGISTRATION FORM

All clubs and organizations at Humboldt State are required to register each Fall semester. Groups failing to register within 30 days of the beginning of the semester will lose HSU recognition.

Academic _____ Greek _____ Religious _____ Honor Society _____
Sport _____ Special Interest _____ Cultural _____ A.S. Program _____

Please Print Clearly!

CLUB INFORMATION

Date: _____
Club Name (do not abbreviate): _____
Purpose and Objectives: _____
Membership Qualifications: _____
Number of Current Members: _____
Club E-Mail Address: _____
Club Web Page Address: _____
Do you have an A.S. account on campus? _____ Do you have an account off-campus? _____
If yes, per Executive Order 648 you must close your off-campus account and deposit the funds into your club's A.S. account.

EXECUTIVE OFFICERS

(Officers must be registered students)

• President/Chair:	Address	Phone/E-Mail
_____	_____	_____
• Vice-President/Co-Chair:	_____	_____
_____	_____	_____
• Treasurer:	_____	_____
_____	_____	_____
• Secretary:	_____	_____
_____	_____	_____

The above individuals agree to let us release their name and number to interested parties. When changes occur during the year, please make an effort to keep the card updated. (i.e. contact number change, advisor change, new meeting time/place).

Member Authorized to Make Room Reservations and Check Out Club Supplies (Please designate a member of your organization who will be responsible. Only this individual will be allowed to make room reservations through the UC Information Counter and check out club supplies.)Name: _____

Meeting Day: _____ Time: _____ Location: _____

Faculty/Staff Advisor (Print Name): _____ Department: _____ Campus Extension: _____

(Club Advisors must read and sign the reverse side of this card before a club is to be considered active.)

Return this registration form to the Clubs Office in the University Center, South Lounge. All clubs are considered inactive unless this registration form is on file in the Clubs Office and updated as necessary.

UNIVERSITY RECOGNIZED ORGANIZATIONS
FACULTY/STAFF ADVISOR RESPONSIBILITIES

The University requires that all campus-recognized student organizations have a faculty or staff advisor whose responsibility is to provide a cornerstone upon which the organization, as well as its members, can build. Student leaders should use the club advisor as a sounding board for ideas, a reference, as a friend, and a member of the organization whose primary goal is to aid the organization in reaching its own objectives in a manner most beneficial to the organization, its members and the University.

When a University employee volunteers as an advisor or sponsor for an extra-curricular activity, the employee shall be considered to be a "CSU Volunteer" in accordance with HR-2001-38. The Clubs Office will provide each advisor with the necessary form (HR-2001-38) to complete. "CSU Volunteers" are eligible for workers' compensation and state liability coverage in the event the advisor is injured by an advising related activity.

RESPONSIBILITIES OF THE ADVISOR

- * The advisor shall provide reasonable and prudent supervision for club activities. To this end, the advisor is encouraged to attend meetings, events and other functions of the organization whenever possible.
- * Be familiar with the University policies and procedures relating to organizations. Please refer to the Club Handbook.
- * Encourage organization members to assume responsibilities and leadership position.
- * The advisor shall periodically review and monitor the financial status of the organization in order to be assured of its solvency. The advisor should also monitor all expenditures (sign all check requests) of the organization, as well as encourage the maintenance of accurate financial records by organization members.
- * Help student leaders preserve organizational records which provide continuity (i.e. minutes of meetings, reports on activities and events, membership lists, and current constitution, etc.).
- * Report to the Clubs and Activities Coordinator any misconduct or violation of policies which may harm the organizations or University.
- * With regard to sport clubs, the advisor shall encourage all participating members to have appropriate physical examinations and are physically capable of participating in the specified activity. All members shall also be encouraged to have adequate medical insurance. A Release Agreements Form for HSU Sport Clubs (Assumptions of Risk / Health Statement & Liability Waiver) shall be required and must be on file in the Intramural Office prior to participation.
- * Whenever the membership travels as a club, the advisor shall assist the Sport Club Coordinator in determining that each vehicle and driver is properly insured (i.e. for privately owned vehicles, minimum automobile insurance requirements of \$15,000 personal injury to, or the death of one person; \$30,000 for injury to, or death of two or more persons in one accident; \$5,000 property damage) and has the proper driver's license for the type of vehicle being used. The list of drivers and passengers shall be submitted to the Sport Clubs Coordinator. In the event of personal vehicle use, a HSU Authorization to use Privately Owned Vehicles for University / Affiliated Programs Travel Form must also be submitted prior to traveling.

I have read and understand the above information,

Advisor's Name (print) _____ Department _____

Advisor's Signature _____ Date _____

For more information or clarification on these or other organization-related policies, please contact the
Clubs and Activities Office at 826-3776

MEMORANDUM

TO: Club Advisors
FROM: Michael Wilcoxon, Clubs Coordinator
DATE: September 2003
SUBJECT: CSU Volunteer Identification Form

Thank you for agreeing to serve as a club advisor. There are over 180 active clubs at HSU. The sheer number of clubs is testimony to the fact that students are looking for ways to enhance their learning opportunities and to make a difference at Humboldt. Club members are eager to participate in groups that are both fun yet continue to foster learning and provide leadership experience. As a club advisor, you can establish relationships with students outside the classroom and help them learn, develop and grow in a less formal setting. Your role as advisor can be critical to the continuity and overall success of a club. To assist you in your role as a club advisor, I am providing you with a copy of our updated Club Handbook (every club has received a handbook). I hope you find the Club Handbook helpful.

The Personnel Department has requested that all faculty and staff advisors of campus clubs and organizations complete a "CSU Volunteer Identification Form". When a University employee volunteers as an advisor or sponsor for an extra-curricular activity, the employee shall be considered to be a "CSU Volunteer" in accordance with HR2001-38. The Clubs Office will provide the necessary form for each "CSU Volunteer" to complete. "CSU Volunteers" are eligible for workers' compensation and state liability coverage in the event the advisor is injured by an advising related activity.

Please complete the "Assignment and Summary of Duties" section by providing the names of all clubs you will be advising. **Please sign, date, and return the "CSU Volunteer Identification Form" to the Clubs Office as soon as possible.** (Please note that this year we will define the date of termination as "indefinite". Therefore, if you remain the advisor, there will be no need to complete a form next year.) We will then obtain the signature of Dr. Steven Butler, Vice President of Student Affairs, and forward it to the Personnel Department.

Thank you for taking an active part in the activities and concerns of campus clubs. Please don't hesitate to contact the Clubs Office if we can provide further assistance to you at ext. 3776.

SAMPLE CONSTITUTION GENERAL CLUB

In order to become a fully recognized club at Humboldt State University, gain the sanction of the Club and Activities Office, and thus acquire the privileges accorded recognized campus groups, each organization must design a constitution. The constitution must be submitted to the Club Coordinating Council and Club and Activities Coordinator for examination and review. If it is not approved, it will be sent back to the organization for revisions. Every club constitution must go through the above process. When drafting its constitution, each organization should decide how it wishes to be structured and how it wants to operate. Those decisions should be incorporated into its constitution in simple, concise terms. Proper grammar and spelling is required.

The following sample constitution is presented to assist organizations in the drafting of their constitutions. It is not intended to prescribe, proscribe, or otherwise limit an organization in its constitution writing efforts. Neither is it intended to be copied word for word. It is a guide which illustrates many of the items normally contained in a campus organization's constitution. Please note that drafting and submitting a constitution does not mean automatic approval.

ARTICLE I (Name)

Section 1. The name of this organization shall be _____

ARTICLE II (Purpose)

Section 1. List the purpose(s) for which your organization was formed. Be sure this information is clear and specific. This could be considered the most important article in this document.

ARTICLE III (Affiliation)

Section 1. If your organization is to be affiliated with a local, state, or national organization, a statement declaring the nature of the affiliation must be included. The relationship between the campus group and the organization it is to be affiliated with must be described. If no affiliation exists, a statement reflecting that fact must be included.

