

## **Community Exchange Rules and Regulations**

### **I. Philosophy**

Community Exchange will be operated as a nonprofit organization with a mission to empower individuals and families to care for their health, the environment, and their communities. Our vision is to enable all citizens to realize the fundamental conditions and resources for health as outlined in the Ottawa Charter on Health Promotion (1986): food, shelter, education, income, a stable ecosystem, sustainable resources, peace, social justice, and equity.

The Community Exchange will advance these causes by supplying a location for local gardeners to sell or exchange their excess produce. We will also provide a starter venue for aspiring growers to earn revenue as they expand their operations. Both of these activities will provide residents with expanded access to healthy locally produced foods.

### **II. Community Exchange Guidelines**

1. The steering committee will determine exchange locations, dates, and hours of operation.
2. The Exchange will keep registration and sales information on file and make it available to the authorities if cause arises.
3. The Exchange will accept the payments specified by the gardeners from the buying public.
4. The Exchange will deposit and distribute the funds minus the 20% consignment fee in a timely manner through the U.S. mail. Gardeners are encouraged to freely trade among themselves prior to checking in.
5. The Exchange will provide two workers per booth
6. The Exchange will assure that all Rules and Regulations of the individual venues are read by all participants and that those regulations are adhered to.
7. At the discretion of the Booth Clerk, The Exchange reserves the right to deny participation to anyone.
8. The Exchange will maintain a public access web location.
9. The Exchange will provide a feedback form and the steering committee will address the communication within one calendar month.
10. The exchange will follow the Rules and Regulations of the Downtown Phoenix Public Market.

### **III. Gardener Guidelines**

1. Participating Gardeners (PG's) shall complete the registration forms which can be found in person on market days.
2. In the interest of public safety, The Exchange must verify the physical location of the gardens. This may be done two ways. On the first day a PG sells produce they shall present a picture ID and a current Arizona utility bill showing the location of the garden. If the names do not match, or the items cannot be presented, The Exchange must verify the gardens location prior to the PG selling any produce. The Exchange will be given two weeks after receiving a registration to verify the location.
3. Produce may be presented in two ways- as individual items priced per item, or prepackaged multiple items priced per package. If the price cannot be clearly marked on the item or package, price placards must be provided. NO SCALES OR PRICE PER POUND NOTE: It is not in the community's interest to hinder or discourage our local food producers. These producers understand the realities of food costs better than small gardeners. In respect to their efforts, The Community Exchange will post minimum price suggestions.
4. One hour to fifteen minutes prior to the Market opening, PG's shall gather their produce in the designated staging area. There they may prepare their part of Check-in Check-out sheets and Grower Information placards or bring them already prepared. The Check-in/Check-out sheets and Grower Information placard will be available at the Market on market days. PG's may use custom Grower Information placards if they are on 8 1/2 by 11 sheets and contain the minimum information from our placard template.
5. When their forms are complete and all produce is assembled PG's may take a waiting for service number.
6. PG's will be allowed in the booth three at a time to display their wares and secure storage. When their produce is displayed and secured in a countable manner the PG's and the Booth Clerks shall account the produce to the Check-in/Check-out sheets and each provide a signature. The PG's shall indicate weather

they shall return for unsold items or donate them. Returnees have till twenty minutes after the market closes to reclaim their produce.

7. Each designated display area shall be a 1' wide 2'8" deep swath of folding table demarcated by The Exchange. Each PG shall also be allowed 4cf of storage space. The PG shall instruct the Booth Clerk on handling procedures which The Exchange shall try but not guarantee we will follow. The PG's should place their produce in a manner secure enough for public abuse. The Exchange takes no responsibility for damaged items. All items deemed damaged beyond sale ability shall be culled and given to composters. These cullings shall be accounted as such.
8. PG's are encouraged to trade amongst themselves in the staging area. Exchange only, no cash sales. PG's must vacate the staging area and the business side of The Exchange booth prior to the Market opening. All are welcome to remain as Market customers. Trading may not take place at the Market during the Market hours or during pickups.
9. The Exchange booth maybe used as a will-call location for registered gardeners. Each package should be sealed and clearly marked with both the giver and receiver's full names and addresses. If the exchange is COD clearly mark the price as well. COD exchanges shall carry the same fee as booth sales. Cashless exchanges carry no fee.
10. PG's who wish to reclaim their unsold items should go directly to the booth within twenty minutes after the Market closes.
11. PG's may file official feedback forms either at the Market, or through the mail. The communications will be addressed within one calendar month.

