

Local Organic Foods on Campus
Sustainable Campus Project
Fall 2002

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Problem Statement

There is a lack of availability regarding local and/or organic foods at HSU.

Community connection is valuable to Arcata residents. Relationships between Humboldt State University and Arcata would be improved by providing an opportunity for local farmers to sell their produce at HSU. The University would help the economy of Arcata by investing in local agriculture in the area. This would also be a sustainable choice for improving the local economy. Allowing Humboldt State University students to buy locally gives them a chance to invest in their community.

Introduction

The manifestation of this project began in Environmental Science 411, a Sustainable Campus course taught at Humboldt State University. The course tackles problems concerning key environmental issues on the HSU campus. Professor Dick Hansis presented the class with several topics concerning sustainability and HSU. Out of the main topics chosen for detailed group study: food transportation, energy, and waste, our group (or what was to become our group) chose food.

Upon researching the general topic of food and sustainability on college campuses, we found that there is a diverse array of projects and programs across the U.S., and even internationally that deal with the issue. While more specifically looking at the variety of problems concerning sustainable food at HSU, several different problem areas were identified. Of the identified problems our group thought that the issue concerning the availability of local, and/or organic foods at HSU was the most significant. Being a leader in Natural Resource and Environmental education, HSU is lacking a substantial availability of local and/or organic foods, as well as the education needed to inform students of it's benefits and importance. This problem was identified as one of the most important issues concerning sustainable foods at HSU.

elaborate this: what has been tried? what works?

Goals and Objectives

need reference to Appendix D.

Goal #1

Increase availability of organic and/or local foods on campus while increasing awareness of their importance.

Objective:

Make local and/or organic foods with interpretive information, available one time per week in the campus quad by Fall 2003.

Alternatives:

- 1) Provide a farmers market-stand on campus through the Arcata Educational Farm.
- 2) Provide a farmers market on campus with numerous farmers present at once.
- 3) Provide an alternative lunch stand on campus.
- 4) Provide both alternatives 1 and 3.
- 5) Make local organic foods available at The Depot/"J".

Goal #2

Set up a framework for interested groups in following years, so they may begin working where we left off, making this an ongoing project and avoiding any redundancy that may occur with future work in this area.

Objective:

Make a list of contacts and reference information, including the outcome of our project, by December 11, 2002.

Alternatives:

- 1) Contact various groups and encourage them to take over the project for the Spring 2003 semester.
- 2) Initiate a collective meeting involving all of the groups involved in the project before December 11, 2002.
- 3) Create a document that contains all the information needed to sell produce on campus outside of existing food vendors (The "J", The Depot, and South Campus Market Place).

Weighing Alternatives

Goal # 1

Increase availability of local and/or organic foods on campus.

Alternative # 1

Provide a farmers market stand on campus through the Arcata Educational Farm.

Pros

- This alternative would meet our goal by increasing the availability of local and organic foods on campus.
- Increased availability would expose and educate the HSU community about local and organic foods.
- Increased exposure may improve support for the Arcata Educational Farm.
- Increased availability of local and organic foods on campus makes buying them easier for students, staff, and faculty.
- A farmers' market stand on campus would foster greater economic development between HSU and the community. - even if this is the educational farm?
- The stand and equipment are already available.
- The Arcata Educational Farm is under an established club- the Farm and Permaculture club- and therefore doesn't need special permits and insurance.
- Mac, who will be taking over the AEF in Spring 02' is enthusiastic about starting the farmers' market stand in Fall 03'.
- The success of this stand may prompt other farmers to be involved in creating a larger farmers market on campus.
- It is a new idea for our campus.

Cons

- It may be difficult to find someone to spearhead and take responsibility for the stand's continued success (if Mac becomes unavailable).
- The stand would operate only one day a week, during certain hours and during the fall season (end of August until early November).
- Weather conditions (rain) may be an obstacle for setting up the stand and generating business.
- There is a possibility that the stand may not be initially successful and the farm could potentially lose revenue.

Alternative # 2

Provide a farmers market on campus.

Pros

- This alternative would increase the availability of local and organic foods on campus even more than just one farmers' market stand with AEF.
- Increased availability would expose and educate the HSU community about local and organic foods.
- Increased availability of local and organic foods on campus makes buying them easier for students, staff, and faculty.
- A farmers' market on campus would foster greater economic development between HSU and the community.
- A farmers market on campus may enhance public relations between HSU and the community.
- A farmers market on campus would be an excellent opportunity to educate students, staff, and faculty about where and how their food is produced.
- It would be an opportunity for nutrition and health education.
- It is an opportunity for HSU to directly support environmentally sound food production and distribution.
- HSU community can directly help preserve our local environment.
- President Rollin Richmond has been contacted and approves of this endeavor.
- Several farmers have been contacted and are willing to participate. Others are willing to be put on a contact list for future reference.
- The logistical groundwork (president's approval, liability, security, permits, business plan etc) of this endeavor has been thoroughly analyzed and necessary contacts made.
- It is a new idea for our campus.

Cons

- Many farmers may be unwilling to commit without certainty of success.
- It may be difficult to decide on an hour and day to hold the farmers market without omitting many farmers or competing with other markets.
- There may be concerns about competition with the Depot/J/South Campus Marketplace.
- The logistics of setting up a farmers market may be difficult to organize (such as health permits, insurance, security, quad policy,
- The stand would operate only one day a week, during certain hours.
- Students, staff, and faculty may find it inconvenient to shop for vegetables while on campus.
- Weather conditions (rain) may be an obstacle for setting up the stand and generating business.
- Traffic to unload and load produce may be cumbersome.
- There may not be a feasible location in the quad to accommodate several farmers.
- There is a possibility that the endeavor will not be initially successful and the farm could potentially lose revenue.
- If farmers are not able to make revenue it may reflect poorly on the initiates of the endeavor and/or the University.

Alternative # 3

Provide an alternative lunch stand on campus.

Pros

- This alternative would meet our goal by increasing the availability of local and organic foods on campus.
- A lunch stand would provide local and organic food alternatives to those already found on campus (Depot, J., South Campus Marketplace).
- Increased availability would expose and educate the HSU community about local and organic foods.

- This alternative may provide job and/or volunteer opportunities for HSU students.
- Due to job/volunteer opportunities, students in charge of the stand may have an increased sense of responsibility for it.
- Most equipment for stand is available from CCAT.
- This endeavor would coordinate efforts with Food Not Waste.
- The lunch stand would foster economic development between HSU and the community.
- The lunch stand would be student initiated and run, thus demonstrating grassroots activism.
- The lunch stand would provide meals that students, staff, and faculty can eat on campus (ready-made).

Cons

- If there is a lack of coordination between the alternative lunch stand and Food Not Waste, it may be redundant and/or competitive. *- competitive with W&W + South Campus Market*
- During the rainy months weather conditions may be an obstacle for setting up the stand and generating business.
- Setting up and taking down the stand would be time consuming and difficult to transport the equipment.
- Availability of equipment may be limited.
- There may be unforeseen legalities in creating a work-study position.

Alternative # 4

Provide both alternatives # 1 and # 3.

Pros

- Each stand would advertise for the other.
- Both stands in operation would be more substantial in increasing the availability of local and organic foods on campus.
- Both alternatives would be more successful in exposing and educating the HSU community about local and organic foods.
- Both alternatives on campus would make buying local/organic foods even easier for students, staff, and faculty.
- Both options would foster even greater economic development between HSU and the community.

Cons

- The stands may become competitive.
- Initiating both stands requires a lot more organization.
- There may not be enough food to supply both stands.

Alternative # 5

Make local organic foods available at the Depot/ "J".

Pros

- The Depot/"J" are already organized and skilled at food distribution.
- The Depot/"J" is the main source of food consumption for students, faculty, and staff.
- These locations already have some local and organic food items, and therefore the managers may be open to having more.

Cons

- Most of the infrastructure is pre-determined and static (budget, purchasing, and cooks are rigid).
- Purchasing local and organic foods may cost more.
- There is a lack of incentive for the Depot/"J" to modify their system.
- The food at the Depot/"J" lacks an educational emphasis.
- There isn't a produce buyer for local and organic foods.
- The Depot/"J" may have to reprogram their registers.

Goal # 2

Set up a framework for interested groups in following years, so they may begin working where we left off, making this an ongoing project and avoiding any redundancy that may occur with future work in this area.

Alternative # 1

Initiate a collective meeting involving all of the groups involved in the project before December 19th, 2002.

Pros

- A collective meeting may instigate dialogue and networking.
- Through dialogue and networking more ideas may be generated.
- More connections and relationships may be created between various groups, agencies, and individuals.
- Cooperation will create goal unity and vision.
- Cooperation will increase goal efficiency.
- These interactions may create a powerful organic community.
- An integrative meeting may lay the foundation for meaningful collaboration and project success.
- Food and beverages will be served.

Cons

- A collective meeting has the potential to create conflict and power struggles.
- Too much collaboration has the potential to become scattered and cause deterioration of objectives. ?
- A collective meeting may be very difficult to organize.
- It may be difficult to manage the meeting (stay on task etc.).

Decisions

Goal #1

Increase availability of local and/or organic foods on campus.

The Local/Organic Food Group has decided to implement alternative # 1 and set up a framework for alternative #2.

The first alternative entails providing a farmers' market stand through the Arcata Educational Farm in the Fall of 03'. Mac, who will be taking over the AEF has been contacted and is enthusiastic about initiating this alternative. For the second alternative the group plans on setting up a framework for a larger farmers market to take place. This will include contacting various parties, peoples, and agencies such as: interested local farmers, Associated Students, North Coast Grower's Association, president Rollin Richmond, campus security, just to name a few. Additionally the group will provide the appropriate documentation templates such as: liability procedures, quad policy, business plan, and rules of appropriate conduct (see appendices). After weighing our alternatives we concluded that these two choices would most effectively accomplish our stated goal (increasing the availability of local and/or organic foods on campus).

The Local/Organic Food Group has decided against alternative # 4. This is due to the strenuous amount of energy necessary to adjust the infrastructure of the Depot/"J" only to achieve a small portion of our stated goal. Additionally, the Depot/"J" lacks the educational emphasis that a farmers market could more easily provide. We have also decided not to implement alternative #3, the lunch stand. The group is excited to initiate a farmers market on stand because it is a new and fresh idea. We feel that we should only take on what we can handle, and do that well. Since we are not initiating a lunch stand, alternative #4 is ruled out (alternative #4 was a combination of alternatives #1 and #3).

Goal #2

Set up a framework for interested groups in following years, so they may begin working where we left off, making this an ongoing project and avoiding any redundancy that may occur with future work in this area.

We have decided to implement Alternative #1 to accomplish our second goal.

The group is in agreement that a collaborative meeting may be the most viable and effective alternative in the timeframe we have available. A networking meeting will be much more valuable than just contacting and encouraging folks to take over this project.

Implementation

You need to have references to Apprentices

Our implementation is divided into two separate sections. First there is the short-term implementation; this list is the implementations that we can accomplish by the end of the semester. Our long-term implementations will happen after the end of this semester.

Goal 1

Short-Term Implementation

We can't begin to implement this goal without first setting up the framework, which is goal 2. Goal 2 states: Set up a framework for interested groups in following years, so they may begin working where we left off, making this an ongoing project and avoiding any redundancy that may occur with future work in this area. The framework aspect of this goal includes gaining all of the required permits, applications, club support, AS support and school administration support. To actually create a Farmers' Market or Organic Snack stand we have to understand which processes we have to go through to carry out such a plan. Therefore our group has focused our attention on implementing Goal 2. Goal 2 (the framework part) naturally develops into implementing Goal 1. So the short-term goals of Goal 2 are also the short-term goals of Goal 1.

Long-Term Implementation

- Find local farmers who are interested in having a market at HSU and sell them on the idea.
- Get all paper work associated with the Farmers' Market turned in and approved.
- Develop permanent positions for a Market Coordinator and student help jobs through work-study and other programs.
- Work through the Arcata Educational Farm to develop an organic snack stand. Use club status to create a weekly stand in the quad.

Goal 2

Short-Term Implementation

- Make contacts with interested parties and consult with other groups organizations about our ideas for bringing more local organic foods onto campus.
- Create a network with Food Not Waste, the Arcata Educational Farm and others for developing groundwork for Farmers' Market and organic snack/ fruit stand.
- Meet with President Richmond concerning our project and get support.
- Create a resource for students in future sustainable campus classes as well as for students who are interested in getting involved with projects concerning organic food and local foods on campus.
- Host local organic information meeting with Food Not Waste and the Arcata Educational Farm to develop options and find common goals.
- Make list of long-term goals for future interested groups and students to reference.
- Help the Arcata Educational Farm with education outreach concerning local organic foods. (Creating informational signs and display for library.)
- Organize information concerning options for developing a farmers' market and snack stand. This includes permits for having a farmers market, developing a club, food permits for the quad, creating work-study positions and related contract information as well as some key research that our group had compiled.
- Create draft business plan for the Farmers' Market and organic snack stand.

Long-Term Goals

- Have next sustainable campus class or other groups adopt our vision and at least some aspects of our project.
- Create ongoing educational opportunities for local organic food in the community and on campus.

MONITORING & EVALUATION

GOAL #1: Increase availability of organic and/or local foods on campus.

OBJECTIVE #1: Make organic and/or local foods available one time per week in the campus quad by Fall 2003.

Monitoring

Success will be determined if either one of these alternatives is met:

1. A campus farmer's market is operating by Fall 2003.
2. An organic produce snack stand through Arcata Educational Farm is established by Fall 2003.

Evaluation

After meeting with the President of HSU, his constituents and various student and campus organizations it was determined that this alternative was not a viable option. Mainly due to economic concerns, transportation issues and liability, this alternative was not logistically possible. During a meeting with Vice President Butler, it was suggested that a larger annual or bi-annual farmers market event as a more reasonable route for meeting this project goal.

During the project meeting Eddie Tanner also expressed concern about consumer convenience and the related financial issues. Eddie was worried that students would not want to carry produce with them to class. As an alternative to meeting the goal of increasing availability of alternative foods on campus, Eddie suggested that a similar project such as a smaller produce snack stand might be a more reasonable option. Eddie and various members from our project group have committed to the implementation of this objective.

GOAL #2: Set up a framework for interested groups in following years.

OBJECTIVE #1: Make a list of contacts and reference information, including the outcome of our project, by December 11, 2002.

Monitoring

Success will be determined if the following alternative is met:

1. A cumulative list of contact and resource information is created by December 11, 2002

Evaluation

This has been the most successful project goal. Upon completion of this project there will be a valuable list of contacts and resource information concerning the problem of alternative/sustainable food availability at HSU. This list will include background information, as well as guidelines to implement all of the goals and objectives, for future groups. Contact information for the interested farmers, faculty, community members and students will be included in this document. This list may serve as a resource for future students of Sustainable Campus, or anyone else interested in the project, so they may begin working where we left off; making this an ongoing project and avoiding any redundancy that may occur with future work in this area.

This report will be disseminated to the following audience: Professor Hansis, Susan Ornelas, President Richmond, the Farm and Permaculture Club, and the office of CCAT.

Group Time Chart

DATE	TIME	TASKS
9-Sep	40 minutes	group got acquainted exchange of phone #'s/email discuss topic and options distribute past projects and literature discuss the campus food issues
11-Sep	1:15 min	brainstorming ideas
16-Sep	1:40 min	exchanged detailed schedules discussed options each person designated a contact *Cory- Kyle- Food Not Waste *Kathryn- Susan Ornelas-CSA *Cedar- Eddie-Depot *Jim- Ron- the J *Melissa- Sean Kinghorn- Eco. Footprint
18-Sep	45 min	group meeting
23-Sep	1 hour	meeting with Susan Ornelas
30-Sep	1:30 min	worked on Problem Definition went to AS to check organic referendum
2-Oct	1 hour	developed problem statement
7-Oct	30 min	brainstorming ideas for objectives and goals
9-Oct	30 min	brainstorming ideas for objectives and goals
21-Oct	35 min	brainstorming for Alternatives
23-Oct	35 min	Discussed alternatives
28-Oct	1:15 min	Created a list of pro's/con's for alternatives
30-Oct	1 hour	Discussed club regulations and dates for a grand meeting
4-Nov	45 min	Meeting with Mack from Arcata Educational Farm - discussed options and alternatives for Farmers Market Stand on campus
6-Nov	1 hour	Discussed Implementation Strategies

11-Nov		
13-Nov	1 hour	Began preliminary steps to set up meeting with everyone- list of contacts - discussed goals/objectives for meeting
18-Nov	2 hours	Discussed implementation timeline -brainstormed strategies for project - came up with q's for President - assigned tasks for each group member
20-Nov	1:30 min	Discussed guidelines/contacts to get farmers market without needing clubs status. Discussed club guidelines and went over paperwork to start a club on campus. Came up with an alternative plan if big meeting/potluck wasn't feasible. Divided tasks/contacts for each group member over break. Discussed strategies for the week we come back after break.
2-Dec	1:45 min	Coordinated meeting times for preparation to meet with the President and to plan our presentation. Decided against formal meeting due to lack of attendance. Assigned each person with a farmer to call and ask if they would be interested in our project and willing to be put on a contact list.
3-Dec	3 hours	Group meeting to create presentation for President Roland Richmond
3-Dec	1 hour	Group meeting to organize one-hour prior to president meeting
4-Dec	30 min	Meeting with President
4-Dec	3 hours	Discussed meeting with president, organized a list of things to do and contacts to make, spoke with AS president, stopped by CRP office, organized research, created monitoring and evaluation
4-Dec	3 hours	Meeting with AEF (Arcata Educational Farm) farmers- Eddie and Jeremy to discuss farmers market on campus. Also met with director of Food Not Waste. Divided editing tasks among group members.
8-Dec	1 hour	Group met to help create Local Foods educational window display in library
8-Dec	1:30 min	met with Eddie from AEF to create library educational display about local foods

	4 hours	edited and organized group documents - worked on presentation parts
9-Dec	1 hour	met to discuss meeting times, group progress and presentation
10-Dec	30 minutes	Met with Vice President Butler to discuss quad policy and suggestions
	3 hours	group meeting to edit and compile document - update group and personal time sheets
11-Dec	5 hours	final document revisions- final update of group time chart - practice for final presentation
	2805 minutes	
Total	46.8 hours	

Melissa Bledsoe		
<u>DATE</u>	<u>TIME</u>	<u>TASK</u>
16-Sep	5 minutes	emailed Sean Kinghorn
17-Sep	20 minutes	Internet research- universities
	45 minutes	created overlapping group schedule
25-Sep	30 minutes	Internet research- organic/nutrition
6-Oct	30 minutes	worked on problem definition
9-Oct	30 minutes	compiled group time log
3-Nov	1 hour	typed up alternative solutions
14-Nov	5 minutes	set up meeting room with Information Desk
18-Nov	15 minutes	researched club guidelines via Internet
19-Nov	20 minutes	met with Deanna from clubs office
2-Dec	45 minutes	read information from Farm to College project
	1 hour	created an outline for discussion with Pres. Rolland Richmond
2-Dec	45 minutes	updated timesheets
	20 minutes	edited past group work
3-Dec	1 hour	worked on my section of presentation for pres.
4-Dec	10 minutes	went by CRP to discuss space/volunteers for project
	5 minutes	* emailed group members word documents
5-Dec	20 minutes	updated group time sheet
	15 minutes	created a group list of Things To Do
8-Dec	45 minutes	revised weighing alternatives section
	20 minutes	wrote summary of meeting with Mac (AEF)
	1 hour	revised group literature review
9-Dec	30 minutes	wrote summary of collaborative meeting
Total	695 minutes 11.6 hours	

**Jim Idleman Personal
Time sheet**

Date	Time	Task
9-Oct	90min.	Met with Cedar to revise Problem Statement
24-Oct	15min.	I contacted Gretchen Kinney to ask her what we could do, as students to sell produce on campus.
1-Nov	25min	I contaced the AS secretary to find out about club accounts and reviewed club policy.
5-Nov	45min.	I went to the University Center building to find out about non-student solicitation.
7-Nov	15min.	I met with Mr. Green of the Bookstore to find out about contracts involving non-student solicitation
4-Dec	5min.	Contacted Gretchen Kinney to discuss how to get program status with HSU.
4-Dec	15min.	I contacted Mathew Welton to ask how to write a business plan.
7-Dec	270min	Researching and writing a Business Plan.

8-Dec	15min.	Contacted Willow Creek Farms to see if they were interested in selling food on HSU Campus.
10-Dec	35min.	Revising Goals and Objectives
10-Dec	45min.	Compiled contact information.
11-Dec	20min.	Made this time sheet.
Total	595min.	

DATE	TIME	TASK
9/12/02	8:00-9:05pm	Researched alternative food projects on college campuses; conducted a library and internet search.
9/22/02	10:15-11:45pm	Additional research on alternative food programs and general information concerning sustainable foods.
10/2/02	2:00-2:10pm	Met with Kyle Deisner of Food Not Waste to briefly discuss our project and exchange contact information.
10/3/02	10:30-12:15am	Worked on the Problem Definition and typed up initial draft of this section of the project.
10/5/02	4:15-4:40pm	Proof read, Problem Statement and Background section of the project document.
10/6/02	1:10-1:40pm	Went over the Problem Statement section again and slightly revised the Background protion.
10/14/02	1:20-2:10pm	Typed up the initial, first draft of the Goals and objectives chapter of the project document.
10/30/02	10:00-10:15am	Met with Dustin Jolly an Env. Eng. student who is currently employed with CCA. To discuss project.
11/5/02	12:15-12:30pm	Spoke with Dustin Jolly, again to discuss objectives in more detail and to see if he might be interested.
11/20/02	11:15-11:20am	Contacted Willow Creek Farms; left message for Michael Peterson concerning this project.
11/23/02	8:00-8:15pm	Contacted Jolly to tell him of the meeting and asked him to inform anyone else who might be intersted
12/4/02	10:00-10:05am	Called Dustin Jolly again to remind him of project meeting
12/4/02	3:50-4:45pm	Prepared food items for project meeting, with members of AEF and Food Not Waste Not.
12/4/02	4:15-4:25pm	Received call from Dustin upon which we discussed the meeeting agenda and the future of this project.
12/6/02	12:00-12:20pm	Talked to Mr. Jolly to go over the idea of his future involvement in this project; he was interested.
12/8/02	8:45-9:30pm	Typed up individual meeting times for the final project document.
12/9/02	11:30-12:45pm	Produced brief project Introduction for the final document
Total Minutes=	645	Corey Clapp

		Kathryn Turner
DATE	TIME	TASK
16-Sep	5 minutes	emailed Susan Ornelas to schedule meeting
20-Sep	45 minutes	internet search- class suggested sites
26-Sep	5 minutes	emailed Susan to thank her and get contact email addresses
1-Oct	10 minutes	emailed Jolene- grantwriter
4-Oct	30 minutes	wrote problem statement
12-Oct	1 hour	internet search
20-Oct	15 minutes	emailed Jolene, Susan to discuss possibilities of project
28-Oct	20 minutes	spoke with Mac, followed up with email to schedule meeting
30-Oct	15 minutes	spoke with Eddie about past experiences
20-Nov	5 minutes	emailed Susan to invite her to organic food meeting
21-Nov	5 minutes	emailed Jolene and Food, Not Waste to organic food meeting
22-Nov	2 minutes	left message for Paul Holzberger
25-Nov	2 hours	internet search
2-Dec	15 minutes	emailed farmers Patrick, Eddie, Mac to discuss meeting
2-Dec	1 hour	spoke with Mr. Holzberger to discuss farmer's mkt regulations
3-Dec	1 hour	prepare presentation for president
9-Dec	45 minutes	timesheet, contacts
10-Dec	30 minutes	prepare presentation, finish editing document
11-Dec	1 hour	prepare presentation, handout
	606 minutes	
	10.1 hours	

Cedar's Personal Time Log

Date	Time (min)	Action
9/11/02	35	Internet Search. I Found some basic info; www.ccof.org/home.html, www.fpm.wisc.edu/campusecology, www.brown.edu/Departments/Brown_Is_Green/, Michigan State
9/17/02	10	Met with Eddie Aguilar-Dining Manager of The Depot. We discussed what organics are currently available, he gave me a list of their weekly order of organic foods
10/9/02	90	Typed and edited Problem Statement w/Jim
10/28/02	35	Edited Goals and Objectives. Typed alternatives and updated timesheet
11/4/02	45	Meeting with Mac-from Arcata Educational Farm. Discussed various options...see summary
11/10/02	15	Discussed our project with a friend who works at the co-op. He recommended getting in contact with Katen Brooks
11/11/02	15	Scheduled Meeting with President. I Spoke with the office secretary who took my name and number. Agnes, President's Secretary called me back and we set up a meeting for Wednesday, November 20th.
11/15/02	15 min	Called Karen Brooks- Marketing Director of North Coast Cooperative. She seemed real supportive of our idea, but referred me to Joey Beasley, manager of produce department.
11/19/02	15	I emailed the president, explaining what to expect at our meeting. He replied, saying that he was looking forward to the meeting.
11/19/02	10	President's secretary called me wondering why we missed the meeting...there was some miscommunication with the scheduling of the meeting. We rescheduled the meeting for 12/04/02 at 10:00am.
11/26/02	20	Called Avalon Farms, Willow Creek Farms, Jacques Neukom Farm, McIntosh Farms, Peirce Family Farms, Gratefully Grown Gardens. No one was home; I left a message explaining our efforts to get an organic market on campus.
12/2/02	10	Called Joey Beasley-Produce manager at North Coast Cooperative. He was very negative and was concerned with competition.

12/3/02	15	Called Jacques Neukom Farm and Pierce Family Farm. They were both very interested in the market on campus. They wish to be updated.
12/6/02	20	Wrote summary of meeting with President Richmond
12/6/02	10	Called Karen Brooks- Marketing Director of North Coast Cooperative. I tried to convince her to do an organic fruit stand. She was still supportive, but suggested that we try to do it through a club or University Center.
12/6/02	5	Called North Coast Growers Association for info about farmers market. I got an answering machine and left a message.
12/6/02	45	Compiled list of activities performed by myself
12/8/02	60	Compiled list of contacts
12/9/02	10	Set up meeting with Vice President Butler
12/10/02	10	Emailed group about meeting with the vice president
12/10/02	10	Spoke with Eddie about ordering more organic foods. He pointed out that they have organic apples, plums(sometimes). He also said that other organic foods are really expensive.
12/10/02	25	Melissa and I met with Vice President Butler
12/10/02	30	Started Conclusion
	Total Time	
minutes	540	
hours	9	

Christine Fletcher Personal Time Log		
These are times out side of group meetings and class time.		
The only group meetings I haven't attended was the meting with the president.		
Date	Time	Activity
9/11/02	10minutes	Talked to student clubs and activities concerning other groups related to topic.
9/15/02	1hour	Web research
9/17/02	20minutes	Talked to Arnold Waddel at the "J" about our project. No organic food at the "J".
9/18/02	30 minutes	Talked to Ron (Housing and Dinning) concering porject and intergrating organics into the "J" and the Depo
9/23/02	1hour	On line research: National Wildlife Federation case studies.
10/4/02	1hour	Typed and e-mailed problem statement to group.
10/9/02	1 hour	researched possible alternatives and goals for group
10/10/02	1 and 1/2hours	More research on alternative (on line research).
11/13/02	1hour	typed Implementation
14-Nov	1 and 1/2 hours	Retyped Implementation
11/18/02	30 minutes	e-mailed Mac about meeting and other stuff, explained group status.
23-Nov	3 hours	e-mailed Eddie Tanner (work study) and Gretchen Standley (Work Study Coordinator), Visit to Fin. Aid Office, on line research on club status and visit to Clubs Office.
24-Nov	1 hour	organized group information
3-Dec	30 minutes	organized group information
3-Dec	30 minutes	e-mailed ground, Mac, Eddie and other several times concerning pot luck.
3-Dec	30 minutes	revise implementation document
4-Dec	20 minutes	Met with Officer Greg Allen at UPD concerning security for farmers market
12/5/02	1 and 1/2 hours	Meeting with Gretchen Standler (Work-Study Coordinator)
12/5/02	20 minutes	Organied bineder with new material from group and meeting with Gretchen.

12/7/02	3 and 1/2 hours	Typed up meeting notes with Gretchen and Greg. Edited notes and other documents and put them into binder. Printed up group documents up to date and put them into binder as well as group members e-mailed contact informatnion documents.
12/8/02	1 hour	Rewright implimentation to include new ideas and clarify long and short term implimentation goals
12/9/02	4 hours	Compiled and edit entier project document. Collected sections off of e-mails and formated document.
12/10/02	2 and 1/2 hours	Completed edits group made to final document. Collected new revised versions of sections and formated them.

Total Hours=

~~14~~
 $22 + 5.6 = 27.6 \text{ hours.}$

Meeting with Susan Ornelas 9/23 2-3pm
Cedar, Christine, Jim, Kathryn, Melissa

Local Organics

- Keeps local dollar local
- Healthy
- Brings back sense of community
- Less energy use
- Distribution is key. Need a marketing plan or education... "Do it with Pizzazz!"

Different Ideas:

- Service Learning
- Student Run Volunteer booth; organic fruit stand w/educational farm, soup kitchen
(one day/week)
- Involve Co-op
- Taste Tests?
- C.R. farm flailing due to lack of marketing
- Use "Guerilla Marketing"

Involving HSU

- Economic development in specialty agriculture
- Organics referendum

Potential Funders

- Farm to College movement; food security
- Grant writing class

Contacts

- Karen Brooks- Co-op community foundation
- Jolene Spire

Potential Organic (sometimes local) Food Providers

- Veritable Vegetables
- Jordan's Produce

Outline/Summary of meeting with Mac Burgess from the Arcata Educational Farm

Time: 2:00 – 3:00pm
Date: November 4, 2002
People Present: Mac, Christine, Cedar, Jim, Melissa, Kathryn

Outline:

- Able to set up stand first week of school Fall 03' until early November
- Best day for him to sell produce is Tuesdays
- Encouraged us to look into having more farmers
 - He thinks Wednesday would be a good day for other farmers
 - Suggested looking into permits from the City and University
 - Go to the County Health Department
 - Get in touch with North Coast Grower's Association
 - Recommended getting in touch with Rollin Richmond to discuss issues (getting beyond club status issues) and link to community economic development
 - Keep in mind ways to make event bigger and better
- Live music and cooking demonstrations are a good idea to make more exciting.
- Mac is able to sell: spinach, beets, carrots, and radishes.
- Concerned about providing a winter market. Paul Giontoli may be able to provide honey and olive oil during winter season.

Summary:

Overall, Mac was optimistic about the implementation of a farmer's market stand on campus. He was willing to initiate the process in Fall 03', and strongly recommended that we look into having more farmers as well. This would increase the diversity of food available and make it a more hyped up event. He felt that HSU provides a great possible market, a practical outlet for education about local and organic foods, and a good source of publicity for the AEF.

MEETING WITH MR. PAUL HOLZBERGER

Kathryn Turner

Mr. Holzberger is responsible for disseminating agricultural information to the public. He works for the Humboldt County Department of Agriculture. We spoke for one hour over the phone on December 2, 2002.

Requirements for establishing a Farmer's Market

- Register with Humboldt County Department of Agriculture
- Assessment fee: \$0.50 per stall
- Growers Certificate for every farmer- effective for all markets: \$10
- Health Permit from Department of Environmental Health: \$200
- Liability Insurance

Issues to Consider

- Humboldt County is a short growing season area
- It takes a few years for a market to become self sufficient
- Try to convince University Center to buy from distributor Jordan's Produce
- Consider applying for a redevelopment seed grant to pay for recruitment, advertising, and market manager
- 90-95% of food consumed in Humboldt County is imported

Summary of Meeting with President Rollin Richmond

Time: 10:00-10:30

Date: December 4th, 2002

People Present: Cedar, Melissa, Kathryn, Jim, Corey, President Richmond.

