



## NCOF Guidelines for Working Farmers 2011

117 Eliot Street  
Natick, MA 01760  
508-655-2204  
[www.natickfarm.org](http://www.natickfarm.org)

1. **Come to the Farm appropriately dressed.**

Wear good work clothing such as Carharts, denim shorts (nothing too short), or jeans, T-shirts or scoop-neck tank tops. Boys may not go shirtless; girls may not wear spaghetti-strapped shirts or shirts with low cleavage. Belts for loose pants.

2. **Wear shoes and socks.** We highly suggest that you wear work boots. Please bring your own work gloves. If you have long hair, it is safer for you if you tie it back while working.

3. **Leave your electronic devices at home.** (no cell phones, i-phones, i-pods etc). We will take and hold until the end of the day. You are welcome to use the Farm's telephone.

4. **Carry a reusable water bottle.** Wearing a hat, or sunscreen, or bug repellent is up to you. If you are highly allergic to poison ivy, you might want to apply Tecnu before coming to work.

5. **Sign in and out in our log book every day.** At the end of each week, tally your hours for the week. In order to share the market stand income, you must work for two weeks, with a minimum work-week of 17.5 hours. Exceptions will be made for short weeks containing holidays.

6. **Call if you are going to be late or absent.** If you cannot avoid being late or absent, you, as the working farmer, not your parent or guardian, must call the Farm at (508) 655-2204 between 8:00 AM and 8:30 AM for the morning session, or by 12:00 PM for the afternoon session, and leave a message. You are expected to reschedule and make up your missed time ASAP.

7. **Respect and utilize break times.** There will be a short break each day mid-morning and mid-afternoon. Break time will be determined by Farm staff. Breaks usually follow the completion of a task. You are encouraged to bring a healthy snack in a recyclable/reusable container to eat. Candy bars and sodas will not provide the necessary nutrients that your body needs for farm work. After your break, throw out all of your trash, and compost or recycle your food scraps and containers.

8. **Do not leave NCOF property.** You may not leave the property without the written consent of a parent or guardian, and without checking with the staff. This includes lunch breaks. CCs and CITs also need parent's permission and need to notify Farm staff to leave the property for lunch.

9. **Arrange for pick up at the workshop.** Participants will be picked up at either 12:00 PM at the top of the Farm's driveway or 4:30 PM in front of the workshop. Under no circumstances will you be picked up at the market stand on Route 16.

10. **Bike or walk.** Working Farmers who walk or bike to the Farm for the entire work week can add one extra hour per week to their time card at the end of the week. Indicate this by writing a "B" next to your weekly tally.

11. **Get a tetanus shot.** You must have a current tetanus shot to participate in the Working Farmers Program.

12. **Pick up your check.** Remember, in order to take part in the income sharing, you must pick up your check between September 15 and September 30, or leave a self-addressed envelope with the Farm Staff. Unclaimed checks will be voided on December 15, 2011.

**Guest Worker Policy:** If you wish to bring a guest to work, you must arrange this with Lynda in advance. Guests are expected to follow all of these rules and work as productive members of the crew.

**Other Notes:** The Farm will be closed on Monday, July 5 and Friday, August 13. Those wishing to participate in the 4<sup>th</sup> of July Parade should meet on Monday, July 5 at 8 AM at Building # 19 1/5 (at the corner of Rte. 9/Rte. 27). Please bring water and wear sun screen.

**DON'T FORGET: work boots \* healthy snack/ lunch (CC) \* hat \* sun screen \* positive attitude**