ARTICLE IV (Membership)

Section 1. List the qualifications for membership in the organization (e.g., class level, major, special interest).

Section 2. List the procedures for selecting members, if any.

Section 3. Include the following statement: "Voting membership is restricted to matriculated, currently enrolled students, faculty, and staff at Humboldt State University." (Note: You may be more restrictive in determining voting membership.)

Section 4. Include the following statement: "Voting membership and all officers must be

matriculated, currently enrolled students, faculty, and staff at Humboldt State University.

Section 5. Include the following statement: "Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, age, sex, disability, veteran's status, or sexual orientation, except as sanctioned by law (California Administrative Code, Title 5, Section 41500; Education Amendments of 1972, Title IX)."

Section 6. Include the following statement: "There shall be no hazing."

ARTICLE V (Officers)

Section 1. List the titles of the officers of the organization. For example: "The officers of this organization will be a President, a Vice-President, a Secretary, and a Treasurer." State the term of office. For example: "Term of office shall be from the time of election until new officers take office immediately following the next election" or "Term of office shall be one semester".

Section 2. Describe how the organization will fill vacancies that occur in any of the offices. By appointment? By a special election?

Section 3. Include the following statement: "All officers of this organization are matriculated, currently enrolled students at Humboldt State University."

Section 4. If your organization has an Executive Committee, it may be described here (or in a separate article).

ARTICLE VI (Duties of Officers)

In separate sections, describe the duties of each officer. This is a very important article and should be written with great care. For example:

Section 1. The President shall preside at all meetings, name all special committees, appoint all committee chairs, and,etc.

Section 2. The Vice-President shall assume the duties of the President in his/her absence. The Vice-President shall also.....etc.

Section 3. The Secretary shall record the minutes of each meeting, maintain accurate records of all business pertaining to the organization, receive and respond to all official correspondence, and.....etc.

Section 4. The Treasurer shall collect and disburse funds as directed by the organization, make monthly financial reports to the general membership, and.....etc.

ARTICLE VII (Nominations and Elections)

Section 1. Describe how people are nominated for office. If a Nominating Committee is used, describe when it will meet and when it must report to the full membership. If nominations are made from the floor, specify when this is to take place in relation to

the elections. At the same meeting as elections? Two weeks before elections?

- Section 2. State when during the year or semester elections will take place.
- Section 3. Describe how members will cast their vote. Written secret ballot? Oral vote?
- Section 4. List the qualifications to vote, if any.
- Section 5. State whether officers will be elected by plurality or majority vote. A plurality vote means that one candidate must get more votes than anyone else. A majority vote means that a candidate must receive one more than half (50%+1) of all votes cast.

ARTICLE VIII (Installation)

- Section 1. Describe the time and place of the installation of your officers. If your organization has a special installation ceremony, this would be the place to describe it.

ARTICLE IX (Meetings)

- Section 1. State the frequency of regular meetings. Time and place of meetings may also be specified here. If your organization has different types of meetings (e.g., business meetings and practice sessions), be sure they are each accounted for in this article.
- Section 2. State who has the authority to call special meetings. The President? A proportion of the membership?
- Section 3. State how members will be notified of any special meetings. State who has the responsibility to notify members and what methods will be used (e.g., newsletter, phone calls, bulletin board postings).
- Section 4. Specify your quorum. A quorum is the minimum number of members who must be present at a meeting in order for business to be conducted. State a number or percentage that is large enough to insure that the meeting will be representative of your whole organization, but not so large that establishing a quorum is difficult. The quorum may be stated as a percentage of total membership or as an absolute number of members.
- Section 5. Establish a parliamentary authority for your organization. For example: "The parliamentary authority of this organization shall be Robert's Rules of Order."
- Section 6. Specify your attendance rules, if any.

ARTICLE X (Committees)

- Section 1. State who has the authority to name committees and committee chairpersons.
- Section 2. In separate section, list the regular or standing committees for your organization, if any. Include specific committee size and duties.

ARTICLE XI (Dues, Fees)

Section 1. Make a statement about the dues or other fees that are collected by your organization. If there are none, make a statement to that effect.

ARTICLE XII (Amendments)

Section 1. State who can originate an amendment. An individual? A committee? A percentage of the membership?

Section 2. State the manner of presenting the amendment to the group. Usually the amendment must be read in one or two meetings preceding the vote or posted for one or two weeks for all to read.

Section 3. Describe the number of votes needed to adopt the amendment. This is usually two-thirds of the total membership of the organization.

Section 4. State the time when the amendment becomes effective. In a week ? Immediately?

ARTICLE XIII (Enabling clause)

This constitution shall become the official governing document of the "Sample Club " of Humboldt State University, upon ratification by two-thirds majority vote of the membership, approval and acceptance by the Club and Activities Coordinator and Club Coordinating Council of Humboldt State University.

RECORD THE DATE THE CONSTITUTION/BYLAWS WERE ADOPTED HERE.

Appendix C.

In the following is a short list of potential gardeners' for the community garden.

Scoping Out A Community Garden

#	Name:	Email or Other Contact:	Contribution? Time, Ideas, Tools, Seeds... anything?
1	Stephen Well	sdw15e	Time
2	DOUG GREEN	616 8296	1 AM ALSO DOING A PROJECT ALIVE
3	JACOB GUTH	837-1969	
4	Hidi Terrace	922-0136	Time
5	Andrea Tyler	822-8928 - alt 300 Mmm...	Shovel & a few tools
6	Mavel Flynn	822 7228 rmf14	lots of FNB compost also contact Julie or Ashley with gardeners (WUG)
7	Bjll Modjes	welz	Time (some)
8	Stagnare Dwy	for info 822-5170	WIDD Orchard Gardeners is already happening
9			they are working on a Draft Plan For garden
10			Abdul You should hook up w/ them
11	Suzanne Isard	sai3@humboldt	
12	Zach Meyers	zammant17@yahoo.com	
13	TARA PATTI	tp5@humboldt.edu	ideas - experience creating comm. gardens; resources info.
14	Mervin Girardin	mag40@humboldt.edu	lots of compost... anything
15	Tom Jenile	Tommy Jenile@va.hoo.com	not sure? but I would like to grow veggies
16	Semi Rice	semiriceva@yahoo.com	→ WVE Fall is working on community garden → we should talk
17	JETA KUNZI	jetak@kubnol.com	help with time materials
18	Nathaniel Keenan	NOK1@humboldt.edu	I have time to put forth & energy!
19	Brian Peter	bpc@humboldt.edu	time
20	TODD REIDER	twkdog@yahoo.com	Draft knew?? - labor?
21	Rachael Carter	rcarter828@hotmail.com	lovely idea - did donate a little money for seeds/soil etc.
22			
23			
24			
25			
26			
27			
28			
29			
30			

THESE LIVES

RPJC at the 1040 H St.

Appendix D.

Foreseeable Budget Expenditures

Getting a well dug (performed by Diamond Drilling, located in Redding Ca.)

\$4/mi. traveling to/from worksite (approx. 141 miles from Redding to Arcata)

\$195/day for room/board for three-man work crew (figure two days to get the job done)

\$500 for sanitary seal

\$16.50/ft. for the digging of the well (depth depends on location of water table)

\$51 for "shoe"

\$50 for cap

\$6.77/ft. for steel well sleeve

Getting access to city water (quoted by Arcata Public Works Dept.)