Summary:

After introductions, and explaining who we represent and what our vision is, we discussed some of the factors that were involved and concerns that may be raised in creating a Farmers' Market on Campus. A main concern was the economics of the market on campus, but security, funding, insurance, and logistical issues were also addressed.

Overall, President Richmond was very supportive. He stated that he would address this at the vice presidential affairs meeting the following day, he also gave us some ideas of who to contact for help. These include the Campus Recycling Center; University Police, for security issues; Jone Tyson, from Associated Students for tables and chairs; Dr. Hackett or Dr. Foltz concerning a business plan; and Richard Jackalini, the university attorney, about insurance issues. When asked, he also said that when contacting other interested parties we can say that we have his support. The only negative component of this meeting was that it should have occurred at an earlier date.

Outline of meeting with President Rollin Richmond

December 4, 2002

Corey Clapp, Melissa Bledsoe, Kathryn Turner, Cedar Stark, Jim Idleman

Contact: Cedar Stark

839-0880

cedarstark@yahoo.com

Local/Organic Food Initiative

I. Introduction to group and project - Corey

- Environmental Science 411
- Professor Dick Hansis

II. Problem Statement - Melissa

- There is a lack of availability of local/organic foods at HSU.
- Goal: Increase the availability of local/organic foods at HSU.
- Proposal: Establish a relationship between HSU and the local farming community through the creation of a Farmers Market here on campus.

Economics

- Purchasing products from local farmers supports
 - Local farmers
 - Local community
 - Local economy
- Strengthen the relationship between HSU and community
- Increase a sense of community and pride in our area

Education

- Opportunity for students to learn about where and how food is grown
- Opportunity for education about environmental issues, economics, and agriculture
- Increase awareness about nutrition and health education
- Educate HSU students/staff/faculty about benefits of supporting a local economy

Environment

- Typically local growers use fewer insecticides other synthetic additives
- Less packaging reduces waste
- Reduction in ozone-depleting gases that are required to refrigerate and transport food long distances
- Opportunity for HSU to directly support environmentally sound production and delivery of food.
- Preservation of our local environment

III. Our experience with the problem statement and solutions - Kathryn

IV. Why we are here today - Cedar

V. Conclusion - Jim

* Thank you for your time!



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Date: Mon, 09 Dec 2002 08:15:25 -0800

To: "Cedar" <cedarstark@yahoo.com>

From: "Steven Butler" <svb7001@humboldt.edu> | This is Spam | Add to Address Book

Subject: Re: Farmers' Market for HSU

Actually, I am scheduled at 3:00 until 5:00. Please call 826-3361 and they share my calendar with you and we can find a mutually available time. STEVE

At 03:23 PM 12/07/2002 -0800, you wrote:

>Thanks Steve. We will come by on Monday around >3:00...is that going to work for you?

>
>-Cedar
>
>

>Do you Yahoo!?
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><http://mailplus.yahoo.com>

Steven V. Butler
Vice President for Student Affairs

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Date: Mon, 25 Nov 2002 12:50:05 -0800

Subject: Re: meeting tomorrow

From: "Rollin Richmond" <rollinr@humboldt.edu> | [This is Spam](#) | [Add to Address Book](#)

To: "Cedar" <cedarstark@yahoo.com>

CC: "Gladys Burritt" <burritt@humboldt.edu>

Dear Cedar: I am sorry that we missed each other, but I would like to talk with you. I understand that you have arranged an alternative time and I'll look forward to it. Best wishes for the holidays, Rollin

Rollin C. Richmond, President
 Humboldt State University
 Phone: 707-826-3311
 Email: rollinr@humboldt.edu
 Cell: 707-599-6699

From: Cedar <cedarstark@yahoo.com>
Date: Tue, 19 Nov 2002 15:07:00 -0800 (PST)
To: rollinr@humboldt.edu
Subject: meeting tomorrow

Dr. Richmond. My name is Cedar Stark and I am an environmental science senior here at HSU. I am doing a group project for my sustainable campus class. We are trying to get more local organic food available on campus for students, staff, and faculty. Our group is scheduled to meet with you at 10:30am tomorrow. I just wanted to email you and let you know what to expect from us. Basically, we are just going to be presenting our ideas to you and see if you have any

suggestions. One of our main objectives is to create a sort of Farmer's Market on campus, with a possible option of serving hot lunches once a week. We have considered many methods to accomplish this including getting the Arcata Educational Farm involved or possible the Arcata Co-op. Anyways, we will discuss this with in more depth tomorrow...I just wanted to give you a breif idea of what to expect. We look forward to meeting you.

-Cedar

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Date: Thu, 05 Dec 2002 13:54:28 -0800

Subject: Farmers' Market for HSU

From: "Rollin Richmond" <rollinr@humboldt.edu> | [This is Spam](#) | [Add to Address Book](#)

To: "Cedar" <cedarstark@yahoo.com>

CC: "Steve Butler" <svb7001@humboldt.edu>, "Dick Hansis" <rah14@humboldt.edu>

Cedar: I raised the ideas you discussed with me in our Executive Committee meeting this morning. While there was general support for the idea, there are a number of concerns also relating to the policy for use of the quad, vehicular traffic on the quad, economic viability of the proposal, and competition with the Wildberries market. Vice President Butler is familiar with these issues and would be pleased to talk with you about them. Best, Rollin

Rollin C. Richmond, President
 Humboldt State University
 Phone: 707-826-3311
 Email: rollinr@humboldt.edu
 Cell: 707-599-6699

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Date: Thu, 05 Dec 2002 14:21:07 -0800

To: "Rollin Richmond" <rollinr@humboldt.edu>, "Cedar" <cedarstark@yahoo.com>

From: "Steven Butler" <svb7001@humboldt.edu> | This is Spam | Add to Address Book

Subject: Re: Farmers' Market for HSU

CC: "Steve Butler" <svb7001@humboldt.edu>, "Dick Hansis" <rah14@humboldt.edu>

Cedar,

Please give me a call or stop by Nelson Hall 216 and I would like to hear your ideas. I will give you a copy of the Quad Policy and also make sure that you are connected to the Associated Students for any of your proposals. Ph# 826-3361

Steve

At 01:54 PM 12/05/2002 -0800, Rollin Richmond wrote:

Cedar: I raised the ideas you discussed with me in our Executive Committee meeting this morning. While there was general support for the idea, there are a number of concerns also relating to the policy for use of the quad, vehicular traffic on the quad, economic viability of the proposal, and competition with the Wildberries market. Vice President Butler is familiar with these issues and would be pleased to talk with you about them. Best, Rollin

Rollin C. Richmond, President
Humboldt State University
Phone: 707-826-3311
Email: rollinr@humboldt.edu
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Steven V. Butler
Vice President for Student Affairs

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Greg Allen UPD 12/4/2002

Quick talk with UPD concerning security for Farmer's Market

Christine Fletcher

I talked to Greg Allen at UPD to see if there was going to be a need for any increased security for the Farmer's Market. Mr. Allen told me that if the Market were to be an expected four to five farmers that there would be no need to increase security above what is already in place. He did suggest that we have some student volunteers in tee shirts or other identify able clothing such as vest to watch over the crowd since there would be some cash flow out in the open.

One of the reasons I talked with Mr. Allen was because the president had raised some concerns about the possibility of HSU having to pay for increased security. Rollin Richmond wanted to make sure that this was budgeted into the Farmer's Market budget and that this would not come out of the pockets of HSU. According to Greg Allen at UPD we will not have to worry about such a problem. If the market get very large it would be wise to reconsult with UPD on this matter.

Summary of meeting with Eddie & Jeremy from AEF and Jolene from Food Not Waste

Time: 7:00 – 10:00pm

Date: December 4, 2002

People Present: All group members, Eddie & Jeremy from AEF, Jolene from Food Not Waste

This meeting was initially intended to be a networking event. We had hoped to have a variety of people and organizations present to offer their visions and ideas about local and/or organic foods on campus. We had invited several guests, and unfortunately did not hear back from them in time for the meeting. We think that this time of the semester may have been an obstacle because it is such a busy time. Additionally, there was some confusion as to whether the meeting would actually happen or not. Due to these circumstances the turnout at the even was minimal. Eddie and Jeremy are two representatives from the Arcata Educational Farm. Eddie is currently in charge of the AEF, and Jeremy will be taking it over with Mac in Spring 03'. Eddie and Jeremy offered valuable insights about our project. Eddie suggested that we create a fruit stand instead. His concern was that students would be disinterested in shopping for vegetables while between classes. He felt that fruits and "on-the-go" foods would be much more popular. We agree with his suggestion and have looked into the possibilities of the Depot ordering extra food from the co-op and the Farm and Permaculture club purchasing these items from the Depot. Eddie and Jeremy also warned us of the possible risks of this endeavor and suggested using a lot of publicity for the first event to ensure its success.

Jolene from Food Not Waste shared her thoughts about local and/or organic food options on campus. She also shared information about the grant she recently wrote to expand Food Not Waste. She will send that grant to Kathryn as an attachment.

While the meeting was not as dynamic as we had originally hoped for, it proved to be a valuable experience. Eddie and Jeremy assisted by offering a farmer's perspective on our project. They volunteered to be of assistance in the future if necessary.

Meeting with Gretchen Standler (Work-study Coordinator)

On 12/5/02 with Christine Fletcher.

Background:

This meeting with Gretchen was to explore funding options for the Farmer's Market through work-study. In order to create a solid foundation for which the Farmer's Market would perpetuate its self, one option is to create student jobs for the market. Doing this would help prevent the market from fizzling out when there is a lack of volunteers or club interest.

Important notes from the meeting:

In order to get work-study funding the Farmer's Market would have to have funding from an out side source or from the HSU foundation or be an event through AS. The Arcata Educational Farm is funded through the HSU foundation. This might be a possible source for funding the Farmer's Market in the future. If the Market were to only be through club status (as we have explored) no work-study funding would be able to go towards student help. (Our group is planning on starting the market through a club at first.)

There are two types of work-study: State and Federal. State work-study requires that the student show that the job is relevant to their career, while on the other hand federal work-study has no such requirements. There is also a difference in where funding comes from in regards to state and federal work-study. If an employer hires a state work-study student 30% of the students wages would have to be paid for by the employer. In the markets case the funding would have to come from the market's revenue or from an out side source such as money from a grant. The rest of the money would come from state funding which tends to change year to year. While federal work-study is similar in the way that an employer would have to come up with the funds it only requires that 25% of the students income be provided by the employer. Federal work-study is also more stable as far as funding goes. In addition to the state work-study students need 30% of their income provided by the employer there is a limit on how many state work-study students can be working on campus. Currently there is a 20% limit on the number of state work-study student who can work on campus. Because of this, before an on campus employer (such as the future farmers market) can employ a state work-study student, you need to check with Gretchen to make sure there is still room for the student on campus.

In the back of this document are the employer's forms for filling a work-study job with the Career Center. It is important to note that AS and the HSU foundation already have working contract with the Career Center for work-study jobs. If the Farmer's Market gets funding from an out side source the forms that need to be filled out are incorporated with this information.

Summary of meeting with Vice President Butler

Time: 2:00 – 2:30pm
Date: December 10, 2002
People Present: V.P. Butler, Cedar, Melissa

Steven Butler **Nelson Hall 216**
svb7001@humboldt.edu
707-826-3361

We met with Mr. Butler to discuss his concerns about a farmers market on campus and to gain more information about specific quad policies. Mr. Butler was concerned that HSU may not provide the necessary market to run an ongoing farmers market on campus. He was apprehensive that such an endeavor would be competitive with the already established markets at Wildberries and the Plaza, and questioned the need for a farmers market specifically. He was also concerned about space for the market that is accessible to unload produce from trucks. He ruled out the possibility of using quad space on a consistent basis but mentioned the art quad and the parking lot behind Business and Student Services building. Overall, he was apprehensive about establishing a consistent project but supported the idea of having farmers market once a year as a special event.

He recommended that we look into setting up the framework to have a farmers market as a special celebration event. This would be an opportunity for clubs and community members to get together, set up interpretive displays, and educate the public on the benefits of local and/or organic foods. It would also be free of the burdens associated with setting up the framework for a consistent market. He suggested possibly coordinating this with the already set up Harvest Festival, which features live music. He also suggested contacting the newly hired Nutritionist at the Health Center to educate about the health aspects associated with local and/or organic foods.

Mr. Butler provided us with the quad policy paperwork before we left. This should be reviewed before establishing any event on the quad. He also reminded us to keep three things in mind when brainstorming the implementation of this project. These include reviewing the need (students and farmers), the space available, and how to access that space for the event.

Humboldt State University Proposal for an on Campus Farmers' Market

Melissa Bledsoe mab39@humboldt.edu
William Clapp wcc5@humboldt.edu
Christine Fletcher crf3@humboldt.edu
James Idleman JimIdleman3@yahoo.com
Kathryn Turner ket4@humboldt.edu
Cedar Stark cedarstark@yahoo.com

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Humboldt State University Farmer's Market

1.1

The Humboldt State Farmer's Market is a new project that hopes to be a weekly event held on Thursdays during the Fall to coincide with the harvest season. The event will be held in the quad south of University Center. The producers will consist of many farms local to the University as well as the Educational farm. This market will provide local and/or organic produce in a very convenient location. The students, faculty, and staff of HSU will be able to shop for their produce on lunch breaks, before classes or perhaps on their way home. This will also provide a service for people that live in the University area to come to campus to purchase local and/or organic goods. Aside from produce we will offer information in the form of interpretive signs and direct interpretation explaining the environmental and economic benefits of local and/or organic produce.

1.2

The plan is to start up the first week of the Fall 2003 semester. We will advertise the Farmers Market as an event on campus. Flyers will be put out at markets, coffee shops, and residence halls. Public Service Announcements will be made via KRFH and announcements in the Lumber Jack the school newspaper. Telling the public when and where the event will be held. Since the University Center quad is a popular place the first week of school in the beautiful Humboldt Fall weather, we believe this would be the perfect time and place to start the project.

1.3

While there are many other farmers' markets in the area, we believe that since there are not any other farmers' markets on Thursday afternoon competition will not be a problem. Since people do buy produce everyday giving our local farmers the chance to sell their produce one more time during the week can do nothing but help the local economy.

1.4

We hope to have a director and he/she will be in charge of managing the market. The director will be in contact with the farmers and decide who will come to the market. The director will assign stations for them to sell goods and to give out school tables if necessary. He/she will also be in charge of managing the vehicles necessary to transport the goods. The director will also collect fees to pay for his/her position and any additional cost to the school as of yet unforeseen.

2. Financial Data

2.1

All the farmers that will be attending already attend other markets so for the most part will have all their supplies. Additional tables will be available through AS if necessary. Interpretive signs can be made by students in the interpretive program that will describe the importance of local and organic foods.

2.2

Since the market itself will only sell space for farmers to conduct business there will be no losses to the HSU Farmer's Market. The way most markets run is 10% of profits from farmers goes to the market. That 10% can only be as high as \$20.00 the rest is kept if they happen to profit more than \$200.00.

3. Supporting documents

3.1

All permits and policies necessary for the proposal are included in this document as follows: HSU policy on allowing non-student vendors and space agreements, County and State permits on selling produce, employer work study forms, and a guide to work study (State and Federal).

3.2

GUIDELINES FOR NON-STUDENT SOLICITATION/DISTRIBUTION OF MATERIALS AT UNIVERSITY CENTER QUAD

Following are the policies and guidelines for non-student solicitation/distribution of materials at the University Center Quad, Humboldt State University, Arcata, California:

Policy:

1. The time, manner and place of solicitation/distribution of materials shall be subject to regulation by the campus president or his/her designee.
2. All non-student solicitors/distributors are limited to solicitation and distribution in the University Center Quad between the hours of 10 a.m. and 3 p.m.
3. The maximum period of time a non-student can solicit/distribute on campus shall be regulated by the campus president or his/her designee.
4. A non-student solicitor/distributor who contracts with the Humboldt State University Bookstore or CenterArts may be exempt from this policy.

Specific Guidelines:

1. Requests to solicit/distribute materials may be submitted to the University Center Information Counter (located on 2nd floor of University Center).
Phone: (707) 826-4414
Fax: (707) 826-4161
2. Upon arrival on campus, fill out the Quad Approval Form at the UC Information Counter.
3. A non-student solicitor/distributor may solicit/distribute materials on the Quad a maximum of 5 days in a calendar month.
4. The area for solicitation/distribution is limited to the upper Quad area southwest of the University Center. In the event of rain, solicitors/distributors may use the covered walkway area to the main entrance of the University Center.
5. The solicitor/distributor is required to provide his/her own table and chair. The size of the display may not exceed 3' x 6'.
6. Electrical power is not available, nor can portable generators be used. In situations where a photocopying machine is needed, the solicitor/distributor may purchase a Copicard at the HSU Library for use in the copy machine located just inside the University Center.

UNIVERSITY QUAD EVENTS POLICY

BACKGROUND AND PURPOSE

A major component in a student's educational experience is the opportunity to participate in open discussion outside the classroom. Further, students should have a place on campus where campus club events can be advertised, club tabling can occur, and outdoor campus-wide events may take place.

POLICY

The University encourages use of the University Quad for special events, Open Microphone, non-amplified free speech, club tabling, and solicitation/ distribution of materials. Quad use can not interfere with the educational mission of the University nor disrupt instruction. The University reserves the right to determine time, place and manner for use of any University property, including the quad. The University Quad Policy governs activities that take place in the quad area, located in front of the University Center (Building #45) of Humboldt State University. The University Quad Policy is established within the parameters of the State of California, California Administrative Code (Title 5), Educational Article 9, Section 42350-42354.

GUIDELINES

Areas of the University Quad can be reserved for special events, Open Microphone, non-amplified speech, amplified music, and solicitation and/or distribution of materials. Campus-recognized clubs and organizations shall have priority in scheduling these spaces. Use of the quad shall be subject to the regulations listed below. Exceptions may be approved on a case-by-case basis by the President or his or her designee. Forms for reserving the quad are available at the UC Information counter.

Banners

There are a limited number of banner spaces allocated for use by Clubs/Organizations. Banner reservations may be made at the UC Information Desk (x4414). Each club is restricted to ten days (the equivalent of two weeks of Mon-Fri) of banner space per semester. Clubs may reserve one space at a time and have their banner posted for any number of days up to the ten day limit. In the event that all club spaces are reserved, clubs may still submit banners to the Information Desk. They will be posted in the event of a cancellation or no-show of another banner. Due to space limitations, the following guidelines must be adhered to:

1. Banners may only be used to publicize special events open to and held primarily for the campus community.
2. Banners may NOT be used to endorse political parties, candidates, or initiatives, including items pertaining to Associated Students elections.
3. Banners must be larger than 2' x 3', but may not exceed 3' x 5.5'.

4. Paper used to make banners must be at least equivalent in weight to butcher paper.
5. Banners must be dry when submitted to the Information Desk.
6. Banner space may be reserved up to one (1) academic semester in advance of the event. Banners may be submitted without a reservation; however, there is no guarantee they will be posted.
7. Banners should be submitted to the Information Desk no later than 4:00 p.m. the weekday prior to the requested day of posting.
8. In the event of inclement weather (wind, rain, etc.) banners will not be posted. Days that banners are not able to be posted still count as part of the ten-day limit.
9. Banner materials are available for club use through the Clubs and Activities office located in the South Lounge.
10. The sponsoring club/organization's name must be on the banner. Banners without sponsor's name will not be posted.

Quad Food Sales

University Quad food sales are restricted to campus recognized clubs/organizations. Organizations wishing to sell food in the University Quad shall obtain permission from the Clubs and Activities Office under the guidelines established by that department.

Non-amplified speech, meetings, rallies, etc.

1. The time, manner and place of meetings, rallies, etc. shall be subject to regulation by the campus president or his/her designee.
2. Meetings, rallies, etc. can normally occur from 10:00 a.m.-3:00 p.m.
3. The maximum period of time a group or individual can utilize the University Quad for meetings, rallies, etc. shall be no more than three times per month and no more than two consecutive days.

Solicitation/Distribution of Materials/University Solicitation Policy

All solicitors must adhere to campus policy regarding on-campus sales and solicitation. See *University Management Letter 00-04* or contact the Office of the Vice President, Student Affairs.

Open Microphone/Special Events

1. Open microphone/special events can occur Monday through Friday from 12:00 p.m.-1:00 p.m.
2. Reservations will be made on a first-come, first-served basis. In the event that two groups wish to use the Quad on the same day, the University Center will work with the two groups to reach a solution. There may be times that the University will preempt one event over another based on the nature of the two events (for example, if Club A has the Quad reserved for Open Microphone and the

Associated Students would like to use the Quad for a student body election forum, priority would be given to Associated Students).

3. The individual scheduling the Quad shall be responsible for monitoring the use of PA equipment. This includes:
 - a. Assisting UC personnel in set-up and take-down of equipment.
 - b. Remaining on the Quad throughout the entire event.
 - c. Monitoring the volume level of the amplified equipment.
 - d. Monitoring the time limits of the event.

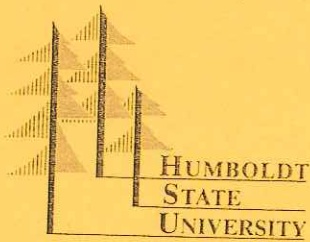
Failure to adhere to these conditions may result in the loss of Quad use privileges.

4. The University reserves the right to cancel an Open Microphone/Special Event at any time. Possible reasons for cancellation include, but are not limited to, weather conditions, failure to properly monitor an event, or preemption of one event by another event.

Amplified Music

1. Amplified musical performances are limited from 12:00 p.m. to 1:00 p.m.
2. The sound level shall be kept at a level that does not disturb activities and instruction in nearby buildings.
3. Vehicles may access the Quad for equipment unloading/loading only, then must be moved into designated parking. At no time may a vehicle block fire lanes or major pedestrian traffic areas. The performers are responsible for parking their cars in a legal parking space during the event.
4. Music performers must supply their own equipment.
5. The University reserves the right to cancel a musical performance at any time. Possible reasons for cancellation include, but are not limited to, weather conditions, excessive volume, or disruption of instruction.
6. There will be no amplified musical performances during finals week.
7. A deposit will be required for amplified musical performances subject to forfeiture for failure to comply with this policy.

Not for HSU foundation



Career Center

Employer Guide To Work-Study

The work-study programs at Humboldt State University provide a win-win situation for employers, students, and the community. Employers profit by hiring workers with valuable skills, knowledge, and experience. Students gain an opportunity to serve our local community, earn money to meet their college expenses. Community members receive quality service. And our local economy is boosted by the new employment created.



Gretchen Stadler
Internship & Work-Study
Coordinator
Career Center

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Arcata, California 95521-8299
(707) 826-5470 • Fax 826-5473
gls7001@humboldt.edu

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Federal Work-Study

Community service is the focus of the Federal Work-Study program. Students work in organizations that offer services designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services may be in the fields of health care, child care, literacy training, education, social services, recreation, and the environment. Non-profit organizations, government agencies, and schools are reimbursed for 65% of the student's salary (75% federal grant less a 10% administrative fee). Employers that hire reading or math tutors are reimbursed 90% of the student's salary (100% federal grant less a 10% administrative fee).

State Work-Study

Career-related experience is the focus of the State Work-Study program. Students gain practical work experience that complements their education and develop skills they will use in their future careers. Non-profit organizations, government agencies and schools are reimbursed for 70% of the student's salary.

Private For-Profit Companies

Private for-profit companies are eligible to participate in the Federal and State Work-Study programs provided the positions they list are career-related or academically relevant to a student's program of study. Private businesses are reimbursed 50% of the student's salary through the State program or 40% (50% federal grant less a 10% administrative fee) through the Federal program.

Program Guidelines

The employer must agree to:

- Pay the student wages for work, provide worker's compensation insurance, comply with all laws regarding withholding and payment of payroll taxes, and complete I-9 forms. (Note: Reimbursement will be made only for actual hours worked, not for holiday, vacation, or sick pay.)
- Pay the student at a rate comparable to that paid to employees doing comparable work.
- Provide reasonable supervision.
- Follow the student work hour guidelines: 20 hours or less per week when HSU is in session; up to 40 hours per week when HSU is not in session.

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Work-study positions must not:

- Result in the displacement of employed persons nor impair existing contracts for services. No work-study position shall have been occupied by a regular employee during the preceding 12 months.
- Violate any applicable collective bargaining agreement nor fill any vacancies due to a labor dispute.
- Involve any partisan or non-partisan political activity nor be related to any sectarian organization.

Signing up with Work-Study

Employers are encouraged to participate in both the Federal and State Work-Study programs. The Work-Study Coordinator can explain more of the differences and similarities between these two programs and answer specific questions about regulations and reimbursements.

To sign up, employers need to complete and return the following forms:

- Federal Work-Study Program Off-Campus Agreement
- California State Work-Study Off-Campus Agreement
- Position Announcement Form
- Signature Authorization Card
- Vendor Data Record

Interviewing and Hiring Work-Study Students

Students will contact employers about their work-study positions using the application procedure outlined on the Job Listing form. Employers should interview these students just as they would interview regular employees. Neither the employer or the student is obligated to arrange employment unless both feel that it would be mutually beneficial.

Prior to beginning work, the student must meet with the Work-Study Coordinator to confirm financial aid status and complete the appropriate paperwork. The student will receive a packet of information including time sheets and instructions.

Work Period

Work-study funding is available only during the academic year. Beginning and ending dates will vary slightly each year. Federal work-study students normally work from August 1 through May 15. State work-study students usually work from August 1 through June 10.

Reimbursements

Employer reimbursements will be made monthly upon receipt of a work-study time voucher and Invoice. Reimbursements can be expected approximately four weeks after these forms are submitted.

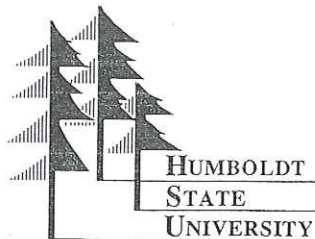
Evaluation

Near the end of the work-study assignment, the student and employer will complete a written evaluation. The evaluation outlines the projects the student worked on, the career-related skills developed, and the community service provided.

For more information, contact:

Gretchen Stadler
Work-Study Coordinator
Career Center
Humboldt State University
One Harpst Street
Arcata, CA 95521-8299

Phone: (707) 826-5470
Fax: (707) 826-5473
gls7001@humboldt.edu



FEDERAL WORK-STUDY PROGRAM
OFF-CAMPUS AGREEMENT

(Contractor pays student and is reimbursed by Institution)

772I

Career Center

THIS AGREEMENT is entered into this ____ day of _____ 2002 at Arcata, County of Humboldt, State of California, by Humboldt State University, hereinafter called "Institution" and

_____, a _____,
(Organization Name)

(Profit, Non-Profit, Government, Public School)

hereinafter called "Contractor" for the purpose of providing work to students eligible for the College Work-Study Program.

Institution has received a grant from the U.S. Secretary of Education pursuant to Title IV, Part C, of the Higher Education Act of 1965, P.L. 89-329, as amended (Title 42, United States Code, Sections 2751-2756b), hereinafter called the "Act". The purpose of that grant is to stimulate and promote the part-time employment of students who are in need of the earnings from such employment to pursue courses of study at eligible postsecondary institutions. To the maximum extent practicable, the employment will complement and reinforce the educational program or vocational goals of each student receiving such assistance.

Students working for federal, state, or local public agencies or for private nonprofit organizations shall engage in work in the public interest. Work in the public interest is defined as work performed for the welfare of the nation or community rather than work performed for a particular interest or group.

Students working for private for-profit companies must engage in work that is academically relevant to their programs of study.

Therefore, Institution and Contractor in consideration of the covenants contained herein agree as follows:

1. Contractor shall utilize the services of students who are referred to Contractor by Institution and who Institution has determined are eligible to participate in the College Work-Study Program and who Contractor determines are qualified and acceptable to perform services for Contractor. The services to be performed by the students are summarized in Exhibit "A" attached hereto and by this reference made a part hereof.

2. The work performed by the students shall be in the public interest or academically relevant to their programs of study and shall be consistent with the purposes and requirements of Title IV, Part C, of the Higher Education Act of 1965, as amended and consistent with the program regulations adopted hereunder (see Title 34, Code of Federal Regulations, Part 675).

3. The work performed by the students shall not:

a. Displace employees, impair existing service contracts or replace regular employees who are on strike;

or

b. Involve any partisan or nonpartisan political activity associated with a faction in an election for public or party office; or

c. Involve the construction, operation, or maintenance of any part of a facility used, or to be used, for sectarian instruction or religious worship; or

d. Involve any lobbying on the federal level; or

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e. Include employment for the U.S. Department of Education.

4. Contractor shall:

a. Reasonably supervise the services of students participating in the College Work-Study Program and permit occasional inspection and audit by Institution and auditors.

b. Not allow any student's earnings to exceed the amount of student's eligibility as determined by Institution. If Contractor permits a student to earn monies in excess of the amount for which student is eligible, Contractor shall pay all of student's earnings in excess of student's eligibility.

c. Submit to Institution, not less often than monthly, the following:

(1) Time reports stating the actual hours worked each day by College Work-Study students and containing the supervisor's certification as to the accuracy of the hours reported and of the students' satisfactory performance (34 CFR 675.19 (b) (2) (i));

(2) A payroll voucher identifying the period of work, the name of each student, the hourly wage rate, the number of hours worked, gross pay, all deductions and net earnings, and, the total federal share applicable to each payroll (34 CFR 675.19(b) (2) (ii)); and

(3) Documentary evidence that the students received payment for their work, such as signed acknowledgements of receipt or photocopies of cancelled checks.

d. Pay students, not less often than monthly, the wages earned by the students during the pay period. Contractor shall comply with all laws regarding its employees including the payment of F.I.C.A. taxes.

e. Pay Institution any agree-upon reimbursement for costs of administering this Agreement. Such costs shall be identified in Exhibit "A".

5. The wage rate to be paid to students participating in the program shall:

a. be not less than the current federal minimum wage required under Section 6(a) of the Fair Labor Standards Act of 1938;

b. be computed on an hourly basis for actual time on the job;

c. not include any fringe benefits; and

d. be appropriate and reasonable in terms of the type of work performed, the employee's proficiency, the geographical region, and applicable federal, state, or local law.

6. Contractor agrees that no student will be denied work or subjected to different treatment under this Agreement on the grounds of race, color, national origin, sex, physical disability, or age and that Contractor will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d through 2000d-4 prohibiting race discrimination), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683 prohibiting sex discrimination), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 prohibiting handicap discrimination), the Age Discrimination Act (42 U.S.C. 6101 et seq. prohibiting age discrimination), and the federal regulations adopted to implement these Acts.

7. Employment under the College Work-Study Program and this Agreement shall be furnished only to a student who:

a. is in need of the earnings from such employment in order to pursue a course of study at Institution (taking into consideration the actual cost of attendance at institution and all other resources available to the student), and

b. has been accepted for enrollment as a regular student at Institution on at least a half-time basis or, in the case of a regular student already enrolled in and attending Institution, is in attendance there on at least a half-time basis either as an undergraduate or graduate student, and

c. is maintaining satisfactory progress in his/her course of study in accordance with the standards and practices of Institution, and

d. is not in default on any National Direct Student Loan, on a loan made, insured, or guaranteed under the Guaranteed Student Loan Program, or any other Title IV student loans received to meet the cost of attendance at Institution, and

e. does not owe a refund on Title IV grants previously received to meet the cost of attendance at Institution, and

f. has signed a statement of educational purpose and registration compliance, provided by Institution, stating that assistance received under the College Work-Study Program will be used solely for expenses related to attendance at Institution and that the student is either registered or exempt from registration with Selective Service.

