



GreenThumb Annual Registration Form for NYC Parks Jurisdiction Gardens

The GreenThumb registration form is a requirement for all gardens under the jurisdiction of NYC Parks. This form ensures that we have up-to-date information about your community garden. GreenThumb requires annual membership and wait list updates as part of this process. This form is only for gardens under the jurisdiction of NYC Parks. If you have questions regarding the jurisdiction under which your garden falls, please contact your Outreach Coordinator.

As part of registration, garden groups must also submit their current 1) bylaws, 2) membership list, and 3) plot wait list (if applicable) to greenthumbregistration@parks.nyc.gov or as part of their mailed package. Registration is not complete until their bylaws, membership list, and plot waiting list (if applicable) are received. A template membership list is available here: <https://bit.ly/MembershipListTemplate>. A template plot wait list is available here: <https://bit.ly/PlotWaitListTemplate>. Further instructions are outlined in this form.

(Please note: For gardens NOT under the jurisdiction of NYC Parks, a separate registration form will be sent to you in the near future.)

Gardeners are encouraged to fill-out this form online instead at:
<https://bit.ly/GreenThumbRegistration>

* Required

1. Garden Name: *

2. Garden Street Address (You can leave this blank, if you don't know. Please list the address of the primary gate used by the garden, as this will be listed on the GreenThumb website):

3. Borough: *

- Bronx
- Brooklyn
- Manhattan
- Queens
- Staten Island

4. Who Is Your Outreach Coordinator?

Anthony Reuter : Manhattan-Community Boards 1-8; Staten Island

Bill Pape : Brooklyn-Community Boards 5 & 18

Eric Thomann : Brooklyn-Community Boards 8, 9, 12-17

Greg Anderson : Brooklyn-Community Board 3

Ijendu Obasi : Bronx Community Boards 1, 3 &; Manhattan-Community Boards 9 & 12

K.C. Alvey : Brooklyn-Community Boards 1, 2, 6, 7, 10, & 11

Formerly Simone Herbin : Manhattan-Community Boards 10 & 11

Tenisha Morrison : Bronx - Community Boards 2, 4-12

Erinn White : Brooklyn-Community Board 4 & Queens *

Anthony Reuter

Bill Pape

Eric Thomann

Greg Anderson

Ijendu Obasi

K.C. Alvey

Formerly Simone Herbin

Erinn White

I don't know

5. **How does NYC Parks GreenThumb have access to the garden?** GreenThumb must have ready access to at least one gate at all times through the use of a daisychain, single combo lock, or a lockbox. *

Daisy Chained with a keyed garden group lock & combination GT lock

Daisy Chained with a combination garden group lock & combination GT lock

One combination lock (there is only one combo lock & GT knows the combo)

Lock Box (garden has a keyed lock, GT has a lockbox with a functioning key in it)

Other

6. For any combination locks that belong to the garden group, please enter the codes here:

7. Please remember to update GreenThumb if combination codes change in the future by contacting your Outreach Coordinator with the updated code. *

The garden group acknowledges that new combination codes will be shared with GreenThumb when they are changed.

Garden Contacts:

Garden contacts are the garden group's designated liaisons with GreenThumb. Every garden is required to provide a primary and secondary contact that will serve as contact people. Both contact people must provide current phone numbers, mailing addresses, and email addresses (if available), which may be shared when GreenThumb receives public inquiries about contacting the garden group.

The garden contact positions (Primary Contact and Secondary Contact) do not grant the appointed garden members any position of leadership or authority within the garden; garden leadership is decided by the garden group as outlined in their bylaws. Garden Contacts simply serve as liaisons and communicate between GreenThumb and the garden group. If GreenThumb needs to contact your garden group for any reason, including emergencies, we will call or email the designated contact people first. It is their responsibility to pass information along to the rest of the garden group, as well as their responsibility to pass information from the garden group to GreenThumb.

When garden contacts change, be sure to have both the previous contact people and the new contact people speak with your GreenThumb Outreach Coordinator. We need to keep our contact information as accurate and up to date as possible. We ask that both garden contacts reside in NYC to ensure that GreenThumb has reliable access.

8. Only the designated primary/secondary garden contacts receive regular contact from GreenThumb and they are responsible for always sharing GreenThumb updates with the garden group. We encourage them to add their Outreach Coordinator's address to their "safe senders" list or contact list to avoid emails ending up in spam/junk folders. *

We affirm that garden contacts will share GreenThumb updates with the wider garden group.

