



2008 Springport Farm Cooperative



The Springport Farming Cooperative will provide an opportunity for FFA members to take part in an innovative SAE. The co-op will teach skills in entrepreneurship, sustainable agriculture, and hands-on skills in production and marketing of meat and produce. The co-op will consist of **20-25** FFA members. Each member will be required to pay an upfront startup fee of \$500.00.

When you become a Springport Farm Cooperative member you assume the responsibilities that come with managing a farm. You will care for chickens, ten ewes along with their lambs, and cattle. You will also be in charge of a market garden and Community Supported Agriculture project.

By participating in this project you are agreeing to:

- **Hours:**
 - Show up on time to work your shift at the farm or attend your shift at any farm market locations
 - Arrange your own transportation to make sure you are where you need to be, when you need to be there
 - Work 25 hours per week (including one full day at the farm, and at least 2 full Saturdays at the Farm Stand)
- **Supplies:**
 - Purchase of seeds and fertilizers
 - Purchase of feed for animals
 - Care for school equipment – proper use and return to it's place as you found it
- **Professionalism:**
 - Be courteous and friendly to customers and co-workers treating everyone with respect at all times
 - Always ask questions if you need help
 - Work hard!

Co-op Positions:

There will be 7 positions within the co-op.

- 1) **Manager.** The manager's duties are to oversee the co-op and work closely with the advisors. The manager will be in charge of making sure chores are done properly. The manager will be responsible for ordering chicks and for transporting feed.
- 2) **Secretary.** This member will see to the assigning of chores/shifts/hours/work schedules and the posting of all meeting agendas and minutes. The secretary will also keep track of meeting attendance.
- 3) **Pasture Marketing Director.** This member will be in charge of all marketing aspects of the pasture, which includes keeping the customer database up-to-date and the pasture newsletter. It may also be required that they attend farm markets, other pasture markets, CSA distribution and delivery trips.
- 4) **Farm Stand Marketing Director.** This member will be in charge of all marketing aspects of the farm stand, which includes keeping a record of vegetable/fruit sales. They will be required to attend most, but not all farm markets. The FSMD will be in charge of

making sure all records are returned to them. The FSMD will also be responsible for working to incorporate nutrition education into all Youth Farm Stand activities.

- 5) **CSA Marketing Director.** This member will be in charge of all marketing aspects of the CSA, which includes keeping an up-to-date member list, and the CSA newsletter. The CSAMD will be required to attend most, but not all of the CSA distributions.
- 6) **Treasurer (2).** These 2 members will be in charge of managing ALL funds coming into the farm co-op. They will keep a record of income, and manage the financial databases.
- 7) **Co-op Member.** These members will be in charge of ALL daily duties on the farm. They will be required to complete all chores to the best of their abilities, and work 25 hours a week at the Springport farm and garden.

Introductory Meeting:

The members of the Farm Co-op will be required to attend the introductory meeting. The introductory meeting will cover all student responsibilities, requirements, and expectations. Advisors will introduce a summer handbook, and review the calendar for the summer.

Vacation:

If you will be going on vacation, it is your responsibility to inform all co-op members and the advisor two weeks prior to your departure. It will also be your responsibility to find someone to do your chores. Failure to do so will result in a deduction of 10% per day, per check if chores are skipped. This total will be taken out of your final payment.

Meetings:

All Farm Co-op meetings are mandatory. Meetings are held once a week. Operational meetings are used to address any issues, updates, and repair items on the farm. Marketing meetings will discuss sales goals and other marketing updates.

Emergency Protocol:

In case of an emergency, first contact the manger immediately. The manger will then contact the advisor(s) to inform him/her of the problem. The manger will also contact other members if help is needed. There will a brief meeting at the beginning of the season to ensure that all members know how to operate all items. There will also be a member contact list with all contact information for phone-tree purposes.

Consequences:

If you should miss a chore and or work day and not tell anyone or improperly do chores the following actions will be taken:

- 1) A deduction per chore/day missed of 10% from your check.
- 2) More than 2 chores missed will result in your removal from the co-op without pay. **NO EXCEPTIONS**
- 3) A deduction per chore done improperly of 5% from each check.

* Records of improper and missed chores will be kept by the advisor.

Payment:

Weekly income will be divided as such:

80% - Divided among students for weekly pay

10% - Divided among students, but kept in savings for loan payment
10% - School Agricultural Account for repairs, use of land, program improvements.
At the end of the season, the remaining balance of the account will be distributed equally among the members, providing there has not been a breach of contract.

I hereby certify that I have read the following and agree to all rules. I understand the commitment that the cooperative requires and is willing to participate.

X _____ Date: _____
Student Signature

I have read the following and give my son/daughter permission to join the cooperative.

X _____ Date: _____
Parent/Guardian Signature

X _____ Date: _____
Notary Signature

Notary Certification: _____

*Failure to sign and turn this contract in will prohibit you from being a member of the Springport Farm Cooperative.