\$2140 to have city put in water line from existing water infrastructure to the installed water meter (put in by city also)

\$100-200 for the establishment of a pump and facet/spigot

Lumber (quoted from Arcata Lumber)

20' pressure treated 2x4 \$9.33

8' pressure treated 2x4 \$2.99

20' pressure treated 4x4 \$19.73

8' pressure treated 4x4 \$6.75

20' fir 2x4 \$9.33

8' fir 2x4 \$2.99

20' fir 4x4 \$21.33

8' fir 4x4 \$8.53

Price per garden bed using fir (non-pressure treated lumber, each side of the garden plot will have three 2x4's and the corner posts will consist of two foot lengths of 4x4 posts)

\$53.30 per 8x8 plot (~30 plots)

\$120.50 per 12x12 plot (~6 plots, using 20' 2x4's, for every 12x12 plot the scraps left over would be enough for the sides of one 8x8 plot)

\$120.50 per 20x20 plot (~12 plots)

Pre-fabricated shed (from Arcata Lumber)

\$680 for 7x7 plastic shed

\$250 for 8x8-galvanized steel shed

\$400 for 8x6 "snap together" shed

Liability Insurance (quoted from State Farm Insurance)

\$625/yr.

Appendix E.
Resource Directory:

City Hall – Joe Mateer; City Planner

HSU Garden Club; Constitution, members, etc.

HSU – Bob Schulz; HSU Planning Director e-mail: RCS7002@humboldt.edu

Susan Ornelius; Intern coordinator for CSA Farm and Jacoby Land Trust

(707) 822-0900

Eddie Tanner; contact from Bayside Community Garden Project

Center for Environmental Economic Development (CEED) - Dan Ihara (707) 822-8347

Fiscal Sponsor for Funding through Humboldt Area Foundation

Arcata Recycling Center- Hillary Leland; Education and Marketing (707) 822-4542

Garden Club Board of Directors:

Meredith Herndon PhineAqua@hotmail.com

Ari Murdock Aquari@juno.com

Dawn Collie dmc45@humboldt.edu

Seth Adams sa21@humboldt.edu

Well Water infrastructure; Diamond Drilling, located in Redding, Ca

City Water access information; Arcata Public Works Department

Supplies; Arcata Lumber

Insurance; State Farm Insurance Agent (Pam Herndon)

Appendix F.

Humboldt Community Garden By-Laws

Breaking any rules, terms, and conditions is cause for exclusion from the garden and loss of your plot.

1. You will receive one verbal warning from the garden director.
2. If no response or correction has been made, you will receive written notice two weeks later.
3. In another two weeks, if no response or correction has been made, you will receive a written final notification that you have forfeited you gardening privileges and plot.
4. You will be allowed to reapply for another garden plot only after one year, and only at the discretion of the garden manager.

Rules, Terms, and Conditions for Participation

If accepted as a gardener, I will abide by the following rules, terms, and conditions:

1. I agree to abide by the practices of the Humboldt Community Garden.
2. The fee for the use of the garden is (____) (to be filled in by garden director) per plot, per year (January 1 – December 31), due to or before (January 1).
3. Once I have received my plot designation, I will cultivate and plant it within two weeks. My plot cannot be left unused for any period of three weeks or longer, more than one time a year.
4. My plot is (_____) (to be filled in by garden director) feet. I will not expand my plot beyond this measurement or into paths or other plots. I will keep my plants within the limits of my garden plot and will not allow any plants to grow more than seven feet. I must keep my plot free of weeds, pests and diseases.
5. I will not use any pesticides or herbicides on any vegetation within the garden parameters.
6. I will keep my plot, paths, and surrounding areas clean and tidy. I will completely separate my trash into three separate groups: 1) dead plants, leaves, and other green waste plant parts; 2) rocks, stones, and asphalt; and 3) paper, plastic, cardboard, wood, metal, etc. I will put each type of trash in the specific designated areas. Anything I bring from home I will take home.
7. I will not bring house hold trash and leave it at the Humboldt Community Garden site.
8. I will not plant any illegal plant. I will not smoke, drink alcoholic beverages, use illegal drugs, or gamble in the garden. I will not bring weapons, pets or other animals to the garden.
9. I will water my plot in accordance with water-wise guidelines. (if I use more than the recommended amount of water, I will pay a fee each month to cover the additional water costs)

10. I will attend 6 out of the 12 regular monthly garden club meetings. If educational opportunities are available, through workshops, I will attend, as much as possible, and encompass the knowledge to my garden plot.
11. I will not take food or plants from other gardeners' plots. I will not take anything from the garden that is not rightfully mine.
12. I will respect other gardeners, and I will not use abusive or profane language or discrimination against others.
13. I will work to keep the garden a happy, secure, and enjoyable place where all participants can garden and socialize peacefully in a neighborly manner.
14. I forfeit my right to sue the owner of the property.

I have read and understand the application and accept these rules, terms, and conditions stated above for the participation in the Humboldt Community Garden.

Signed: _____
Gardener

Date: _____

Signed: _____
Garden Director

Date: _____

Appendix G.

Draft letter to landowner:

Humboldt Community Garden Club
1 Harpst St.
Arcata, CA 95521

To whom it may concern,

As students of Humboldt State University, we have determined that there is a need for established space in close proximity of Arcata renters, apartment dwellers, and students, to organically grow, produce, and maintain personal garden plots.

In order to fully realize our potential, we have been looking at undeveloped plots of land around Arcata that would be able to support a community garden. Upon this investigation we have come across a piece of land that you own, (insert address), that meets our criteria. We would like you to consider our project mission and proposals and help us achieve our goals by reaching an agreement for the use of your land.

Our mission is to involve the efforts of the students of HSU and the residents of Arcata to build a more sustainable community by providing garden opportunities and educational activities.

Creating a community garden reflects the cohesiveness and integrity of a community. Developing a community allotment garden will help establish a positive interface between students and community members while providing tasty, organically grown, and affordable produce for all involved.

If this project development of your land is acceptable or is of interest to you, could you please reply by sending a response in the self-addressed and stamped envelope that is enclosed. Thank you.

Sincerely,

Appendix H.
Draft Grant Proposal:

In the following is a draft Grant proposal. The proposal is sponsored by (CEED) Center for Environmental Economic Development, directed to Humboldt Area Foundation, for funding.

Changes may need to be made in relation to the particular site of land one may be looking acquire.

Humboldt Community Garden Project

Written by:
Ari Murdock
Meredith Herndon
Seth Adams

Executive Summary

The Center for Environmental Economic Development (CEED) is a US-based nongovernmental organization incorporated in 1993 in California as a non-profit 501(c)(3) organization. It is CEED's vision that local communities can become more sustainable and self-sufficient in solving their problems. Currently CEED assists a variety of community efforts. It has been a sponsor of the Humboldt Permaculture Guild's educational efforts which included a community seed exchange and workshop.

CEED is requesting funds to facilitate the Humboldt Community Garden Project (HCG), which will help Humboldt County become more sustainable and less reliant on the state or the federal government in solving community health and income problems such as malnutrition, obesity, inactivity, and insufficient income. In order to get the HCG project running, \$13,246.40 is requested. The project will also be partly funded with an additional \$2,250 in supply donations and an unvalued amount being contributed through volunteer activities, such as management positions and labor. The total cost of the project will be \$15,946.

Community gardens have been shown to improve the overall economic and health conditions in the areas that they serve by lowering food costs, and increasing consumption of fruits and vegetables. CEED hopes to address the nutritional and financial needs of Humboldt County residents by creating a one half-acre community garden space that will provide opportunities for gardening in both individual plots and a common garden, and participation in monthly workshops and activities.

The HCG will create economic benefits for Humboldt County residents in the form of decreased costs of fruits and vegetables as well as increased access to them. The HCG will also provide health benefits to the community in the form of increased activity leading to weight loss, and a more nutritional, balanced diet. These benefits will directly affect the low-income, malnourished, overweight, and inactive citizens of Humboldt County, as well as maintain health and economic status of others in the community.

By initiating programs such as this, Humboldt County becomes more involved in sustaining its residents' economic and health needs.