8. Contractor agrees to return to Institution amounts transmitted by Institution which are not used for the payment of salaries of students employed by Contractor.

9. Institution will be responsible for:

a. Determination of the need of the student in accordance with a need analysis system or calculation method approved by the U.S. Secretary of Education;

b. Determination of students' eligibility to receive assistance under the College Work-Study Program; and

c. Payment to Contractor, upon being invoiced for work performed, of Institution's portion of the total wages which shall be paid by Contractor to the student employees. If Contractor is a public agency or private non-profit organization, the Institution's portion of the student's salary is 75%; if Contractor is a private for-profit company, the Institution's portion of the student's salary is 50%; if Contractor is employing a student as a Reading Tutor, the Institution's portion of the student's salary is 100%. Institution shall pay Contractor the portion of student earnings approved by Institution based upon the monthly report received by Institution from Contractor pursuant to Paragraph 4-c hereof.

10. This Agreement shall be subject to the availability of funds to Institution for the portion of the student's compensation paid from Title IV College Work-Study funds. It shall also be subject to the provisions of the Higher Education Act of 1965, as amended, and the regulations adopted thereunder, as amended.

11. The Contractor agrees to indemnify, defend and save harmless the State of California, the Trustees of the California State University, Institution, their officers, agents and employees, from any and all claims and losses

accruing or resulting to any and all persons, or public or private entities who may be injured or damaged by the Contractor in the performance of this Agreement.

12. The Contractor shall provide Workers' Compensation insurance at Contractor's own cost and expense for all students employed pursuant to this Agreement.

13. The Contractor, and any agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California, the Trustees of The California State University, or of Institution. Students furnished employment by Contractor pursuant to this Agreement shall be employees of Contractor and shall not be apprentices, employees, agents, or officers of the State of California, the Trustees of the California State University, or of Institution.

14. Institution may terminate this Agreement and be relieved of its obligations with regard to Contractor hereunder should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, Institution may proceed to carry out the purpose of this Agreement in any manner deemed proper by Institution. The cost to Institution shall be deducted from any sum due the Contractor under this Agreement, and the balance, if any, shall be paid the Contractor upon demand.

15. This Agreement is not assignable by Contractor either in whole or in part.

16. The provisions of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

17. It is mutually understood and agreed that no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and that no oral understandings or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made in writing between the parties hereto shall be binding on any of the parties hereto.

18. This Agreement shall terminate 30 days after either Institution or Contractor has notified the other party in writing of its election to terminate this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

INSTITUTION

Humboldt State University

BY _____
(Signature)

Richard Giacolini,
Director, Procurement

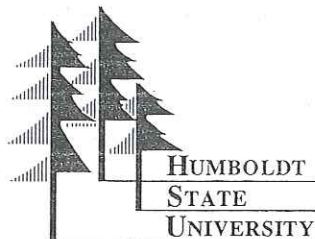
(Date)

CONTRACTOR

BY _____
(Signature)

(Name/Title)

(Date)



CALIFORNIA STATE WORK-STUDY PROGRAM
OFF-CAMPUS AGREEMENT

Career Center

THIS AGREEMENT is entered into this ____ day of _____ 2002, at Arcata, in the State of California, by Humboldt State University, hereinafter called "Institution" and _____,

_____, a _____,
(Organization Name) (Profit, Non-Profit, Government, Public School)
hereinafter called "Employer" for the purpose of providing work to students eligible for the California State Work-Study Program.

Institution has received a grant from the California Student Aid Commission pursuant to Education Code Section 69950 et seq. hereinafter called the "Act". The purpose of the grant is to provide eligible university students with the opportunity to earn money to help defray their educational costs, while gaining valuable experience in educationally beneficial or career-related employment. To the maximum extent practical, the employment will complement and reinforce the educational program or career interests of each student receiving such assistance.

Employer desires to participate in this program which requires in Section 69958(b) a written agreement confirming Employer's eligibility to participate and Employer's willingness to comply with all of the program's requirements and containing the responsibilities of the parties.

Therefore, Institution and Employer in consideration of the covenants contained herein agree as follows:

1. Employer confirms that it is eligible to participate as an employer of students in the California State Work-Study Program since it is either (1) a public postsecondary educational institution; (2) a public school operated by a school district, county superintendent of schools, the State Department of Youth Authority, or the State Department of Education; or (3) a nonsectarian, nonpolitical organization or corporation, whether nonprofit or profit-seeking enterprise licensed to conduct business in California; or (4) other public non-profit agencies; or (5) an out of state employer licensed to conduct business in its home state, which has received the prior approval of the Student Aid Commission (EC 69954).
2. Employer shall submit to Institution an Employer Assignment Form which shall provide the following information:
 - a. The total number of positions available;
 - b. A job description of each available position, including the suggested rate of pay;
 - c. The skills required of the prospective work-study employee;
 - d. The educational benefits provided by the position (EC 69958(a)).
3. Institution shall critically review:
 - a. Each proposed position to determine whether it satisfies all the requirements of the Act. Institution may approve or disapprove positions as, in its discretion, it deems appropriate (EC 69958(a)).
 - b. Each student applicant to determine the applicant's eligibility under the Act to participate in the program. The Institution shall be the sole arbiter of student eligibility and need (EC 69956).
4. Employer may interview prospective work-study employees. Institution shall provide Employer and each applicant for the work-study position with adequate information to facilitate a proper placement. After the interview, Employer may indicate its hiring preference. With the recommendation of Employer, Institution shall assign the student to the position following priorities provided in the Act (EC 69958(c), 69959).

5. Employer shall utilize the services of students who are referred to Employer by Institution and who Institution has determined are eligible to participate in the California State Work-Study Program.
6. The work performed by the students shall be educationally beneficial relating to the students' course of study or shall be related to particular career interests, or the exploration of career options and shall be consistent with purposes and requirements of the Act (EC 69959(a), 69960(a)).
7. The work performed by the students shall not:
 - a. Be related to the activities of any sectarian organization (EC 69960(b)); or
 - b. Be related to the activities of any partisan or nonpartisan political activities (EC 69860(b)); or
 - c. Displace workers currently employed by Employer, or impair existing contracts for services. No position filled by a work-study student shall have been occupied by a regular employee during the current or immediately preceding 12 months (EC 69960(c)).
 - d. Violate any applicable collective bargaining agreement, or fill any vacancies due to a labor dispute (EC 69960(d)).
8. Employer shall:
 - a. Reasonably supervise the services of students participating in the California State work-study program (EC 69960(h)).
 - b. Pay students at a rate comparable to that paid for comparable positions of Employer. If Employer has no comparable position, the student shall be paid at a rate comparable to that paid by other organizations in the field of work involving comparable duties and responsibilities. The position shall be compared on the basis of the nature of the work performed and the background and skills required for the position, and not upon the employee's part-time or student status (EC 69960(e)). In no event shall the student be paid less than the current federal minimum wage.
 - c. Pay students, not less often than monthly, the wages earned by the students during the pay period. Employer shall comply with all laws regarding its employees including payment of F.I.C.A. taxes.
 - d. Comply with EC 69960 (f) as follows: The number of hours of employment the student is allowed to work shall be determined by each institution in accordance with its standards and practices, taking into consideration the extent of the student's financial need and the potential harm of the combination of work and study hours on a student's satisfactory academic progress. The employer shall provide the institution with an accurate accounting of hours worked and wages earned (EC 69960(f)).
 - e. Not allow any student's earnings to exceed the amount of student's eligibility as determined by Institution. If Employer permits a student to earn monies in excess of the amount for which student is eligible, Employer shall pay all of student's earnings in excess of student's eligibility (EC 69960(g)).
 - f. Not allow state work-study funds to supplant any state, federal, or institutional funds used to support existing paid positions for students in profit or nonprofit organizations (EC 69960(i)).
 - g. Provide a written evaluation of the performance of each student at least annually and upon termination of each student's employment.
 - h. Notify Institution of any change affecting student's employment. The Institution shall be notified if a student is not performing satisfactorily or if other adjustments are necessary to effect a better working relationship.
 - i. Provide workers' compensation insurance at Employer's own cost and expense for all students employed pursuant to this Agreement.
 - j. Not discriminate between applicants or employees on the basis of race, color, sex, religion, or national origin or subject any applicant or employee to any other discriminatory practices prohibited by state or federal law (EC 69958(c)).

9. Employer shall:

a. Maintain and submit to Institution, not less often than monthly, the following:

- (1) Time reports stating the actual hours worked each day by state work-study students with any other information required on a form designed by the Institution (Note: Employers may only claim reimbursement for wages paid to students for actual hours worked); and
- (2) A payroll voucher identifying the period of work, the name of each student, the hourly wage rate, the number of hours worked, gross pay, all deductions and net earnings, and, the total state share applicable to each payroll.

b. Claim reimbursement from state work-study funds held by Institution only for wages:

- (1) actually paid to state work-study students determined eligible by Institution (Note: Employers may not claim reimbursement for wages paid for vacation time, sick leave or holidays or for deductions for agency shop/union fees); and
- (2) properly documented as provided in paragraph 9-a; and
- (3) that do not represent hours of work in excess of the maximum number of hours subject to reimbursement under this agreement; or for commissions, bonuses, or other special compensation paid the students; or for wages earned or paid but not reported to Institution by the deadlines set by Institution.

c. Receive from state work-study funds held by Institution reimbursement in arrears of 70% (to non-profit organizations, government agencies, and public schools) or 50% (to for-profit businesses) of the total wages which have been properly claimed pursuant to paragraph 9-b.

d. Provide access to its payroll records for state work-study students for review or audit by Institution, the California Student Aid Commission, and the State of California. Such records shall be available for review or audit for at least five years following the year the information was recorded.

10. This Agreement shall be subject to the availability of funds to Institution for that portion of the students' compensation paid from the California State Work-Study funds. This Agreement shall also be subject to and interpreted by the laws of California, including the provisions of the Act.

11. Employer agrees to save harmless, defend, and indemnify the State of California, the Trustees of the California State University, the Institution, and the California Student Aid Commission and the officers, employees, and agents of each of them from any and all claims, causes of action, and losses arising out of the Employer's operations or activities which may be in any way connected with the performance of this Agreement.

12. The Employer, and any agents and employees of Employer, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California, the Trustees of the California State University, the Institution, or the California Student Aid Commission. Students furnished employment by Employer pursuant to this Agreement shall be employees of Employer and shall not be apprentices, employees, agents, or officers of the State of California, the Trustees of the California State University, the Institution, or the California Student Aid Commission.

13. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understandings or agreements not incorporated herein shall be valid.

14. This Agreement is not assignable by Employer either in whole or in part without the written consent of the Institution.

15. Institution may terminate this Agreement and be relieved of its obligations with regard to Employer hereunder should Employer fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, Institution may proceed to carry out the purpose of this Agreement in any manner deemed proper by Institution. The cost to Institution shall be deducted from any sum due the Employer under this Agreement, and the balance, if any, shall be paid the Employer upon demand.

16. Termination other than for cause as provided in paragraph 15 may be effected by either party upon 30 days written notice to the other.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

INSTITUTION

Humboldt State University

(Signature of Institution Representative)

Date:

Name of Institution

Representative : Richard Giacolini

Title of Institution

Representative : Director, Procurement

EMPLOYER

(Employer Name)

(Signature of Employer Representative)

Date:

Name of Employer

Representative:

Title of Employer

Representative:

(Revised 2/02)



Job Listing Form

Employer Information

Contact Person: _____ Contact Title: _____

Employer Name/ Division: _____

Address: _____

Phone: () _____ Ext. _____ Fax: _____

E-mail: _____ Web Address: www. _____

Job Description

Job Title: _____

Number of Openings: _____

Job Type (select all that apply):

- Part-time
- Full-Time
- Full-Time Degree
- Intern
- Summer
- Volunteer
- Other: _____

How to Apply (select all that apply):

- Come in Person
- Call
- Mail Résumé
- Fax Résumé
- E-mail Résumé
- Other: _____

Start Date: _____

Deadline: _____

Days, Hours, Duration of Job: _____

Hourly Pay Rate: \$ _____

Qualifications (Include Preferred Majors):

Duties and Responsibilities:

FEDERAL WORK-STUDY PROGRAM OFF-CAMPUS AGREEMENT
EXHIBIT "A" - FINANCIAL INFORMATION

I understand that I am responsible for paying Humboldt State University a reimbursement for the costs of administering this agreement. This Administrative Surcharge will be an additional 10% of the Federal Work-Study student's compensation. I understand that I am also responsible for providing Workers Compensation Insurance for my Federal Work-Study students.

Employer Representative

COST ESTIMATE (Actual costs may vary.)

1. Period covered by this cost estimate: 8/02 to 5/03

2. Total Estimated Compensation..... \$ _____
(Number of Students x Rate of Pay x the
Estimated Number of Hours to be Worked)

3. Federal Funds..... \$ _____
(Provided by Institution) 100% for Reading and Math Tutors
75% for Schools/Non-Profits/Govt.
50% for Profits

4. Contractor Matching Funds..... \$ _____
0% for Reading and Math Tutors
25% for Schools/Non-Profits/Govt.
50% for Profits

5. Administrative Surcharge..... \$ _____
10% for Reading and Math Tutors
10% for Schools/Non-Profits/Govt.
And Profits

6. Total Cost to Contractor (4 + 5)..... \$ _____
10% for Reading and MathTutors
35% for Schools/Non-Profits/Govt.
40% for Profits

BILLING AND/OR REIMBURSEMENTS SHOULD BE DIRECTED TO:

Finance Contact Person _____
Employer Name _____
Address _____
City/State/Zip _____
Phone _____
Fax _____

VENDOR DATA RECORD

(Required in lieu of IRS W-9 when doing business with the State of California)

STD 204 (REV. 2-97)

we don't need this

NOTE: Governmental entities, federal, state, and local (including public school districts) are not required to submit this form.

SECTION 1 must be completed by the requesting state agency before forwarding to the vendor

1 PLEASE RETURN TO:	DEPARTMENT/OFFICE HUMBOLDT STATE UNIVERSITY	PURPOSE: Information contained in this form will be used by state agencies to prepare information Returns (Form 1099) and for withholding payments to nonresident vendors. Prompt return of this fully completed form will prevent delays when processing payments. <i>(See Privacy Statement on reverse)</i>
	STREET ADDRESS FISCAL AFFAIRS, ACCOUNTS PAYABLE, SBS317	
	CITY, STATE, ZIP CODE ARCATA, CALIFORNIA 95521-8299	
	TELEPHONE NUMBER (707) 826-4235 FAX (707) 826-5781	

2 VENDOR'S BUSINESS NAME

SOLE PROPRIETOR--ENTER OWNER'S FULL NAME HERE (Last, First, M.I.)

MAILING ADDRESS (Number and Street or P. O. Box Number)

City, State and Zip Code)

3 VENDOR ENTITY TYPE	CHECK ONE BOX ONLY		NOTE: State and local governmental entities, including school districts are not required to submit this form.
	<input type="checkbox"/> MEDICAL CORPORATION (Including dentistry, podiatry, psychotherapy, optometry, chiropractic, etc.)	<input type="checkbox"/> PARTNERSHIP	
	<input type="checkbox"/> EXEMPT CORPORATION (Nonprofit)	<input type="checkbox"/> ESTATE OR TRUST	
	<input type="checkbox"/> ALL OTHER CORPORATIONS	<input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETOR	

4 VENDOR'S TAXPAYER I.D. NUMBER	SOCIAL SECURITY NUMBER REQUIRED FOR INDIVIDUAL/SOLE PROPRIETOR BY AUTHORITY OF REVENUE AND TAXATION CODE SECTION 18646 (See reverse)		NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.
	FEDERAL EMPLOYERS IDENTIFICATION NUMBER (FEIN)	SOCIAL SECURITY NUMBER	
	IF VENDOR ENTITY TYPE IS A CORPORATION, PARTNERSHIP, ESTATE OR TRUST, ENTER FEIN.	IF VENDOR ENTITY TYPE IS INDIVIDUAL/SOLE PROPRIETOR, ENTER SSN.	

5 VENDOR RESIDENCY STATUS	CHECK APPROPRIATE BOX(ES)		NOTE: a. An estate is a resident if decedent was a California resident at time of death. b. A trust is a resident if at least one trustee is a California resident. <i>(See reverse)</i>
	<input type="checkbox"/> California Resident - Qualified to do business in CA or a permanent place of business in CA		
	<input type="checkbox"/> Nonresident (See Reverse) Payments for services by nonresidents may be subject to state withholding		
	<input type="checkbox"/> WAIVER OF STATE WITHHOLDING FROM FRANCHISE TAX BOARD ATTACHED		
	<input type="checkbox"/> SERVICES PERFORMED OUTSIDE OF CALIFORNIA		

6 CERTIFYING SIGNATURE	I hereby certify under penalty of perjury under the laws of the State of California that the information provided on this document is true and correct. If my residency status should change, I will promptly inform you.		
	AUTHORIZED VENDOR REPRESENTATIVE'S NAME (Type or Print)	TITLE	
	SIGNATURE	DATE	TELEPHONE NUMBER

ARE YOU A RESIDENT OR A NONRESIDENT?

Each corporation, individual/sole proprietor, partnership, estate, or trust doing business with the State of California must indicate their residency status along with their vendor identification number.

A corporation will be considered a "resident" if it has a permanent place of business in California. The corporation has a permanent place of business in California if it is organized and existing under the laws of this state or, if a foreign corporation has qualified to transact intrastate business. A corporation that has not qualified to transact intrastate business (e.g., a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in this state only if it maintains a permanent office in this state that is permanently staffed by its employees.

For individuals/sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose which will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

For withholding purposes, a partnership is considered a resident partnership if it has a permanent place of business in California. An estate is considered a California estate if the decedent was a California resident at the time of death and a trust is considered a California trust if at least one trustee is a California resident.

More information on residency status can be obtained by calling the Franchise Tax Board at the numbers listed below:

From within the United States, call.....1-800-852-5711
From outside the United States, call.....1-916-845-6500
For hearing impaired with TDD, call....1-800-822-6268

PRIVACY STATEMENT

Section 7(b) of the Privacy Act of 1974 (Public Law 93-5791) requires that any federal, state, or local governmental agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State must provide their Taxpayer Identification Number (TIN) as required by Revenue and Taxation Code Section 18646, to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by Internal Revenue Code Section 6109(a). The TIN for individuals and sole proprietors is their Social Security Number (SSN).

It is mandatory to furnish the information requested. Federal law requires that payments for which the requested information is not provided be subject to a 31% withholding and state law imposes noncompliance penalties of up to \$20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

Please call the Department of Finance, Fiscal Systems and Consulting Unit at (916) 324-0385 if you have any questions regarding this Privacy Statement. Questions related to residency or withholding should be referred to the telephone numbers listed above. All other questions should be referred to the requesting agency listed in Section 1.

ARE YOU SUBJECT TO NONRESIDENT WITHHOLDING?

Payments made to nonresident vendors, including corporations, individuals, partnerships, estates and trusts, are subject to withholding. Nonresident vendors performing services in California or receiving rent, lease or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no withholding is required if total payments to the vendor are \$1,500 or less for the calendar year.

A nonresident vendor may request that income taxes be withheld at a lower rate or waived by sending a completed form FTB 588 to the address below. A waiver will generally be granted when a vendor has a history of filing California returns and making timely estimated payments. If the vendor activity is carried on outside of California or partially outside of California, a waiver or reduced withholding rate may be granted. For more information, contact:

Franchise Tax Board
Withhold at Source Unit
Attention: State Agency Withholding Coordinator
P.O. Box 651
Sacramento, CA 95812-0651
Telephone: (916) 845-4900
FAX: (916) 845-4831

If a reduced rate of withholding or waiver has been authorized by the Franchise Tax Board, attach a copy to this form.

Humboldt State University
Federal and State Work-Study Signature Authorization

Employer Name

AUTHORIZED SIGNATURES

1)

Name of Person Authorized to Sign Work-Study Time Vouchers (Last Name, First Name, Initial)

Signature of Person Authorized to Sign Work-Study Time Vouchers

2)

Name of Person Authorized to Sign Work-Study Time Vouchers (Last Name, First Name, Initial)

Signature of Person Authorized to Sign Work-Study Time Vouchers

APPOINTING POWER

The employees whose names and signatures appear above are authorized to sign Work-Study Time Vouchers/Invoices.

Name of Person with Appointing Power

Title

Signature of Person with Appointing Power

Date

UNIVERSITY MANAGEMENT LETTER 00-04

September, 2000

POLICY REGARDING ON-CAMPUS SALES AND SOLICITATION

All solicitors must adhere to the following policy regarding the dissemination of information and/or products. Any action that would disrupt the University educational mission will not be permitted. The University regulates time, place, and manner of all forms of speech, presentations, solicitation, and sales.

I. COMMERCIAL SOLICITATION

Commercial solicitation means any direct and personal communication in the course of trade or business reasonably intended to result in a sale. (Title 5, California Code of Regulations, section 42350)

All commercial solicitation is prohibited unless approved in advance by the University (delegated to the Vice President, Student Affairs) (Title 5, *California Code of Regulations*, section 42350.6). The University shall determine and restrict time, place, and means of distribution of all commercial solicitations. Commercial solicitors may NOT sell food on campus. **All commercial solicitors must complete a "Commercial Solicitor Form," available in the Clubs Office, to request permission to solicit on campus.**

1. Commercial solicitation is restricted to the first three (3) weeks of each semester.
2. Commercial solicitors shall pay a fee of \$100 per day, per table, for campus access. All solicitation fees will be paid to the Clubs Office and used in support of HSU recognized student organizations.
3. Commercial solicitors shall not give free gifts, incentives, or promotions to entice sales or solicitation.
4. Commercial solicitors are restricted to communication with potential customers from the back of their tables. No amplification is allowed. No hocking, yelling, "come-ons," or loud solicitation or advertisement is allowed.

5. Commercial solicitors from financial institutions must have consumer information on credit and debt management at their table (to be provided by the Clubs Office and Associated Students).
6. Exceptions to this policy may be made for special events such as the Arts and Music Festival, Bookstore sales, or other University promotions. Requests for exceptions should be made to the Clubs Office.
7. Commercial solicitors who fail to adhere to these regulations may be suspended indefinitely from Humboldt State University.

II. SOLICITATION

Solicitation means to importune, or endeavor to persuade or obtain by asking, but does not include "commercial solicitation." (Title 5, California Code of Regulations, section 42350)

Solicitation shall be permitted on the campus subject to a reasonable regulation by the campus president (delegated to the Vice President, Student Affairs) as to time, place, and manner thereof. (Title 5, *California Code of Regulations*, section 42350.5) **All solicitors must complete a "Solicitor Form," available in the Clubs Office, to request permission to solicit on campus.**

1. All non-student solicitors/distributors are limited to solicitation and distribution in the University Center Quad between the hours of 9 a.m. and 4 p.m.
2. Solicitors must be located so as not to interrupt University business or impede the regular flow of traffic into and out of buildings nor up and down stairways.

II. PRIVATE SALE

Private sale means occasional selling between persons who are campus students or employees. (Title 5, California Code of Regulations, section 42350)

HSU-recognized student clubs and organizations may contract with the Clubs Office for time, place, and manner for occasional sales of food or handmade crafts. Recognized student organizations may not sponsor or "front" for commercial solicitors. Recognized student organizations wishing to sell food on campus must complete a "Food Sale Permit," available in the Clubs Office. **All campus clubs or organizations must complete a "Tabling Form," available in the Clubs Office, to register to sell on campus.**



Resolution Concerning the Restriction of Credit Card Marketing

Approved March 6, 2000

- Whereas, Credit card marketers actively target college students on college campuses; and,
- Whereas, Aggressive marketing practices on the University Center Quad attract students to sign up for credit cards by providing free gifts for filling out credit card applications, thereby promoting students to obtain credit cards for reasons other than building their credit history; and,
- Whereas, The amount of consumer debt accumulated by college students is reaching an all time high; and,
- Whereas, According to a 1998 CALPIRG study, students " who obtain cards at campus tables and carried balances had higher unpaid balances than those who had not;" and,
- Whereas, Students are forced to repay their credit card debt through such measures as: student loan moneys; appeals to family and friends for loans; cutting back on course work to increase the amount of time at paid jobs; or even dropping out of school. Therefore be it
- Resolved, That credit card marketers will be limited to the first two weeks of each semester. Be it further
- Resolved, That there be no wandering sales people with credit card propaganda beyond their table on the UC Quad. Be it further
- Resolved, That there be an elimination of all free gifts such as T-shirts, toys, Frisbees and food. Be it further
- Resolved, That credit card marketers must have consumer information on credit and debt management to be provided by the Clubs Office and Associated Students. Be it further
- Resolved, That credit card marketers pay a minimum of \$100 as a rental fee for quad space, and that the money gained will be used for consumer debt information distributed at the marketers' tables and at the Humboldt Orientation Program. Be it further
- Resolved, That we strongly suggest that the Humboldt Orientation Program include a Student Debt Reduction Seminar focusing on credit card management. Be it further
- Resolved, That credit card marketers who fail to adhere to these regulations will be suspended indefinitely from Humboldt State University. Be it further

Resolved, That copies of this Resolution be distributed to President Alistair McCrone, the Office of Student Affairs, the Clubs Office, the University Center, Humboldt Orientation Program, CSU campuses, and to the local media.

Melody Wendorf
Melody Wendorf
CAHSS

Jennifer Gonzalez
Jennifer Gonzalez
Professional Studies

Humboldt State University Commercial Solicitor Tabling Form

NOTE: PLEASE READ REGULATIONS ON REVERSE SIDE BEFORE COMPLETING. THIS FORM MUST BE IN YOUR POSSESSION DURING EACH SCHEDULED ACTIVITY.

COMMERCIAL SOLICITATION means any direct and personal communication in the course of trade of business reasonably intended to result in a sale. (Title 5, California Code of Regulations, section 42350)

I, _____ of _____

agree to follow these regulations, pursuant to the policy regarding On-Campus Sales & Solicitation, University Management Letter 00-04, September, 2000, and to the appropriate sections(s) of Chapter 5, Title V, California Administrative Code.

Exceptions to this policy must be approved by the Coordinator of Campus Clubs and Activities.

Name of Business _____ Phone _____

Address _____

Email _____ FAX _____

Description of Business/Services _____

Date(s) of Activity: Fall Semester _____ Spring Semester _____

University Fee is \$100 per day X number of days = _____

For Office Use Only:

Date of Payment: _____ Amount: _____

Cash _____ Check # _____ Received by: _____

Coordinator of Campus Clubs & Activities _____ Date _____

Building Coordinator (if applicable) _____ Date _____

I UNDERSTAND ALL OF THE ABOVE. I ACCEPT FULL RESPONSIBILITY FOR THE QUALITY OF GOODS I SELL ON CAMPUS; AND UNDERSTAND THAT I, AS AN AGENT OF MY ORGANIZATION, AND NOT HUMBOLDT STATE UNIVERSITY, NOR ANY OF ITS AUXILIARIES, WILL BE LIABLE PROVEN CLAIMS AGAINST THESE GOODS.

I UNDERSTAND THAT I AM NOT PERMITTED TO GIVE AWAY FREE GIFTS, INCENTIVES OR PROMOTIONS TO ENTICE SALES OR SOLICITATION.

Signature of Solicitor _____

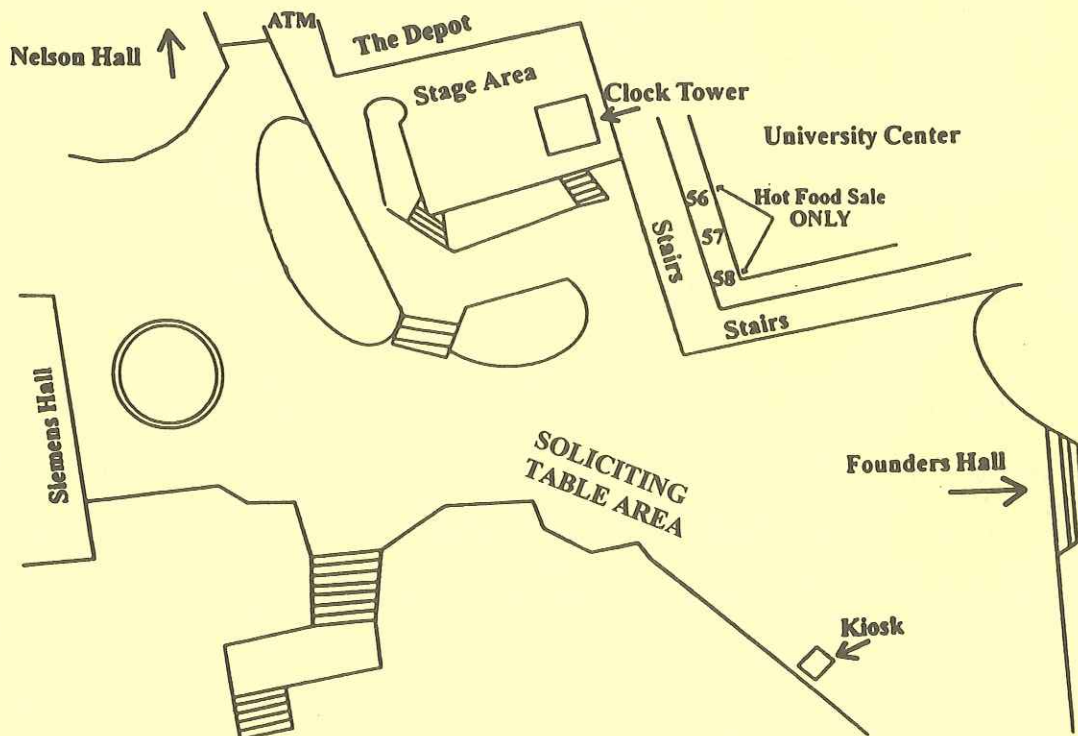
Clubs Office/Clubs Forms & Procedures/Commercial Solicitor Form (Rev. 12/00)

White/Clubs Office

Yellow/Solicitor

1. Commercial solicitation is restricted to the first three (3) weeks of each semester.
2. Commercial solicitors shall pay a fee of \$100 per day, per table, for campus access. All solicitation fees will be paid to the Clubs Office and used in support of HSU recognized student organizations.
3. Commercial solicitors shall not give free gifts, incentives, or promotions to entice sales or solicitation.
4. Commercial solicitors are restricted to communication with potential customers from the back of their tables. No amplification is allowed. No hocking, yelling, "come-ons," or loud solicitation or advertisement is allowed.
5. Commercial solicitors from financial institutions must have consumer information on credit and debt management at their table (to be provided by the Clubs Office and Associated Students).
6. Exceptions to this policy may be made for special events such as the Arts Music Festival, Bookstore sales, or other University promotions. Requests for exceptions should be made to the Clubs Office.
7. Commercial solicitors who fail to adhere to these regulations may be suspended indefinitely from Humboldt State University.

SOLICITORS MAY BE LOCATED:



SOLICITORS MUST PROVIDE THEIR OWN TABLE, ELECTRICITY AND COVERING IN CASE OF RAIN

A List of Helpful Contacts

Rollin C. Richmond, President

Humboldt State University

Phone: 707-826-3311

Email: rollinr@humboldt.edu

Cell: 707-599-6699

A meeting with President Richmond provided an opportunity to gain his support and he wishes to be updated.

