

# RENTON COMMUNITY CO-OP

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## Handbook 2017 - 2018

Revised November 2017



## WHAT IS GLEANING?

Glean: (verb)

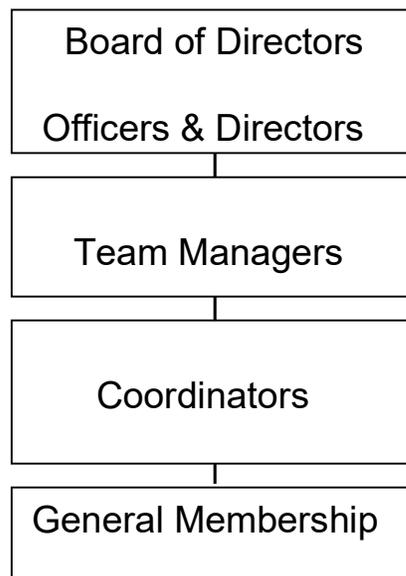
1. To harvest (grain) left behind by reapers.
2. To collect bit by bit.
3. To obtain as a result of effort.
4. To gather a return or reward.

Gleaning had its beginnings over 6,000 years ago as an honorable way of neighbor helping neighbor. It helps promote the work ethic by providing the opportunity for those interested in helping themselves.

## MISSION STATEMENT

Renton Community Co-Op provides a means to be better stewards of our world. In order to reduce waste, we match available resources to the general membership. The existence of this organization depends entirely upon the participation of its membership in all phases of the operation.

## CO-OP STRUCTURE



# Co-op Leadership

## Board Members:

President:	Dave Bartlett
Vice President:	Melody Carpita
Secretary:	Jennifer Jacobs
Treasurer:	Dick Scott
Members at Large:	Carol Walker Dennis Wood Melonie Clair

## Team Managers:

Policies and Procedures:	Monica Brown
Records and Communications:	Kristen Schmidt
Tangible Goods:	Lynette Tackman

## Coordinators:

Backyard / Harvest Glean:	Dennis Wood
Bartells:	Lynette Tackman
Calendar:	Charlyn Bartlett
Grocery Outlet:	Lisa Robertson
New Member:	Melody Carpita
New Opportunities:	OPEN

## JOB DESCRIPTIONS

### Board:

#### President

- Run quarterly board meetings and Annual Member meeting
- Solicit input from the boards members and others as necessary to enable the board to vote on issues or changes within the co-op

#### Vice President

- Attend quarterly board meetings
- Assume the role of President as needed
- Vote on issues and other decisions for the co-op

#### Treasurer

- Develop and manage the annual budget
- Report on financial status at quarterly meetings and annual meeting
- Attend quarterly board meetings and vote on issues and other decisions for the co-op
- Prepares and files Federal and State required reports

**Secretary**

- Manage meeting minutes for quarterly board meetings and annual member meeting
- Record and deposit membership payments
- Maintain copies of each co-op member's membership form
- Maintain the checkbook and makes expenditure payments
- Attend quarterly board meetings and vote on issues and other decisions for the co-op

**Member at Large**

- Attend quarterly board meetings and vote on issues and other decisions for the co-op

**Team Managers:****Policy and Procedures**

- Ensure all policy and procedures are followed according to team rules
- Answer questions or concerns regarding team rules
- Establish any new policy and procedures
- Issue any possible violations of team rules
- Communicate with the RCC Executive Board
- Conduct coordinator meetings

**Records and Communications**

- Generate all written communications to the RCC Executive Board and RCC Members
- Maintain record keeping for all team business, membership, including infractions of rules, missed pick-ups, orientation outline and forms
- Maintain membership roster and report any changes
- Manage the yahoo group membership
- Owner of the handbook, making updates as required
- Coordinate Panera weekend volunteer drives

**Tangible Goods**

- Oversee the day-to-day gleaning operations of the stores
- Oversee the procurement of new items and stores
- Oversee Specialty Gleans

**Coordinators:****Backyard/Harvest**

- Serve as RCC's first contact for Backyard Gleans (BYG) and field gleans including Salvation Army and Maple Valley Food Bank
- For BYG's, assign a Glean number and find a Backyard Glean Supervisor
- Initiate call-out for all field gleans and backyard gleans

**Bartells and Grocery Outlet**

- Act as liaison with the stores, picking up items as they are available
- Maintain distribution lists and initiate call-outs
- Prepare quarterly report and file with Team Manager in charge of tangible goods

