

# Sample Gleaning Program Policies

SLS SAMPLE DOCUMENT 07/09/17

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**Purpose:** This document sets out sample gleaning program policies. These policies are intended to help (i) reduce the risk of injury to volunteers, producers, the overseeing organization's employees, and those that receive gleaned food and (ii) maintain positive relationships among volunteers, producers, the overseeing organization's employees, and those that receive gleaned food.

## DONORS

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<b>Donations:</b>	Accept only producers with [at least ____ amount of food to be gleaned], [with food of ____ quality], [with food of _____ type].
<b>Information:</b>	Complete Gleaning Program information sheet with all producers.
<b>Communication:</b>	Identify and communicate with producers at least [2 weeks] before any gleaning date is planned to occur on a producer's property.
<b>Day-Of Producers:</b>	May glean from producers who express interest in donating the day of a gleaning. Ensure the Gleaning Program information sheet is complete. If time is limited, volunteers should glean from the farms and/or yards of pre-identified producers first.
<b>Renters:</b>	[     ]
<b>Restrictions:</b>	Comply with all producer restrictions listed in Gleaning Program information sheet on the use of producer's property.
<b>Records:</b>	Keep Gleaning Program information sheets and maintain record of completed gleanings.
<b>Producer Database</b>	Send each producer a thank you note and add producer contact information to producer database.
<b>Sex-Offender Verification:</b>	Verify locations of registered sex offenders in the area to be gleaned at <a href="http://www.meganslaw.ca.gov">www.meganslaw.ca.gov</a> . Avoid gleaning or canvassing residence of any sex offender in the area.

## VOLUNTEERS

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### Volunteers Generally:

<b>Waiver:</b>	Require all volunteers/legal guardians to complete and sign a Volunteer Liability Waiver and Agreement ("Volunteer Waiver").
<b>Emergency Contact:</b>	Ensure that all volunteers have an emergency contact on file.
<b>Coordination:</b>	Contact all volunteers at least [5 days] before a gleaning or canvassing event.
<b>Records:</b>	Keep Volunteer Waivers and record and maintain the dates and hours donated by each volunteer.

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*Note: This document does not reflect or constitute legal advice. This is a sample made available by the Organizations and Transactions Clinic at Stanford Law School on the basis set out at [nonprofitdocuments.law.stanford.edu](http://nonprofitdocuments.law.stanford.edu). Your use of this document does not create an attorney-client relationship with the Clinic or any of its lawyers or students.*

**Youth Volunteers (Under Age 18):**

- Age Restrictions:** Children and youth may participate in gleaning and canvassing. Children 15 years old and under must be accompanied by a parent. Children 16-17 years old may participate unaccompanied by a parent but must have their parents sign their Volunteer Waivers.
- Equipment:** Youth may not use ladders.
- Transportation:** Overseeing organization employees and other volunteers may not transport youths, except if the employee or volunteer is the youth's parent or guardian.
- Supervision:** Youth must be supervised at all times by an organization employee.

**[Volunteer Gleaning Team Leaders:]**

- [Qualifications:]** Must be 18 or over and have participated in [2] previous gleaning events.
- [Training:]** Must complete team leader training and commit to enforce safety rules.

**Volunteer Transportation:**

- License, Registration and Insurance:** Any volunteer who transports other volunteers and/or produce must provide the organization proof of license, registration, and insurance.

**GLEANING**

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**Volunteer Safety and Risk Management:**

- Rules:** Distribute and explain Gleaning Safety Rules to all volunteers before gleaning.
- Site Inspection:** Prior to any gleaning, an organization employee or the team leader must review the Gleaning Program information sheet for each farm or yard to be gleaned.
- Ask about any new conditions when contacting producer before a glean.
- The team leader or an organization employee should visually inspect property before gleaning. [What to do if the whole farm or yard is too unsafe?]
- Site Safety Briefing:** The team leader or an organization employee should review safety rules and highlight any hazards before gleaning a property.
- Equipment:** All gleaning equipment must be supplied by the organization. All equipment should be inspected for safety before a glean.
- Entering Producer Home:** Volunteers should never enter a producer's home.
- First Aid and Medical Treatment:** [       ]

<b>Accident or Injury:</b>	Team leader should report accident or injury to an organization employee as soon as possible. The organization employee or team leader should complete an accident report within [24 hours].
<b>Property Damage:</b>	Team leader should report property damage to an organization employee as soon as possible. The organization employee or team leader should complete a property damage report within [24 hours].
<b>Insurance:</b>	Maintain appropriate policies and confirm that they cover any potential liability arising out of gleaning program.
<b><u>Food Safety:</u></b>	
<b>Produce Information:</b>	Prior to gleaning a property, an organization employee or team leader should review the Gleaning Program information sheet for any information that would limit the produce to be gleaned.
<b>Quality:</b>	Instruct volunteers to glean only food that is in a condition that they would personally feel comfortable eating.
<b>Produce Inspection:</b>	After every gleaning and before distribution, an organization employee or team leader should inspect the gleaned produce.

## **INFORMATION MANAGEMENT**

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<b>Contact Information:</b>	Only use producer and volunteer contact information when necessary to organize, confirm, or request additional participation in the program. Delete contact information of any producer or volunteer who has requested not to be contacted.
<b>Sharing of Information:</b>	Do not share contact or property information of any producer, or contact information for any volunteer, with any outside source. Remind volunteers not to share information, including property information, with any outside source.