Steven V. Butler

Student Affairs Vice-President

Humboldt State University

Phone: 826-3361

Email: svb7001@humboldt.edu

A meeting with Vice President Butler (recommended by President Richmond) provided an opportunity to discuss the university quad policy and possible other ideas. He wishes to be updated.

McIntosh Farms

Clayton McIntosh and Family

P.O. Box 924

Willow Creek, CA 95573

(530)-629-3736

T, from the North Coast Growers Association (NCGA), recommended this farm as a possible supplier. Clay McIntosh was contacted by phone December 2, 2002 and informed about our project's goals and objectives. It was explained that we were in the process of laying the groundwork for a farmers market on campus. He was concerned about what day the market would be on and his ability to make revenue in the summer season. He was concerned about logistics but was willing to be put on a contact list for future reference.

Gratefully Grown Gardens

Deena Fabbri and Arron Colvin

1582 Freshwater Road

Eureka, CA 95503

(707)-442-7105

T, from the North Coast Growers Association (NCGA), recommended this farm as a possible supplier. A message was left December 2, 2002 explaining our project and asking if they were willing to be put on a contact list for future reference. No reply.

Avalon Farms

Neal Latt
P.O. Box 11
Orleans, CA 95556
(530)-627-3375

T, from the North Coast Growers Association (NCGA), recommended this farm as a possible supplier. A message was December 2, 2002 explaining our project and asking if they were willing to be put on a contact list for future reference. No reply.

Clubs Office

Deanna: Office Assistant

Deanna was contacted on November 13, 2002. She explained the logistics about selling food on campus as a club. She also provided us with a Club Starter Packet with all of the necessary information to begin a club on campus.

**North Coast Cooperative
Co-op Community Foundation**

Karen Brooks
822-5947 ext. 139

Karen was recommended as a possible contact at the Co-op. Karen was contacted a couple times. She was supportive and is a possible contact for future ideas involving the Co-op.

North Coast Grower's Association

T – Manager of Farmers' Market
P.O. Box 4232
Arcata, CA 95518
(707) 441-9999

T was contacted at the Farmers' Market in Arcata and she informed us of possible farmers that may be interested in a market on campus. She is the person to speak with concerning information about the logistics of a Farmers' Market

The Depot

Eddie Aguilar – Dining Manager of The Depot
Humboldt State University
University Center
HSU Dining
Arcata, CA 95521
Fax: (707) 826-4041
Phone: (707) 826-4185
Email: efa7001@axe.humboldt.edu

Eddie was contacted a couple times concerning the organic foods available in The Depot. He provided a list of The Depot's weekly order of organic foods. He is a good contact for the Depot, but it is recommended to go through Ron instead. Avoid contacting Eddie during the 'lunch rush'.

Jacques Neukom Farm

Jacques Neukom
P.O. Box 312
Willow Creek, CA 95573
(530) 629-1909

T, from the North Coast Growers Association (NCGA), recommended this farm as a possible supplier. Jacques was contacted about his possible involvement in a Farmers' Market on campus. He was very friendly and very interested in this project and wishes to be contacted

Pierce Family Farm

Patrick Pierce
P.O. Box 93
Orleans, CA 95556
(530) 627-3320

T, from the North Coast Growers Association (NCGA), recommended this farm as a possible supplier. Patrick was contacted about his possible involvement with a Farmers' Market on campus. They are also interested in being contacted.

Susan Ornelas

sdt3@humboldt.edu

Susan was contacted at various times to schedule an initial meeting with the group to go over past projects and future visions. For the potluck gathering, she was invited and spoken with in depth about the future of this project. She was also contacted several times during the semester about the possibility of surveying the farmers at the NCGA meeting, which turned out to be impossible.

Jolene Spire

umbrellafree8@yahoo.com

An email relationship developed with her as a result of the meeting with Susan Ornelas. Jolene is responsible for organizing Food, Not Waste this semester. As a class requirement, she has been writing a grant for Food, Not Waste to acquire more supplies in an effort to create a permanent space for Food, Not Waste on the HSU campus. Susan suggested establishing a relationship with Jolene to see if we could help one another. Jolene and another Food, Not Waste member attended the potluck and added helpful suggestions.

Mac Burgess
mhb3@humboldt.edu

Mac is the farmer at Arcata Educational Farm, starting in January. Mac was emailed several times to schedule a meeting with the group. Mac and was contacted many times about developing a more visible relationship between HSU and the Arcata Educational Farm, and the future of a campus farmer's market.

Patrick Oliver
pmo5@humboldt.edu

Patrick was emailed and contacted by phone a number of times about bringing local/organic foods to campus and any suggestions he might have. I invited him to the potluck, though due to his schedule, he was unable to attend.

Eddie Tanner
eht1@humboldt.edu

Eddie was called and emailed numerous times throughout the semester about his past experiences of bringing local/organic foods to campus. Eddie is a wonderful source of information on the issue of farming in the community, as well as any past attempts to bring local/organic food to campus.

Paul Holzberger
(707) 445-7351

Mr. Holzberger works for the County Department of Agriculture and is responsible for disseminating information to the public. He was conversed with extensively about the requirements for creating a farmer's market and the feasibility. Paul offered helpful suggestions on alternatives to bringing local food to the HSU campus.

Associated Students
Gretchen Kinney
Associated Students President

Gretchen was contacted to find out basic policies about student solicitation of produce on campus. Gretchen explained how club status is necessary and that money collected is seen as a fundraiser that is put into a club account. Also the limitations of prepared food were explained.

Internship and Work-Study Coordinator
Gretchen Stadler
Phone 826-5470
Fax 826-5473

UPD

Greg Allen
Phone 826-3456
Fax 826-4637

CCAT

Dustin Jolly
Appropriate Technology Technician
Phone (707) 822-1538
dgj2@humboldt.edu

Depo organic

Gaberville

Jordan's Produce	923-3297
Apple, Red Del. 100 WXF	40#/bx
Broccoli 14 ct.	14ct/bx
Carrot Bu Baby	24ct/dz
Celery 30	30ct/bx
Cucumber	24#/bx
Cantalope 15	15ct/bx
Mushrooms Oyster	5#/bx
Nectarine Summer Brite	11yr/ft
Plum, Santa Rosa 100	28#/bx
Spinach bu	24ct/bx
Tomato 4X5 5X5 5X6	20#/ft
Spring Mix	

Pacific Pro Produce
or
Pro Pacific Produce

Also sell organic produce

Auburn — Corop

Mountain People	630-889-9531
Kidney Beans, Can	
Garbanzo Beans, Can	
Green Beans, Can	
String Beans, Can	
Corn, Can	
Italian Herb Dressing	
French Tomato Dressing	
Garlic Dressing	
Greek Feta Dressing	
Snyders, Pretzels	
Snyders, Oat Sticks	
Black Bean Chips	
Little Soy Chips	
Mini Corn Chips	
Horizon yogurt	
Alvarado 7 Grain Bread	
Alvarado Whole Wheat	
Tofurella Soy Cheese	

FARMERS MARKET DIRECTORY

MARKET GUIDE SYMBOLS

(AP) Arcata Plaza 9th & G Street, Arcata April/Nov Saturdays 9-11 pm
 (HC) Old Town 2nd & F Street, Eureka June/Oct Tuesdays 10-11 pm
 (HT) Henderson Center Henderson & F Street, Eureka June/Oct Thursdays 10-11 pm
 (W/M) Wildberries Marketplace 13th & G Street, Arcata July/Oct Tuesdays 3-6 pm

Alder Grove Nursery

Kent & Catherine Stanley
 Carliotta (707) 777-3680
Products: Over 100 varieties of native & ornamental trees, shrubs, vines & perennials.
 Markets: AP
 Available April through November

Angora Bunny Lady (The)

Adrienne Werren
 3385 Middlefield Lane
 Eureka, CA 95501 (707) 442-5002
Products: Angora hats, mittens, gloves, scarves, baby booties, caps and yarn.
 Markets: AP
 Available April through November
 On Site Sales: Year round by appointment

Arcata Bay Llamas

Sherria Tyler
 P.O. Box 412
 Arcata, CA 95518 (707) 822-1700
 email: handspun yarn@aol.com
 Internet: www.arcatabayllamas.com
Products: Hand spun yarn, hand knitted caps, hydrangea starts, & dried flowers, succulents, and house plants.
 Markets: AP
 Available April through November
 On Site Sales: Call for appointment

Avalon Farm Orleans

Neal Latt
 P.O. Box 11
 Orleans, CA 95556 (530) 627-3375
Products: Tomatoes, peppers, eggplant, summer & winter squash, cucumbers, specialty melons, broccoli, carrots, beets, lettuce, etc.
 Markets: AP, OT, HC, WM
 Available May through November
 On Site Sales: Monday, Wednesday, Friday - Afternoons 2 p.m. to dusk

Bamboo-&Maples-Nursery

Rich & Linda Simpson
 Myrtle Ave.
 Eureka (707) 445-1281
Products: Bamboos, Japanese maples, conifers, grasses & ornamental trees.
 Markets: AP
 Available April through November
 On Site Sales: Thursday through Sunday 12-4 p.m.

Bayside Gardens

Jessica & Robert Bittner
 P.O. Box 448
 Bayside, CA 95524 (707) 822-3967
Products: Strawberries, artichokes, & herbs.
 Markets: AP
 Available April through October

Betty's Country Store

Betty Teasley & Gregory Teasley
 P.O. Box 250
 Weott, CA 95571 (707) 946-2465
Products: Flowers & tomatoes.
 Markets: AP, HC
 Available June through October

BIGFOOT collections

Robert Filbey
 P.O. Box 1025
 Blue Lake, CA 95525 (707) 668-1829
Products: Cacti, succulents, caudiciforms, ethnobotanicals, carnivorous plants, orchids and the weird & bizarre.
 Markets: AP, HC
 Available April through November
 On Site Sales: By appointment

Blue Jay Nursery

Eric & Christine Justesen
 P.O. Box 208
 Carliotta, CA 95528 (707) 768-9201
Products: Bedding plants - annuals, perennials, vegetables, herbs.
 Markets: AP
 Available April through October

Blake Richard

P.O. Box 1233
 Blue Lake, CA 95525 (707) 825-0111
Products: Mixed vegetables.
 Markets: AP
 Available May through October

Boulder Creek Botanicals

Darlene Petrie
 101 Mill Street
 Manilla, CA 95521 (707) 476-0603
Products: Herbs, flowers, plant starts, lettuce, tomatoes, peppers, spinach, beets.
 Markets: OT, HC, WM
 Available May through November

Bonsai Gardens

James Strong
 2456 Old Arcata Rd.
 Bayside, CA 95524 (707) 822-3005
Products: Bonsai plants.
 Markets: AP
 Available April through November

Capricious Cheese Co.

Ginger Olsen & Diana Livingston
 7333 Humboldt Hill Road
 Eureka, CA 95503 (707) 442-3209
Products: Capricious cheese & feta & Mytime Ranch goat sausage.
 Markets: AP
 Available April through November
 On Site Sales: By appointment

Carliotta Flowers

Jane Laddusaw
 7032 Highway 36
 Carliotta, CA 95528 (707) 768-3779
Products: Fresh & dried flowers and geraniums.
 Markets: AP, OT, HC
 Available June through November

Charlie's Blossoms

Francine Patterson
 4180 Loop Road
 Fortuna, CA 95540 (707) 725-3618
Products: In season, fresh and dried flowers, on occasion plants (4 inch).
 Markets: OT, HC
 Available May through October
 On Site Sales: 10:30 a.m. - 1:00 p.m. Fridays / Please call ahead.

Choice Edibles

Daniel Harkins
 584 Riverside Park Road
 Carliotta, CA 95528 (707) 768-3135
Products: Oyster mushrooms, blue Italian, & golden varieties.
 Markets: AP, OT, HC
 Available April through November

Claudia's Organic Herbs

Claudia Holzinger & Von Tunstall
 P.O. Box 233 / 3195 Ishi Pishi Road
 Orleans, CA 95556 (530) 627-3712
Products: Over 20 varieties fresh and dried herbs, sweet & specialty basil, garlic, onions, leeks, tomatoes and garlic braids.
 Markets: AP, OT, HC
 Available April through November
 On Site Sales: Call for appointment

Craig & Greg Farm

Craig Lord & Greg Holder
 PO Box 4846
 Arcata, CA 95518 (707) 822-7574
Products: Various vegetables.
 Markets: AP
 Available June through October

Dancing Gardens

Danielle Johnson
 PO Box 4.
 Blue Lake, CA 95525 (707) 668-1875
Products: Wheatgrass, sunflower sprouts & cut flowers.
 Markets: AP
 Available April through November

Degrees of Green

Mike & Donna Beck
 4550 Woods Lane
 McKinleyville, CA 95519 (707) 839-5167
Products: Shrubs, trees, perennials and container stock.
 Markets: AP
 Available April - November
 On Site Sales: By appointment

Earth & Sky Farm

Liz Kinnaman
 P.O. Box 226
 Hydenville, CA 95547
Products: Organically grown salad mix, lettuce, tomatoes, summer squash, pumpkins and other produce, sunflowers & more.
 Markets: AP, HC
 Available April through November

Tap Roots

Stacy Kett
PO Box 842
Arcata, CA 95518 (707) 476-9829
Products: Medicinal herbs, culinary herbs, fresh cut & dried flowers, & edible flowers.

Markets: AP
Available May through October
On Site Sales: By appointment

Vistas Roses

Vista McIntosh
PO Box 296

Willow Creek, CA 95573 (530) 629-4145
Products: Roses and cut flowers.

Markets: AP, HC
Available May through November

Vital Veggies

Kristen Hurant
2370 Hewitt Road

Mckinleyville, CA 95519 (707) 839-5480
Products: Salad mix, strawberries, peas & beans.

Markets: AP, OT, HC
Available June through October

Warren Creek Farms

Paul Giuntoli
1264 Warren Creek Road

Arcata, CA 95521 (707) 822-6017
Products: Potatoes, dry beans, winter squash, pumpkins, sweet corn, green beans, shelling peas, & mixed vegetables.

Markets: AP
Available July through November

Weitchpec Chile Co.

Clen Pitsenbarger
Site 9, Box 15

Hoopla, CA 95546 (707) 444-5549
Products: Fresh chilies, bottled hot sauce, salsa kits, and chili pepper plants.

Markets: AP
Available September through November

Willow Creek Farms

Michael Peterson
P.O. Box 1392

Willow Creek, CA 95573 (530) 629-4950
Products: Cucumbers, summer squash, green beans, sweet corn, watermelon, potatoes, tomatoes, sprouts, cabbage, & turnips.

Markets: AP, OT, WM, HC
Available May through November
On Site Sales: Daily 9-7 p.m.

Youngs Orchard

Vern Young
412 Patterson Rd.

Willow Creek, CA 95573 (530) 629-2539
Products: Cherries, peaches, apricots, nectarines, apples, pears & berries.

Markets: AP, OT, WM, HC
Available June through October
On Site Sales: July - August 10-5 p.m.



THE FARMERS MARKET

Our "Certified" Farmers Markets were among the first in California. During the season more than 80 small farms from all over Humboldt county participate in Markets. The Farmer's Market is an open-air marketplace full of Humboldt's bounty. As a "certified" Farmers Market producers can only sell commodities which they have grown or raised. The range of farm products available at the farmers markets include nearly every farm commodity in this area. Humboldt County's microclimates enable both cool and warm season crops, from lettuce, peas, strawberries and apples to peaches, corn, tomatoes and melons, to be found during the season at the Farmers Market.

FARMERS MARKET DIRECTORY

Discover the farms of Humboldt County and share our "Country Spirit". Whether you visit a local family farm or stroll through one of our festive, open-air Farmers Markets, you are sure to find the best farm products Humboldt County has to offer.

The Farmers Market directory is designed to link Humboldt County family farms, specialty growers, and the community together. Purchasing farm products directly from the growers insures quality, freshness and value, as well as an opportunity to meet the local farmers, ask questions about products and crop production. Many growers offer product sampling and will share their favorite recipes. The Farmers Market Directory is sponsored by the North Coast Growers Association.

The Farmers Market Directory is your guide to the North Coast Growers Association members who attend Farmers Markets. It includes which Markets they frequent, Market locations, dates and times, as well as a listing of products available.

THE NORTH COAST GROWERS ASSOCIATION

The North Coast Growers Association was begun in 1979 by a group of Humboldt County farmers for the purpose of promoting direct marketing of farm products from the field to the consumer. The North Coast Growers Association, with more than 80 members, is a diverse group, representing a wide variety of agricultural products.

North Coast Growers Association
P.O. Box 4232 - Arcata, CA 95518
Voice Mail - (707) 441-9999



FARMERS' MARKET



Earth N Hands Farm
Dean Gilkerson
3555 Thorpe Lane
Maple Creek, CA (707) 599-7570
Products: All organic strawberries, raspberries, fresh greens, basil, peppers, melons, tomatoes, green beans, garlic & more.
Markets: AP, OT, WM, HC
Available April through November

Eco Gardening
Boyd Smith
PO Box 5169
Arcata, CA 95518 (707) 822-9007
Products: Landscaping plants.
Markets: AP
Available April/May & October/November

Fern Court Farm
Brian C. Muessig
311 Lawson Lane
Ferndale, CA 95536 (707) 786-9556
Products: Loganberries, boysenberries, Waldo blackberries, raspberries, & strawberries.
Markets: AP, OT, HC
Available June through September
On Site Sales: By appointment

Fickle Forest Tree Farm
Carol Williams
3015 Fickle Hill Road
Arcata, CA 95521 (707) 826-2551
Products: A large selection of unusual trees, vines and dwarf conifers.
Markets: AP, HC
Available April through November
On Site Sales: By appointment only

Flickle Hill Old Rose Nursery
Cindy Graebner
282 Fickle Hill Road
Arcata, CA 95521 (707) 826-0708
Products: Species fuchsias, salvias, cloud forest plants, perennials, old fashioned roses, shrub & climbing roses.
Markets: AP
Available April through November
On Site Sales: Sundays May 6th - July 29th, 1-4 p.m.

Flora Organica
Andreas, Lisa & Faye Zierer
5015 Dows Prairie Road
McKinleyville, CA 95519 (707) 839-3405
Products: Cut flowers & landscape plants, succulent planters, dried flower wreaths.
Markets: AP, OT, HC
Available April through November
On Site Sales: By appointment.

Foggy Trees Nursery
Joe Moran
PO Box 937
Trinidad, CA 95570 (707) 677-3749
Products: Ferns, succulents, herbal topiaries, conifers, & natives.
Markets: HC, WM
Available July through October

Freyja's Garden
Lisa Bianchi
3748 Old Railroad Grade Road
Fieldbrook, CA 95521 (707) 840-9164
Products: Garden produce - organically grown.
Markets: AP
Available April through November

Hoffman Sanders Farms
Richard Hoffman & Lynn Sanders
P.O. Box 3132
Eureka, CA 95502 (707) 444-3645
Products: All types of herbs, locally suitable vegetable starts, unusual house and landscape plants, & medicinal plants.
Markets: AP, OT
Available April through November

Hoopa Fruits
Doug Weichbrodt & Jen Murdock
P.O. Box 550
Hoopa, CA 95546 (530) 625-1013
Products: Peaches, plums, prunes, pears, cherries, figs, apples, & various vegetables.
Markets: AP, OT, WM, HC
Available May through October

Jacob's Greens
Karina Jabobs Green
PO Box 1272
Blue Lake, CA 95525 (707) 668-1684
Products: Nursery starts, and flowers.
Markets: AP, HC
Available April through November
On Site Sales: By appointment only

Jacoby Creek Nursery
Terry Kramer & Marilyn Rothen
2173 Old Arcata Road
Bayside, CA 95524 (707) 826-0954
Products: Perennials, unusual annuals, herbs & vegetable starts, aloe veras, houseplants, vines, & exotic tropicals.
Markets: AP, HC, WM
Available April through November

Jacques Neukom Farm
Neukom
P.O. Box 312
Willow Creek, CA 95573 (530) 629-1909
Products: Peaches, tomatoes, raspberries, potatoes, melons, & winter squash.
Markets: AP, OT
Available May through November

Lewis Orchard
Russell Lewis
Blue Lake, CA
Products: Apples, plums, pears.
Markets: AP
Available August through November

Little River Farm
John Severn
PO Box 94
Blue Lake, CA 95525
Products: Specialty salad mix.
Markets: AP, OT, HC, WM
Available August through November

Maple Creek Farm
Merit Cape
PO Box 5103
Arcata, CA 95518 (707) 839-9135
Products: Nursery stock of perennial plants, plus an assortment of herbs culinary & medicinal.
Markets: AP
Available April through October

McIntosh Farms
Clayton McIntosh & Family
P.O. Box 924
Willow Creek, CA 95573 (530) 629-3736
Products: Tomatoes, peppers, chestnuts, persimmons, peaches, plums,
Available April through November

Potter's Pumpkin Patch
Denis & Julie Potter
P.O. Box 1011
Blue Lake, CA 95525 (707) 668-5387
Products: Corn, pumpkins, & winter squash.
Markets: AP
Available August through November
On Site Sales: Opens October, 1-6 p.m. weekdays, mornings for scheduled groups.

R & B Farm
Robert & Betty Silber
1720 11th Street
Arcata, CA 95521 (707) 822-2347
Products: Fava beans, radishes, lettuce, & other vegetables.
Markets: AP
Available April through November

Redwood Roots Farm
T. Griffin & Janet Czarniecki
PO Box 793
Arcata, CA 95518 (707) 441-3878
Products: Lettuce mix, braising mix, loose spinach, arugula, Asian greens mix, herbs, fennel, collards, kale, & chard.
Markets: AP, WM
Available May through November
CSA Membership available, call for information

Reed's Bees
David Reed
911 Bayview Street
Arcata, CA 95521 (707) 826-1744
Products: Honey, beeswax, beeswax candles, bulk bees, & queens.
Markets: AP
Available April through November
On Site Sales: Year round 9-5 p.m.

Ridgetop Gardens
Henry & Mody Holloman
569 Elizabeth Way
Arcata, CA 95521 (707) 822-4756
Products: From the garden to you. Cut flowers throughout the season including alstramarias, delphiniums, snap dragons, & astus.
Markets: AP, OT, HC
Available April through November
On Site Sales: By appointment

River Bees
Seth & Janet Rick
Eel River Valley/156 Ewan Ave.
Shivley, CA 95565 (707) 722-4669
Products: Honey, honey comb, beeswax products, lavender flowers, figs, Roma tomatoes, & bee pollen.
Markets: AP
Available April through November

River Nook Orchard
Wayne & Joan Tonini
PO Box 1546
Willow Creek, CA 95573 (530) 629-2063
Products: Peaches.
Markets: AP, OT, WM, HC
Available August / September
On Site Sales: June-August 9 a.m. - 5 p.m.

Rock-N-Rose
Cynthia Annotto-Pemberton
1785 Mygina Ave.
McKinleyville, CA 95519
Products: Variety of plants and trees, dried & fresh wreaths, leis, & bouquets.
Markets: AP
Available April through November

Handwritten notes:
"I don't know how to grow lettuce & strawberries"
"low acres"
An arrow points from the text to the Jacques Neukom Farm entry.

Gambi Orchard

Joe Ramos
PO Box 277
Willow Creek, CA
(530) 629-2825
Products: Peaches, apples, pears, kiwi, & vegetables.
Markets: AP, OT, HC, WM
Available July through October
On Site Sales: By appointment

Gem of the River

Norman Coates
P.O. Box 71
Orleans, CA 95556 (530) 627-3369
Products: Cherries, peaches, Asian pears, melons, tomatoes.
Markets: AP
Available June through November

Geranium Lady (The)

Sylvia Malloy
4085 Jacoby Creek Road
Bayside, CA 95524 (707) 822-4780
Products: Geraniums - zonals, scented-leaf, pelargoniums, & ivy-leaved.
Markets: AP
Available May through September
On Site Sales: Call for appointment.

Glenmar Heather Nursery

Glenda Couch-Carlberg & Maria Krenke
P.O. Box 479
Bayside, CA 95524 (707) 268-5560
Products: Heaths & heathers.
Markets: AP, HC
Available April through November
On Site Sales: Fridays & Saturdays 10 a.m. - 5 p.m.

Gopher Gardens

Bob Ducate
1469 Walker Point Road
Bayside, CA 95524 (707) 840-0741
Products: Strawberries & cut flowers, apples, plums, & assorted vegetables.
Markets: AP, OT, HC, WM
Available April through November
On Site Sales: Mon, Wed, Fri 9 a.m. - 6 p.m.

Gratefully Grown Gardens

Deena Fabbri & Arron Colvin
1582 Freshwater Road
Eureka, CA 95503 (707) 442-7105
Products: French filet beans, leeks, potatoes, sweet onions, summer & winter squash, tomatoes, & an array of other fine produce.
Markets: AP, OT, WM, HC
Available April through November

Gregory's Garden

Greg Martin
Box 1223
Ferndale, CA 95536 (707) 786-4835
Products: Garlic, & artichokes.
Markets: AP, HC
Available April through November

Handgraaf & Handgraaf

Ton & Nancy Handgraaf
P.O. Box 623
Arcata, CA 95518 (707) 826-2726
Products: Perennial plants for sun or shade, roses, deciduous and evergreen shrubs, small ornamental trees, vines, and natives.
Markets: AP, HC
Available April through November

squash, & grapes.

Markets: AP, OT, WM, HC
Available May through November
Mel's Meadows
Mel & Marietta Christensen
6201 Tompkin Hill Road
Loleta, CA 95551 (707) 733-5101
Products: Flowers and plants with durability and color.
Markets: AP, HC
Available April through November
On Site Sales: Wednesday - Friday, 9-4 p.m.

North Bay Shellfish and Succulents

Catherine Peterson
1167 Driver Road.
Trinidad, CA 95570 (707) 677-3509
Products: Oysters, mussels & succulent plants.
Markets: AP
Available April through November

Orchids For The People

Blaine Maynor
P.O. Box 935
Arcata, CA 95518 (707) 822-1281
Products: Orchids & supplies.
Markets: AP
Available April through November
On Site Sales: By appointment

Orleans Organics

John Cabot & Sara Post
P.O. Box 391
Orleans, CA 95556 (530) 469-3397
Products: Onions, shallots, garlic, strawberries, & leeks.
Markets: AP, OT, HC, WM
Available April through November
On Site Sales: Friday 8 am to 5 pm

Paradise Flat Farm

Beth Dunlap
78 Shively Flat Road
Scotia, CA 95565 (707) 722-4383
Products: Heirloom tomatoes, peppers & chilies, summer squash, garlic, onions, peas, greens, & assorted fruit.
Markets: AP
Available April through November

Pedal Power Produce

Geronimo Gibbon
PO Box 9
Blue Lake, CA 95525
(707) 668-5432
Products: Greens, garlic, squash, tomatoes, pumpkins, & fruit.
Markets: AP, WM
Available April through November
On Site Sales: All year around, U-pick, by appointment

Pierce Family Farm

Marguerite, Patrick, Jouquin, & Mike
P.O. Box 93
Orleans, CA 95556 (530) 627-3320
Products: Tomatoes, sweet & hot peppers, cantaloupes, basil, carrots, broccoli, eggplants, grapes, garlic, & peony.
Markets: AP, OT
Available May through November

Potato Rock Nursery

Dan Southard & Lisa Jackson
PO Box 902
Trinidad, CA 95570 (707) 839-9175
Products: Nursery stock: medicinal herbs & choice ornamentals.
Available April through November
On Site Sales: By appointment.

Rolling River Farm

Marc Robbi
PO Box 332
Orleans, CA 95556 (530) 627-0012
Products: Fruit trees, bushes, & vines, strawberries, raspberries, fresh & dried flowers and miscellaneous produce.
Markets: AP
Available April through November
On Site Sales: By appointment

Seaside Herbs

Marilyn Kelly
P.O. Box 970
Arcata, CA 95518 (707) 822-7100
Products: Herbs, perennials, succulents, houseplants, vines, cut flowers & blooming plants.
Markets: AP
Available April through November

Saechao Strawberries

Chan Yan Saechao
2536 O'Leary Street
Fortuna, CA 95540 (707) 725-7968
Products: Strawberries
Markets: AP, OT, HC, WM
Available May through October

Singing Tree Gardens

Ryan Scott & Don Wallace
1975 Blake Road
McKinleyville, CA 95519 (707) 839-8777
Products: Rhododendrons, azaleas, hydrangeas, ornamental grasses, ornamental trees, dwarf conifers, & Japanese maples.
Markets: AP, HC
Available April through November
On Site Sales: Year round Wednesday - Saturday 9-5 p.m., Sundays April - May 11-3 p.m.

Smith Family Farm

Gene & Marj Smith
PO Box 522
Hoopa, CA 95546 (530) 625-4419
Products: White peaches, plums, berries, apples, tomatoes, corn, & flowers.
Markets: AP
Available June through September

Star Brite Farm

Dech Pagen
PO Box 669, 3003 Highway 96
Willow Creek, CA 95573 (530) 629-3516
Products: Over 50 varieties of organic tomatoes, also peaches, peppers, & cukes.
Markets: AP, OT, HC, WM
Available May through November
On Site Sales: May - mid-November 11 - 7 p.m.

Sun Valley Floral Farms

Leindert DeVries
3160 Upper Bay Road
Arcata, CA 95521 (707) 826-8700
Products: Asiatic & oriental lilies, tulips, irises, & other various spring flowers.
Markets: AP, HC
Available April through November

Strawberry Creek Orchards

Patricia Hill
4373 Central Ave.
McKinleyville, CA 95519 (707) 839-5001
Products: Blooming orchid plants, & growing medium.
Markets: AP, HC
Available April - May and October - November

let them know!

More members

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.

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.

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.

**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.

**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	SS#
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

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.

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- 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.

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.

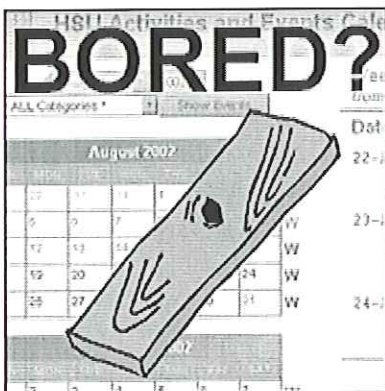
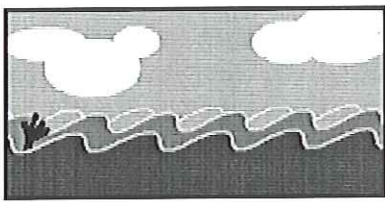
HUMBOLDT STATE UNIVERSITY CLUBS AND ACTIVITIES

- [Welcome](#)
- [Clubs Handbook](#)
- [Clubs Directory](#)
- [Policies](#)
- [F.A.Q.'s](#)
- [Photo Album](#)

-
- [Activities Calender](#)
 - [Links](#)

What privileges are given to clubs?

Once your club is recognized, it may enjoy a variety of privileges. These include: The use of Humboldt State University's name in association with your club. The ability to conduct fundraising activities on campus. The use of campus facilities and club equipment. The right to participate in such campus activities as the Clubs & Activities Faire, the Preview Fair, and the Arts & Music Festival.



How do I start a club?