**Calendar**

- Assign pick-up duty and schedule hospitality assignments
- Coordinate emergency drivers
- Maintain participant lists
- Distribute monthly calendar and participation list

**New Member**

- Communicate with people interested in joining Renton Co-op
- Schedule and give orientation presentations
- Schedule training of new members

**New Opportunities**

- Investigate and procure new glean opportunities for team
- Clear all possible procurements with Team Managers

# The Co-op Rules

In order to ensure that our team runs smoothly and we all benefit as much as possible from gleaning, each team member is required to:

1. Assume an equitable share of the workload. Expect to do 3-8 hours per week, this includes driving and participating in gleans. Monthly minimum requirement: Two to three drives and one other job, as needed.
2. Follow through with their assigned responsibilities.
3. Follow established team policies and procedures as described in Team Handbook and posted at host sites.
4. Abide by established RCC guidelines.
5. If unable to meet your team obligations, contact a Team Manager to discuss possible solutions.
6. Be grateful for what you get, share with others, and do not complain.

If everyone follows these rules, we will have a fun and rewarding year of gleaning.

## Operating Policies & Procedures

We are a non-profit organization (tax ID # 47-0878365) led by a board of directors and run and sustained by our members. Membership is open to all who have a willingness to work in order to help themselves and others. Our leadership team, comprised of managers and coordinators, oversees the various jobs and responsibilities delegated to team members as dictated by our team's commitments.

RCC is committed to serving our own team members first, and when excesses permit, we will strive to reach out to residents of our local communities through existing agencies and through informal contacts with our members' churches, schools, community organizations and neighbors.

Every effort is made to be sure that the distribution of gleaned items is done in a fair and equitable fashion. However, it is impossible to guarantee that each member will benefit in exactly the same way as another. Instead, it is our operating premise that you will reap what you sow. In other words, your tangible rewards will be directly related to the amount of time and energy you put into gleaning on a regular basis.

Any item received through gleaning is not to be sold anywhere. Nothing gleaned from the fields/stores may be sold or exchanged for money. However, if you have used the product in an item you are donating, such as to a bake sale, that would be acceptable. You may not give away a bakery item to be sold at a bake sale. These items are marked by the stores, and we do not want to jeopardize our relationship with the stores. If you use social media to inform friends that you have

leftover gleaned items to share, do not use the name of the store in your post. Please note the use of social media to distribute left over Bartells gleaned items is strictly prohibited.

Due to the nature of our association, we do have waste/garbage items that will be in need of disposal. Proper disposal of garbage items will be the responsibility of each member. Depending on your locality, it may be unlawful to dispose of waste food in compost piles or yard waste bins. It is each member's responsibility to know the guidelines for their area.

Renton Community Co-op chooses to work 7 days a week with the exception of Thanksgiving and Christmas.

RCC utilizes a communication system that includes a monthly calendar, a phone tree, e-mail, Yahoo groups message board and team web site. It is the responsibility of each team member to check their e-mail and answering machine regularly and to pass on and return phone calls accurately and promptly in order to ensure good communication within our team. Members who wish to have their monthly calendar and participation list mailed to them must provide 12 self-addressed, stamped envelopes.

It is the responsibility of each member to keep current their driving availability information with the Calendar Coordinator, including impending vacation dates, work schedule, etc. Changes or updates to this availability must be given to the Calendar Coordinator by the 10<sup>th</sup> of the month prior to the calendar affected.

Every person 18 years of age and older who wishes to participate in a glean must have signed a waiver form and have their RCC name tag visible for the benefit of store personnel, fellow gleaners and field supervisors. If a replacement name tag is required, it may be purchased for \$1.00 by contacting the Badge Manager.

Each member of RCC will be required to commit to a weekly minimum of 3-8 hours work. This includes participating in gleans as well as driving or hosting. Each new member must be available to drive at least one weekday per month, not only weekends. If an individual is unable to do a job, it is his/her responsibility to find a substitute, to make sure that the person substituting has all the necessary information to do the job properly and to inform the group of the change.

Each member will be required to attend an annual team meeting, typically held at the end of August. Members unable to attend this meeting will be asked instead to attend a quarterly board meeting.