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Introduction

The Center for Environmental Economic Development (CEED) is a US-based nongovernmental organization incorporated in 1993 in California as a non-profit 501(c)(3) organization (Appendix A). It is CEED's vision that local communities can become more sustainable and self-sufficient in solving their problems. CEED's mission is to serve as a catalyst, helping organizations and individuals build sustainable communities. Currently CEED assists a variety of community efforts. It has been a sponsor of the Humboldt Permaculture Guild's educational efforts which included a community seed exchange and workshop.

With the implementation of the Humboldt Community Garden Project, Humboldt County will become more sustainable and less reliant on the state or the federal government in solving community health and income problems such as malnutrition, obesity, inactivity, and insufficient income.

The HCG project plans to carry the mission and vision of CEED by addressing the nutritional and financial needs of Humboldt County residents by creating a one half-acre community garden space that will provide opportunities for gardening in both individual plots and a common garden, and participation in monthly workshops and activities. In doing so, the HCG project looks to heighten the nutritional and financial sustenance available to Humboldt County residents through the execution of workshops and events at the community garden.

CEED has been a catalyst for a sustainable future for over 10 years. We work locally, statewide, nationally, and internationally to build sustainable communities. One of CEED's most recent local accomplishments is the Sustainable Humboldt Project. The goal of this project is to bring together citizens and groups within our county who are working for the transition to a sustainable region, one that is ecologically sound and socially just. Locally, CEED helped to forge a cooperative approach to north coast recycling systems, zero waste and renewable energy, financing sustainable development, and climate change education. Recently we've analyzed the county's General Plan and Headwaters Fund documents, organized comments and citizen alerts, drafted a local Agenda 21 document, and instigated a community mapping project. We are organizing a

Sustainable Humboldt Network, and we sponsor the Permaculture Guild and the Redwood Creek National Watershed Center. We facilitated the community visioning and action planning sessions for Bridgeville, Willow Creek, Orick, Orleans, Somes Bar, and Blue Lake. We've also completed research on economic development indicators and economic cluster theory, community-based forestry, and carbon sequestration economics. We are now researching the potential economic benefits of dam removal on the upper Eel River.

Needs and Problems Addressed by HCG Project

Many of Humboldt County's citizens suffer from low income, poor health, and regular inactivity. According to the 2000 U.S. Census, Humboldt County residents' median income is \$31,266, only two-thirds of the California median of \$47,293 for all households. 19.5 percent of families in Humboldt County live below the poverty level as opposed to 14.2 percent in California overall. Adolescents in general today actually have a shorter average life expectancy than older generations due to lack of exercise and obesity. According to California Center for Public Health Advocacy, in 2001 over 25 percent of children are overweight and over 36 percent are unfit. Although these numbers are slightly below the numbers for California overall, they reflect the growing trend in obesity the United States is currently suffering from (see Appendix E). Activity levels in children are declining in Humboldt County, which further exacerbates the obesity problem. According to the Redwood Community Action Agency, half of Humboldt County's youth and 60 percent of adults are not regularly active, and 25 percent of adults are completely inactive.

According to an April 5, 2004 Times-Standard article titled "Obesity, poor nutrition hit poor hardest", poor people often suffer the most from malnutrition and obesity because the cheaper, more accessible foods are most often high in calories and low in nutrition. The article describes an unscientific survey of 50 people that was conducted by Food for People, the food bank for Humboldt County. Of the 50 people interviewed, 49 said they would eat more fruits and vegetables if they were more accessible. 34 said the reason they didn't eat more produce because it was too expensive.

In sum, Humboldt County residents are among the poorest in the state, and suffer from obesity poor nutrition, and inactivity. The HCG project will provide solutions to the growing health concerns of Humboldt's low income community by providing accessibility to healthy, organic food at an affordable price; recreation and exercise for youth and adults; an increase in community interaction which will further encourage activity among both adults and adolescents; and an increased interest in the role food can play in a healthy, happy life.

Currently, there are three major community gardens or farms in Humboldt County: the Arcata Educational Farm run by Humboldt State University, the Henderson Community Garden in Eureka, and the Fortuna Community Garden.

- The Arcata Educational Farm (<http://www.humboldt.edu/~farm/home.html>) contributes to the education of youth by offering tours to local schools and to college students through two courses taught at the university.
- Henderson Community Garden (<http://www.foodforpeople.org/cgs.html>) contributes produce to the food bank run by Food for People and has developed programs to help the poor gain access to food at an affordable price.
- The Fortuna Community Garden (<http://humgardens.com/community/>) also contributes to local food banks.

All of these gardens provide space where citizens can purchase individual lots and garden their own vegetables, a wonderful opportunity for those who are so inspired. The problem is that many of Humboldt County's poor citizens can't afford the time to spend on such a project.

These projects have no doubt increased both the knowledge about gardening and the accessibility to affordable food for Humboldt County's citizens. However, they seem to target a limited population consisting mostly of those who have time to maintain their own plots, and the extreme poor in Humboldt County who have access to free food through the food bank. Arcata Educational Farm also seeks to educate students by giving tours to local schools. The people who are largely left out of these programs are those who are too poor and/or busy to work their own plot or buy healthy organic produce, but are not poor enough to qualify for, or are too embarrassed to ask for, help from local food banks. The involvement of youth at the Arcata Educational Farm's has no doubt increased students' awareness of the benefits of gardening. However, we believe in order to be truly meaningful, projects need to involve children *and* their parents in order to truly solve this county's growing health problems.

Strategy or Approach and Rationale

It is CEED's vision that local communities can become more sustainable and self-sufficient in solving their problems. With the implementation of the Humboldt Community Garden Project, Humboldt County will become more sustainable and less reliant on the state or the federal government in solving community health and income problems such as malnutrition, obesity, inactivity, and insufficient income.

CEED hopes to address the nutritional and financial needs of Humboldt County residents by creating a one half-acre community garden space that will provide opportunities for gardening in both individual plots and a common garden, and participation in monthly workshops and activities.

Individual plots will be leased for \$35 per year to community members who wish to start their own garden. The common garden area will provide an opportunity for community members who cannot afford the time and/or money necessary to invest in a garden of their own but who wish to engage in growing their food. Monthly workshops and activities encourage any community members, from amateur to expert, to learn and/or perfect the science, art, and skills incorporated in gardening.

By involving Humboldt County citizens in the ways outlined above, CEED hopes to encourage self-sufficiency among community members by curbing ever-increasing obesity rates, decreasing malnutrition, increasing activity levels, and alleviating the stresses of insufficient income.

Economic Benefits

Community gardens have been shown to improve the overall economic conditions in the areas that they serve in a variety of ways. The most obvious benefit is a lower grocery bill for garden participants. A 1991 study done at Rutgers University found that the average New Jersey community garden plot (roughly 700 square feet) produced approximately \$500 in vegetables during an average growing season, with a \$25 average input cost, equaling a net profit of \$475, tax-free each season. Because popularity in community gardening is relatively recent, information on economic benefits has not been widely disbursed and none could be found specifically for California, let alone Humboldt County. However, being that California experiences more growing seasons than New

Jersey, and being that the study was done in 1991 and inflation has occurred, the savings could likely be double than those experienced in New Jersey.

The savings that accrue from the HCG would directly benefit all community members involved. Due to the overall lack of economic information concerning the production and income derived from community garden, CEED plans to analyze and publish this information resulting from the HCG project as a way to promulgate effective sustainable development in other communities.

Health Benefits

Community gardens have also been shown to improve health by increasing consumption of fruits and vegetables, as well as activity levels of those spending time working in the garden. Community gardens improve access to fruits and vegetables, which in turn improves the health of local residents. The School of Nutrition Science and Policy at the Center on Hunger and Poverty in Massachusetts published a report written by Ashley F. Sullivan in 1999 called "Community Gardening in Rural Regions". It states that in a rural community in Maine, families and individuals who participated in garden projects reported eating 89 percent more vegetables than usual. These projects enabled gardeners to spend more time outside being active. According to the American Cancer Society, a 150 pound person will expend an average of 324 calories per hour and this kind of activity can have a significant effect on weight loss.