1. Pick up the Club Starter Packet from the clubs office.
2. Fill out the Intent to Organize Form and obtain signatures and Social Security numbers of eight students.
3. Find an advisor and have them fill out the forms enclosed in the packet.
4. Create a constitution for your club following the guidelines indicated in the packet.
5. Make an appointment with the Clubs Coordinating Council (CCC) to have your club approved. Sign up at the Clubs Office for appointment.
6. Attend CCC meeting for club approval.

How does a club maintain active status?

In order to maintain active status, 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.

Where can we get money to travel to conferences?

The Club Coordinating Council also offers significant funding for club travel. These funds make it possible for clubs to travel to conferences or workshops they might be interested in but are unable to afford. Travel funds may be used towards conference

fees, hotel, and transportation costs. All appropriate liability waiver forms must be filled out and turned in to the Clubs Office before any funding will be allocated. Funding must be requested before the travel takes place. The CCC provides funding on a matching basis (if your travel costs \$400.00, the CCC may fund \$200.00 and your club must match the other \$200.00). Groups may receive a total of \$400.00 per year for travel funds.

How do I access my club account?

Clubs may set up a free checking and accounting service through the AS Business Office. The Business Office sends a monthly print-out to all clubs with accounts. You should review this sheet carefully when you receive it. If you have any trouble understanding the print-out, contact the AS Business Office.

To set up an account, the club member in charge of finances (usually the treasurer) should obtain a signature card from either the Clubs Office or the AS Business Office. Signatures must be obtained from the treasurer, club advisor, and the Club Coordinator. In order to receive the signature of the Club Coordinator, the club must have a current Club Contact Card on file with the Clubs Office. These signatures are then kept on file in the AS Business Office for reference. Clubs will then be assigned an account number. Signature cards must be updated annually, or when club officers or advisors change.

To write a check against your account, obtain a check request form from the AS Business Office. Include a detailed explanation of the expenditure as this will appear on your printout. Checks are dispersed twice a week, therefore requests should be filled out before the check is needed. **For reimbursements, proper receipts are REQUIRED.** Examples of proper receipts are retail store itemized receipts, vendor invoices, or signed and dated service agreements with a legitimate independent contractor. A credit card charge slip is not acceptable as a receipt (except for gasoline purchases). Please submit original receipts to the AS and retain copies, if needed, for your records.

How do we reserve a table for the quad?

Reservations for tabling on the UC Quad should be made through the University Center Information Counter, 826-4414. They have a key to the closet where the tables are stored.

Where's our club mail box?

All clubs are assigned a mailbox located in the Clubs Office. Important dated announcements such as the availability of travel & event funds and dates of workshops and activities are delivered to clubs through campus mail. It is important that a club member check the mailbox at least once each week so you do not miss any possible opportunities. Mailboxes also provide a convenient place where students can leave their name and

number indicating their desire to obtain more information about your club.

What Club Office supplies are available for our use?

The Clubs Office has the following supplies available to clubs for fundraising or other purposes. Equipment should be reserved in advance to ensure availability.

- 5 large tables (3' x 5')
- 1 double electric burners
- 3 cash boxes
- 1 50-cup coffee percolator
- 2 single electric burners flash lights
- 1 100-cup coffee percolator
- potato sacks (for races)
- 1 tarp
- 4 50-100' extension cords
- cooking utensils

Banner making materials are also available in the Clubs Office (white banner paper, large paint pens, colored chalk, stencils, etc.).

These supplies are for recognized campus clubs wishing to advertise club related activities.

What are the policies for selling food on campus?

Only organizations recognized by the University may hold sales on campus by filling out the appropriate approval form at the Info Counter prior to the date of the sale. The desk staff can advise you of other sales happening on the Quad on the same day, so that no two clubs are selling the same items. In order to sell food on campus, clubs and organizations must first obtain a Food Sale Permit from the Clubs Office. The organization requesting a permit must have read and be familiar with the Humboldt State University Food Sale Policy. Two members of the organization requesting the permit must view the "Serve Safe" training videos before a permit will be granted. Clubs may only sell food twice per week or a total of eight times per month. Academic clubs may also sell food in the buildings in which their departments are located. They must get approval from the Building Coordinator of the building where the sale is to be held and apply for a Food Sale Permit as stated above. The Clubs Office has cooking equipment available to clubs sponsoring fundraising events.

How can we get money to help with club events?

The Clubs & Activities Small Grants will fund up to \$600 for events that promote the four kinds of programs listed below. Preference will be given to programs that have secured support from other sources. After-the-event requests will not be considered. The four programs are:

1. Leadership development
2. Service learning initiatives
3. Diversity
4. Cooperative programs between two or more programming areas.

Clubs & Activities Small Grants can fund the following:

- Publicity (flyers, posters, newspaper ads, etc.)
- Lodging for speaker/performer
- Equipment rental for proposed events
- Nonprofit/nondiscriminatory events
- Fees for speaker/performer (people who are not HSU faculty, staff, administrators, or students)
- Travel costs for speaker/performer

Clubs & Activities Small Grants cannot fund the following:

- Equipment for classroom activities
- Food or alcohol (except where food is critical to the primary purpose of the event)
- Publications/pamphlets/brochures
- Tournaments/games
- Clothing/costumes/equipment
- Awards, wages, or specialty items for club members

Multicultural Education Grants up to \$400 are available for on-campus events promoting cultural diversity or education that will benefit the entire HSU Community.

The Multicultural Center can fund the following:

- Advertisements (flyers, posters, newspaper ads, etc.)
- Conference/activities fees and lodging
- Gas and/or airline costs and rental cars
- Equipment rental for proposed events
- Nonprofit/nondiscriminatory events Honorariums (speaker/lecturer fees, people who are not HSU faculty, staff, administrators, or students)

The Multicultural Center cannot fund the following:

- Food or beverages

The Cultural Programming Board also has funding available for larger-scale events that promote cultural diversity education and awareness that will benefit the entire HSU community.

For more information, please contact the Multicultural Center (HS 55) at 826-3365. In addition, there are other funding sources on campus. Please stop by the Clubs Office for more information.

How do we set up an e-mail and web page accounts?

E-mail accounts and web sites are available to all campus clubs. If you desire to obtain an account, please make your request to the Clubs Office. Once your club has set up its own web page,

please contact the Clubs Office and request that your page be linked to the Clubs Office web page.

Where can we receive faxes?

You may send or receive faxes in the office of Associated Students located in the University Center, South Lounge. The fax number is 826-3772.

Where do I go to rent vans for a club activity?

Clubs may apply to use one of the 15-passenger vans available through the University Center. The driver of the van must have a class B driver's license, including a current medical card. If no one in your organization is qualified to drive, Plant Operations has a list of drivers you may contact. Vans may be reserved at the Info Counter from 8 am to 5 pm Monday-Friday. Ask the Info Counter for information on current mileage rates.

What is the info desk phone#?

UC Information Counter - 826-4414

What is the sports complex phone#?

Intramural Office - 826-6011 Athletics - 826-5959

How can we sponsor an Off-Campus Event?

Many clubs choose to hold events off campus such as pancake breakfasts, banquets, fundraising events, etc. Facilities often used include the Arcata Veterans Hall, the Bayside Grange, Celebration Hall and the Arcata Community Center. If a club wants to sponsor an event at an off-campus facility, they will be asked by the facility for a "Statement of Insurance" from the University. To get this "Statement of Insurance", stop by the Clubs Office at least two weeks prior to the event to fill out the appropriate request. Insurance will not be given for events where alcohol will be present.

How can we reserve on-campus facilities?

Clubs may use on-campus facilities for tabling, meetings, and events. We suggest you reserve them in advance. Possible facilities include, but are not limited to:

- UC Quad
- John Van Duzer Theater
- Kate Buchanan Room
- Classrooms
- Jolly Giant Commons

Gist Theater Nelson Hall East meeting rooms

UC Quad, Nelson Hall East meeting rooms and the Kate Buchanan Room may be reserved through the UC Information Counter. Preliminary reservations begin two weeks before each semester begins, and rooms may be reserved for the entire semester. Ask about any charges. Only the designated club member listed on your Club Contact Card may make room reservations through the UC Information Counter.

Classrooms cannot be reserved until after the first week of each semester when classroom schedules are finalized. Reserve through the UC Info Desk.

Jolly Giant Commons has several conference rooms reserved through the Office of Residential Life on the second floor of the JGC. These rooms are primarily for use by students living in the residence halls, but a non-resident may reserve a room once a year.

John Van Duzer Theater may be reserved through Center Arts in Nelson Hall East room 206 (826-4411). Be prepared to pay for the use of this facility.

Gist Theater may be reserved through the Theater Arts Technical Director in Theater Arts 101 (826-3410). There is no charge for the use of the room, but there is a fee to use any of its equipment such as lights. Both theaters have very limited free time, so make your request as far in advance as possible.

Are we allowed to show videos?

Videos rented from local retail outlets, or owned by an individual may **NOT** be shown as a fundraising activity. It is violation of copyright law to charge admission to view videos rented in this manner. Your club could lose its university recognition by doing so. It is permissible to show rented videos if they are a part of systematic instructional activities. For example, showing a video of Romeo and Juliet followed by a discussion with a professor of English sponsored by the HSU Literary Society would be acceptable. Showing Back to the Future or other such entertainment features on a rainy Friday night without an instructional rationale would not. In addition, even if the video is part of systematic instructional activities, it is never okay to charge admission.

How can we put up a banner in the Quad?

Reservations for a banner space should be made well in advance of the event through the University Center Information Counter, 826-4414. Drop off the completed banner at the UC Info Counter by 9:00 am on the Monday of the week of your reservation and the Info Counter staff will post it for you. Banners cannot be larger than 3' x 5 1/2'.

How can we get help with the printing of our flyers?

Clubs may have photocopies made (up to 200 per year or a maximum of \$25.00) free of charge. This photocopying is limited to fliers and ads for events or meetings and does not include photocopies of internal club documents. Come to the Clubs Office and we will complete and approve the Copy Service Request form for you. You may then take your original and the Copy Service Request to the Ticket Office, Bookstore. Once you have reached your 200 free copy limit at the Ticket Office, you will then be responsible to pay for photocopies. The cost is approximately 4 cents per copy. There is also a full service Copy Center located on the second floor of the Library that offers a variety of services such as: multiple copies, overheads, reductions and enlargements, etc. They also have self-service machines. It is open week-days, evenings and week-ends. Stop by the Copy Center for more current information.

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INTRODUCTION

This handbook will introduce you to the various resources and services available to university-recognized clubs and organizations. Please familiarize yourself with it as it contains important information and procedures. It is updated annually to keep you informed of the latest policies and procedures.

If you have any questions or comments about anything in the handbook, please stop by the Clubs and Activities Office in the University Center, South Lounge. You can reach us at 826-3776. We want to do whatever we can to help you take advantage of club opportunities.

Clubs and Activities Office

IMPORTANT PHONE NUMBERS

Associated Students	826-3771
Clubs Office	826-3776
UC Information Counter	826-4414
Intramural Office	826-6011
Student Affairs	826-3361
Athletics	826-5959

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.

Once your club is recognized it may enjoy a variety of privileges. These include:

- The use of Humboldt State University's name in association with your club.
- The ability to conduct fundraising activities on campus.
- The use of campus facilities and club equipment.
- The right to participate in such campus activities as the Clubs & Activities Faire, the Preview Fair and the Arts & Music Festival.

The steps to becoming a recognized campus club differ based on the type of organization you want to start. 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. Information about how to start a club and club recognition procedures may be picked up at the Clubs Office.

RESPONSIBILITIES OF A UNIVERSITY- RECOGNIZED CLUB

- 1.) Appointment of a university faculty or staff advisor (see section on Faculty and Staff Advisors).
- 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.
- 8.) Policy on Non-Student Club Members: Clubs established at Humboldt State University are supported through the Clubs Office with the intent of providing opportunities for students to have educational, cultural, recreational, and social experiences outside of the classroom. The Clubs Office recognizes that community members may enhance club activities and are welcome to be members of clubs. However, non-student club members are limited in the following ways:
 - 1) They may not hold an office in the club.
 - 2) They may not be funded for club travel through the Club Coordinating Council.
 - 3) They cannot be the contact person for the club.

• 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. (SEE APPENDIX A)

CLUBS OFFICE AVAILABLE SERVICES AND SUPPORT

The Clubs Office is located in the University Center, South Lounge. Clubs can pick up their mail, work on banners, check out club supplies, and do club-related work in this office. The Clubs Office provides a welcome resource when in the search for answers about club functions and policies. The office is open from 9:00 am to 5:00 pm, Monday through Friday. You can reach us at 826-3776 or on the web at <http://www.humboldt.edu/~cluboff/>.

Club Mail:

All clubs are assigned a mailbox located in the Clubs Office. Important dated announcements such as the availability of travel & event funds and dates of workshops and activities are delivered to clubs through campus mail. It is important that a club member check the mailbox at least once each week so you do not miss any possible opportunities. Mailboxes also provide a convenient place where students can leave their name and number indicating their desire to obtain more information about your club.

E-mail/Web:

E-mail accounts and web sites are available to all campus clubs. If you desire to obtain an account, please make your request to the Clubs Office. Once your club has set up its own web page, please contact the Clubs Office and request that your page be linked to the Clubs Office web page. The Clubs Office web page is at <http://humboldt.edu/~cluboff>. Our Email address is cluboff@axe.humboldt.edu.

Faxing:

Clubs may send or receive faxes which are related to club business. The sender should be instructed to put the name of the club on the fax transmittal form. The fax number is 826-3791. The Clubs Office staff is available to send faxes for you.

Club Supplies:

The Clubs Office has the following supplies available to clubs for fundraising or other purposes. Supplies should be returned clean, dry and in good condition. Cleaning supplies are available upon request. Equipment should be reserved in advance to ensure availability.

10 large tables (3' x 5')	2 double electric burners	5 cash boxes
1 25-cup coffee percolator	2 single electric burners	1 twister mat
2 100-cup coffee percolators	1 fire extinguisher	stopwatches
2 50-100' extension cords	1 large water jug	flashlights
2 Handwashing stations	3 ice chests	Button Maker
1 TV/VCR	Laminator	4 Walkie Talkies

* Reservations for tabling on the UC Quad should be made through the Clubs Office. They have a key to the closet where the tables are stored.

Clubs & Activities Faire:

The Clubs Office plans a Clubs & Activities Faire each semester. The faires consist of a one-day gathering of campus clubs on the UC Quad. The faires provide an excellent opportunity for clubs to advertise their existence, solicit new members, raise funds, or do demonstrations of club activities. The Clubs and Activities Faires generally happen the second or third Wednesday of each semester. You will be notified, via your club mailbox, of the dates of the faire and given the sign-up information during the first week of the semester.

Banners/Posters :

Banner making materials are available in the Clubs Office (white banner paper, large paint pens, colored chalk, stencils, etc.). These supplies are for recognized campus clubs wishing to advertise club related activities. There is a box in the Clubs Office for permanent banner storage, as well as a recycle box to hold your old banners for re-use on the opposite side.

* Reservations for a banner space should be made well in advance of the event through the University Center Information Counter (826-4414).

Leadership Resource Center:

The Leadership Resource Center is a small library designed to help clubs and organizations run more effectively and efficiently. The Center is equipped with a desk, phone (no long distance calls) and computer for word processing and sending e-mail. Resource books and games are available and can be checked out (2 week limit). Club officers are encouraged to use these resources to help with running meetings, recruiting and retaining members, team-building and other group activities. The Leadership Resource Center is located in the UC, South Lounge. You must come to the Clubs Office to check out a key for this facility.

Tipsheets:

Our Tipsheets are a valuable source of information for you and are available in the Clubs Office. The following Tipsheets are available: Club Supplies, Publicizing Meetings and Events, Facilitation, Club Funding Sources, and Effective Meetings and Agendas.

Club Accounts:

The Humboldt State University Executive Committee policy dictates that, effective June 7, 1999, all University recognized clubs, programs, and associations will be required to conduct their financial activities through either the University or a recognized University auxiliary organization. **External banking arrangements outside the University or campus auxiliary organizations' purview shall not be utilized.**

If your club presently has an off-campus account it must be closed immediately and all funds must be deposited into your AS account. Failure to do so may result in losing your club status.

Clubs may set up a free checking and accounting service through the AS Business Office. The Business Office sends a monthly print-out to all clubs with accounts. You should review this sheet carefully when you receive it. If you have any trouble understanding the print-out contact the AS Business Office.

To set up an account, the club member in charge of finances (usually the treasurer) should obtain a signature card from the AS Business Office. Signatures must be obtained from the treasurer, club advisor, and the Club Coordinator. In order to receive the signature of the Club Coordinator the club must have a current Club Contact Card on file with the Clubs Office. These signatures are then kept on file in the AS Business Office for reference. Clubs will then be assigned an account number. Signature cards must be updated annually, or when club officers or advisors change.

To write a check against your account obtain a check request form from the AS Business Office. Include a detailed explanation of the expenditure, as this will appear on your printout. Checks are dispersed twice a week, therefore requests should be filled out before the check is needed. Proper receipt are required for reimbursements.

Examples of the proper receipts are retail store itemized receipts, vendor invoices or signed and dated service agreements with a legitimate independent contractor. A credit card charge is **not** acceptable as a receipt (except for gasoline purchases). Please submit original receipts to the AS Business Office and retain copies, if needed, for your records.

Photocopying:

Clubs may have photocopies made (up to 200 per year or a maximum of \$10.00) free of charge. This photocopying is limited to fliers and ads for events or meetings and does not include photocopies of internal club documents. Come to the Clubs Office and we will complete and approve the Copy Service Request form for you. You may then take your original and the Copy Service Request to the Ticket Office in the Bookstore. Once you have reached your 200 free copy limit at the Ticket Office you will then be responsible to pay for photocopies. The cost is approximately 4 cents per copy.

If you wish to use your personal funds there is also a full service Copy Center located on the second floor of the Library that offers a variety of services such as: multiple copies, overheads, reductions and enlargements, etc. They also have self-service machines. It is open week-days, evenings, and week-ends. Stop by the Copy Center for more current information.

CLUB FUNDING SOURCES

Club Coordinating Council:

The Club Coordinating Council (CCC) is a student board that approves all new clubs and allocates funding to clubs for travel. The CCC receives its funding from the Associated Students.

Membership on the CCC Board gives you the opportunity to represent your club, as well as all other clubs on campus. You are part of the decision making process concerning club issues. Selections for CCC are held at the beginning of each school year to maintain a board. Contact the Club Coordinator for more information.

CCC TRAVEL FUNDS:

The Club Coordinating Council offers significant funding for club travel. These funds make it possible for clubs to travel to conferences or workshops they might be interested in but are unable to afford. Travel funds may be used towards conference fees, hotel and transportation costs. All appropriate liability waiver forms must be filled out and turned in to the Clubs Office **before** any funding will be allocated. Funding must be requested **before** the travel takes place. Approved funds are paid to the club **after** the travel takes place and the "Reimbursement Expense Form" and proper receipts have been provided to the Clubs Office. The CCC provides funding on a matching basis (if your travel costs \$400.00, the CCC may fund \$200.00 and your club must match the other \$200.00).

****Groups may receive a total of \$400.00 per year for travel.**

CCC Applications for Funding are available in the Clubs Office (SEE APPENDIX B)

Other Funds:

Other funding sources available to clubs include: Clubs and Activities Coordinating Small Grants, Cultural Programming Board Grants, and Cultural Educational Grants. (SEE APPENDIX C) Also available are the Women's Enrichment Fund, the Women's Center Special Projects and HSU Alumni Association small grants. More information on these funding sources is available in the Clubs Office.

RESERVING CAMPUS FACILITIES

Available Facilities:

Clubs may use on-campus facilities for tabling, meetings and events. We suggest you reserve them in advance. Possible facilities include, but are not limited to:

UC Quad	John Van Duzer Theater	Gist Theater
Classrooms	Jolly Giant Commons	
	Nelson Hall East meeting rooms	

UC Quad and Nelson Hall East meeting rooms and the may be reserved through the UC Information Counter. Preliminary reservations begin two weeks before each semester begins and rooms may be reserved for the entire semester. Ask about any charges. Only the designated club member listed on your Club Contact Card may make room reservations through the UC Information Counter.

Classrooms cannot be reserved until after the first week of each semester when classroom schedules are finalized. Reserve through the UC Info Desk.

Jolly Giant Commons has several conference rooms reserved through the Office of Residential Life on the second floor of the JGC. These rooms are primarily for use by students living in the residence halls but a non-resident may reserve a room once a year.

John Van Duzer Theater may be reserved through The Theater Arts Technical Director in Theater Arts 101 (826-3410). Be prepared to pay for the use of this facility.

Gist Theater may be reserved through the Theater Arts Technical Director in Theater Arts 101 (826-3410). There is no charge for the use of the room but there is a fee to use any of its equipment such as lights. Both theaters have very limited free time so make your request as far in advance as possible.

Sound and Lighting:

Most of the local music stores will rent sound and lighting equipment to student groups. We suggest you call around for the best deal.

Audio-Visual:

The following equipment is available from the University Center Operations Coordinator and is reserved through the UC Information Counter.

1 16mm film projector (portable)	3 35mm slide projectors	1 overhead projector
1 video sync cassette recorder	1 portable screen	1 TV/VCR

**The Clubs Office also has a TV/VCR available for on-campus use.*

Sponsoring an Event Off-Campus:

Many clubs choose to hold events off campus such as pancake breakfasts, banquets, fundraising events, etc. Facilities often used include the Arcata Veterans Hall, the Bayside Grange, Celebration Hall and the Arcata Community Center. If a club wants to sponsor an event at an off-campus facility they will be asked by the facility for a "Statement of Insurance" from the University. **To get this "Statement of Insurance" stop by the Clubs Office at least two weeks prior to the event to fill out the appropriate request. Insurance will not be given for events where alcohol will be present. (SEE APPENDIX D)**

FUNDRAISING GUIDELINES AND REGULATIONS

Types of Fundraisers:

There are a variety of fundraising activities clubs may sponsor. A few suggestions are: food sales, car washes, drawings, dances, thons (walk-a-thon, etc.). Different fundraising activities may be regulated by certain campus policies. Income generated through fund raising must be deposited on a regular basis into your AS Checking Account. Contact the Clubs Office for further clarifications of policies or additional fundraising ideas.

Food and Merchandise Sales:

Only organizations recognized by the University may hold sales on campus by filling out the appropriate approval form at the Clubs Office prior to the date of the sale. ONE-WEEK ADVANCE NOTICE OF YOUR INTENT TO SELL FOOD MUST BE GIVEN TO THE CLUBS OFFICE. The staff can advise you of other sales happening on the Quad on the same day so that no two clubs are selling the same items. In order to sell food on campus, clubs and organizations must first obtain an annual Food Sale Permit from the Clubs Office. The organization requesting a permit must have read and be familiar with the Humboldt State University Food Sale Policy. Two members of the organization requesting the permit must view the "Serve Safe" training videos before a permit will be granted. Clubs may only sell food twice per week or a total of eight times per month. Academic clubs may also sell food in the buildings in which their departments are located. They must get approval from the Building Coordinator of the building where the sale is to be held and apply for a Food Sale Permit as stated above. The Clubs Office has cooking equipment available to clubs sponsoring fundraising events (see Club Supplies).

Drawings:

There are only three restrictions on drawings:

- 1.) Only approved campus organizations can have them.
- 2.) The word "drawing" must be used in publicity, not "raffle".
- 3.) Alcohol may not be offered as a prize.

Dances:

If you plan on holding a dance/concert in the University Center you need to be aware of the UC Dance/Concert policy. You should pick up a copy of this policy at the UC Info Counter before planning your event. They are more than happy to answer questions and to help make your event a success.

Showing Videos:

Videos rented from local retail outlets, or owned by an individual, may **NOT** be shown as a fundraising activity. It is a violation of copyright law to charge admission to view videos rented in this manner. Your club could lose its university recognition by doing so. If you are considering showing videos as part of a club activity, or club sponsored event, please see the video guidelines printed under University Policies on page 15.

Athletic Events:

For opportunities to sell entertainment passes or set up booths at athletic events, contact Phil Kozera, Associate Director of Athletics, at 826-5959.

Donations :

Your Club may ask for donations from a variety of sources including club members' parents, local retailers or National Corporations. Donors often use this as a tax write off and will ask you for your tax ID# or non-profit ID. To comply with this request, come to the Clubs Office and pick up a "Donation Acknowledgement" form. (SEE APPENDIX E) Monetary donations must be deposited into your club's AS account.

PUBLICITY / ADVERTISING

Posting a Banner on the Quad:

Two banner boards on the quad of the University Center are reserved for clubs to publicize special events. Banner materials (paper and markers) are available in the Clubs Office. These materials are to be used to promote club activities only. Reserve a banner space at the UC Info Counter as far in advance as possible as this is a very popular means of publicizing events. Drop off the completed banner at the UC Info Counter by 9:00 a.m. on the Monday of the week of your reservation and the Info Counter staff will post it for you. Banners cannot be larger than 3' x 5 1/2'.

Flyers/Graphic Services/Posting:

As previously mentioned, clubs may have photocopies made (up to 200 per year or a maximum of \$10.00) free of charge at the Ticket Office in The Bookstore. This photocopying is limited to fliers and ads for *events* or *meetings* and does not include photocopies of internal club documents. Come to the Clubs Office and we will complete and approve the Copy Service Request form for you. You may then take your original and the Copy Service Request to the Ticket Office.

Once you have reached your 200 free copy limit at the Ticket Office, you will then be responsible to pay for photocopies. The cost is approximately 4 cents per copy.

If you wish to use your personal funds there is also a full service Copy Center located on the second floor of the Library that offers a variety of services such as: multiple copies, overheads, reductions and enlargements, etc. They also have self-service machines. It is open week-days, evenings, and week-ends. Stop by the Copy Center for more current information.

Graphic Services - University Graphic Services, located in the Student Business Services Building 163, offers a variety of graphic services. Services they offer include: photo offset printing (achieved by a plate run on a printing press, the document to be reproduced must be camera ready), and typesetting (a process which transforms a written document into a camera-ready document). These processes produce a variety of type styles and sizes that create a professional look for your poster or flyer.

Posting - Most campus buildings have at least one general bulletin board on which flyers can be posted. A list of these boards is available from the UC Information Counter. Flyers and posters must be approved and stamped by the UC Info Counter **prior** to posting; otherwise, they will be removed! Clubs are allowed to post 55 posters for a **maximum** of two weeks. If you would like to have your flyers posted in either kiosk leave two with the counter staff. These flyers will stay up for a maximum of one week and must be 8 1/2" x 11". Space in the kiosks is limited so posting is not guaranteed.

Residence Halls:

Clubs may leave eight approved posters (part of the 55 total) at the Office of Residential Life on the second floor of the Jolly Giant Commons. They will be placed in each display cabinet in the residence halls. Flyers posted directly in the residence halls will be removed. The Royal Flush is a newsletter that is posted in the bathrooms of the residence halls. It is widely read and a good way to publicize an event to residence hall students. Request forms for the Royal Flush can be picked up in the Office of Residential Life, second floor of the Jolly Giant Commons. All submissions are due by noon on Mondays.

KHSU and KRFH:

Send these organizations a press release or public service announcement to publicize your event. The KHSU newsroom is located in the Bret Harte House, KRFH is located in Gist Hall 105C (or you can leave info in their Clubs Office mailbox).

The Lumberjack Newspaper:

Clubs may promote their events and meetings in the calendar section free of charge. You can pick up the Lumberjack form in the Clubs Office. Complete the form and deliver it to The Lumberjack Newspaper, Nelson Hall East, Room 105 or 106. The form must be submitted to The Lumberjack by Friday at 4:00 p.m. for publication the next Wednesday. Publication is not guaranteed due to space limitations. You may also purchase ad space in the Lumberjack.

Newsletters/Brochures:

Your club may decide to publish a newsletter or brochure for distribution. It is important that you include the following disclaimer **The views in this publication (by "club name") do not necessarily reflect those of Humboldt State University.** This must be included in all publications, even if the newsletter is intended only to be distributed to club members.

Off Campus Advertising:

The City of Arcata has installed kiosks around the downtown area that can be used for publicizing events. Many local merchants will display posters and flyers in storefront windows also. It is illegal to post materials on utility poles or other private property without the permission of the owner.

Bulk E-mail:

Clubs may advertise their events via bulk e-mail. You can pick up a Bulk E-mail Request Form in the Clubs Office. Bulk e-mail submissions must be received in the Clubs Office by noon on Thursday to be published on Friday. Due to student and staff concerns about "junk mail," the University is extremely selective in approving bulk e-mail. Your request must comply with the following criteria in order to be approved:

- It must pertain to official University business.
- It must pertain to the majority of the student body.
- It must be a campus-wide event.
- It cannot be used for fundraising or solicitation.

Chalking:

Chalking may be done on a limited basis and must first be approved by the Clubs Office and Plant Operations.. Only white or colored "sidewalk chalk" may be used and there are limits as to where on campus you can chalk. Please stop by the Clubs Office to pick up the approval form and find out all of the details.

Staking:

Staking may be done on a limited basis and must first be approved by the Clubs Office and by Plant Operations. There are limits as to where on campus you can stake. There are also time limits for staking. Please stop by the Clubs Office to pick up the approval form and find out all of the details.

Press Releases and Public Service Announcements:

Send a press release or public service announcement to local news publications, radio and television stations to publicize your event. Media Relations (University Advancement Office) in Siemens Hall 130 (826-3132) will distribute your press release to all appropriate news media if it is newsworthy to the community and not just students. You can also send it to the media yourself. Public Affairs will not contact KHSU, KRFH, or The Lumberjack. The Clubs Office can fax your press release or public service announcement to the media outlets as well.

Newspapers: The Arcata Eye, Eureka Times-Standard, Humboldt Beacon
Publications: North Coast Journal
Radio: KEKA, KFMI/KATA, KXGO, KRED
Television: KEET (Channel 13), KIEM (Channel 3), KVIQ (Channel 6)
KBVU (Channel 29)

Bulk Rate Mailing:

If you are planning to mail at least 200 pieces of mail at one time the bulk-mailing rate is 16.9 cents per piece weighing less than 2.5 ounces. If University Printing is printing your document

they can print the bulk mailing stamp right on it. There is also a hand stamp available from the AS Business Office, UC South Lounge (826-3771). The Post Office requires the letters to be pre-sorted and bundled together by Zip Code. They should be bundled by the first three digits of the Zip Code; those beginning with 955 need to be further sorted to the last digit. Once sorted, the letters need to be labeled as to Zip Code and placed in the mail bag in the AS Business Office. Your club account will be billed.

LIABILITY WAIVER FORMS FOR CLUB FIELD TRIPS/TRAVEL

Release and Consent Agreement:

The University recommends that all club members participating in field trips or other club travel complete a Release and Consent Agreement. This is a general liability waiver form available at the Clubs Office. If traveling in personal vehicles or airplanes, you may need to complete additional forms which are listed below. (SEE APPENDIX G)

Emergency Medical Information Card:

Clubs going on field trips or traveling are encouraged to have each member fill out an *Emergency Medical Information Card*, available at the Clubs Office. These cards should be brought along to the activity by the individual(s) responsible for the activity.