9. When garden contacts change, be sure to have both the previous contact people and the new contact people speak with your GreenThumb Outreach Coordinator. We need to keep our contact information as accurate and up to date as possible. We ask that both garden contacts reside in NYC to ensure that GreenThumb has reliable access. *

We affirm that we will notify GreenThumb when garden contacts change and will provide their updated contact information.

10. If your group has a general garden email address, please add it here:

11. Primary Contact - **First Name:** *

12. Primary Contact - **Last Name:** *

13. Primary Contact - **Mailing Address:** *

14. Primary Contact - **Phone Number:** *

15. Primary Contact - **Type of phone number** *

Mobile phone

Landline

16. Primary Contact - Additional Phone Number (Optional):

17. Primary Contact - **Email:**

18. **Primary Language** for Primary Contact- Check Only One *

English

Spanish

Bangla

Chinese

Korean

Russian

Other

19. Secondary Contact - **First Name:** *

20. Secondary Contact - **Last Name:** *

21. Secondary Contact - **Mailing Address:** *

22. Secondary Contact - **Phone Number:** *

23. Secondary Contact - **Type of Phone Number** *

Mobile phone

Landline

24. Secondary Contact - Additional Phone Number (Optional):

25. Secondary Contact - **Email:**

26. **Primary Language** for Secondary Contact- Check Only One *

English

Spanish

Bangla

Chinese

Korean

Russian

Other

27. Does your garden have a tertiary (3rd) contact?

Yes

No

28. Tertiary Contact - **First Name:**

29. Tertiary Contact - **Last Name:**

30. Tertiary Contact - **Mailing Address:**

31. Tertiary Contact - **Phone Number:**

32. Tertiary Contact - Additional Phone Number (Optional):

33. Tertiary Contact - **Email:**

34. **Primary Language** for Tertiary Contact- Check Only One

- English
- Spanish
- Bangla
- Chinese
- Korean
- Russian
- Other

Bylaws and Garden Governance

Bylaws are mutually agreed upon rules and procedures that a garden group creates to regulate its current and future practices for the day-to-day operations and governance of the garden. A garden's bylaws are where the group establishes, in writing, various garden responsibilities among group members, protocol for bringing in new members, changing garden leadership, handling finances and disputes, planning events, and any other activities the group takes on. Bylaws are required by all gardens under the jurisdiction of NYC Parks.

35. We acknowledge that the garden group will share its group bylaws with all prospective members and upon request by current members. *

- The garden group acknowledges that bylaws will be shared with all potential members and upon request by current members.

36. Your group should re-examine its bylaws every year or so. For example, at an annual meeting at the start of each spring to decide if the current group is in agreement with the bylaws as currently written or if they would like to propose any specific amendments. There must be a process written into the bylaws that states how they may be amended by the garden group. *

- The garden group acknowledges that any changes to the bylaws will be shared with their GreenThumb Outreach Coordinator.

37. Bylaws are decided on democratically as a garden group and may change and evolve over time. As the group changes in size, membership, and purpose, it's important to take a pragmatic approach in assessing your bylaws, recognizing that the group's needs and wishes will evolve over time. *

- The garden group acknowledges that the bylaws were created as a group and that we will work together through the mutually agreed upon bylaws that we have created.

38. **Bylaws** - Garden groups will email copies of their current bylaws to greenthumbregistration@parks.nyc.gov or as part of their mailed package. Registration is not complete until these bylaws are received. *

- The garden group acknowledges that they have already emailed (greenthumbregistration@parks.nyc.gov) or mailed the current copy of their group bylaws. Garden group also acknowledges that their registration is not complete until GreenThumb receives these bylaws.

Garden Membership and Waiting Lists

39. **Total Number of Garden Members:**

Garden groups vary in size. Please give us an accurate number of current garden members. *

40. **Does Your Garden Need Support with Member Recruitment?**

Keep in mind that there can never be a cap on membership and there should always be a route for people to join. Membership can and should vary. Different kinds of members can bring different strengths - grant-writing, event planning, outreach to partner organizations and elected officials, social media and website updates, project management, art and performance skills, and so much more. *

- Yes, we need help recruiting members of all kinds!
- Yes, we need help recruiting members for maintenance tasks.
- Yes, we need help recruiting members for management and paperwork tasks.
- No, we receive many new members often and are doing okay.

