

ORGANIC FARMING - SOP



Objective : - To make people grow their own food in an nature friendly way and lead a self sustainable lifestyle.

Scope :-

- 1) Terrace Farming
- 2) Farming in own piece of land-
- 3) Kitchen Garden

- 4) Volunteering for farm works-
- 5) Other environment related activities

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Target Audience :-

- 1) Any age group. Mostly focusing on working sector and students.

Purpose : -

- 1) A volunteer should grow at least one plant(food crop) at home. [How does the team track or verify or just a suggestion to volunteers?]
- 2) To bring back the relationship between humans and environment

Adding Members:

1. A welcome group will be created for new members. Verification team can add them to this group.
2. Group link can be shared only to verified members
3. New members can be asked for some basic details like weekend/weekdays availability , area of interest, location etc. Either in the group itself (if they are comfortable) or through one to one conversation.
4. Only after acquiring required details they will be added to main group. This will be helpful for us to classify them and add into respective micro-groups/ categories.

Removing Members :

Verification team / committee members / district leads can inform the concerned portfolio lead(s)(

organic farming) and only the portfolio lead can remove that member after proper enquiry.

Micro groups :

- 1) A micro group for each district/zone will be created in future with each group having own lead.
- 2) A micro group for each Cultivation ex. Paddy , coconut , banana plantation will be created and only those topics will be discussed in that particular Group.
- 3) Every member of the micro Group will be part of the main group.
- 4) No other updates except those regarding to organic farming will be shared in the micro groups. Any event / emergency request related to the organization can be shared in the main Group.
- 5) Only specific committee members / higher authorities of the organization will be added to the micro groups upon their own interest and participation to organic farming.

Stalls:

1) If a volunteer sells his Organic produce under the banner of D4V organic farming he/she can share up to the maximum 25% of the profit to welfare of organic farming Group and 25% to D4V organization and not anymore than that under any circumstances. [DO we track when they sell under D4V name?]

2) A volunteer can sell his products individually and share his profit only up to 50% to D4V and not anymore than that. [How do we verify this]

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3) Under any circumstances D4V as an organization will not force its volunteers to contribute any amount of money to the organization in return for the service it provides.

[Contradictory to 1 statement.]

4) If a volunteer is interested to sell his products under D4V organic Farming / Kurinji Vengaigal profile he/ she has to provide the information of how much quantity , of what product was sold... just for documentation purpose.

General :

1) For the purpose of splitting into micro groups, individuals might be asked some basic information like weekend availability , profession, native and information about any piece of land or terrace (roof) which he/she can utilize for organic farming. If any co-volunteers disturbs the privacy, victims can approach the leads/admin to redress their grievances. If any of the

leads/admins of the group violate the privacy of the volunteers they can inform the committee members (contact will be shared.)

2) The group is primarily focused on a toxic free farming and doesn't support or encourage use of pesticides , fertilizers , hybrid seeds or any other materials causing harm to the environment.

Meetings :

1) Periodical meetings and seed/sapling sharing event will take place every month. Leads and active members are requested to share their responses in main Group.

2) Response is equal to respect... therefore we expect every lead of particular district/Cultivation to respond when required.

Events :

1) Organic farming members can participate in any event that doesn't require committee approval under D4V banner if priorly informed to concerned lead.

2) Volunteers can volunteer in any event that is related to farming / environmental issue upon own interest, but should be informed to leads & leads should drop an official mail when they represent D4V

3) For volunteer support from other organizations a proper mail to the team's mail l'd or prior information at least a week before to the concerned lead is required.

4) Since farming is continuous process no further approval / permission from committee member / lead is required apart from initial approval for a recursive event except if it is financially dependent.

5) If a Volunteer is hosting an event for organic farming under D4V he / she should inform respective leads. For an event based on self interest of volunteer , he / she is free to approach the organization and there will be no need for reports or prior info or permission. Also the organization doesn't hold any responsibility to that event.

Leads :

Online Support :-

1) ***Calendar Monitor*** : at least 2 people (trendy name suggestions are welcome)

Need to keep track of the dates in which a plant/tree is planted and need to update on which date what maintenance was done.