According to the Harvard School of Public Health, fruits and vegetables contain essential vitamins and minerals, fiber, carbohydrates, and phytochemicals. They also help produce many health benefits, including lowered risk for certain cancers, heart disease, stroke, and high blood pressure.

In summary, CEED aims to create a more sustainable Humboldt County by implementing the HCG Project. This project will create economic benefits for Humboldt County residents in the form of decreased costs of fruits and vegetables as well as increased access to them. The HCG will also provide health benefits to the community in the form of increased activity leading to weight loss; lowered blood pressure, and decreased risk of cancer, stroke, and heart disease. These benefits will directly affect the

low-income, malnourished, overweight, and inactive citizens of Humboldt County, as well as maintain health and economic status of others in the community.

CEED has been very successful in the past with other projects aimed at increasing sustainability in Humboldt County. Locally, CEED's Sustainable Humboldt Project helped to forge a cooperative approach to north coast recycling systems, zero waste and renewable energy, financing sustainable development, and climate change education.

Objective Work Plan

Goal 1.0: To improve the capability of Humboldt County to sustain the nutritional and financial needs of its residents with the implementation of a community garden.

Objectives	Activities	Start	End	Lead Person(s)	Supporting Persons	Outcomes/Benefits
1.1 Organize and plan the layout of the 0.5 acre plot of land, and designate individual plots and a common demonstration garden area by March 1, 2005	1.1.1 Establish and develop plot areas and pathways within the garden.	1/2/05	2/1/05	Coordinator	Site Maintenance Coordinator	Layout of HCG will be established.
	1.1.2 Install an 8 x 8 tool shed.	2/1/05	2/2/05	Special Events Coordinator	Volunteers	Storage of tools and equipment.
	1.1.2 Advertise and lease individual garden plots.	1/2/05	3/1/05	Fundraiser		Plots will be leased to parties interested in maintaining their own garden.
1.2 By April 1, 2005 the leased land will be made ready for planting.	1.2.1 Obtain necessary equipment and tools for restoration.	3/1/05	3/31/05	Coordinator	Fundraiser Site Maintenance Coordinator	Restoration can begin.
	1.2.2 Organize and implement a two-day volunteer restoration effort.	3/1/05	3/31/05	Special Events Coordinator	Site Maintenance Coordinator	Restored land ready for planting.
	1.2.3 Establish water access.	3/1/05	3/1/05	Coordinator	Special Events Coordinator	Dependable water source established.

Objectives	Activities	Start	End	Lead Person(s)	Supporting Persons	Outcomes/Benefits
1.3 By April 30, 2005 seeds will be planted.	1.3.1 Obtain seeds and starts for the demonstration garden through a seed exchange with the Permaculture Guild.	4/1/05	4/25/05	Coordinator	Fundraiser	Seeds provided.
	1.3.2 Plant seeds in the demonstration garden and ensure individual plots are planted.	4/25/05	4/30/05	Special Events Coordinator		Garden established.

Goal 2.0: To heighten the nutritional and financial sustenance available to Humboldt County residents through the execution of workshops and events at the community garden.

Objectives	Activities	Start	End	Lead Person(s)	Supporting Persons	Outcomes/Benefits
2.1 To involve 50 community members in a planting party on Saturday, April 27, 2005 from 9am to 1pm.	2.1.1 Design and put up fliers advertising the planting party as a free event, participation in which will ensure receipt of fresh produce at harvest time.	4/1/05	4/26/05	Coordinator	Garden participants Volunteers	Public notification of HCG programs.
	2.1.2 Recruit and train three experienced volunteers to lead tours of the garden and lead planting groups.	4/1/05	4/26/05	Site Maintenance Coordinator	Coordinator Special Events Coordinator	Three people familiar with the HCG and gardening in general who can answer questions from the public.
	2.1.3 Organize a noon lunch consisting of organic fruits and vegetables.	4/20/05	4/27/05	Special Events Coordinator	Volunteers	Healthy food provided to Humboldt County residents.

Objectives	Activities	Start	End	Lead Person(s)	Supporting Persons	Outcomes/Benefits
<p>2.1.4 Compose pamphlets that include healthy recipes and a certificate of participation allowing them to receive produce at harvest time.</p> <p>2.2 To hold workshops from 10am to 11am and a directed volunteer work hour from 11:00 to noon involving 50 Humboldt County residents, at least half of them under age 18, every last Saturday of the month about various aspects of organic gardening.</p>	<p>2.1.4 Compose pamphlets that include healthy recipes and a certificate of participation allowing them to receive produce at harvest time.</p> <p>2.2.1 On every second Saturday of the month, the HCG Board and interested members will convene to decide on a workshop to be held six weeks from that date, or the last Saturday of the next month.</p> <p>2.2.2 After each workshop, have a volunteer hour to work in the common garden area and/or harvest produce for sale and donation.</p>	<p>4/1/05</p> <p>4/13/05</p> <p>5/25/05</p>	<p>4/26/05</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Special Events Coordinator</p> <p>Coordinator</p> <p>Site Maintenance Coordinator</p>	<p>Fundraiser</p> <p>Special Events Coordinator Volunteers</p> <p>Volunteers</p>	<p>Opportunity for Humboldt County residents to make healthy food at home. Incentive to return for free produce.</p> <p>Collective, organized decisions over workshops that embody CEED's mission and goals.</p> <p>Volunteers and participants involved in invigorating activity.</p>

Objectives	Activities	Start	End	Lead Person(s)	Supporting Persons	Outcomes/Benefits
	<p>2.2.3 For the month of May, provide a free, healthy lunch consisting of organic produce for those either attending the workshop or participating in the volunteer hour.</p> <p>2.2.4 By the June 29, 2005 workshop, instead of a lunch, allow each attendee family, couple, or individual to take home a basket of fresh produce harvested from the garden.</p>	5/25/05	5/25/05	Coordinator	Special Events Coordinator	Volunteers and participants compensated for volunteer work with a healthy meal.
	<p>2.3.1 Disseminate information about open volunteer days at Planting Party, sales and workshops.</p> <p>2.3.2 Hold open volunteer days with coordinator and HCG Club members present to guide work.</p>	6/29/05	Ongoing	Special Events Coordinator		Volunteers and participants allowed to take home food they worked to produce.
2.3 To hold open volunteer days on the first and third Saturdays of the month from 10am to 2pm.		4/27/05	Ongoing	Coordinator		Encourage participation in open volunteer days.
		5/4/05	Ongoing	Coordinator	HCG Club Volunteers	Open volunteer time.

Objectives	Activities	Start	End	Lead Person(s)	Supporting Persons	Outcomes/Benefits
<p>2.4 Following the volunteer hour on the last Saturday of each month, as well as on the second Saturday of each month, a produce sale, with a goal of selling at least \$200 worth of produce, will be held from noon to 2:00, with all proceeds going toward maintenance of the HCG and its programs.</p>	<p>2.4.1 Conduct a financial evaluation to determine prices for produce that are both more affordable than store-bought organic produce and that will allow HCG to cover its operating costs and sustain itself.</p> <p>2.4.2 Advertise produce sales at the HCG in local newspapers and businesses, as well as on site.</p>	6/1/05	6/28/05	Coordinator	Fundraiser Special Events Coordinator	Fresh produce made available and affordable to the general public twice monthly.
<p>2.5 Harvestable produce not sold at the end of each Saturday sale will be donated to the local food bank.</p>	<p>2.4.3 Conduct a produce sale at HCG.</p> <p>2.5.1 Gather all excess produce and drop at local food bank.</p>	6/1/05	Ongoing	Fundraiser		Public invited to purchase produce.
		6/29/05	Ongoing	Special Events Coordinator		Public introduced to HCG and invited to return for monthly workshops.
		6/29/05	Ongoing	Site Maintenance Coordinator		Healthy food provided to Humboldt County's neediest people.