RCC is funded by monetary donations which enable us to carry a liability insurance policy and cover occasional supply costs. Annual donations of \$30 per household (or whatever the household can afford) given by members who are financially able to do so are greatly appreciated, but not required for membership. These donations are tax deductible. When members join RCC the initial donation

recommendation is based on the number of months of participation remaining to the end of the fiscal year (June 30). This value would be equal to the annual recommended donation divided by 12 multiplied by the remaining months of participation. (i.e. Joining in February, would be 5 months x \$2.50 = \$12.50)

Leaves of absence will be granted as needed. Members on any leave of absence do not participate in gleans. Notification of Leaves of absence are to be made to the Calendar Coordinator 30 days in advance and the roster will be updated accordingly. Should a member need to go on a leave that will take longer than 3 months, said member will be required to leave the co-op and rejoin once they are able to fully participate.

Children are not to be in the stores with a member while he/she is on RCC business. Children under the age of 12 are not to be left in the car in the store parking lot.

Resignations are to be made to the Calendar Coordinator 30 days in advance. This policy is necessary in order to allow ample time for scheduling drivers for our stores.

# Discipline Policy

It is our goal to maintain the highest level of integrity while enabling responsibility in each of our members. In order to successfully achieve this, a disciplinary policy is necessary. All infractions, such as but not limited to failure to complete drives, pick-ups, fulfill responsibilities or breaking team rules, will be subject to a violation notice.

First violation: A meeting would be held between the member and a team manager to review the incident verbally and to assign a consequence to the action. A written report will be held on file.

Second violation within a 12 month period: Repeat step one and send a copy of the report to the board. Consequences will be assigned at the discretion of the Team Managers. (This step could be a repeat of the first infraction and/or a violation of any other policy or procedure.)

Third violation: A violation notice will be sent to the RCC board for disciplinary action. Such action may include removal from the team.

The team manager is a volunteer position with its primary function being the effective management of a gleaner team to carry out gleaning activities. A team manager is not expected to spend undue time in the mediation of a policy or procedure violation. The team manager is expected to act within the guidelines of RCC and is empowered to carry forward good common sense solutions to each individual case. In the unlikely event that it appears an illegal action has happened, the facts and evidence of the case will be turned over to Washington State Law Enforcement.

## Absentee/Vacation Checklist

- 1) Notify the driver(s) in advance, giving at least a 24-hour notice that you will not be participating in the day's glean.
- 2) Plan for your vacation in advance. Notify the calendar coordinator by the 10th of the prior month in order to avoid scheduling conflicts during your vacation. (i.e.: for time off in August, contact the calendar coordinator by July 10th)
- 3) For unexpected times away:
  - a. Check calendars.
  - b. Find replacements for **ALL** of your responsibilities.
  - c. Notify bread hosts/drivers, grocery drivers and calendar coordinator of changes.

# Hospitality Procedures

The purpose of hospitality is to make sure that each donating store is regularly thanked and acknowledged with some sort of “thank you” gift from Renton Co-op.

RCC members will be rotated through hospitality assignments. These assignments can be found on the monthly participation list emailed to the group. When it is your turn, you will go to the assigned store sometime during that month, preferably the beginning of the month, and take some gift of thanks. This may be a thank you card with a plate of cookies, a box of chocolates, a bouquet of flowers, or some other item. Check the listing below for specifics on how many employees at each store to acknowledge.

Sunset Marketplace	5 employees
Bartells (Highlands)	4-5 employees
Bartells (Newcastle)	4-5 employees
PCC	5 employees
Grocery Outlet (Sunset)	8 employees

When you take a hospitality gift to Bartells please deliver it before 3pm on weekdays and not on weekends. This way the people who actually set the items aside for us will be there when the appreciation gift is received.

## Driver Communication Procedures

**Sunset/PCC/Costco Drivers** will notify participants listed on the participation list for their particular day, at least 24 hours in advance, as to the time and pickup location. Drivers may, if they wish, contact participants 48 hours in advance by email or text (if text preference is indicated on the roster) and may request a confirmation the information was received, as a convenience, to reduce the number of phone calls needed. Whichever participants did not reply, the driver must make a phone call to, at least 24 hours in advance.

Driver must assume all participants on the participation list are participating unless they are told otherwise.

Participants do not have to return a phone call to confirm their participation.