2) ***Event Monitor*** : at least 2 people

Keep track of all the organic farming related events/workshops posted in the group and send timely reminder. **{Are these representatives liable to submit event reports?}**

3) ***Storage Monitor*** : at least 2 people

Need to keep track of all the seeds, organic fertilizers & pesticides , equipments in hand and distributed in a Excel tracker shared to the leads and committee. In an effort to support local economy seeds and other materials will be purchased and sold only in local markets or from authentic individuals.(seed savers)

4) ***Micro Group Leads*** depending on areas

We are going to form micro groups area wise so that a continuous support can be provided by local Volunteers.

5) ***Knowledge Sharers*** at least 5 people

Share one post per day... Related to maintenance or produce current plants/trees under us. Source of information need to be verified or experimented personally before sharing. Those who need to share something can send directly to these persons.

6) ***Update Monitor*** at least 2 people

To send the daily Update of organic Farming Team to refreshment bulletin team.

7) ***Document Collectors***

To collect all informative documents , images , text messages shared by knowledge Sharers and upload to a Google drive.

Documents :

https://drive.google.com/folderview?id=0B3_M_rqrzDgKczBSVU5qdjJieXc

Images :

https://drive.google.com/folderview?id=0B3_M_rqrzDgKLXJZWndTdEVtdmc

Vedios :

https://drive.google.com/folderview?id=0B3_M_rqrzDgKNTdxc2RlaDISVEk

Audios:

https://drive.google.com/folderview?id=0B3_M_rqrzDgKb2p0RloxUEN2RDg

Field Leads:

1) A lead for each area of interest , field of Cultivation , district and zonal groups will be enrolled based on availability. Each lead will be responsible to the group they take care of and will work under the portfolio leads. **{How does these leads differe from District/Zonal leads?}**

Does this mean, any event less than 500 will be taken forward? Its not acceptable by the organisation. Finance approval has to be from governing body with proper mail.

Others :

1. Only interested members will be added in organic farming group. Those who want to know only about how the group works can regularly follow the updates shared by the group.
2. Volunteers who have knowledge in organic farming are requested to share their ideas about organic farming.
3. If any volunteer came to know about organic farming events via their friends or neighbors and if they willing to participate in that through D4V they can approach the lead and inform about the event at least a week before from the date of event. The lead should contact the committee members for approval for that event. [When finance is not involved, time frame can be reduced to a day/two - Suggestion]
4. If any volunteer participated in any of the organic farming event on behalf of D4V and if the particular volunteer purchased any organic seeds of other products he/she should need to provide appropriate bills to the leads for reimbursement. That appropriate lead should forward the bills to finance team in order to get approval for reimbursement.
6. If a particular volunteer willing to exit the group that volunteer needs to mention the reason before relieving from the group. If it is a valid reason and if the particular volunteer willing to join again to the group he can contact the lead for adding him. [What if a volunteer leaves without informing]
7. Members who are active will be there in the group. Members who are inactive for more than 2 months he/she will be removed from the group by the group admin after asking the reason.
8. Volunteers can post memes, videos regarding organic farming. Any Volunteer posting such content is individually responsible and not the organization.
9. Farming requires a continuous support , either online/offline. So only those who can do a continuous support will remain in the group.

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Don'ts in Organic Farming:

1. Spamming and unrelated Forwarded messages strictly prohibited in the group
2. Personal Conversations and casual chats like hi, hello good morning etc will not allowed inside the group.
3. Portfolio leads will monitor the group and they will provide warnings for the volunteer not to repeat particular mistake(s).
4. If the volunteer doesn't follow the rules and if the particular volunteer continues the same mistake he will be removed by verification team/portfolio leads.
5. If any volunteer receives any problem by other volunteer/admin/lead she can mention their problem to other admins and the lead. Then lead can remove that particular person from that portfolio and he/she also can request the committee team to remove that particular person from members.
- 6) No volunteer is restricted to any activity of self interest. But to work under D4V organic farming he /she should inform particular portfolio leads at least a week before/ as soon as possible.

7) D4V as an organization doesn't take responsibility of any action / statement provided by any individual volunteer.

Finance :

1) