

Binder	Size	Components	Location	Priority
Farm Stand	2"	<ul style="list-style-type: none"> ● Index ● Reference - price lists, contracts with vendors ● Copy of vendors license ● Copy of GAP Food Safety Plan ● List of who has been trained in GAP ● Farm stand SOP for team and youth to refer to ● Farm stand checklist copies ● Inventory copies ● Sales log copies ● Customer log copies 	Farm	2
Daily Journal	½"	<ul style="list-style-type: none"> ● Daily Journal SOP ● Daily Journal copies to track farm and crop activities and traceability of who worked in what area 	Farm	4
Field Trip	1"	<ul style="list-style-type: none"> ● Index ● Reference ● Field Trip SOP ● Extra photo forms ● Staff planning/eval worksheets ● Staff checklists ● Curriculum guide sheets ● Student handouts ● Documentation of past trips 	Farm	8
Harvest	½"	<ul style="list-style-type: none"> ● Harvest SOP for team and youth to refer to ● Harvest sheet copies 	Farm	5
Donations	½"	<ul style="list-style-type: none"> ● Donations SOP for team and youth to refer to ● Donation sheet copies 	Farm	6
Outreach	1"	<ul style="list-style-type: none"> ● Outreach SOP for team and youth to refer to ● Flyers <ul style="list-style-type: none"> Workshop Events Flying 	Farm	7
Volunteer	½"	Volunteer Waivers/release of Liability Forms for Volunteers completing for	RCF	8

		community service Copy of Farm Rules laminated in front for them to read		
Data Collection/Entry	2-3"		Office	3
Emergency		List of Emergency Contacts in front Incident Report Sheets Emergency Protocol Plans Safety Data Sheets for all ferts, pesticides, cleaning, and other chemicals - easy to find online		1
Staff Resources		<ul style="list-style-type: none"> • Timesheets • State protections • Policies for sick days, breaks, health and wellness, benefits, etc so everyone is on the same page and doesn't have to ask farm manager 		2