Organizational, Capabilities and Qualifications

The Center for Environmental Economic Development (CEED) is a US-based nongovernmental organization incorporated in 1993 in California as a non-profit 501(c)(3) organization. CEED is overseen by a national Board of Directors and by local, national, and international advisory committees.

Senior Staff:

Executive Director, Daniel M. Ihara, Ph.D in Economics, University of Oregon. Dr. Ihara is an economist who has lectured widely and participated in national level policy on global climate change solutions.

Program Director Ruthanne Cecil, J.D. in Law, University of California at Hastings. Ruthanne Cecil is a well-known expert on financing sustainability, and speaks widely on how fiscal policy options can create the necessary funding pools for urgent global needs.

CEED Board of Directors

President, Margaret A. Gainer, M.S. in Community Development, University of California-Davis. Owner, Gainer & Associates, a community development consulting firm (1986 to present). Coordinator, Research and Grant Information, Humboldt State University, Arcata, CA (1998 to present); Founding President of Fire & Light, Inc. Resource Development Specialist for Redwood Community College District (1986-88); Fund Development Officer for Adoption Horizons (1986-88); Executive Director of Hospice of Humboldt (1981-83); Executive Director of Arcata Community Recycling Center (1976-81).

Edward Boisson, Vice President, M.S. in Environmental Systems Engineering, Humboldt State University. Boisson and Associates, (1998 - present), Pittsboro, N.C., Executive Director of the North East Recycling Council (1994-98); Manager, California Recycling Market Development Zone Loan Program (1990-94); Research Associate of Gainer & Associates (1988-90).

Steven Hackett, Board Secretary, Ph.D. in Economics, University of Texas A&M. Associate Professor, School of Business and Economics (1994 to present) Humboldt State University, Arcata, CA; Assistant Professor Department of Economics Indiana University (1989 - 1994); Author of Environmental and Natural Resources Economics: Theory, Policy and the Sustainable Society (M.E. Sharpe 1998).

Kit Mann, Treasurer, B.A. in Business Administration and Solar Design, Antioch University. Vice-President, Kokatat, a water sportswear manufacturer, Arcata, CA; Director of Community/ Economic Development for the City of Blue Lake (1984-89); Project Manager for the South Bronx Job Corps Center (1982-84); Co-founder and Executive Director of Net Energy (1975-81).

Maureen Hart, B.S. in Psychology, Michigan State University. Consultant for Community Based Economic Development (cbed) (1997- present); Fund Development Director for Dell'Arte, a local cbed project; General Manager of West Coast Recycling and Corporate Manager of Recycling Development, Norcal Waste Systems (1988-95); Research Associate of the Public Research Institute in San Francisco(1986-87); Director of Urban Options, Michigan (1980-85); Michigan Consumers Council (1978-79); Housing Assistance Foundation/Consumer Services Program (1977-78).

Lewis Litsky, CPA. President, National Board of Directors of Hostelling International--American Youth Hostels (1992-96).

Haazim Rashed, A.B. in Economics, Stanford University; Yale University Law School. Midwest Region Director, National Development Council, Seattle, WA.; Small business specialist for the City of New Haven, Connecticut (1978-83); Senior Administrative Analyst for the City of Hartford (1977-78); Economic Planner for the City of New Haven (1976-78)

The following is a list of past funded programs CEED has overseen:

Regional Recycling Models:

CEED worked with the Del Norte Waste Management Authority on a regional project funded by the California Integrated Waste Management Board. This two year project involved developing model recycling-related plans for Del Norte and Humboldt Counties. The models and experience gained in these two counties will then be adapted to 19 other California counties who are part of the Regional Council of Rural Counties - Environmental Services Joint Powers Agreement.

There are several components to this project. After information on materials available for recycling is consolidated and analyzed, new opportunities for recycling "non-traditional" materials, such as gypsum from drywall, wood and other materials from de-constructed houses, sofas, etc. were investigated. Possibilities for expanding existing recycling operations or establishing new recycled content manufacturing were explored. The Humboldt Recycling Marketing Development Zone (RMDZ) will be expanded to include Del Norte County. Government purchases of recycled content products. The project seeks to promote better use of existing programs such as the CalMax internet site for matching availability of and needs for recyclable or reusable items of all types.

Bluff Creek Watershed:

Through a grant from the EPA, CEED sponsored surveying work to "ground truth" what, in aerial photographs, appear as landslides in the Bluff Creek watershed, the Six Rivers National Forests' largest watershed in the Klamath River Basin. The investigation involves estimating the volume of the slides, this is a key to determining the amount of sediment that potentially may enter the river. This determination, in turn, is an important element in coming up with a Total Maximum Daily Load (TMDL) measure for

regulating sediment into rivers. Getting a handle on sediment entering streams is vital to helping stem the decline of salmon habitat.

Sustainable Humboldt Project:

Locally, CEED helped to forge a cooperative approach to north coast recycling systems, zero waste and renewable energy, financing sustainable development, and climate change education. Recently we've analyzed the county's General Plan and Headwaters Fund documents, organized comments and citizen alerts, drafted a local Agenda 21 document, and instigated a community mapping project. We are organizing a Sustainable Humboldt network, and we sponsor the Permaculture Guild and the Redwood Creek National Watershed Center. We facilitated the community visioning and action planning sessions for Bridgeville, Willow Creek, Orick, Orleans, Somes Bar, and Blue Lake. We've also completed research on economic development indicators and economic cluster theory, community-based forestry, and carbon sequestration economics. We are now researching the potential economic benefits of dam removal on the upper Eel River.

The HCG Project personnel include a Garden Coordinator, a Garden Treasurer, a Fundraiser, a Special Events Coordinator, and a Site Maintenance Coordinator. The first two positions are salaried and the latter three are volunteer positions drawn from the HCG Club. These project personnel, as well as the HCG Club and Dan Ihara, the Director of CEED, make up the HCG Board, which meets monthly. Below are the descriptions of the HCG Project personnel positions.

Draft Position Description

Humboldt Community Garden Coordinator

REPORTS TO: Dan Ihara, CEED Director

LOCATION: P. O Box 4167 Arcata, CA 95521- 4167 USA

SALARY: \$5,000 per year

OVERVIEW: The mission of the Center for Environmental Economic Development (CEED) is to serve as a catalyst, helping organizations and individuals build sustainable communities. This position is to oversee the programs within the Humboldt Community Garden project to make sure the needs of the local community are met in a sustainable manner. The Humboldt Community Garden Coordinator will plan, develop, and support the startup and operation of the garden.

DUTIES:

1. Takes overall responsibility.
2. Recruits volunteers for all other jobs.

3. Ensures the garden is well maintained and in compliance with city ordinances and terms of garden lease.
4. Maintains contact list of gardeners.
5. Communicates with and between gardeners and landowner.
6. Maintains garden files, photos, and history.

QUALIFICATIONS:

1. Certified Master Gardener.
2. Bachelors of Science in Agriculture, Business, Botany or related degree fields.
3. Demonstrates the ability to communicate and negotiate well with all age groups.
4. Three years mass production gardening experience.
5. Must be physically capable to perform manual labor, lifting 65 lbs.

Draft Position Description

Humboldt Community Garden Treasurer

REPORTS TO: Dan Ihara, CEED Director

LOCATION: P. O Box 4167 Arcata, CA 95521- 4167 USA

SALARY: \$1,500 per year

OVERVIEW: The mission of the Center for Environmental Economic Development (CEED) is to serve as a catalyst, helping organizations and individuals build sustainable communities. This position will be filled by Kit Mann, who is the designated treasurer for CEED. The Humboldt Community Garden Treasurer will assess all programs to make sure the needs of the local community are met in an economically sustainable manner.

DUTIES: 1. Maintains garden checkbook and savings account.