Release and Hold Harmless Form For Air Travel:

Whenever members of a club travel to an official club activity on an airplane, a Release and Hold Harmless Form for Air Travel **MUST BE COMPLETED BY EVERY MEMBER TRAVELING PRIOR TO THE TRIP**. These forms are available at the Clubs Office and will be kept on file at the Clubs Office. If your club has received funding from the CCC for the related travel no funds will be issued if these forms have not been completed before travel. (SEE APPENDIX H)

Authorization to Use Privately Owned Vehicles Form:

Whenever members of a club travel to an official club activity using a club member's personal vehicle an Authorization to use Privately Owned Vehicles Form **MUST BE COMPLETED FOR EACH VEHICLE TRAVELING PRIOR TO THE TRIP**. Again, if your club has received funding from the CCC for the related travel, no funds will be issued if these forms have not been completed before travel. (SEE APPENDIX I)

Medical Insurance:

There is no medical insurance covering clubs while on campus. **CLUB MEMBERS PARTICIPATING IN ACTIVITIES INVOLVING ANY DEGREE OF RISK ARE STRONGLY ENCOURAGED TO HAVE THEIR OWN MEDICAL INSURANCE!** Students may purchase medical insurance from the Associated Students.

FACULTY AND STAFF ADVISORS

All recognized clubs are required to have a university faculty or staff advisor. The club advisor should provide a cornerstone upon which the organization can build. The advisor's organizational experience helps student leaders in building and running an effective club. Student leaders can use the club advisor as a sounding board for ideas, as a reference, as a friend and as a member of the organization whose primary goal is to see that it is successful. The most critical part of the advisors' job will be to provide continuity year after year to the club. This can be fostered by helping to ensure successful club officer transitions.

Pursuant to University Management Letter No. 86-2, when a University employee volunteers as an advisor or sponsor for an extra-curricular activity, the employee shall be given an additional job classification of "volunteer employee" in accordance with FSR-85-63 and FSR-77-71. This "volunteer employee" classification will provide the advisor

with workers' compensation in the event the advisor is injured by an advising-related activity. It will also provide the advisor with State representation in the event the advisor is sued for injuries by an advisor's allegedly negligent act, and indemnification in the event there is a judgement against the advisor. **ALL ADVISORS MUST COMPLETE AND SIGN THE "VOLUNTEER APPOINTMENT FORM" AND SUBMIT IT TO THE CLUBS OFFICE.**

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.
- Encourage organization members to assume responsibilities and leadership positions.
- 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.
- To help student leaders preserve organizational records which provide continuity (i.e., minutes of meetings, reports on activities/events, membership lists, current constitution.)
- Report to the Clubs Coordinator any misconduct or violations of policies which may harm the organization or university.
- Whenever the membership travels as a club the advisor shall ensure that the proper paperwork has been filed with the Clubs Office prior to the event (Release and Consent Agreement, Personal Vehicle Liability Release form, and Hold Harmless form for Air Travel).

Resignation or Absence of an Advisor:

A club advisor may resign at any time, but whenever possible the retiring advisor should give assistance to the student organization in locating a new advisor. Clubs are allowed a one semester "grace period" during which the Club Coordinator will serve as a temporary advisor. During this period clubs are advised to keep the Club Coordinator informed on all important matters and obtain approvals when necessary (check requests, etc.) until a permanent advisor can be found. If an advisor has taken a leave of absence or is on sabbatical, the club needs to find a temporary advisor for the period that the regular advisor is away. Whenever a transfer of student organizational records, charters, and properties cannot be delivered to a new advisor directly they may be left temporarily with the Club Coordinator.

UNIVERSITY POLICIES

Alcohol Policy:

The serving of alcohol at campus events is restricted to special events and is open only to the membership of the sponsoring organization and its invited guests. Alcohol may not be served at events open to the public. Approval to serve alcohol must be granted by the Vice President for Student Affairs in accordance with Humboldt State University "Management Letter 96-6." Copies of this alcohol policy may be obtained in the Vice President's Office, Nelson Hall East, Room 216. Approval to serve alcohol may be granted under the following conditions:

1. The serving of alcohol is deemed appropriate by the Vice President for the club's event.
2. Food and snacks and non-alcoholic beverages are provided for those attending.
3. Acceptance of responsibility for any damages incurred during the activity.
4. Cleaning and restoring the facility to its condition prior to the activity.
5. Maintenance of decorum appropriate to the university setting.
6. Approval of the Building/Facility Coordinator.
7. Proof that those drinking alcohol are at least twenty-one years of age as determined by valid identification such as a driver's license with photograph.

Bank Account Policy:

All University recognized clubs, programs, and associations will be required to conduct their financial activities through either the University or a recognized University auxiliary organization. External banking arrangements outside the University or campus auxiliary organizations' purview shall not be utilized. This policy was implemented to ensure compliance with external and system regulations governing oversight and accountability for financial transactions and reporting by the University Executive Committee and approved by the President.

Food Sale Policy:

In order to sell food on campus clubs and organizations must first obtain a Food Sale Permit from the Clubs Office. ONE-WEEK ADVANCE NOTICE MUST BE GIVEN TO THE CLUBS OFFICE. The organization requesting a permit must have read and be familiar with the Humboldt State University Food Sale Policy. Two members of the organization requesting the permit must view the "Serve Safe" training videos before a permit will be granted. Clubs may only sell food twice per week or a total of eight times per month. Academic clubs may also sell food in the buildings in which their departments are located. They need approval from the Building Coordinator of the building where the sale is to be held and apply for a Food Sale Permit as stated above. (SEE APPENDIX J)

Hazing and Initiation Policy:

Abusive behavior toward, or hazing of, a member of the campus community is forbidden and is a violation of state law and university regulations. Hazing includes "any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm" to any student or member of the campus regardless of location, intent, or consent of the participants.

Joining an on-campus organization should be a positive experience. Initiation rituals should focus upon the positive aspects of both the organization and the individual. Participation in a hazing practice will result in both individual and organizational disciplinary action, including possible expulsion. Commission of hazing is also a misdemeanor, punishable by up to one year in jail and up to a \$5,000 fine. Disciplinary action will also be instituted against organizational officers that permit hazing to occur within their own organization.

Examples of prohibited hazing activities include but are not limited to:

1. Paddling, shoving, or otherwise striking individuals.
2. Compelling individuals to consume alcohol or drugs.
3. Compelling individuals to eat or drink foreign or unusual substances, or compelling the consumption of undue amounts of food.
4. Having substances thrown at, poured, on or otherwise applied to the bodies of individuals.
5. Morally degrading or humiliating games, or any other activities that make the individual the object of ridicule.
6. Transporting individuals against their will, abandoning individuals at distant locations, conducting a kidnap or engaging in any "road trip" or "ditch" that might in any way endanger or compromise the health, safety, or comfort of any individual.
7. Causing an individual to be indecently exposed or violating accepted social customs in regards to sex and relations between the sexes.
8. Activities that require a person to remain in a fixed position for a long period of time.
9. "Line-ups" involving intense demeaning intimidation or interrogation, such as shouting obscenities or insults.
10. Assigning activities such as pranks or scavenger hunts that compel a person to deface property, engage in theft, or harass other individuals or organizations.
11. Tests of courage, bravery, or stamina.
12. Compelling individuals to wear or carry unusual, uncomfortable, degrading, or physically burdensome articles or apparel.

Any activity as described above upon which the initiation or admission into, or affiliation with the organization is directly or indirectly conditioned, or which occurs during a pre-initiation or initiation activity shall be presumed to be "compelled" activity, the willingness of an individual to participate in such an activity notwithstanding.

Video Guidelines:

Videos rented from local retail outlets, or owned by an individual, may NOT be shown as a fundraising activity. It is a violation of copyright law to charge admission to view videos rented in this manner. Your club could lose its university recognition by doing so. It is permissible to show rented videos if they are a part of "systematic instructional activities." For example, showing a video of Romeo and Juliet followed by a discussion with a professor of English sponsored by the HSU Literary Society would be acceptable. Showing Back to the Future or other such entertainment features on a rainy Friday night without an instructional rationale would not. In addition, even if the video is part of "systematic instructional activities", it is never okay to charge admission.

Filing of Formal Complaint Against Student Club(s)

Complaints regarding alleged violations of the responsibilities by a student club(s) should be directed to the Office of Student Life. Complaints must be submitted in writing within sixty calendar days of the alleged infraction and include a specific, detailed description of the grounds of the complaint including names, dates, places, times and other information necessary for complete understanding. A complaint is not necessary for the Coordinator to determine that charges should be initiated.

Summary of Disciplinary Proceedings as Outlined in Responsibilities and Privileges of a University Recognized Club

(For a more complete and detailed description of the proceedings, please see Responsibilities and Privileges of a University Recognized Club (Club Handbook, pg. 2).

Step 1: A complaint is filed with or information is obtained from the Coordinator Of Clubs.

Step 2: The Director of New Student Programs conducts and investigation.

Step 3: The Director of New Student Programs (or designee) may hold a conference with the officers of the club(s) charged.

If a resolution is reached during the conference and the club(s) charged accepts the recommended sanction stated in the conference, the resolution and recommended sanction are put in writing, signed by the club(s), and approved by the Director of New Student Programs. This ends the proceedings.

If a resolution is not reached during the conference, proceed to Step 4.

Step 4: A formal hearing is held and conducted according to the following:

- (1) The Vice President for Student Affairs appoints a campus official(s) to serve as a formal hearing officer(s).
- (2) The Director for Student Life sends the club(s) a Notice of Hearing.
- (3) Hearings are closed to all persons other than the person(s) conducting the hearing, the officers of the club(s) charged, the Coordinator of Clubs, the club(s) advisor, and the witnesses while they are testifying.
- (4) Club(s) and the University may not be represented by attorneys during the hearing process.
- (5) The Club Hearing Officer may ask questions of the representative(s) and allow for presentations to be made.
- (6) The Club Hearing Officer submits his or her recommendations to the Vice President for Student Affairs.
- (7) After reviewing the Club Hearing Officer's recommendation, the Vice President for Student Affairs makes the final decision regarding disciplinary action.
- (8) The Vice President for Student Affairs notifies the club(s) charged of his or her decision.

Suspension of any organizations will result in the organization:

- 1.) Receiving a written letter as part of the organization's file.
- 2.) Losing all access to University facilities, equipment, programs and other privileges for a defined period of time.
- 3.) Loss of all privileges to participate in University events or events utilizing University resources for a defined period of time.
- 4.) Loss of privilege to use the University's name.

Revocation of Recognition means the University retracts its recognition of the organization resulting in the loss of all University rights and privileges on a permanent basis.

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

**Humboldt State University
Campus Organizations**

**NOTE: THIS FORM MUST BE IN YOUR POSSESSION DURING EACH SCHEDULED ACTIVITY.
THIS FORM IS VALID FOR ONE SEMESTER.**

CHECK ONE:

- A. Distributing handbills & circulars for noncommercial purpose (Sec. 43252, Ch.5, Ttl. V, CAC)
 B. Distributing handbills & circulars for commercial purposes (Sec. 42352)
 C. Selling foodstuffs – Recognized HSU organization ONLY (Sec. 42350) **MUST HAVE FOOD SALE PERMIT**
 D. Soliciting signatures or petition drives/Soliciting donations to non-profit causes (Sec. 42351)
 E. OTHER _____

I, _____ of _____
(name of applicant) (name of organization)

as a _____ student _____ recognized HSU club or program _____ faculty
_____ staff _____ campus department / auxiliary

agree to follow these regulations, pursuant to the policy regarding On-Campus Sales & Solicitation, University Management Letter 00-04, September 2000, and to the appropriate sections(s) of Chapter 5, Title V, California Administrative Code.

Exceptions to this policy must be approved in writing by the Coordinator of Campus Clubs and Activities or his/her designee.

Dates(s) of Activity (circle one): Fall Semester Spring Semester Special Activity (date) _____

Location (if other than UC Main Quad) _____

Items to be sold _____

Amount(s) to be charged _____

Phone _____ Email _____

UNIVERSITY APPROVAL

Coordinator of Campus Clubs and Activities Date

Building Coordinator (if applicable) Date

I ACCEPT FULL RESPONSIBILITY FOR THE QUALITY OF THE GOODS AND FOODS I SELL ON CAMPUS; AND UNDERSTAND THAT I, AS AGENT OF MY ORGANIZATION, AND NOT HUMBOLDT STATE UNIVERSITY, NOR ANY OF ITS AUXILIARIES, WILL BE LIABLE FOR PROVEN CLAIMS AGAINST THESE GOODS AND FOODS.

SIGNATURE OF APPLICANT DATE

Clubs Office/Clubs Forms & Procedures/Campus Tabling Form (Rev. 12/00) White/Clubs Office Yellow/Club

II. SOLICITATION

Solicitation means to importune, or endeavor to persuade or obtain by asking, but does not include "commercial solicitation." (Title 5, California Code of Regulations, section 42350)

Solicitation shall be permitted on the campus subject to a reasonable regulation by the campus president (delegated to the Vice President, Student Affairs) as to time, place, and manner thereof. (Title 5, *California Code of Regulations*, section 42350.5) **All solicitors must complete a "Solicitor Form," available in the Clubs Office, to request permission to solicit on campus.**

1. All non-student solicitors/distributors are limited to solicitation and distribution in the University Center Quad between the hours of 9 a.m. and 4 p.m.
2. Solicitors must be located so as not to interrupt University business or impede the regular flow of traffic into and out of buildings nor up and down stairways.

II. PRIVATE SALE

Private sale means occasional selling between persons who are campus students or employees. (Title 5, California Code of Regulations, section 42350)

HSU-recognized student clubs and organizations may contract with the Clubs Office for time, place, and manner for occasional sales of food or handmade crafts. Recognized student organizations may not sponsor or "front" for commercial solicitors. Recognized student organizations wishing to sell food on campus must complete a "Food Sale Permit," available in the Clubs Office. **All campus clubs or organizations must complete a "Tabling Form," available in the Clubs Office, to register to sell on campus.**

HUMBOLDT STATE UNIVERSITY

FOOD SALE POLICY

Purpose: This policy exists to protect members of the campus community from foodborne illness. It has been established within the parameters of the State of California: California Administrative Code (Title 5) Education Article 9 Sections 42350-42354. The time, place, and manner of food sales at Humboldt are regulated as permitted.

I. On campus food sales are restricted to University recognized student organizations. Organizations wishing to sell food on campus must complete a Food Sale Permit and adhere to the guidelines outlined in this policy. The Food Sale Permit must be approved by the Clubs and Activities office. Groups operating without an approved permit will be closed down by a representative of the Clubs and Activities office or the University Center and may be subject to disciplinary action.

II. The following regulations pertain to all food sales:

1. Organizations selling food on campus must have an on-going campus club account with the Associated Students. Income generated through food sales must be deposited, on a regular basis, into this account.
2. Recognized organizations may only sell food twice per week or a total of eight times per month on the Quad. Food sales at other locations are at the discretion of the Building Coordinator.
3. There is no limit as to the number of organizations allowed to sell food on the Quad at any given time; however, electrical access may be limited.
4. Food sales may take place around the KIOSK area of the UC Quad (see map). No food may be sold near classroom buildings or the Library, except by those recognized organizations related to the departments located in the building near which the sale is to take place. In such cases, the Building Coordinator of that particular building must also give approval via this form.
5. The original copy of the Food Sale Permit shall be displayed at all times at the site of the food sale.
6. Handwashing stations must be set-up for any club/organization selling highly perishable foods. Each handwashing station shall be comprised of water, anti-bacterial soap, paper towels, and a bucket for collecting the water used for handwashing. The Clubs Office has three handwashing stations available for check-out. Clubs may share a handwashing station if their food sale booths are adjacent to each other.
7. Two club members, who will be participating in the food sale, must participate in "Serve Safe" training (training is coordinated through the Clubs Office).

A. Guidelines for slow-rate perishable or "bake" food sales:

1. Food items that do not require heat or refrigeration to retard spoilage in a normal serving time are slow-rate perishables. Such items would be cookies, cakes, donuts, candy apples, pretzels, etc. All items for sale shall be individually wrapped, packaged, or covered to protect them from contamination. The following baked foods are considered "chancy" and shall not be sold unless maintained at a temperature of 45° F or less at all times: cream cheese, cream fillings, custards, and meringues.

B. Guidelines for highly perishable or "hot" food sales:

1. Foods, in general, are very perishable commodities. That is, they are highly subject to spoilage and deterioration by both micro-organisms and naturally present enzymes. "Perishable food" items require heat or refrigeration to retard this spoilage more so than other types of foods. The

following foods are highly perishable: meat, fish poultry, eggs and dairy products, any type of salad, cooked beans, any creamed item, cottage cheese, cream cheese, items with mayonnaise, dessert with cream, etc. Special precautions must be made with foods that are high in protein.

C. Requirements for handling highly perishable foods:

1. All food items shall be displayed and dispensed from tables while protected from customers with either a transparent shield, a container cover, clear plastic wrap, or aluminum foil.
2. Clubs must provide adequate floor covering (i.e., cardboard) to prevent grease spots and stains in on the Quad and in buildings.
3. Clubs using a heat source must have a fire extinguisher on site.
4. All perishable items shall either be refrigerated at 45° F. or below, or heated above 140° F. This includes serving time and will require the use of ice containers, and/or heating units if serving time exceeds thirty minutes.
5. Food sellers are responsible for assuring that these proper food temperatures are maintained.
6. At time of sales, food samples may be taken and tested. If a sample is found to be contaminated, the organization's food permit will be canceled immediately. The group will not be allowed to dispense food on campus until they have appealed to the Coordinator of Campus Clubs and Activities and demonstrated that improvements have been made to prevent recurrence of the problem.
7. Hair nets or hats are required.
8. Hands must be washed before handling any food or utensils using the required handwashing stations..
9. All food preparation, done either on site or off, shall be done using "Serve Safe" guidelines.
10. If any service utensil falls on the ground or becomes contaminated in any way, it shall be washed in hot soapy water and rinsed in hot water.
11. If a cutting board is used, it should be scrubbed with a brush and sanitized with a detergent. All foods should be handled with completely clean equipment used for food only.
12. All food should be served with tongs, serving spoons, or handling paper.
13. Totally isolate food disposal from food preparation areas. If containers are needed, contact the University Center.
14. No pets or smoking in the food preparation areas or at the time of sales are allowed.
15. Separate individuals shall be designated to handle money or hands must be washed with warm water and soap after handling money and before handling food.

III. Exceptions to this policy are connected with any large general campus events (i.e., Arts & Music Festival and Crafts Fairs). The approval may be revoked if any State or University laws are violated.

IV. Groups permitted to sell food products on campus should be aware of the potential risks of foodborne illness. Should illness be attributed to the product sold or dispensed, the organization/persons may be subject to legal action. Neither Humboldt State University, nor any of its auxiliaries, nor the state of California will assume any responsibility for the quality or condition of food served on campus by student organizations.

Humboldt State University
FOOD SALE PERMIT

The following is a list of requirements necessary to obtain a Food Sale Permit:

- I. Only University recognized organizations may obtain a Food Sale Permit
- II. The organization requesting a permit must have read and be familiar with the Humboldt State University Food Sale Policy
- III. Two members of the organization requesting the permit must complete "Serve Safe" training before a permit will be granted.

Fill out the following information (including signatures) and return this form to the Clubs and Activities Office, University Center, South Lounge.

Club or Organization: _____
 Representatives Name: _____
 Date of sale(s): _____
 Food to be sold (menu): _____

Signatures

Two members of your organization must have completed "Serve Safe" training in order to sell food.

1.) Member who completed training: _____
Name Signature

2.) Member who completed training: _____
Name Signature

I have read and understand this form. I accept full responsibility for the quality of the food I sell on campus; and understand that I, as an agent of my organization, and not Humboldt State University, nor any of its auxiliaries, will be liable proven claims against this food. I will also be responsible for informing and training all personnel operating the food sale booth.

Club Representative	Date
Club Advisor	Date
Clubs Office Coordinator	Date
Building Coordinator (if necessary)	Date

COMMUNITY FOOD SECURITY COALITION



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Research Report on Farm to College Projects

Conducted by Kristen Markley, National Farm to College Program Manager
For
The Community Food Security Coalition
1st draft 10/ 02

This is a rough, unedited draft of the data I collected from
18 different Farm to College projects. For suggestions for the next draft contact,

Kristen Markley
Farm-to-College Program Manager
Community Food Security Coalition
570-658-2265
kristen@foodsecurity.org



Organizers (usually faculty members or students), college/ university food service directors, and farmers and farmer owned cooperatives, involved with eighteen different farm to college projects around the country were interviewed to determine the challenges, opportunities, and strategies for success of these projects.

Background

- The eighteen farm to college projects interviewed for this research report were based at colleges or universities that ranged in size from 800 students to 41,000 students.
- Most of the individuals involved in farm to college projects were based at colleges or universities that consisted of a liberal arts curriculum. One project was based at a natural medicine college and seven projects were based at state colleges.
- A couple of the colleges and universities have been purchasing locally since the inception of the food service on campus, the rest ranged from one to twenty five years.
- All but four of the food service departments are self-managed vs contract managed by an

outside company. Outside companies include: Bon Appetite and Chartwells.

- Most of the farmers interviewed had 30 acres or more in active production.
- Most of the farmers interviewed have been farming for 20 years or more.
- Most farmers interviewed have sold to colleges for 6 years or less.

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Processing facilities, Staffing, and How Products are Incorporated

Products Purchased

- The top three produce items (not necessarily local) purchased by food service were listed as lettuce, potatoes, and tomatoes. Close runner-ups were bananas, onions, green peppers, and carrots. Others listed by at least two different food service directors were apples, strawberries, and broccoli.
- Vegetables are the most common item purchased from local farmers by college food service. The most commonly listed local vegetables were potatoes, tomatoes, cucumbers, lettuce, squash and herbs. Many of the colleges interviewed purchase local apples, local dairy products (including milk, cheese, and ice cream), and local eggs. Several purchase local strawberries. Several purchase local meats, chicken being the most common followed by turkey, sausage and beef. Seafood and fish are purchased by a couple colleges. Other items purchased by at least three colleges include flour and chips.
- Most of the local, fresh produce was purchased for just part of the year (seasonal). Some items that were purchased year round included potatoes, frozen fruits, dried beans, flour, grains, pasta, eggs, chicken, turkey, dairy products, sausage, lobster and fish.
- Percentage of total purchasing that was estimated by foodservice as local ranged from less than 1% to 80%.
- The estimated percentage of total local purchasing that was organic ranged from none to all.
- Most of the locally grown products originated from within the state and usually within 50 miles of campus. Some colleges also purchased local products from neighboring states.

Purchasing and Pricing

- The majority of the local purchasing is done through brokers, distributors, farmer owned cooperatives, or farmer networks. A few projects purchase directly from local farmers or a campus farm, through the assistance of a student or foodservice purchaser who makes the calls and coordinates the deliveries.
- Most of the deliveries of local foods are made once or more/ week by the farmer, distributor, or cooperative.
- Eight of the colleges interviewed do not have a bidding requirement for the local foods that are purchased. For those who do have bidding requirements there is a range of systems. Some require farmers to bid along with other vendors and food service buys from whoever has the lowest price. Others make the choice based on quality, value, and service from the supplier. Others wrote into the bid the option to use local growers for up to 10% of the volume (told major supplier that they are going to get at least 90% of the business) or choose distributors based on how much of their product is local.
- **Food Service** insisted that buying locally was not viewed as an issue for the primary

supplier. Food service's local purchases are either such a minimal part of the overall purchasing or food service is very open and up-front about their work with local farmers and are careful to maintain a stable relationship with the primary supplier. Or, as Randy Shelton from Ohio University explains, "It is a win-win situation because there are things that our growers produce that the supplier may pick up as part of his inventory. He may use some of the larger growers as a supplement. The more you get involved in these partnerships, and keep the communication going, it tends to be a win-win situation."

- When asked if local farmers' products cost more to purchase, half of the **food service** directors interviewed said yes and others said no. For those who do pay more they manage the higher price by passing the cost on to the customer or through reducing other food service expenses (at Bates College, food service does composting and reduces packaging. This has eliminated garbage disposal and saved a lot of money). Most food service who pay more for local products justify the added cost based on the higher quality of the products, longer shelf life, and the trust and loyalty they feel with local farmers.



Photo by Peter Scarpaci

Processing facilities and staffing

- Most of the produce is washed before it arrives, but most of it is not processed in any way.
- Produce that is processed includes cut carrots, onions, broccoli, cauliflower, and apples.
- Six of the colleges interviewed do not have well-developed facilities and staffing for processing fresh food. The others are equipped and experienced in preparing items from scratch.
- Additional labor has not been hired to assist with the processing and preparing of local products except at University of Wisconsin in Madison where additional labor is hired to help with the special meals that feature local foods and are held in the dining halls periodically.
- Existing labor is incorporated into the local buying projects.

How Products are Incorporated

- The locally purchased products are incorporated into different outlets at different campuses including student dining halls, salad bars, campus restaurants, cash operations, catering services, conferences, and at special events featuring local foods. There is not one more commonly used outlet than another. Each campus develops a farm to college

project based on the systems, people, and resources of the particular school.

- Overall, the farm to college projects have not tended to change the menu in the dining halls or cash operations but special events, that feature local foods, create the menu around what is available locally.



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Who is Involved, How Found Farmers, and Farmer Profitability

Who is Involved

- The majority of the farm to college projects interviewed were initiated by students and food service directors. A few of the projects were initiated by faculty members.
- Several of the farm-to-college projects involve a larger organizing group or other collaborators and supporters, such as farmer associations, campus sustainable centers, environmental organizations, student groups, university departments, specific faculty members, other local institutions, and community groups.
- Most of the farm to college projects interviewed have a fair amount of student involvement through students in positions that help coordinate the orders and deliveries, student groups that advocate for sustainable agriculture and buying locally, on-campus farms that produce food for the dining halls, and student research projects initiated by students or faculty.

How Found Farmers

- **Organizers** established relationships with farmers mostly through local farmer associations or farmer owned cooperatives. Others found farmers through distributors, attending farmers markets, or visiting local farms.
- **Food service** found farmers and collaborators through local, sustainable agriculture and organic farming organizations, their member and farmer directories, their websites, and their conferences; through student research projects, sustainable agriculture centers on campus, cooperative extension agents, local distributors, local chefs, farmers markets, the state department of agriculture, and by visiting local farmers.
- **Farmers** who were interested in selling to local colleges found information through the National Association of College and University Food Service website (www.nacufs.org), through sustainable agriculture organizations and conferences, or through faculty or centers based at the local college.



Farmer Profitability

- When **organizers** were asked if farmers were finding this a profitable market, there was a wide array of answers including yes, no, and not sure. No one was working with a farmer who based their entire business on selling to a local school.
- Most of the **farmers** estimated that 5% or less of their overall sales were through local colleges.
- Almost all of the **farmers** interviewed viewed this as a profitable market representing greater potential down the road.

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Research, Funding, Related Projects, and Promotional Aspects

Research

- Several of the colleges and universities interviewed have conducted research on farm-to-college projects. Some of the farm to college projects began by students researching what percentage of the products purchased by food service were local, the origins of the products currently purchased, and the social, economic, and environmental implications of how these products were raised and transported. Some of the colleges and universities interested in developing farm to college projects first researched how existing projects worked and explored the availability of local products. The University of Wisconsin's Center for Integrated Agricultural Systems has done the most extensive research on farm to college projects (see their information listed in this research report and on the Farm to College program [resource list](#)).

Funding

- Some of the farm to college projects received funding from the school, food service or through outside grants. Funding was often used to sustain a student position to coordinate the project.

Related Projects

- Other components connected with the farm-to-college project include recycling programs; composting programs (food scraps go to cafeteria garden, campus farm, or local farm); conservation programs (reduce water consumption and packaging); canning projects; tofu project, student farms, farmers markets, nutrition education, sustainable agriculture research and curriculum projects, and fair trade projects.

Promotional Aspects

- Some farm to college projects promote the purchasing of local products through bringing farmers in to speak in the dining halls, at special events, or in the classroom; through farm tours; through posters, labels, table tents, and information tables; and through publicity in local newspapers, on local radio stations, and on web sites.



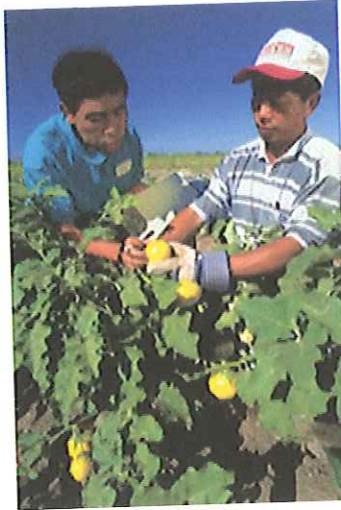
Photo courtesy of UW-Madison College of Agricultural and Life Sciences



Recommended Policies and Support, Barriers, Benefits, Recommended Strategies

Recommended Policies and Support

- State or federal policies that were detailed as hindrances by **food service** directors to the buying of products from local farmers included cider and egg product pasteurization requirements, other food safety requirements, \$1 million insurance requirement for farmers (Most farmers and all of the cooperatives interviewed carry liability insurance), difficulty for farmers in abiding by some of the organic guidelines, and bidding policies that demand purchasing the cheapest products.
- **Organizers** recommended the following policies and support to encourage college food service to buy product from local farmers: grants/ subsidies to help farmers organize cooperatives, build season extenders, shift to more sustainable production and direct marketing; college policy commitment; state institution requirement; language written into contracts that support local and organic purchasing of food; and federal and state policies that would provide incentives to state institutions to purchase locally grown. At some colleges, there are stipulations in the contracts regarding a percentage of food being purchased locally. Bon Appetite, the contracted food service for Evergreen State College, has 20% local purchases as one of the goals in their contracts.
- Policies that **food service** would like to see in place to encourage colleges and universities to buy product from local farmers include: Incentives for colleges and universities to buy local, state favoring bids from farmers, more leniency in the bidding regulations, grants to encourage such programs, and assurance that what you are buying is organic. Others felt that the college needs to take this on as a mission and there shouldn't be a government policy to buy local. Some food service indicated an appreciation for government regulations that stay on top of food safety issues. Food service has a responsibility to their customers and is careful not to compromise on food safety issues.
- The future goals of the farm to college projects as outlined by **organizers** included forming grower cooperatives or getting a distributor to carry local products, institutionalizing the purchasing of local foods through incorporating this into food service's contract or through creating a position within food service to coordinate the farm to college project, and involving more students.



Barriers

- Barriers listed by **organizers** for starting or sustaining farm-to-college projects included the added inconvenience for kitchen managers who are already time deficient, inconsistency of local supply (including seasonal variation in local supply, quality, dependability and quantity), convincing students that eating healthy food is in their best interest; administrative barriers of more costs and more work; logistical hassle - no distribution infrastructure - getting products to the table like in the conventional system; Food safety stereotypes-not as clean; Price of fossil fuel-its so cheap: College food service has evolved along with the transportation system. There is no significant food storage on campus. Food is delivered almost every day and consumed within 48 hours. The low cost of fossil fuel has allowed this transportation and transportation has changed the nature of food service.
- The most commonly listed barriers listed by **food service directors** for starting or sustaining farm to college projects were price, delivery (farmers can't deliver as frequently as food system needs), distribution (difficult for food service to call 15 farmers, farmers need to be organized), product consistency, product availability, product volume, understanding how the food system works and meeting speculations. Other barriers listed were: difficulties in finding interested growers, growing season does not fit with the academic year, not stepping on anyone's toes (farmers or distributors), and technology-farmers don't have answering machines or faxes.
- The barrier that was listed as the greatest by most of the **farmers** and cooperatives was competing with the traditional food system that is extremely efficient and inexpensive. Food service can get everything they need, in the volumes they need it, when they need it, and the way they need it to be processed or packaged with just one call. Food service budgets and time are limited so they need to be convinced of the reasons to buy local and organized methods for purchasing from local farmers (cooperative, distributor, or some sort of farmer network) need to be developed.