# Grocery Glean Procedures

## SUNSET MARKET PLACE

3208 NE Sunset Blvd  
425-226-5720

Monday through Sunday  
1:00 – 4:00 p.m. Weekdays  
12:00 – 2:00p.m. Saturdays and Sundays

1. Two or three days before the glean coordinate with the driver for PCC (Mon, Wed, and Fri) to determine a host site and time for the combined glean. Call participants at least 24 hours in advance to notify them of the host location and pickup time.
2. Arrive at the store wearing your gleaner badge.
3. Park in the back of the store at the loading dock.
4. Walk up the ramp next to the loading dock and ring the bell. Please be patient with the staff and wait at least a minute between rings. Many times, they hear us and have to locate a staff member with a key. If you feel you have waited too long, feel free to call the store and ask for the produce manager and tell them you are at the door.
5. The wheeled rack with gleaned items will be located just inside the loading dock door.
6. Load the produce goods in your vehicle.
7. Let the employee know when you are finished so they can come lock the door behind you.
8. Drivers are welcome to participate with an equal share, or less if desired.
9. Drivers sort glean equitably between the participants of the day.
10. Leave a sign in sheet of participants at the host site.
11. Hosts: Please move cars or do what is necessary to provide a clear path for drivers to unload the glean. If a participant fails to pick up their portion by 7pm, please make a courtesy reminder call to them. If they are still not responsive, please report the incident to a team manager.
12. If you post items on social media make sure that no store or brand names are visible in your posts.

## **Issaquah PCC Natural Market**

1810 – 12<sup>th</sup> Avenue NW  
Issaquah, WA 98027  
425-369-1222

Monday, Wednesday and Friday  
Closed Thanksgiving, Christmas, and New Year's Day  
12:30 – 1:45 p.m.

1. Two or three days before the glean coordinate with the driver for Sunset to determine a host site and time for the combined glean. If the two drivers are not going to arrive at the same time, communicate that to each other accordingly. Discuss availability of a cooler with the host. Call participants 24 hours in advance to notify them of the host location and pickup time.
2. Arrive around 12:30 p.m., wearing your name badge. As you enter the parking area, turn left in front of the building and proceed to the loading dock. If no trucks are unloading, you may park directly in the loading area, or near the dumpster.
3. Ring the buzzer and someone will let you in. Introduce yourself as being from RCC. The manager will let you know which items to take. You do not go to separate departments anymore. If it is unclear which cart/s to take, always check with manager. Make as many trips to the car as needed. Be sure to thank them whether or not there is anything to take. Take everything they give you, and sort out garbage and/or spoiled produce after you leave.
4. Ideally, drivers will immediately drive to the host site. If this is not possible, gleaned items must be stored appropriately during the interim (deli items in coolers, etc.).
5. Sort glean, combining with Sunset glean, equitably among the day's participants. Driver may participate as an equal participant, or less, if desired.
6. Refrigerated items are to be kept safe in a cooler with ice.
7. Leave a sign in sheet of participants at the host site.
8. Hosts: Please move cars or do what is necessary to provide a clear path for drivers to unload the glean. If a participant fails to pick up their glean by 7pm, please make a courtesy reminder call to them. If they are still not responsive, please report the incident to a team manager.
9. If you post items on social media make sure that no store or brand names are visible in your posts.

## **Procedure for Grocery Glean Participation**

1. After being contacted by the driver, arrive at the host site at the time given and pick up no later than 7pm (unless other arrangements were made with the host).
2. Locate your name on the grocery glean sheet and sign your name.
3. Check the bottom of the grocery form to determine your share of the glean.
4. TAKE ALL OF YOUR SHARE. Ask host if you have any questions.
5. Notify driver(s) if you will not be participating in glean. Give 24 hours' notice.
6. If you are not on the list for weekly participation, you can request to be added by contacting the drivers for the day you'd like to be added.
7. If you post items on social media make sure that no store or brand names are visible in your posts

Renton Co-op members who desire to participate in multiple grocery gleans are to restrict their participation where PCC goods are distributed to only one day per week - either Monday, Wednesday or Friday. Extra grocery glean participation should be on days that do not have a PCC distribution. This means that any individual member is limited to one PCC glean per week.

## **Procedure for When You Cannot Drive an Assigned Glean**

1. When the calendar comes out, if you see that a day you are scheduled to drive is not going to work, contact people to ask for a swap. You may call other drivers who drive that day of the week or email the Yahoo group to ask the general membership for a swap.
2. If absolutely unable to find a substitute, call the calendar coordinator.
3. If Calendar coordinator cannot be reached, contact a Team Manager.
4. These issues need to be addressed at least 1 week in advance out of consideration to others on the team.
5. If a late notice swap is needed due to illness or other unforeseen circumstances, try the Yahoo email group first and if you don't hear from anyone right away, contact a team manager ASAP.
6. UNDER NO CIRCUMSTANCES, should groceries or bread ever not be picked up from the store.