#### IV. STAFF

1. The Exchange will maintain a volunteer staff of a minimum six positions.
  - 1 ea. Attendant
  - 2 ea. Trustees
  - A minimum 3 ea. qualified Booth Clerks.
2. In addition to the volunteer staff, The Exchange will maintain an active list of booth volunteers.
  - A minimum 8ea active booth volunteers.
3. The Attendant will perform the following
  - Bookkeeping from the Check-in/Check-out sheets to the Funds Disbursement Forms
  - Paper Filing
  - Administer the reserve bank account.
  - Administer the Gardeners, Growers, Volunteers, and Food Charities lists.
  - Post Market schedules
  - Post and amend staffing schedules as directed by the Steering Committee or cooperating individuals.
  - Administer staff changes as directed by the Steering Committee
  - Produce and maintain a stock of Forms required in the field, including current versions of the lists
  - Maintain Physical office, and equipment inventories
  - Maintain the web site and SKYPE phone line
  - Public liaison
  - Human Resources
  - Contact The Markets
  - Keep sales and participation statistics
4. Trustees are Booth Clerks who also assist the Attendant. They may even accept some of the responsibilities of the Attendant. They need to be involved enough to maintain the office in the event of an Attendants sudden departure. They are rewarded for the effort by a guarantee of one Booth Clerk position per month.
5. The Booth Clerk is the Store Manager on market day. A Booth Clerks responsibilities are:
  - Schedule sufficient Booth Volunteer help
  - Having a vehicle to transport equipment and deliver the unsold produce to the Food Charity.
  - Arrive at the Market no later than 1 hour before it opens and Early enough at their discretion to finish setup procedures.
  - Inform, train, and guide the Booth Volunteers

- Setup physical site, tent, tables, signs etc.
  - Assure accurate check-in
  - Assure all PG's vacate the staging area and the business side of The Exchange's table at the Market's opening.
  - Assure adherence to cash handling procedures.
  - Assist the public in understanding our format
  - Assist the Booth Volunteer restock the tables.
  - Balance the drawer and the Check-in/Check-out forms.
  - Pay The Market
  - Disperse unsold products as instructed
  - Breakdown and clean site
  - Restore equipment
  - File paperwork
  - Deposit Funds
  - Maintain their turn in the Booth Clerking rotation.
6. There needs to be one Booth Volunteer from one hour prior to the Market opening to the finish of tear down. There may be a maximum two. The shifts may be broke up, but a total of two Booth Volunteers maximum per market. The volunteer will assist the clerk in handling the produce and serving the public. The volunteer may handle money at the clerk's discretion. Interested volunteers may train to become Booth Clerks.

#### V. CASH PROCEDURES

1. We don't have to accept bills larger than \$20
2. At start of day the Booth Clerk will pick up booth supplies and equipment along with \$100 dollars cash for use in the Booth for change.
  - \$20.00: two \$10 dollar bills
  - \$20.00: four \$5 dollar bills
  - \$20.00: twenty \$1 dollar bills
  - \$40.00: in change
  - \$25.00: quarters
  - \$10.00: dimes
  - \$4.00: nickels
  - \$1.00: pennies
3. End of Day, the Booth Clerk and Booth Assistants pack up.
4. First thing that is pulled out from the sales is the money that goes back in the cash draw. Put in the denominations listed above.
5. The cash left over should be counted.
6. The Vendor gross payment receipt cash total should be counted.
7. Cash left over total should equal gross payment receipt total.
8. Booth Clerk executes the Drawer Balance Form - Booth Clerk pays The Market
9. Paperwork is then filed for The Attendant.
10. Booth Clerk Deposits the sales amount for day. This deposit might happen at a bank, trusted location, or with a designated person.

#### VI. Electronic Transfer Procedures

(This section to be determined prior to first market day.)

#### VII. Funds Dispersal

1. All funds are initially deposited as directed. Funds are dispensed thus:
  - 5% paid to The Market prior to fund deposit

- 6% to The Table Manager
  - 4% to the Director
  - 5% to The Reserve Account
2. Reserve Account to bear the costs of administering the funds dispersal.
  3. Community Exchange Bookkeeper will assure all funds dispersal's are properly reported and executed.

#### VIII. Additional privilege for Volunteers and Vendors

1. Booth volunteers and vendors may choose a modest share of any unsold and unclaimed produce.
2. Booth volunteers and vendors get first dibs on compostibles and may solicit compost materials from the public at the booth. The solicitor must successfully control flies and odors as well as not impede traffic.