41. **Submit Membership List** - A complete list of garden members, including contact information (phone and/or email if available), must be given to GreenThumb with garden registration every year. GreenThumb uses this information internally and will never share it. The garden's membership list must be sent to your GreenThumb Outreach Coordinator by emailing greenthumbregistration@parks.nyc.gov or as part of a mailed packet.

GreenThumb has created a membership template, which you can find here: <https://bit.ly/MembershipListTemplate>. *

- The garden group acknowledges that they have already emailed (greenthumbregistration@parks.nyc.gov) or mailed the latest copy of their membership list. Garden group also acknowledges that their registration is not complete until GreenThumb receives their membership list.

42. **Plot Wait List** - Does your garden have a plot wait list? Gardens with individual plot wait lists are required to submit these lists to GreenThumb. Wait lists are only allowed for plots and there should always be a pathway to membership (even if individual plots are not currently available).

GreenThumb has created a wait list template, which you can find here: <https://bit.ly/PlotWaitListTemplate>. *

- Yes, our garden has a wait list for plots.
- No, our garden does not have a wait list for plots. The garden group acknowledges that there cannot be a wait list for garden membership.

43. **Submit Plot Wait List** - Gardens with individual plot wait lists are required to submit these lists to GreenThumb. Wait lists can be submitted via email to greenthumbregistration@parks.nyc.gov or as part of a mailed packet. **GreenThumb has created a wait list template, which you can find here: <https://bit.ly/PlotWaitListTemplate>.** *

- The garden group acknowledges that they have already emailed (greenthumbregistration@parks.nyc.gov) or mailed the latest copy of their plot wait list (and that wait lists can never be for garden membership). Garden group also acknowledges that their registration is not complete until GreenThumb receives their wait list.

Open Hours

All registered GreenThumb Gardens must remain open and accessible to the public for a minimum of 20 hours per week during the official GreenThumb garden season from April 1 through October 31. A sign with a schedule indicating at least 10 of those 20 hours a week must be posted on the garden gate. Posted hours can be changed with reasonable notice to GreenThumb. For garden groups operating under the GreenThumb License Agreement, GreenThumb Gardens must be open for at least five hours each weekend (Saturday and/or Sunday) during the season.

Please use the following format in order to help the GreenThumb website remain consistent - Example: 8:00 a.m. - 9:30 a.m. & 1:00 p.m. - 2:30 p.m. **6:00 a.m.-9:30 p.m.**

44. Mondays (Example: 8:00 a.m. - 9:30 a.m. & 1:00 p.m. - 2:30 p.m.):

45. Tuesdays (Example: 8:00 a.m. - 9:30 a.m. & 1:00 p.m. - 2:30 p.m.):

46. Wednesdays (Example: 8:00 a.m. - 9:30 a.m. & 1:00 p.m. - 2:30 p.m.):

47. Thursdays (Example: 8:00 a.m. - 9:30 a.m. & 1:00 p.m. - 2:30 p.m.):

48. Fridays (Example: 8:00 a.m. - 9:30 a.m. & 1:00 p.m. - 2:30 p.m.):

49. Saturdays (Example: 8:00 a.m. - 9:30 a.m. & 1:00 p.m. - 2:30 p.m.):

50. Sundays (Example: 8:00 a.m. - 9:30 a.m. & 1:00 p.m. - 2:30 p.m.):

Social Media, Websites, Etc

Please complete all that apply. These will be listed on the GreenThumb website. Maintaining an online presence is a great way to communicate with neighbors and can be a role for newer garden members.

51. Instagram:

52. Facebook:

53. Twitter:

54. Website:

55. Other:

Additional Questions

56. Does the garden participate in community supported agriculture (CSA) or host a Food Box? *

Yes

No

57. Does the garden host or participate in a farmers market? *

Yes

No

58. Does the garden sell food?

Gardens may sell agricultural produce, including plant material (e.g. ornamental plants, seeds, compost, etc.) at the Garden solely for the purposes of supporting the maintenance and operation of the Garden, in accordance with all applicable laws, rules, regulations, and GreenThumb Gardeners' Handbook (Pg 8 of the License Agreement). *

Yes

No

59. Does the garden give produce away to the community (ex. community fridges, food pantries)? *

Yes

No

60. Does the garden group have a fiscal sponsor? *

Yes

No

61. Does the garden group have 501(c)3 status? *

Yes

No