Photo courtesy of UW-Madison College of Agricultural and Life Sciences

Benefits

- Benefits for farm-to-college projects detailed by **organizers** included better markets for farmers, supports the local farmer; better nutrition for consumers (provides great fresh food- high in quality-tastes great), lower environmental impacts (using energy better-rather than having food trucked in from long distances); opportunity for education/ student research in economics, agriculture, environmental impacts etc., increased awareness of where food comes from and students' role in the local food system, a great educational opportunity for students to learn how to organize complex projects; ties in with academic mission of college - moves theory to practice, it enables the college to use its buying power to leverage real change in the local community; enhances local economy, public relations- often division between academic community and local lay community.
- The most commonly listed benefit by **food service directors** for purchasing products from local farmers were supporting local farmers, the local community, and the local economy. As Patti Lee Klos from Tufts University stated, "At Tufts University- We believe that purchasing from local farms and local businesses is good for the local economy, keeping people at work, impacting transportation costs and providing the need for more green space in our communities. Take Care of Home First' is sort of an unspoken credo."
- Other commonly listed benefits by **food service directors** included quality (freshness, flavor, less chemicals) and good public relations for the college and food service. Gale Secor from the University of Northern Iowa emphasized, "It helps local agriculture and the economy, whatever little we do. I like to see the farmer maintain their ability to stay in business. I would rather eat food grown on a farm down the road rather than food from California. We get positive responses from students' parents-they know some of the farmers and say, 'They are just down the road.' They are impressed that we take the time and effort to work with local farmers." Additional commonly listed benefits include personal relationships with farmers, educational opportunities (educating students on environmental issues and sustainable agriculture), meeting a desire and demand from students, no shipping costs, no extra packaging costs, and less costs for waste disposal.
- The most commonly listed benefit for selling to local colleges by **farmers** and cooperatives: it is a good market for our products. Farmers and cooperatives felt that colleges were a reliable, direct market for their products and a market that could become more profitable down the road. The second most commonly listed benefits: 1) educating students about where their food comes from and the benefits of supporting local farmers; 2) supporting the local economy, keeping dollars local. By supporting local farmers, farms support local businesses and hire more local people.

Recommended Strategies

- Strategies recommended by **organizers** for making farm-to-college projects work included: More organization and efforts at networking; Be patient; Recognize all players involved, make sure their needs are known and that they are committed, this has to be a diverse group, such as students, farmers, food service directors, administration etc. Strong school support is essential; Start with people who are interested, form a supportive group of students, decision making staff, and local farmers. Approach the project in a friendly, problem solving manner rather than attacking the existing system. Do lots of research, know what is available in the region; Student involvement is critical. However, without more continuous commitment on the part of a staff person, institutional manager, or other project steward, the project will likely not succeed in the long run; Education and awareness. Natural inclination to want to do this is there. Students and faculty want to do this. Get the word out; Build a relationship with food service staff-everyone-the director, the buyer, the kitchen staff, Don't go to them and tell them what they should do, approach them by saying 'we will assist you and you let us know what is realistic, what works for you', the commitment develops in time, first time around they may not be receptive at all, present it as a win-win situation, everyone wins.
- Janet Parker, a graduate student who worked for the University of Wisconsin's Center for Integrated Agricultural Systems details on pp.23-24 of her thesis, THE COLLEGE FOOD PROJECT: COLLEGES IN WISCONSIN BUYING FOODS FROM LOCAL AND SUSTAINABLE FARMS, 2001 "Here are the steps that I took to encourage more Wisconsin colleges to buy more food from farmers & farmer coops:
 - See what farmer-direct buying is already going on, even if it is not much
 - Publicize the local buying that is already happening
 - Encourage all interested farmers and farmer coops to try to sell to college food service directors that have expressed interest
 - Bring together dining center directors - those that are buying directly from farmers & others that might be interested - to learn from each other how and why to do more, to inspire each other to do more
 - Bring together farmers and dining center directors, this is one way to make sales happen and dining center directors will often take the trouble to buy from farmers that they know
 - Bring together students (and other customers) and dining center directors, so demand for foods from local and sustainable farms is clear
 - Look for brokers between individual farmers and colleges
 - Look for foods that can easily be bought from local farmers (foods that are now being grown in large quantities, foods that are value-added or can be stored, foods that customers will appreciate like tomatoes in season, local apples, cheeses, etc.)
 - Ask colleges to buy directly from farmers - this is happening at all of the colleges where locally-grown foods are being served in WI, so evidently it is possible without brokers
 - Put together events featuring foods from local farms - catered meals, special events at dining centers - to show the level of interest from students and the community, and to show dining center staff and administrators that buying directly from farmers is possible, and to let farmers see what dining centers can buy from them."
- **Food service** almost unanimously emphasized two crucial strategies for making farm to college projects work: communication and collaboration. They emphasize meeting with the farmer and going over everything, planning ahead, including volumes needed, food cost challenges, and what crops to grow. Be open and up-front when communicating the needs of everyone. Make sure the farmer understands the food service system and how she or he can fit into it. It may be best to advise the farmer to call the appropriate person in food

service every week. The farmer should not wait for food service to call them.

- The importance of cooperation on the side of farmers is mentioned repeatedly by food service directors. In order to supply food service with the volume and consistency that they need, when they need it, farmers need to organize themselves through some sort of farmer network, cooperative, or through a distributor. Food service are much more able to work with local farmers if they only need to make one phone call versus calling every farmer they buy from each week. Another option is a liaison role between food service and the farmers, such as a student intern or an agricultural center on campus who can recruit farmers and organize the distribution and delivery of the products.
- **Food service directors** recommend institutionalizing the program through incorporating buying local requirements into the food service's contract and through getting students, staff, faculty, and the administration engaged in supporting and promoting the program. All of these players are vital to the sustainability and success of these programs. Begin this relationship and awareness-building process by offering tours for staff and students to local farms, tying the farm to college project to the curriculum, and publicizing the program in newspapers and on the radio and TV.
- Randy Shelton, Director of Housing and Food Service, from Ohio University, details strategies in the USDA manual on 'How Local Farmers and School Food Service Buyers are Building Alliances.' Randy recommends the following to farmers: Don't be shy: knock on doors and let people know that you are available as a vendor, make sure that you work directly with the food service director when negotiating business contracts, build your network of contacts and use them to reach out to prospective buyers, listen to your customer, don't underestimate the importance of timely delivery to school food service personnel, be willing to adjust processing and packaging methods, have patience, be aware of seasonal fluctuations in market demand, know your competition-and identify existing gaps in available merchandise, explore the possibility of creating a partnership with a local small processor in order to expand your access to institutional markets, start small and establish realistic production and distribution goals, be respectful of your client's time, avoid the temptation of using political pressure to close a sale, recognize that personal service can be a key marketing tool, provide initial samples for free to gain credibility.
- The two most commonly listed strategies by **farmers**: 1) Be professional and 2) Build a relationship with food service directors and staff. It was emphasized repeatedly that farmers must make this relationship work for food service. They are going out of their way to work with farmers so farmers must be organized and reliable and their products must be of high quality and meet food service specs. Take the time to understand the needs of food service, follow through with commitments, maintain good business practices, and show appreciation. In terms of building relationships, Anne Nordell, an organic farmer who sells to Pennsylvania College of Technology emphasized, "The commitment for buying local from the buyer is critical, not just the food service director. The relationship with the person you are interacting with/ the contact person is critical. If this relationship is not strong, this can be a strong stumbling block." Judy Stadnyk, an organic farmer who sells to Northland College suggested to farmers that they, "Be really open with food service, meet with them and meet with the cooks because they are the ones who are going to work with your produce. Maintain an open dialogue." Another strategy that was suggested by several farmers was to involve students. Educate students and student organizations about the benefits of buying local so they will encourage and support food service efforts. Without their commitment, food service will lose interest. And, as Lee Stadnyk (who sells to Northland College) states, "What humans put in their bodies to sustain themselves is one of the most important actions they take.....for personal health as well as for interactions with ecosystems. It should be part of any well rounded education."

COMMUNITY FOOD SECURITY COALITION



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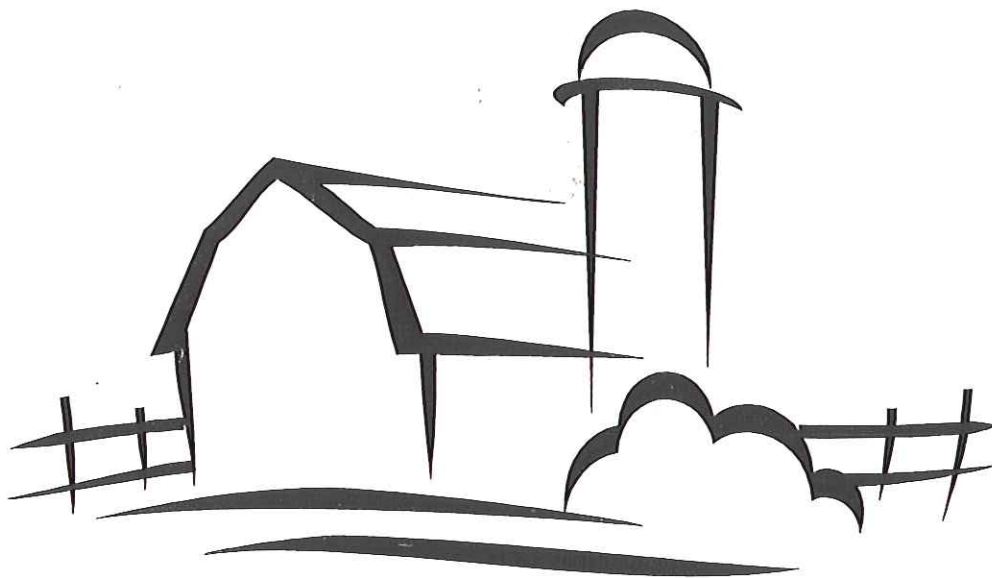
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Buy Local

Food and Farm Toolkit



A Guide for Student Organizers



Oxfam

America

July, 2002

Acknowledgements

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Oxfam America
Buy Local Food and Farm Toolkit
A Guide for Student Organizers

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Why should I care where my food comes from?

Food isn't just about nutrition. And it isn't just about taste. Food is what brings us to the table and allows us to share time together while nourishing our bodies. It is an integral part of our daily lives, whether we have plenty or none at all. Today, the food we eat is produced by a system that has become increasingly complex and that is having greater impacts on our health, our economy and our society. As a result, food is taking on greater significance in our lives. More and more people are seeing food as a viable vehicle for social change. Our values can actually be reflected on our plates! It is important, therefore, to make sure the best values are represented.

get point

In order to consider our food holistically, we can begin by focusing on the farm: the source of our food. For family farmers, food represents life in the deepest sense. Farms establish lifelines among themselves, communities, and ecosystems that constitute a food system. This toolkit will show you how you can help to shape our food system in ways that promote the production of safe, healthy food; protect the environment; and bolster your local economy.

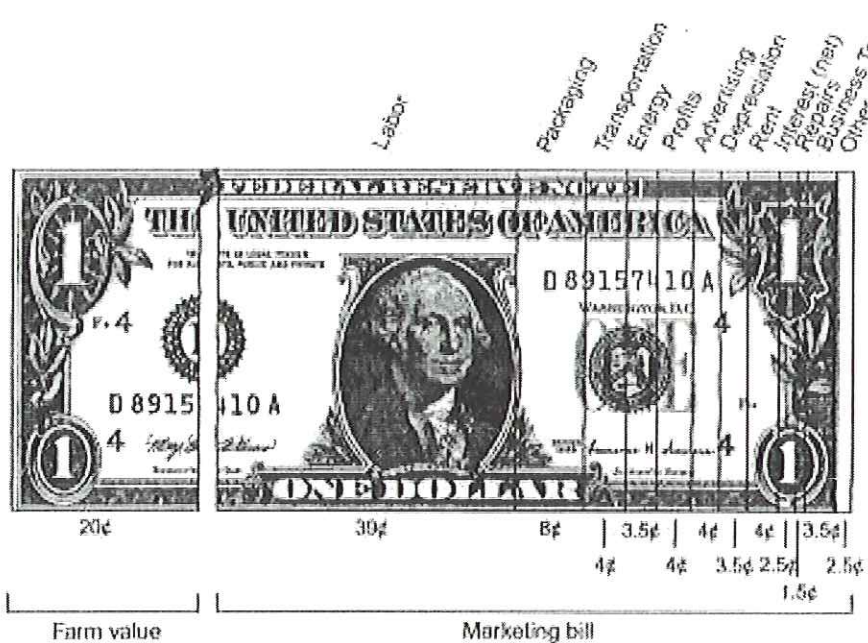
"The fight to save family farms isn't just about farmers. It's about making sure that there is a safe and healthy food supply for all of us. It's about jobs, from Main Street to Wall Street. It's about a better America."

—Willie Nelson
President, FarmAid

What is the problem with our food system now?

It begins with a journey, namely the journey of our food. Currently our food originates and travels within a food system that is global, not local. Food in the United States travels an average of 1,300 miles from farm to plate. That's approximately the distance between New York and Dallas—for every bite! For every dollar spent on food, only a fraction — 20 cents on average — goes back to the farmer. The rest goes for transportation, packaging, marketing, wholesalers and retailers.

good #'s

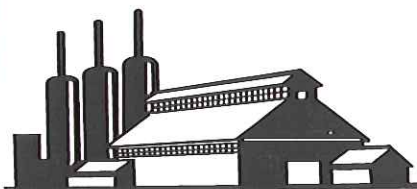


Source: U.S. Department of Agriculture

Agribusiness Domination

And where does the farmer's share go? Since the 1950s, the agriculture sector has been undergoing a fundamental transformation, resulting in a few large corporations controlling the majority of food production in this country. These corporations are called agribusinesses, because of their synthesis of farming and corporate practices. Agribusinesses run industrial-sized farms and also contract with many smaller farms to grow crops and raise livestock according to their own prescribed methods,

U.S. AGRIBUSINESS FACTS



- ✘ Large corporations produce 98% of the poultry .
- ✘ 2% of farms produce 50% of all agricultural products
- ✘ 4 firms handle over 80% of beef slaughter

Strong statements

many of which are damaging our soil, air and water.

The U.S. Environmental Protection Agency has declared that concentrated animal feeding operations, the preferred method of the largest livestock and poultry producers, are one of the chief causes of water pollution in this country. An estimated 35,000 miles of rivers and groundwater sources in 17 states have been polluted by waste from hogs, chickens and cattle.

Industrial farms also use massive amounts of chemical pesticides, herbicides, insecticides, and fertilizers. Each year, 939 million pounds of pesticides are used, and a shocking 90 percent of these chemicals never reach their target. They are released into the air and water, and as the many toxic chemicals are dispersed, they begin accumulating in ground and surface water.

Agribusinesses use their considerable wealth and political influence to promote domestic farm policies and international trade laws that give the largest businesses an unfair advantage over small farms and allow them

to pollute our environment, often without being held responsible.

Around the world, rural landscapes are being transformed, and farming families are being forced to give up their land, homes and livelihoods. In the United States, the number of farms dropped from 6.8 million in 1935 to less than 2 million in 1998. When small farms fail, entire communities suffer from the ripple effects: families move away, local businesses shut down, schools close and main streets become ghost towns. The very fabric of American communities changes irrevocably.

You Can Help

There are many ways that you, as a consumer, can help.

Small farms are finding ways to survive by carving out their own niche markets; they are selling directly to consumers (like you!) in their local areas. When you buy directly from the farmer, the food travels fewer miles. It is fresher, and less of your dollar goes to transportation, packaging and marketing, which means the farmer makes more: their fair share. In addition, with every

dollar spent, three dollars go back into the local economy, so your money is working triple time. The more you invest in the local food system, the stronger both the farms and the local economy will be.

"I believe the small farm model is the only way to achieve broad-based economic development, where poor people themselves are the source of production within an economy. I also believe that small farmers are better stewards of natural resources, and that a small farm system offers much more sustainability in the long run."

--Dr. Peter Rosset
Institute for Food and
Development Policy

Small Farms:

The Optimal Model

In the United States, conventional wisdom about agricultural production is that "bigger is better." Many people see large farms as representative of economic progress and growth, and see small farms as inefficient representations of an earlier era. However, when you consider the range of products of small farms,

they are in fact more efficient and cost-effective while also protecting and preserving the soil. Small farms generate less waste and use fewer chemicals. They increasingly employ crop rotation and integrated pest management in order to keep the soil healthy for their own livelihood and for future generations.

Think Globally, Act Locally.

The small farm crisis truly brings home the issues that have dominated global discourse over the past five years: globalization, industrialization and development. International economic consolidation is having a direct impact on small farmers in the United States in the same way that it is plaguing small producers all over the world.

A locally based, sustainable solution to the problems of small farmers is feasible and at our fingertips. It starts small, often with one roadside farm stand.

When you purchase an apple, you know that it has traveled almost directly from the field to your hand. You can taste the freshness. Even better, you are doing something constructive to counter the crisis facing small farmers in America.

Oxfam America Supports Small Farmers

Oxfam America's U.S. Program supports improved livelihoods for small and minority farmers in the United States, including farmers' cooperatives demonstrating sustainable practices and innovative ways to sell directly to consumers. The U.S. Program also supports statewide and national farmers' associations pressuring lawmakers to enact fair agricultural policies.

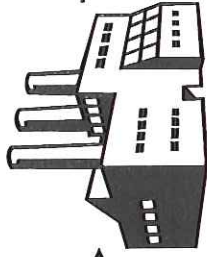
With the support of concerned consumers, some of those roadside stands are growing into markets and cooperatives, and farmers are looking to branch out and expand their connections with communities to include colleges and universities. A growing number of statewide and national organizations are committed to spreading the "Buy Local" message in new and

expanded ways. By encouraging your campus food service provider to buy from local farmers, you will provide the missing link in this vital effort to save the livelihood of U.S. family farmers. Their lives, and the communities they represent, are intimately tied to our own, no matter where we live or what we do, because they are part of the economy and the environment that we all share.

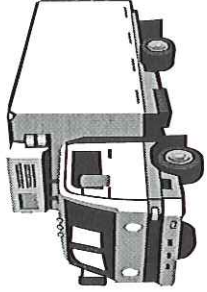
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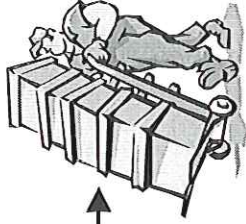
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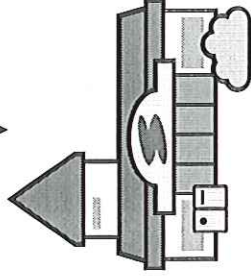
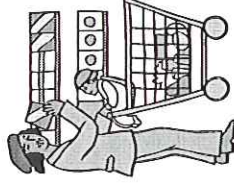
Transporter



Distributor



Consumer



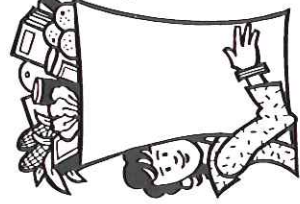
The Global Food System

VS.



Farmer/CSA/Coop

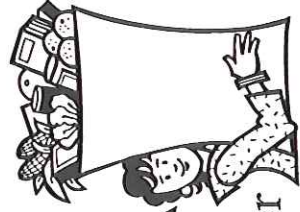
Consumer



Market/Institution
(Like a Dining Hall!)



Consumer



The Local Food System

Food Facts

- Americans spent \$789 billion dollars on food in 1999, 13.6% of their income.
--U.S. Department of Labor, 1999
- For every dollar spent on food, about 20 cents goes to the farmer; the other 80 cents goes into packaging, transportation, and marketing.
--U.S. Department of Agriculture, 1999
- The number of farms in America decreased from 6.8 million in 1935 to less than 2 million in 1998. Of the remaining farms, large and very large farms make up just 8 percent of all farms, but produce 53 percent of all output.
--Oxfam America, How Globalization Endangers Agriculture and Independent Farmers, 2002
- The U.S. Environmental Protection Agency has declared that concentrated animal feeding operations are one of the chief causes of water pollution in the United States. An estimated 35,000 miles of rivers and groundwater sources in 17 states have been polluted by waste from hogs, chickens and cattle.
--Oxfam America, Factory Farms: Corporate Agriculture and Environmental Degradation, 2002
- A 1998 report by the National Commission on Small Farms made it clear that small farms were the invaluable foundation of any vibrant rural community, and that the future of agriculture in the United States was dependent on the their re-growth across the country.
--Oxfam America, Small Farms: The Optimal Sustainable Agriculture Model, 2002
- There are more than 500 CSAs (community supported agriculture farms) in North America, and the number continues to grow at a rate of 12 percent per year.
--Oxfam America, Buying Local Food: The Smart Alternative, 2002

*-check
new
starts*

Resource List

This is by no means an exhaustive list, but many of these sites maintain their own resource lists that will provide more information. Stay focused on the specific concerns of your campaign as you conduct your research. Of course, Oxfam is always the best place to start for information and resources.



Resources on Small Farm Issues

Grace Factory Farm Project

www.factoryfarm.org

The Grace Project seeks to eliminate factory farming in favor of a sustainable and environmentally sound solution.

The National Family Farm Coalition

www.nffc.net

The NFFC was founded as a network of organizations and people working against the vertical integration of agriculture and supporting family farms.

Oxfam America

<http://www.oxfamamerica.org/art2567.html>

This section of Oxfam's site includes a series of 10 articles on small farm issues.

The Rural Coalition

www.ruralco.org

The Rural Coalition, an Oxfam partner organization, is a network of diverse groups in the United States and Mexico committed to reforming the food system and promoting sustainable methods that support rural life.

Where to Find Farmers, Farmers' Markets and Community Supported Agriculture Information

Local Harvest

* www.localharvest.org

Local Harvest is an online "living" directory of small farms, co-ops and farmers' markets that seeks to make local food available to everyone.

Robyn Van En Center for Community Supported Agriculture Resources

www.csacenter.org

A subdivision of the Fulton Center for Sustainable Living, the Robyn Van En Center also works as a general resource for the concept of community supported agriculture.

SmallFarms.com

www.smallfarms.com/

"The site where farmers and ranchers connect with you who appreciate variety, quality, and safety in food. We're talking about authentic farmer food here, grown to the personal standards of independent small farmers and ranchers for you, your family, our communities, and the natural environment." You can search by state for CSAs, local farms and farm tours.

U.S. Department of Agriculture Farmers' Markets Directory

www.ams.usda.gov/farmersmarkets/map.htm

USDA's Agricultural Marketing Service - "Find a Farmers' Market in Your State!"

U.S. Department of Agriculture CSA Directory

www.nal.usda.gov/afsic/csa/csastate.htm

Compiled by the Alternative Farming Systems Information Center and found on the USDA web site, Community Supported Agriculture Farms by State is a collaborative effort by many organizations working with CSAs.

University of Massachusetts Extension Service

www.umass.edu/umext/csa

UMASS Extension has a great section on community supported agriculture, as well as a long list of printed and online resources for CSAs and local food systems. Generally great, but especially for work in the Northeast Region.

General Support for Local Food Campaigns on College Campuses*** Oxfam America**

www.oxfamamerica.org

Xavier Benavides, National Outreach Coordinator (617) 728-2488
Oxfam America's CHANGE initiative works to heighten the discussion on college campuses of social justice and global citizenship. Oxfam recruits young people as CHANGE Leaders, offering leadership training and support so they become effective social change agents. The CHANGE program is working hand in hand with Oxfam's U.S. Program which supports improved livelihoods for small and minority farmers in the United States. Oxfam America sees student-driven campaigns as a key component in the fight for small farm survival. Please contact us for resources, contacts or information.

Community Food Security Coalition's Farm to College Program

www.foodsecurity.org

Kristen Markley kristen@foodsecurity.org or (570) 658-2265

The Community Food Security Coalition (CFSC) is dedicated to building strong, sustainable, local and regional food systems that ensure access to food for all people at all times. CFSC, with its 250 member organizations, seeks to develop self-reliance among all communities in obtaining their food and to create a system of growing, manufacturing, processing, making available, and selling food that is regionally based and grounded in the principles of justice, democracy, and sustainability.

CFSC's National Farm to College program works with projects across the country to organize workshops, conferences and resources that provide the know-how in making purchasing relationships between colleges and local farmers work.

This fall, CFSC's web site will include a section that details the barriers, opportunities and strategies for success for 18 farm-to-college projects around the country.

The Center for Integrated Agricultural Systems (CIAS) at the University of Wisconsin

* www.wisc.edu/cias

CIAS has been the leading research institution on this issue, and has key research briefs, case studies, as well as a PDF edition of "*Something to Cheer About: National Trends and Prospects for Sustainable Agriculture Products in Food Service Operations of Colleges and Universities*" which is a tremendous publication. CIAS' web site includes subsections for each of its research areas. Check out "College Food Project."

The Food Routes Network

www.foodroutes.org

The Food Routes Network's mission is to reconnect the components of the food system: from the seed to the table. Conducting national research, creating communication and educational aids, FRN works within a network of partners. Their web site is bountiful, and a resource unto itself. You can search for conferences and workshops, potential ally organizations, and their web resource list can't be beat! Bookmark this one!

The Humane Society of the United States

www.hsus.org/ace/11527

Farm Animals and Sustainable Agriculture
The Humane Society of the United States
2100 L St. NW Washington, D.C. 20037
(202) 452 1100

The HSUS works on sustainable agriculture issues and offers help for local food projects. Ask for their publication "Local Food Projects: A How To Manual" by Gary Valen, much of which can be adapted for college/university use.

* **Leopold Center for Sustainable Agriculture**

www.leopold.iastate.edu

Richard Pirog, Marketing and Food Systems Research Program Leader
209 Curtiss Hall Iowa State University
Ames, Iowa 50011-3120
(515) 294-1854

Through competitive grants, educational programs and research through Iowa State University Extension, the Leopold Center has worked on college food projects, including one at Grinnell College. They are also connected to the University of Northern Iowa Project (see below).

grants

Practical Farmers of Iowa

www.pfi.iastate.edu

2035 190th St.

Boone, IA 50036-7423

(515) 432-1560

PFI works to promote farm research and methods that support farming families. It has been instrumental in brokering a few key institutional projects and is an example of a statewide organization working to unite farmers toward new marketing practices. It is the force behind the All-State Meal Program that is becoming popular. Especially notable is their Winter 2001 Program Update.

Fulton Center for Sustainable Living

www.wilson.edu/csl/FCSL.htm

Inno Onwueme, Director

Wilson College

1015 Philadelphia Ave.

Chambersburg, PA 17201

ionwueme@wilson.edu (717) 264-4141 x 3247

Housed at Wilson College, the Center works with the Environmental Studies Department, the Robyn Van En Center for Community Supported Agriculture, runs its own farm and oversees the Wilson College Food Project.

Videos

"A Time to Act for Family Farms" is a thoughtful analysis of the crisis in America's small farms, examining the negative affects of industrial agriculture contrasted with the new and encouraging examples of sustainable and cooperative farming. It was produced for the National Family Farm Coalition and is available for \$10 from the Center for Rural Affairs, P.O. Box 406, Walthill, NB 608067, phone (402) 846-5428, email info@cfra.org. 28 minutes.

"The Global Banquet: Politics of Food" helps viewers understand the deeply destructive aspects of the corporate globalization of food. It shows how free trade policies, advanced mainly by the World Trade Organization, allow a handful of very powerful corporations to control the world's food system. It is available for \$19.95 from Maryknoll World Productions, P.O. Box 308, Maryknoll, NY 10545, (800) 227-8523, www.maryknoll.org. Two parts, 25 minutes each.

Programs Already at Work: Case Studies and Web Sites**University of Northern Iowa Local Food Project (IA)**

www.uni.edu/ceee/foodproject

Kamyar Enshayan, Director

This group facilitates linkages between the university, hospitals and restaurants, and local farmers. It has an incredibly helpful website that outlines details of their project: results, successes, failures, suggestions for similar models, etc.

The Cornell Food Project (NY)

www.nysaes.cornell.edu/cifs/ift_international/FoodProject2.html

This site outlines the project, including their Harvest Week focus, as well as providing resources and eating local in general.

Tufts Food Awareness Project (MA)

www.tufts.edu/~eco/TFAP/TFAP.html

A partnership between students and dining services, local food is just one part of this large and growing project.

Bates College (ME)

www.bates.edu/x23601.xml

Long the model in local food buying as well as environmental conservation, the Bates College Dining Service was awarded the ReNew America National Award for Sustainability in 2000.

Northland College (WI)

www.wisc.edu/cias/research/colgfood/northlan.html

This case study, prepared by the Center for Integrated Agricultural Systems (CIAS), links to the web site of this small college in Wisconsin.

University of Wisconsin-Madison

www.wisc.edu/cias/research/colgfood/uw-mad.htm

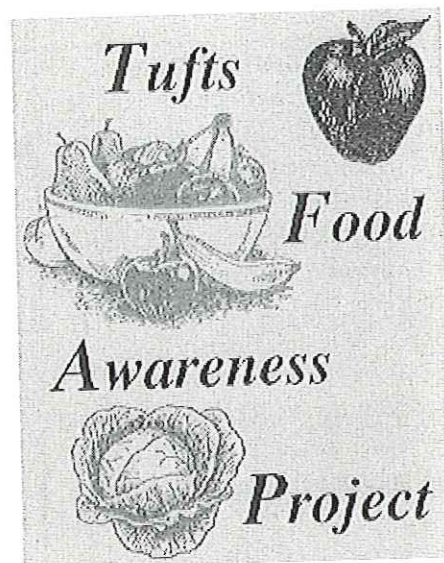
Another CIAS Study, this time of a larger state school, and the host campus for CIAS. Other Wisconsin campuses have also started similar projects throughout the state.

Middlebury College (VT)

<http://community.middlebury.edu/~misd>

Middlebury's "Get Local!" Project had its origin in the Middlebury Initiative for Sustainable Development (MISD). They work with dining services and publicize their efforts really well. MISD also runs an organic garden on campus.

***Remember:** Student contacts change each year due to graduation, so be sure that your information is up to date.



A program initiated, developed, and run by Tufts students, to educate the university community about environmentally and socially responsible food choices.

SHORTCUT [Sustaining the Planet](#)
 KEYS: [Locally Grown Foods](#)
[Organically Grown Foods](#)
[Integrated Pest Management](#)
[Vegetarian Foods](#)
[How Can My Eating Habits Help the Environment?](#)
[Where Can I Get Sustainably Grown Foods](#)
[What is the Tufts Food Awareness Project](#)
[For More Information about TFAP](#)
[Links to Other Web Sites](#)

The connections between food, agriculture, and the environment are poorly understood and rarely discussed outside of professional circles. We don't often consider the impact of our food production system on the environment. Yet the way we get food from farm to plate has a significant impact on the environment, contributing to global warming, air and water pollution, soil erosion, and human health problems.



Sustaining the Planet

Modern food production practices, which rely heavily on mechanization and technology, synthetic pesticides, fertilizers, and high-yielding varieties of plants, are very efficient, providing an abundance of cheap food. This "green revolution" has helped to provide affordable food to millions of people around the world, and has allowed our food costs to remain low over time. However, some of these methods are also harmful to the environment and human health. They damage soil, water, and air quality, and have been linked to destruction of tropical forests and loss of biodiversity.

The good news is that positive, efficient alternatives to these destructive methods do exist - including foods that are grown and eaten locally, organically grown foods, crops grown with Integrated Pest Management, and vegetarian foods.