#### IX. Steering Committee Model

1. A steering committee will govern The Exchange.
2. The Community Exchange Steering Committee shall have a minimum of 5 people.
3. Each booth location should have it's own Steering Committee. This is so to promote autonomous booths and avoid having to keep a centralized management system, which tends to increase administrative overhead. This also has the benefit of allowing the Steering Committees of locality base their decisions on their locations specific needs.
4. Each booth location would use our startup model and then evolve from there.
5. The Steering Committee can only be made of people who work at the booth, contribute sale able Items 33.33% of the markets.
6. A Steering Committee member serves one term. One term is equal to one calendar year. The committee member may return for the next year if their seat is still available.
7. Seat availability is based on non committee members requesting to join the Steering Committee. Non members requesting a seat in the committee must register a request before the end of the third quarter. If they do that they are placed in a "First Come First Serve" waiting list.
8. The longest serving members of the committee are the first to be replaced by new members.
9. Once a committee member forfeits, steps down, or is removed from the committee they are considered non-committee members and can register for the next year. Even if a member steps down or forfeits their membership before their term is done, they still cannot register to join the committee until the next year.
10. Seated Community Table Steering Committee members cannot register for the coming term. Unless the minimum of 5 members cannot be met.
11. The committee shall be capped at 15 members.
12. The initial committee will consist of 5 members of the community table group. They shall serve until the minimum staffing levels are met.
13. Upon reaching minimum staffing levels, a committee of eligible and willing individuals will be formed. If more than 15 individuals are interested, a lottery will be held to award the seats and order of the initial waiting list.
14. Steering Committee meetings are open to the public, however decision and voting privileges are reserved for committee members.
15. The Steering Committee's duties are:
  - Review public feedback
  - Review interactions with The Market
  - Audit the reserve account
  - Assure proper staffing
  - Schedule Markets
  - Review procedural adherence
  - Review the lists for viability and accuracy
  - Provide audience to any public presentation
  - Propose action by a simple committee majority
  - Execute operational procedures

- Appoint individuals or subcommittees to address needs
  - Promote their individual exchanges
  - Promote cooperation with other exchanges
16. Proposed action may be authorized in two ways. Operational actions need a simple committee majority. Procedural changes shall require a 60% super majority of voters. Eligible voters are all currently registered gardeners, volunteers, vendors and community table group. Voting procedures to be decided by a simple committee majority.
  17. Meetings are to be held once a month to review table progress and address any issues. Meetings should not exceed four hours.
  18. Steering Committee membership is an uncompensated volunteer position

#### X. Artisans

1. Individually produced handcrafts may be sold under the same terms as garden produce. Agricultural Items have priority. A registered artisan may pre check-in, if there is room in the booth at fifteen minutes prior to the Market opening, they will be allowed to display. Artisans must follow The Market Guidelines.

#### XI. Growers.

1. A grower is a PG who grows specifically for The Exchange
2. There are 6 grower openings per booth.
3. Growers adhere to the same guidelines as PG's
4. Growers must contribute substantial (40.00) sale able items at 50% of the markets. If contributions drop below that rate, they shall have one month to remedy or lose the position.
5. The positions are open on a first come first served basis. If initial participation is greater than 6 a lottery will be held.
6. A grower receives the following benefits:
  - 12 cf of storage space
  - No waiting in line to setup displays and secure storage
  - Guaranteed space

#### XII. Booth Guidelines

1. The Booth Clerk is Boss. Please respect their wishes.
2. Public feedback channels are provided for disagreements.
3. All Market stall requirements must be met except the "Product Plan" requirement.
4. The Exchange will provide-
  - Shade structure
  - trash can and bags
  - Compostables container
  - Display tables demarcated for individual areas
  - Gardener information displays
  - Check-in/Check-out sheet posting method
  - Cash box
  - Two chairs
  - On site forms and storage
  - Signage
  - Four each volunteer produce displays
  - Take a number system
5. PG's may choose any empty spot to display on a first come first serve basis.
6. Propriety is awarded for the Check-in of 20.00 of produce. To claim the propriety the PG must sign-in on the propriety sign-in sheet by 45 minutes prior to Market opening. The Booth Clerk will provide the propriety

sign-in sheet for the next market and file the previous one. Propriety is for same day/time markets, Saturday participants receive priority for the next Saturday Market, Wednesday. for Wednesday. etc.

7. The Booth Clerk will designate storage areas for produce which has no room to be displayed. The PG's shall provide their own storage box in good repair. The box should be clearly marked on all four sides and top. The box must be lidded and stackable. Containers may be retrieved or left in circulation for use by others at future markets. The Booth Clerk will store these boxes with The Exchange's equipment. Damaged boxes will be salvaged or discarded.
8. The booth is considered full at the Booth Clerk's discretion.

### XIII. OUR RELATIONSHIP WITH THE DOWNTOWN PHOENIX PUBLIC MARKET

(This section to be determined prior to first market day)

### XIV. START UP TEAM

1. The Community Table Group will be responsible for establishing a Start Up Team to initiate Exchange booths at individual Markets.
2. The team is an all volunteer. The team will choose four members to become volunteers when The Community Exchange table at a given market has built a reserve of 400.00. These volunteers will provide the work to take the new table to a fully staffed and organized entity. At that time they shall step aside for the newly formed steering committee to take over.
3. The Start-Up Team will designate jobs.
  - Bookkeeper
  - Lists
  - Booth Managers, 2 ea.
4. The Bookkeeper and Lists job shall initiate the physical and electronic aspects of the Attendant position. They shall also recruit and train the Attendant and train the Trustees on the Attendant portion of their duties.
5. The Booth Managers shall initiate the physical and human resource aspects of the market booth. They will schedule and train potential Booth Clerks and Volunteers from the Lists. If the booth has no willing workers for a given market day, the 2 managers will be responsible for manning the booth.