## **Resource for Excess**

### **Salvation Army**

206 South Tobin, Renton, WA 98055 (behind Renton High School)  
9am-noon & 1pm-4pm; Sat 8am-noon Donations accepted at north end of building. Please remove any molding items or unwrapped pastries.

# Panera Bread Glean Procedures

## Panera Bread

775 Northwest Gilman Boulevard  
Issaquah, WA 98027-5374  
(425) 369-6180

Wednesday, Saturday and Sunday  
9pm Wednesday and Sunday)  
10pm Saturday

### Driver Duties:

1. Prior to picking up at the store, pick up Panera bins from the previous host. There are two sets of bins. One set for Highlands and one set for Fairwood. Pick up the bins from the host site from the previous glean from the respective area.
2. Arrive at store Wednesday five to ten minutes prior to closing, with the tubs marked "Panera", with some plastic bags, wearing your RCC badge.
3. When picking up in the summer, it is recommended you call the manager after 4pm on the day of pickup to confirm the closing time as some summer days have extended hours.
4. Wait inside with the tubs out of the way.
5. When the store closes, a Panera employee will bag everything for you OR they will tell you to go ahead and bag it yourself. Which means you
  - a) line the blue bin with a clear trash bag found under the register, or use bags you brought with you if they don't have bags available, and use a food handler's glove, and
  - b) take all bagels; all bread loaves you are told to take; all goodies behind the counter and in front, that you are told to take.
6. Sandwich department will bag all the sliced bread for you.
7. Sign donation if form Panera manager asks you to.
8. Gather all food items and take them all at once. The door will lock behind you, so prop it open until all bins and bags are outside, then let the door shut and load the car.
9. Driver call 24 hours ahead to coordinate with host when you will drop off the bins.

### Panera Host:

1. If you are unable to host, it is your responsibility to find a substitute. If you are giving more than a few days' notice, you may email the group with the change and contact drivers by phone. For less than 48 hours' notice of host site change, call all participants by phone, they may not see the email in time.
2. Be available to Panera driver at the time agreed unless driver is dropping off on your porch. Time for Panera pickup is 4:00 – 7:00pm, unless other arrangements are made by host. A courtesy email from the host to the participants is encourages specifying when the bins will be available.
3. Put out a sign-up sheet for participants.

4. Make phone calls to any participants that have not signed in by 7pm and inform a team of any “no-shows”. Then sign-in form can be discarded.
5. Dispose of leftover Panera items as you see fit. Panera bins will be picked up by next driver for your area. Host washes small pastry bins prior to each use. For everyone’s health, this is a necessary step. When posting items on social media make sure that no store or brand names are visible in your posts.

# Procedures for Costco Bakery Glean Southcenter Costco

400 Costco Drive  
Tukwila, WA 98188  
206-575-9191

Sunday, 8-9am

## **Driver Duties:**

1. Call participants 24 hours in advance to let them know where and when the Costco glean will be available for pickup.
2. Arrive at the loading dock on Sundays, between 8:00am and 9:00am. Wear the Renton Co-op badge and sign in under the name of Renton Co-op.
3. Ring the bell at the top of the loading dock. When an employee responds, say that you are from Renton Co-Op and are here for the bakery items. Fill out the required paperwork, using Renton Co-Op's name and sign the form. Wait by the door until a bakery employee brings out the cart. Load all items into your vehicle (bringing extra boxes and garbage sacks will be helpful) and return the cart to the cart storage area.
4. Drive to the host site and divide items as equitably as possible among participants. Driver may participate as an equal participant or less, if desired.
5. Leave sign in sheet with participant's names at the host site.
6. If posting items on social media make sure that no store or brand names are visible in your posts.

## **Host Duties:**

1. Identify to the driver where you want the glean to be physically hosted. It is recommended that a tarp or some kind of coverage be provided to prevent bird and small animals from getting into the bags.
2. If a participant fails to pick up his or her glean by 7pm, please make a courtesy reminder call to them. If they are still not responsive, please report the incident to a team manager.
3. If posting items on social media make sure that no store or brand names are visible in your posts.