 2. Collects gardener payments, provides receipts, pays for water, equipment, and other expenses.

3. Provides updated status of accounts on a regular basis to garden coordinator, participants, and CEED.

QUALIFICATIONS: B.A. in Business Administration and Solar Design, Antioch University, Vice-President, Kokatat, a water sportswear manufacturer, Arcata, CA; Director of Community/ Economic Development for the City of Blue Lake (1984-89); Project Manager for the South Bronx Job Corps Center (1982-84); Co-founder and Executive Director of Net Energy (1975-81).

Draft Position Description

Humboldt Community Garden Board

REPORTS TO: Humboldt Community Garden Coordinator

LOCATION: 71 St. Louis Rd. Arcata, Ca 95521 USA

SALARY: Volunteer

OVERVIEW: In keeping with the mission of the Center for Environmental Economic Development (CEED) the Humboldt Community Garden Club will meet once a month to make sure the objectives of the garden are met in an economically sustainable manner. Dan Ihara, Director of CEED, will sit in to make sure the garden status is up to par with their (CEED) mission. All garden participants are encouraged to attend club meetings.

Club meetings will consist of issues relating to the following:

1. Weight of food production and sales.
2. Budget Check.
3. Maintenance of Land.
4. Preparation of volunteer work schedule for the following weeks.
 - Replant
 - Crop Rotation
 - Pruning

Most of the positions of the board members will be volunteer, other than the HCG coordinator and treasurer. These positions will be fulfilled by members of the garden, whom feel they have more time to offer the garden community as a whole. In Agreement, that their time will be managed at a moderate and efficient volunteer level.

Fundraiser, Special Events Coordinator, Site Maintenance Coordinator

Draft Position Agreement:

Fundraiser

I _____ hereby agree to participate and uphold the mission of the HCG members, in holding my volunteer chair on the Humboldt Community Garden Club. I will raise funds in an economically sustainable manner to meet the needs for maintenance, food production, and implementation of programs provided in order to have a prosperous community garden.

Draft Position Agreement:

Special Events Coordinator

I _____ hereby agree to participate and uphold the mission of the HCG members, in holding my volunteer chair on the Humboldt Community Garden Club. I will plan and develop sustainable educational program curriculum to enhance the understanding, for all members, on our community/ garden relationship. I will maintain a well informed relationship with the Garden Coordinator on development and implementation process of garden programs.

Draft Position Agreement:

Site Maintenance Coordinator

I _____ hereby agree to participate and uphold the mission of the HCG members, in holding my volunteer chair on the Humboldt Community Garden Club. I will lead the property maintenance of the HCG, located at 71 St. Louis Rd., in an environmentally sustainable manner.

The Humboldt Community Garden (HCG) Project Evaluation and Dissemination Plan

CEED expects that the HCG project will further the effort to build sustainability in Humboldt County. It will ameliorate the health of Humboldt County residents by increasing their intake of fruits and vegetables and encouraging greater activity levels, thereby lowering local obesity rates. By having access to inexpensive and free produce, community members are also partially relieved of the financial burdens of purchasing and accessing usually expensive produce.

In order to evaluate and monitor the outcomes and benefits of the HCG project, CEED has developed a list of criteria that will be used to determine whether each objective of the project was met, and whether the project is creating the desired outcome in the community. These criteria are:

- Numbers of people attending workshops each month.
- Numbers of volunteers attending the volunteer hour.
- Output of produce from the commons garden in pounds.
- Income from produce sold.
- Income from individual plots.
- Amount of produce donated to the local food bank.
- Income status of participants and volunteers.
- Savings per participant/volunteer per month.
- Price comparison between HCG produce and produce sold in stores and/or farmers' markets.
- Number of volunteer hours per week.

These criteria will be obtained through both quantitative and qualitative analysis. Quantitative data will be obtained by the HCG Club and will help determine the amount of fruits and vegetables being consumed by community members as a result of the HCG. In order to analyze the number of people affected, as well as the amount of produce being given to the community, the HCG Club will collect signatures at all workshops and volunteer hours, being that these are the only times fruits and vegetables will be given away. Members of the HCG will also weigh all produce from the common garden area and document the total weight in a designated book. Qualitative data can be collected at workshops from those willing to participate in a short survey and will help determine if low-income residents are benefiting from the program. Examples of qualitative data that could be collected in these surveys include income level; amount of estimated fruit and vegetable consumption increase by participants and volunteers; and feelings and opinions on program effectiveness on personal health and income.

Each second Saturday of the month, the HCG Board and other interested parties will meet to discuss a formative evaluation performed by Dan Ihara, the Director of CEED, with the help of Kit Mann, the treasurer of CEED. The purpose of the evaluation will be to compare anticipated outcomes and benefits to actual benefits and outcomes, evaluate effective and ineffective parts of the project, and to formulate strategies to compensate for deficiencies discovered. They will evaluate progress based on produce

output (given away, sold, donated and composted), analyze the population being served, ensure adequate numbers of volunteers attending, and assess the financial status and needs at that time. In sum, board members and other interested parties will evaluate the project's effectiveness in achieving its objectives. The program will thus be formatively evaluated monthly beginning when funding is received through the end of the grant timeframe. Thereafter, the project and its outcomes will continue to be evaluated monthly, but will not include the Treasurer, as his main function is to allocate and distribute grant funds.

At the end of the grant period, and annually thereon, a summative evaluation will be performed by the HCG Board and will include community members, program participants, and volunteers. It will analyze how the HCG project has performed in achieving its objectives over the grant period, and how the community has been affected by it.

Information regarding both monthly and annual evaluations of program progress and effectiveness will be summarized and written into a formal report to be disseminated at workshops and produce sales to any interested participants and/or volunteers, as well as any other interested parties. This information, chiefly productivity levels and participation levels resulting from the HCG project, will be carefully monitored in order to create data about the effectiveness of implementing community gardens in other areas. As mentioned in the Strategy section, little data exists anywhere for productivity levels and income deriving from community gardens. CEED hopes to publish information regarding productivity and income as a result of the HCG Project, making it a model of sustainable healthy gardening for counties nationwide.

Future Funding

After the grant period, the HCG project will be self-sufficient, earning enough income to support operating costs. Once the infrastructure is in place and the grant year is ended, the remaining annual operating costs will include:

- Garden Coordinator salary: \$5000
- Liability Insurance: \$675
- Food provision and donation: \$3000
- Miscellaneous costs: \$1000
- Total cost: \$9675

Income earned from the HCG will come from two main sources, annual lease fees for individual plots and revenues from produce sales:

- Annual lease fees: $\$35 \times 48 \text{ plots} = \1680
- Revenue from produce sales: $7000 \text{ ft}^2 \times \$500/700 \text{ ft}^2 \times 2 \text{ (growing Seasons)} = \$10,000$ (see Strategy for more information)
- Total income: \$11680

Budget

Line Item	Grant Funded	In-kind	Totals
<u>Personnel</u>			
Garden Coordinator (.33FTE @ \$15,000)	\$5000		\$5000
Garden Treasurer Fundraiser Special Events Coordinator	\$1500	Volunteer Volunteer	\$1500
Site Maintenance Coordinator		Volunteer Garden Participants	
<u>Contractual</u>			
City Spigot	\$2300		\$2300
<u>Capital Exp.</u>			
Shed	\$400		\$400
Lumber	\$1800	\$1800	\$3600
Tools	\$450	\$450	\$900
Land/Improvement	\$300	Volunteer Labor	\$300
<u>Other</u>			
Insurance	\$625		\$625
Land Lease (usage)	\$51.04		\$51.04
Advertising	\$500		\$500
Catering (80 people * \$4)	\$320		\$320
<u>Total</u>	\$13,246.4		\$15,496.4

Budget Justification

Coordinator: Thirty percent of her/his time is going to be committed to the proposed project salaried at \$5,000.

Treasurer: This position is going to be fulfilled by a member of CEED for the duration of the grant. They will be taking on more work than they are currently budgeted for at CEED and will be given a one-year salary of \$1,500.