Locally Grown Foods

Most of us don't stop to think about where our food comes from, but how far food travels to reach you has a significant impact on the environment. Cheap gasoline has allowed food to come from all over the world -- kiwis from New Zealand, fast-food hamburgers from Argentina, bananas from Costa Rica. In fact, the average mouthful of food in the United States travels 1300 miles before it is finally eaten!

Locally produced foods are better for the environment in several ways:

- Transporting food a few miles instead of thousands reduces fossil fuel emissions that contribute to air pollution, acid rain, and global warming.
- Local growers often use fewer pesticides than large commercial farms. This avoids polluting water supplies, is healthier for the environment, and reduces human health risks.

Locally grown foods have other advantages as well:

- Because it is often eaten sooner after harvesting, local produce often does not need added wax, other preservatives, or chemical ripening agents.
 - Locally grown food is fresher and often tastes better, because it doesn't have to travel for days or weeks to reach your plate.
 - A healthy local food system -- including small family farms -- helps create a thriving local economy. Buying produce locally helps these farms survive.
 - Small local farms preserve precious open space and connect urbanites with the *real* sources of our food.
-



Organically Grown Foods

Large commercial farming systems depend heavily on the use of synthetic chemicals, which often expose farm workers and their families to high levels of pesticides. The World Health Organization estimates that one million people are poisoned by pesticides each year, with 20,000 deaths. Also, some environmental and consumer advocates believe that pesticide residues on food and in water supplies can have negative health impacts.

Many farmers use growing methods that are safer for the environment and human health. Organic farming works to maintain healthy soils, clean water, healthy foods, and a thriving ecosystem. No synthetic pesticides or other synthetic chemicals are used in organically grown foods. In Massachusetts, a farm must be free of synthetic pesticides for three years before it can be certified as "organic"



Integrated Pest Management

An increasingly popular alternative to conventional farming is a system called Integrated Pest Management. IPM relies on natural pest controls, and reduces the use of pesticides whenever possible. Because it is environmentally responsible and can reduce production costs, farmer acceptance of IPM is growing rapidly. In Massachusetts, IPM standards exist for several crops -- including apples, strawberries, and sweet corn.



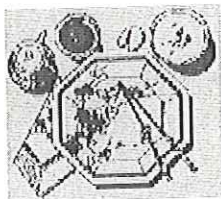
Vegetarian Foods

By now, most of us know that consumption of saturated (usually animal) fat is associated with heart disease, some cancers, and other health disorders. But other problems linked to our dependence on meat are less well known -- for instance:

- It takes an average of around seven pounds of grain to produce one pound of beef, pork, or poultry, as well as huge amounts of land, water, energy, and chemical inputs. Producing the beef in just one cow can use over a hundred thousand gallons of water!
- Meat production is also linked to significant water pollution, the degradation of natural areas such as forests and prairies, and global warming.
- Some developing nations use up much of their limited land and resources to produce cattle for export to wealthier countries.

Eating vegetarian products that are "lower on the food chain" have a number of advantages:

- They reduce our intake of saturated fats and cholesterol, and can increase our intake of fiber.
 - By reducing demand for animal products, plant-based foods reduce the attractiveness of overexploiting limited resources, converting rainforest to pasture, and intensive animal farming.
 - All in all, replacing some or all of our consumption of animal foods with plant-based foods helps to promote a healthier environment, human health, humane treatment of animals, and social justice.
-



How Can My Eating Habits Help the Environment?

There are lots of ways you can contribute to a healthier environment. You *don't* have to be a vegetarian!

- By more locally grown foods -- the closer to home they are grown the better. Choose foods grown nearby *in season* over those that come from far away.

- Have a veggie rollup, or yogurt and fruit and a bagel, or pita and hummus, instead of a meat based meal.
 - Look for produce grown with Integrated Pest Management. Keep in mind that local fruits and vegetables are often grown using IPM.
 - Buy organically grown produce when available.
 - Eat fewer fast food burgers and chicken.
 - Find out where your food comes from and how it is produced. If the labels don't tell you, ask!
 - Encourage establishments where you eat and purchase food to carry more sustainable food choices.
 - Express your opinions about the campus food selections to student representatives, to Tufts Dining Services management, to the university administration, or to the Tufts Food Awareness Project.
-



Where Can I Get Sustainably Grown Foods?

Food co-operatives, natural food stores, farm stands, and farmers' markets are all good sources of organically grown foods, locally grown produce, and vegetarian products. Commercial supermarkets are also beginning to stock more of these products in response to increased consumer demand.

You can even get some of these foods on campus. Pound and Dewick/MacPhie Dining Halls carry a good variety of vegetarian foods. The Campus Center Commons features a salad bar, several vegetarian selections, local juices, carried locally grown apples in fall 1994 and is considering providing more plant-based options, depending on demand.

The more people demand these foods, the more likely it is that eventually the supply will increase and the prices will drop.



What is the Tufts Food Awareness Project?

We're a partnership of graduate and undergraduate students, staff, and faculty that was created to educate the university community about environmentally and socially responsible food choices, and to help increase the availability of these foods on campus.

In 1994, several Tufts University students from the Department of Urban and Environmental Policy and the School of Nutrition worked with Dining Services on a class project related to improving the supply of local foods at Tufts dining facilities. Because the project raised a number of exciting possibilities for the university, students continued working on this project after the semester ended, and established TFAP in Spring 1994.



For More Information about TFAP

Write to:

Tufts Food Awareness Project
c/o Tufts University Dining Services
89-91 Curtis Street
Medford, MA 02155

or send e-mail to:

malterma@tufts.edu (who is this?)



Other Web Sites

Visit [ECO links](#) for related sites on agriculture, energy, and other environmental issues with a Tufts perspective.

TFAP Home Page <jcoate@tufts.edu>



Farmers Market Facts!

Direct marketing of farm products through farmers markets continues to be an important sales outlet for agricultural producers nationwide. Farmers markets, now an integral part in the urban/farm linkage, have continued to rise in popularity, mostly due to the growing consumer interest in obtaining fresh products directly from the farm. The number of farmers markets in the United States has grown dramatically, increasing 79 percent from 1994 to 2002. According to the 2002 National Farmers Market Directory, there are over 3,100 farmers markets operating in the United States. This growth clearly indicates that farmers markets are meeting the needs of a growing number of farmers with small- to medium-size operations.

Who benefits from farmers markets?

- Small farm operators: Those with less than \$250,000 in annual receipts who work and manage their own operations meet this definition (94 percent of all farms).
- Farmers and consumers: Farmers have direct access to markets to supplement farm income. Consumers have access to locally grown, farm-fresh produce and the opportunity to personally interact with the farmer who grows the produce.
- The Community: Many urban communities where fresh, nutritious foods are scarce gain easy access to food. Farmers markets also help to promote nutrition education, wholesome eating habits, and better food preparation, as well as boosting the community's economy.

2000 USDA Farmers Market Study Statistics

- Farmers markets are an important source of revenue. 19,000 farmers reported selling their produce only at farmers markets.
- 82 percent of markets are self-sustaining; market income is sufficient to pay for all costs associated with the operation of the market (not including grant or in-kind support).
- 58 percent of markets participate in WIC coupon, food stamps, local and/or State nutrition programs.
- 25 percent of markets participate in gleaning programs aiding food recovery organizations in the distribution of food and food products to needy families.

WIC Farmers Market Nutrition Program

USDA's Women, Infants, and Children (WIC) Farmers Market Nutrition Program (FMNP), established in 1992, provides additional coupons to WIC participants that

they can use to purchase fresh fruits and vegetables at participating farmers markets. The program has two goals: to provide fresh, nutritious, unprepared, locally grown fruits and vegetables, from farmers markets to WIC participants who are at nutritional risk; and to expand consumers' awareness and use of farmers markets. Fiscal Year 2001 Federal funding for the WIC Farmers Market Nutrition Program was \$20 million. The FMNP operates in 35 State agencies, including four Indian tribes, one territory, and Guam.

Seniors Farmers Market Nutrition Pilot Program

The Seniors Farmers Market Nutrition Pilot Program (SFMNPP) is a new program in which grants are awarded to States, U.S. Territories, and Indian tribal governments to provide coupons to low-income seniors that may be exchanged for eligible foods at farmers markets, roadside stands, and community supported agriculture programs. In March 2002, USDA awarded \$10 million in grants to 26 States and one Indian tribal organization. State departments of agriculture, aging, and health and tribal governments administering the grants developed creative partnerships that are utilizing infrastructure to offer farmers markets to expand service to seniors and certify and distribute benefits to the estimated 370,000 low-income seniors this pilot project is expected to serve. At least 11 projects are providing seniors with transportation to and from the markets through a partnership with senior centers or have arranged for local growers to take their produce directly to senior housing to eliminate barriers to access. In 2001, fresh, nutritious, unprepared, locally grown fruits, vegetables, and herbs were available to 3,700 farmers at 929 farmers markets as well as 542 roadside stands and nearly 90 community supported agriculture programs.

Additional information about the FMNP can be found at www.fns.usda.gov/wic/CONTENT/FMNP/farm_mkt.htm.

USDA supports farmers markets

USDA continues to coordinate planning and operation of seasonal farmers markets at USDA headquarters in Washington, DC, the Carver Office Building in Beltsville, MD, and the Bannister Federal Complex in Kansas City, MO. USDA also works with the U.S. Departments of Labor and Transportation to help support their farmers markets.

For more farmers market information, call the Farmers Market Hotline at 1-800-384-8704 or visit our web page at www.ams.usda.gov/farmersmarkets. Additional information about farmers markets and other direct marketing information can be found at www.ams.usda.gov/directmarketing

Last Updated: September 2002

[Return to USDA Farmers Market Web Site](http://www.ams.usda.gov/farmersmarkets/facts.htm)



AMS Farmers Markets

How to Establish a Farmers' Market on Federal Property

Background Guidelines and Operating Procedures

Identifying the Site
Market Cooperators/Sponsors
Identifying Farmers/Vendors
Schedule
Rules and Regulations for Farmers/Vendors

Market Management
Security
Market Activity
Legal Issues
Gleaning
For More Information

Farmers markets play a vital role in providing small- to medium-sized growers access to consumers wishing to buy their farm products. These markets provide a unique marketing experience for both farmers and consumers. Farmers sell their products directly to consumers, enabling them to stay in business and increase profit margins. Consumers can purchase farm-fresh products and get the chance to meet and interact with the people who actually grow the food. This form of farmer-to-consumer direct marketing has experienced phenomenal growth in recent years, as producers respond to consumers' demands with new and alternative marketing strategies for their farm enterprises.

The U.S. Department of Agriculture (USDA) is committed to developing effective marketing strategies to support sustainability of small farms throughout America. The inception of farmers markets at USDA headquarters in Washington, D.C., is one example of this commitment. The first of several USDA-sponsored farmers markets was held in August 1996. The markets were so successful that USDA expanded their size, coverage, and duration in 1997. The markets were also expanded to other Federal agencies, including the Department of Transportation, Department of Labor, Department of Energy, Department of Justice, and Department of State.

Farmers markets also make a considerable contribution to Americans' health and provide a venue to promote other USDA-sponsored programs, such as the Women, Infants, and Children (WIC) Farmers' Market Nutrition program which provides coupons for qualified mothers, and the Food Recovery and Gleaning Initiative, which supports collection of wholesome food for distribution to those in need.

Highlights of initial USDA farmers markets:

--The duration of markets was extended to the entire growing season: from 3 months

in 1996 to 5 months in 1997;

- The number of market days was increased from 5 in 1996 to 11 in 1997;
- Overall vendor participation increased from approximately 15 vendors per market day in 1996 to about 20 vendors per market day in 1997;
- Outreach was expanded to include regional farmers from a wider geographical area, in addition to local farmers.
- The number of States supplying farmers increased from 5 in 1996 to 8 in 1997.

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Guidelines and Operating Procedures for Establishing Markets on Federal Property

As USDA seeks to expand the growth of farmers markets nationally, this brochure provides steps to follow in establishing these markets on Federal properties, where public employees have primary responsibility for initial development. A goal of this brochure is to describe how these markets can operate in collaboration with the efforts of existing markets and/or local market-sponsoring organizations. A comprehensive marketing and operational strategy should be developed prior to initiating a farmers market, using the following guidelines to formulate the plan.

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Identifying the Site

Preliminary identification and assessment of a market site are essential in determining the feasibility of the project. Give initial consideration to :

- Location: Identify a site with optimum visibility from streets and walkways.
- Space: Assess the number of vendors the site will accommodate.
- Availability: Determine days and hours the site is available.
- Restrictions: Determine if restrictions prevent non-Federal consumers from attending.

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Market Cooperators/Sponsors

Groups to contact to identify farmers, determine product availability, and help coordinate market activities include the following:

- State departments of agriculture
- Cooperative extension offices
- Farm Bureau
- Farmers' organizations

4-H Clubs
Local community organizations

▲ TOP

Identifying Farmers/Vendors

Local farmers and vendors should be identified in collaboration with market cooperators/sponsors. Considerations include:

- Establishing direct communication with farmers/vendors;
- Developing a good product variety/mix;
- Ensuring top-quality products; and
- Ensuring farmer/vendor diversity.

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Schedule

Develop an appropriate operating schedule to maximize the potential of the local harvesting season as well as consumer participation. Issues to consider:

- Season: Determine the number of months to operate the market.
- Calendar: Determine which day(s) of week the market will operate, including market dates and times.

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Rules and Regulations for Farmers/Vendors

To ensure an efficient and orderly market, it is important to adopt and enforce concise rules and regulations.

- Requirements for participation (producer-only farmers, donations of surplus food, etc.)
- Types of products for sale
- Commitment to schedule/season
- Timeliness (arrival, setup, disassembly, etc.)
- Cancellation (Specify a period of notification.)
- Display of products
- Signage (name, type of farm/product, location of farm, etc.)
- Vehicle size (Limit truck size for easy site access.)

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Market Management

- Determine management and operating procedures.

- Enforce rules and regulations.
- Ensure appropriate access to utilities (water, electricity, etc.).

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Security

All noncontract Federal buildings and properties need clearance by the General Services Administration. In other cases, State and/or local permits may be required. In conjunction with appropriate security personnel, the following security-related issues should be addressed:

- Site accessibility: If special passes or permits are required, can they be waived for consumers?
- Building access (restrooms, cafeteria, phones, etc.)

▲ TOP

Market Activity

Entertaining and informative activities that complement the market environment should be planned for consumers. Consider:

- Special events (on-site chef/nutritionist, flower day, customer food drive, seasonal product promotion day, etc.)
- Promotional plans (departmental newsletter, posters/flyers, public service announcements, etc.)

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Legal Issues

The Emerson Good Samaritan Food Donation Act, Public Law 104-210, promotes food recovery by limiting the liability of donors to instances of gross negligence or intentional misconduct.

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Gleaning

As an alternative to conventional market entrance fees for vendors, USDA requires that vendors participate in a USDA food-gleaning program. This strategy works effectively, as USDA formed a partnership with the D.C. Central Kitchen to collect all food and/or food products donated by farmers at the close of each market day. With donated food and/or food products from USDA, wholesalers, food banks, and other sources, the organization prepares over 2,500 meals daily and distributes them to adults and children in more than 80 nonprofit shelters and feeding programs throughout Washington, D.C., Maryland, and Virginia. Similar gleaning programs and networks exist within most States, providing services to deliver perishable

surplus foods to the needy. During the 1997 market season, more than 8,000 pounds of food and food products were donated to the D.C. Central Kitchen from USDA and the other Federal Departments, through their farmers market gleaning efforts.

Developed by:

**U.S. Department of Agriculture
Agricultural Marketing Service
P.O. Box 96456, Room 2642-South
Washington, D.C. 20090-6456**

If you have already started a Farmers Market on Federal Property, we'd like to know about it!

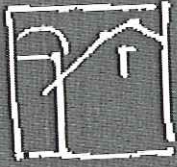
Please send an E-Mail to Nichole.Holley@usda.gov

Thanks!

For questions, comments, or more information, call

1-800-384-8704

AMS USDA SEARCH TOP



Alternative Farming Systems Information Center

Defining Community Supported Agriculture (CSA)



An EXCERPT from
*Community Supported Agriculture (CSA):
An Annotated Bibliography and Resource Guide*

by Suzanne DeMuth
September 1993

"Since our existence is primarily dependent on farming, we cannot entrust this essential activity solely to the farming population-- just 2% of Americans. As farming becomes more and more remote from the life of the average person, it becomes less and less able to provide us with clean, healthy, lifegiving food or a clean, healthy, lifegiving environment. A small minority of farmers, laden with debt and overburdened with responsibility, cannot possibly meet the needs of all the people. More and more people are coming to recognize this, and they are becoming ready to share agricultural responsibilities with the active farmers." (1)

Community supported agriculture (CSA) is a new idea in farming, one that has been gaining momentum since its introduction to the United States from Europe in the mid-1980s. The CSA concept originated in the 1960s in Switzerland and Japan, where consumers interested in safe food and farmers seeking stable markets for their crops joined together in economic partnerships. Today, CSA farms in the U.S., known as CSAs, currently number more than 400. Most are located near urban centers in New England, the Mid-Atlantic states, and the Great Lakes region, with growing numbers in other areas, including the West Coast.

In basic terms, CSA consists of a community of individuals who pledge support to a farm operation so that the farmland becomes, either legally or spiritually, the community's farm, with the growers and consumers providing mutual support and sharing the risks and benefits of food production. Typically, members or "share-holders" of the farm or garden pledge in advance to cover the anticipated costs of the farm operation and farmer's salary. In return, they receive shares in the farm's bounty throughout the growing season, as well as satisfaction gained from reconnecting to the land and participating directly in food production. Members also share in the risks of farming, including poor harvests due to unfavorable weather or pests. By direct sales to community members, who have provided the farmer with working capital in advance, growers receive better prices for their crops, gain some financial security, and are relieved of much of the burden of marketing.

Although CSAs take many forms, all have at their center a shared commitment to building a more local and equitable agricultural system, one that allows growers to focus on land stewardship and still maintain productive and profitable small farms. As stated by Robyn Van En [1948-1997], a leading CSA advocate, "...the main goal...of these community supported projects is to develop participating farms to their highest ecologic potential and to develop a network that will encourage and allow other

Defining Community Supported Agriculture (CSA)

farms to become involved." (2) CSA farmers typically use organic or biodynamic farming methods, and strive to provide fresh, high-quality foods. More people participate in the farming operation than on conventional farms, and some projects encourage members to work on the farm in exchange for a portion of the membership costs.

Most CSAs offer a diversity of vegetables, fruits, and herbs in season; some provide a full array of farm produce, including shares in eggs, meat, milk, baked goods, and even firewood. Some farms offer a single commodity, or team up with others so that members receive goods on a more nearly year-round basis. Some are dedicated to serving particular community needs, such as helping to enfranchise homeless persons. Each CSA is structured to meet the needs of the participants, so many variations exist, including the level of financial commitment and active participation by the shareholders; financing, land ownership, and legal form of the farm operation; and details of payment plans and food distribution systems.

CSA is sometimes known as "subscription farming," and the two terms have been used on occasion to convey the same basic principles. In other cases, however, use of the latter term is intended to convey philosophic and practical differences in a given farm operation. Subscription farming (or marketing) arrangements tend to emphasize the economic benefits, for the farmer as well as consumer, of a guaranteed, direct market for farm products, rather than the concept of community-building that is the basis of a true CSA. Growers typically contract directly with customers, who may be called "members," and who have agreed in advance to buy a minimum amount of produce at a fixed price, but who have little or no investment in the farm itself. An example of one kind of subscription farm, which predates the first CSAs in this country, is the clientele membership club. According to this plan, which was promoted by Booker Whatley in the early 1980's, a grower could maintain small farm profits by selling low cost memberships to customers who then were allowed to harvest crops at below-market prices.

(1) Trauger M. Groh and Steven S.H. McFadden, *Farms of Tomorrow. Community Supported Farms, Farm Supported Communities*. Kimberton, PA: Bio-Dynamic Farming and Gardening Association, 1990. p. 6

(2) Robyn Van En, *Basic Formula to Create Community Supported Agriculture*. Great Barrington, MA, 1992. Summary [p. 57].

Addendum October 1999

Robyn Van En [1948-1997] co-founded CSA in the United States in 1985 and served as director of CSA North America.

See also "Eating For Your Community," by Robyn Van En. *In Context*, Number 32, Fall 1995, Page 29. Langley, WA: Context Institute, copyright 1995.

This document is an excerpt from Suzanne DeMuth's *Community Supported Agriculture (CSA): An Annotated Bibliography and Resource Guide*, USDA, National Agricultural Library, September 1993.

This CSA web page is sponsored by:

- The Alternative Farming Systems Information Center at the National Agricultural Library

- The Sustainable Agricultural Network-- the National Communications and Outreach arm of the USDA Sustainable Agricultural Research and Education Program (SARE)

Visit our Community Supported Agriculture Web Site to learn more about CSA. Resources include a state-by-state CSA farm listing, related organizations, bibliographic references, related Web Sites, research projects, and competitive grants for farmers and ranchers.



The Alternative Farming Systems Information Center

afsic@nal.usda.gov, <http://www.nal.usda.gov/afsic/>

Page URL - <http://www.nal.usda.gov/afsic/csa/csadef.htm>, October 25, 1999

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Center for Integrated Agricultural Systems

Institutional food purchasing

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The College Food Project

Colleges and universities using their buying power to support local farmers

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Six campuses in Wisconsin are now buying food for their dining services directly from local Wisconsin farms and farmer cooperatives. Four of them are buying from local farms and cooperatives that use organic and sustainable farming practices. The UW-Madison's Center for Integrated Agricultural Systems is helping to connect these farmers with campus dining services.



Recent national media attention for the College Food Project at UW Madison, October 2001

Local food buying can not only help keep farmers in business—it can engage students in supporting local farms and thinking about where their food comes from. The College Food Project is expanding our understanding of institutional food service operations, policy and decision-making, and the role of food wholesalers in the institutional food market.

In 1998, CIAS supported a preliminary study of the potential for colleges and universities across the country to purchase local, sustainable food products. This study yielded a general understanding of the opportunities and barriers within this marketplace. Results are detailed in a CIAS research team publication: [Something to Cheer About](#).

The SARE-funded College Food Project next assessed the potential for local food purchasing in all colleges and universities in Wisconsin. After investigating the opportunities and barriers at all institutions, we worked with schools to develop local food purchasing programs by networking with local, sustainable growers and conducting educational programs with students to increase demand for local food.

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Local Food Catches on for Institutions and Farmers

by Lorraine Stuart Merrill

Hale is a passionate advocate of regional and seasonal foods and for farm-to-school cafeteria initiatives that introduce students from preschool through college to regionally produced foods-and the farmers who produce them. "Too many students are riding the bus past the farms without realizing what is happening in those fields," Hale says. This is a crime and another reason that all of us are continually being disconnected from our roots."

However, forging these relationships and changing the purchasing of foods served to students does not come easily, caution farm-to-school cafeteria path-breakers. School, farm and food distribution people involved in these efforts report that collaboration, communication and building relationships are the keys to success. The first step is to change attitudes on all sides. "Where there is a will, there is a way," stresses Bates College Dining Director Bob Volpi, one of those path-breakers.

Colleges and other institutions offer broader marketing opportunities for the regions farmers than public school cafeterias. For colleges and private schools, the dining experience is part of student quality of life and the competition for students. A growing number of schools see food and eating as part of their educational programming as well.

Shortly after he arrived at the Lewiston, Maine, liberal arts college nearly 10 years ago, the campus environmental coalition invited Volpi to a meeting. The students' most pressing request was for dining services to start composting food waste. Volpi listened to the students and worked with a local farmer and state officials to set up a composting program at a farm 15 miles from campus. By switching from running multiple garbage disposals to composting, Volpi cut electricity and water costs significantly, and he began to see the connections between the college's dining services and local agriculture, between environmental sustainability and quality food and nutrition.

"That accelerated the partnerships," Volpi says, as he began working with the compost farm and state farm organizations. He became a member of the Maine Organic Farming & Gardening Association (MOFGA), and Executive Director Russ Libby helped Volpi find farmers who could supply food for hungry Bates students.

Volpi insists he has only begun to tap the potential of local and regional foods at Bates and is constantly striving to improve. He also believes that including locally and regionally produced foods in his menus has contributed significantly to his program's growing reputation for quality. He says that reputation attracted the attention of other institutions in the

"By knowing the seeing the land, feel that there is pride in my cool care taken with ingredients and a better product guests."

David Hale, current executive chef at England Culinary in Montpelier, V



Bob Volpi, Bates dining director, at recent Northeast School Cafeteria Initiatives conference at Cornell.

region, helping to get them interested in obtaining truly fresh ingredients. Bowdoin and Unity colleges and several area hospitals are now joining Bates to form a buyers group to work with local farmers and suppliers.

In an era when a growing number of colleges are marketing their environmental consciousness to attract students, Unity College in Unity, Maine, bills itself as "America's Environmental College."

"We continue to work toward many different types of sustainability," notes Sandy Donahue, dining services director at the 500-student college. Located in a rural community 40 miles southwest of Bangor, the campus is a former farm, with two tree farms and a sawmill used for educational programs. Environmental sciences, including aquaculture, fisheries, conservation law enforcement and ecology, are a major draw.

Donahue, who attended the Northeast Farm-to-School Cafeteria Initiatives conference at Cornell, says Unity College will participate in the buyers group with Bates, Bowdoin and several hospitals. "We hope to work with growers in central and northern Maine so that the entire state has options," Donahue notes.

The Bates story also shows what these farm-to-school connections can do for farmers. In 1995 Jim Cook was harvesting his first crop of organic potatoes from his 40-acre Skylandia Farm in Grand Isle. Finding it challenging to build local demand for organic potatoes in rural Aroostook County, Cook was reaching down to Augusta for markets. He heard from Libby that Volpi at Bates College was open to buying organic foods and was looking for Maine growers. Cook called Volpi and agreed to deliver potatoes to the Lewiston campus. Bates became his southernmost delivery.

"Because Bates was steady and willing, it was very, very helpful to us to be able to count on their account," Cook says. "They were one of our biggest accounts - but now we're supplying Bread & Circus and others in the city (Boston)." Lewiston was most of the way to Boston from Grand Isle, and while making sales calls in the city, Cook could stay with his mother who lives outside Boston.

Cook had 10 years of experience in sales before starting his farm, and he has put that background to work as manager of the Crown O'Maine Organic Cooperative, marketing produce from his own and six other farms. Based in Madawaska, the co-op markets an expanding line of potatoes and other root vegetables - carrots, beets, rutabagas, onions and garlic. He and three other Crown O'Maine members also grow wheat in their four-year potato rotations for Borealis Bread.

Volpi recalls arranging to buy his first free-range turkeys from a very small farm enterprise in New Sharon, Maine. "It was a challenge for Bob Neal to fill that first college order," Volpi notes, but now Neal delivers 1,500 pounds of turkeys to the college for the annual harvest dinner in his refrigerated truck.

"They have been terrific for growers in Maine," Neal says of Volpi and Bates College. "Bates has been terrific to do business with, and I thank Russ Libby, too, for referring them to me." Neal and his wife Marilyn started in 1980, with market gardening on their 60-acre farm and began their switch to turkeys about five years later. Since Bruce and Judy Levis of Maplevale Farm in East Kingston, N.H., retired in the last year, Neal

says, the Neals' farm- known simply as The Turkey Farm - is the largest turkey farm in Maine or New Hampshire. Now up to 4,000 birds a year, Neal says the Bates College connection was an important factor in the growth and success of their turkey business.

Neal rotates seven acres of enclosed turkey ranges - all with some sort of shelter - over their 60 acres. In rotation, he seeds the land with barley, sweet corn and vegetable crops - the kale, spinach and pumpkins are grown for the turkeys to forage on. The Neals feed only certified genetically modified organism (GMO)-free grain, including soybeans grown by a local farmer.

While Bates College now represents just 2 to 3 percent of Neal's annual business, it has provided a cornerstone of dependability that allowed Neal to expand production and make investments like the refrigerated truck. "We start a flock special for Bob in late April," Neal says. That account pro -vides "something I can bank on, that I don't have to worry about." Volpi wants uniformity of size so that the turkeys will cook in the same time in the dining hall convection ovens, but he prefers the big 34 to 38-pound birds that most other markets shun. Besides ordering turkeys for the harvest turkey dinner, which has become the college's biggest dining draw of the year, Volpi orders turkey breasts for the Bates Earth Day menu, and takes smaller orders for special catering such as trustees' meetings.

His farm's relationship with Bates College "has added stability, [and] it takes some of the uncertainty out," Neal says. "Bates is extremely dependable-the check is always good." Neal also sells turkeys to the College of the Atlantic at Bar Harbor. "We have not tried to sell to the public school cafeterias," Neal says. "We're just not in the price game that they have to play."

Volpi and Neal are now talking turkey about value-added products, such as turkey sausages, for the college. The Neals make turkey pies and uncooked turkey sausages, which they sell at the Brunswick Farmers Market and other outlets. Over the winter, Neal planned to invest in additional refrigeration capacity at the farm and learn how to brine and smoke the cooked sausages that Volpi is interested in buying.

Bates hosts two farmers' market days at the college every year, and Volpi has watched the interaction between students and participating farmers grow. He reports quite a few students end up visiting the farms and even helping out. These students may develop an interest in agriculture, or at least gain a greater appreciation and understanding of farming.

Jim Cook sees two keys to the success of his farm's relationship with Bates College. "First, is the Bates attitude toward buying organic and understanding and supporting local agriculture," Cook asserts. "Second, is our being tuned in to what they need for the serving line." Volpi wants uniform, close-sized potatoes to serve his dining hall clientele, Cook explains. "We provide one-size potatoes," he says. "We also pay attention to usability-to appearance and cosmetics for that kind of use." Potatoes with blemishes or superficial spots are OK for peelers or bread makers, he adds, but not for a dining hall or restaurant.

"We follow a simple rule of marketing," Cook notes. "You need to walk, in the shoes of others to understand what they need from you, and then take care to provide it." He advises farmers to start small, look first for sales opportunities on the farm and within an easy 25-mile radius, and then

grow from there. Selling to a college or school can lead to other food-service markets. Gook recognizes that his earlier career in sales was an advantage in "approaching big outfits."

"You have to take a certain amount of rejection and not let it discourage you," Cook says. He believes it is important for farmers to work together to provide the supply and reliability required by larger markets and reduce marketing and transportation costs. Farmers also need to carefully balance supply and demand as they seek new markets, he cautions. Farmers need to be able to supply markets they take on, but keep demand growing ahead of supply in order to hold their price, Cook says. They also need to stay in the marketplace. "You can't sell a crop for two weeks in the fall and then disappear the rest of the year," he warns.

Cook and Neal demonstrate that even small farm enterprises can sell to college or school dining programs, and use those relationships to help build their businesses and add markets. For both Cook and Neal, formal and informal cooperation with other farmers and farm organizations were also important in establishing the relationship with the college.

Volpi says that serving locally and regionally-produced foods to students takes "a little time to analyze what you're doing-but not that much." He doesn't buy the excuse that schools and colleges can't offer local-grown fare because a school has a contract with a big dining services management company like Aramark or Marriott, that procures all foods through big, national distributors. Volpi worked for Aramark for 19 years at North Adams (Mass.) State College. "I left that company because I wanted to be doing what I'm doing now," he says.

To schools that contract with firms like Aramark to run their dining services, Volpi says, "When you write your contract, why not write in what you want? Making those decisions should be your choice. Why let a corporation drive it?" Volpi adds that college food purchasing holds the potential to improve relations between schools and town/state by spending money close to home.

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