**Note:** If a major holiday lands on a Sunday, there will not be any Costco glean, including Easter Sunday.

## Procedures for Oroweat/Bimbo Bakery Outlet

25838 104<sup>th</sup> Ave SE Kent, WA 98030

Manager: Christina 253-852-6909

Fridays, 10:00am

### Driver Duties:

1. Coordinate with the other driver a few days in advance and decide who will pick up the bins and who will call the store Friday morning at 8am.
2. One driver will pick up RCC bread bins from the previous host.
3. One driver will call the store at 8am to verify that there will be bread that day. If there is not, please notify the group by sending an email through the Yahoo group. If there is bread, drivers wearing their RCC badge arrive at 10am at the parking lot in the back of the building, accessed from SE 260th Street. The door will be propped open or unlocked. Go into the back room, notify them of your arrival. Scratch paper and a clipboard are available, but you can bring your own as well.
4. Bring RCC bins inside if it is raining, otherwise, keep them outside. Pulling from the stacks closest to the outer door, load the bins, sorting bread for our purposes into Wheat, White, Buns/Rolls, Bagels, English Muffins, Sweets or miscellaneous.
5. As you load the bins, tally on a scratch sheet of paper, for Oroweat's purposes, ONLY the following:

Product	Bread	Thomas	Don't Count
Oroweat Bagels, Buns or English Muffins	X		
Sara Lee Bagels, Buns or English Muffins	X		
Ball Park	X		
Bimbo Products	X		
Eureka	X		
Thomas Bagels		X	
Thomas English Muffins	X		
Safeway			X
QFC			X
Boboli			X
Any other Thomas Product			X
Desert Items (Donuts, etc.)			X

6. After bins are all loaded, total your tallied items, notify the employee that you are finished and they will get the form for you to write in the totals, then sign at the bottom for the organization. If you found any torn or moldy packages, write at the bottom of the form how many "Scrap", and toss it into the garbage can, or if there's a lot, put it in the dumpster outside.
7. Emptied bread trays should be stacked, alternatingly, 25 trays high. If they don't have 25 high yet leave them inside. The wheeled rollers are to also be stacked, no more than 4 feet high, but left inside.
8. Thank them, and let them know you are leaving. Oroweat does not want young children on the premises, outside or inside, but that's already one of our rules.
9. Deliver bread to host site, and unload bins. No sign in sheet needed.

**Host Duties:**

1. If you are unable to host, it is your responsibility to find a substitute. Email the group with the change and contact drivers by phone.
2. Be available for bread drop off, around 11:00am, or make arrangements with drivers. Please move cars or do what is necessary to enable easier unloading.
3. Time for bread pick up for gleaners only will be Noon – 7:00pm.
4. After 7:00pm, host may give away the remaining bread as you choose.
5. When posting items on social media make sure that no store or brand names are visible in your posts

## **Policy for missed pickups by PCC/Sunset, Panera, and Costco participants**

If participants fail to pick up their glean from the host site two times within a three month period their name will be removed from the participation list of the glean for which they have missed pickups. They will then have to call the driver each time they wish to participate in that glean. After a period of six months they may request to be added back on to the printed participation list.

## **Procedures for Bartells Glean**

The Bartells stores call the coordinator when they have a box full and ready for pickup. The Bartells Coordinator stores items until there is enough to call a group to participate.

**No member of Renton Community Co-op will post items gleaned from Bartells on social media sites that are open to anyone other than Renton Community Co-op members. Members wishing to be included in the Bartells rotation must agree to abide by this policy.**

## **Procedures for Grocery Outlet Glean**

The Grocery Outlet stores presently call the coordinator when they have items available for pickup. The Grocery Outlet Coordinator then notifies the next group in the rotation regarding what items are available and hosts the glean at their house. In the event of time sensitive items (i.e. freezer items) the coordinator will do a first come first serve call out via email.

## ***The Gleaner's Garden***

*First plant five rows of peas:*

*Patience  
Promptness  
Preparation  
Perseverance  
Personal accountability*

*Next plant three rows of squash:*

*Squash gossip  
Squash criticism  
Squash indifference*

*Then plant seven rows of lettuce:*

*Let-us be faithful to our commitments  
Let-us be unselfish  
Let-us be flexible  
Let-us be considerate of one another  
Let-us follow rules and guidelines  
Let-us maintain a servant's heart  
Let-us be forever thankful*

*And no garden is complete without turnips:*

*Turn-up for important meetings  
Turn-up with a smile  
Turn-up with good ideas  
Turn-up with determination to  
Make everything good and worthwhile.*