Lumber: The construction of each garden bed consists of four two foot 4x4 wooden posts in the corners and three four-foot 2x4's screwed into the corner posts on every side. There are 24 raised bed plots.

Two foot 4x4= \$25

Two foot 2x4= \$16.70

The price for each raised bed plot is \$150. $\$150 \times 24 \text{ plots} = \3600 .

Land Lease: The amount that is required to lease the land was determined by the property tax that the current owner pays for the year. In exchange for the use of the land, the HCG project will provide a free plot to the owners and will assume the payment of the property tax.

Catering: There are two lunches that will have to be paid for due to the unavailability of using our own grown vegetables. The first lunch, consisting of about 50 people, will be used to feed those who come to help with the initial setup of the garden. The second lunch will be to feed those who attend the first workshop that is held at the community garden. After this first workshop, the proceeding workshops will be supplied with produce from the community plot.

Authorization Resolution...

Insert →

To be fulfilled before submittal to Humboldt Area Foundation.

Appendix A.

Insert of non-profit status 501 (3) (c).

Appendix B.

Proposed Land Lease...

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Appendix C.

Individual Garden Plot Participant Bylaw Agreement

The Individual Plots

1. Plot registration begins on [January 2nd]. Plots are assigned according to [seniority, need, or date completed registration was filed] beginning [January 2nd]. Each individual or family will only be assigned one plot until after the registration period ends [March 1st].
2. Dues are necessary for community purchases (including trees, fences, tools, irrigation, manure, insurance, etc.). Payment of dues is expected at time of registration [or will be accepted no later than March 15th]. Delinquent payment results in the forfeiture of plots. [There is also a Fall Cleanup Deposit that is returned in full, except in the case of Delinquent Membership, on December 10th].
3. Plots not planted by [May 1st] are forfeited and will be reassigned. In this case, dues are reimbursed, minus a 25% handling fee.
4. Plot corners are marked with [metal stakes], which are permanent and should not be removed.
5. It is expected that all members are considerate of others. This includes the following:
 1. Harvesting privileges are reserved for the individual or family who manages that plot;
 2. Plantings should be organized in such a way that neighboring plots are not shaded;
 3. Children are not to be left unattended and should be counseled in good behavior;
 4. Dogs are allowed on leash only; any "incidents" should be cleaned-up immediately; and
 5. All debris should be appropriately managed before leaving the garden. Plant material is composted; rocks are deposited in the [rock bin]; and trash is [packed-out].
6. Attention to plot maintenance is important to the health of the entire garden. The following guidelines apply to all plots:
 1. Weeds and grasses are not left to go to seed and are composted appropriately;
 2. Insect populations are carefully managed. Maintaining healthy plants and removing plant debris is the most effective system for controlling pests;
 3. Trailing vines are prevented from advancing on neighboring plots;
 4. A regular and effective watering schedule is maintained;
 5. Blood or bone meals used for fertilization are tilled into the soil (rather than being left on its surface) to avoid attracting rodents and dogs;
 6. Members manage paths adjacent to their plot. This includes weeding, as well as the disposal of trash and rocks; and
 7. Ripe fruit is harvested in a timely manner. If you cannot use all the produce you harvest, [please contribute extras to the food basket in the tool shed. It is picked up daily at 3:00 and delivered to the Senior Center]. If you are absent during harvest, please see to it that a friend or neighbor harvests in your place.
7. Neglected plots are forfeited and will be tilled under following an unheeded one week notice. Depending on the date, they may be reassigned to someone on the wait list. Plots are considered neglected after [three weeks] of absence and/or after they are found, according to the discretion of the Garden Committee, to be overgrown with weeds or pest ridden. Therefore, when planning an extended absence, please find someone to irrigate your plot, as well as manage any weeds or pests.
8. Water is not only a valuable resource to the community at large, but it is also a substantial cost in running the garden. Unattended watering is, for this reason, not permitted, and please make it a point to turn off all faucets when done. Members are also encouraged to water wisely and to report leaking or damaged hoses and irrigation equipment, [using the Comments Box adjacent to the Bulletin Board]. Do not water another member's plot unless specifically asked to do so by that member.
9. Construction of any kind on the plots (ex: trellises, frames) is only allowed when approved by the Garden Committee. The use of pressure-treated wood is prohibited.

10. For the health and safety of all members, only organic products and methods are permitted. Even still, please use any organic pesticides and herbicides only as a last resort. If you are unsure where to begin in gardening organically, [please refer to the Organic Guidelines and/or consider attending one of our gardening workshops. The Guidelines and workshop dates are posted at the Bulletin Board].
11. Plots are cleaned up for winter by [November 30]. This includes, but is not limited to, the removal of all annual plant debris and temporary structures (such as tomato cages). Uncleaned plots may result in Delinquent Membership Status and thus the forfeiture of the Fall Cleanup Deposit.

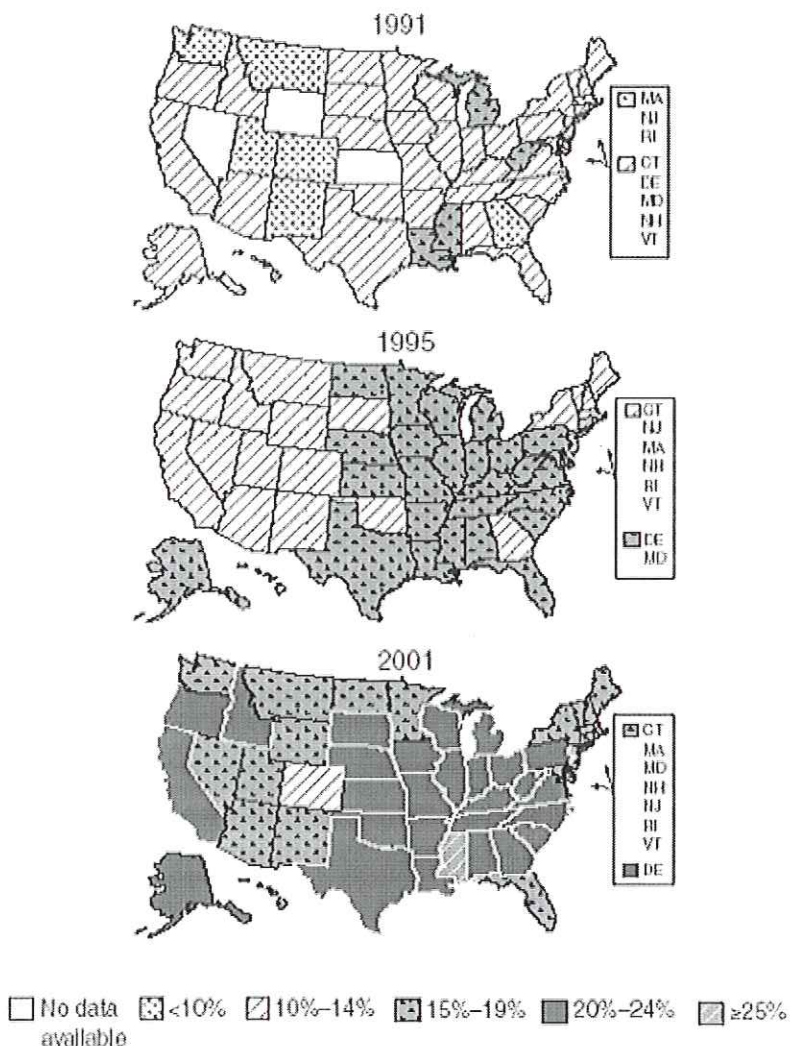
Appendix D.

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Certification of Organic Standards

Appendix E.

Percentage of Adults Who Report Being Obese,* by State



*Body mass index greater than or equal to 30 or about 30 pounds overweight for a 5'4" person.

Source: CDC, Behavioral Risk Factor Surveillance System.

http://www.cdc.gov/nccdphp/pe_factsheets/pe_pa.htm

Appendix F

Application Form

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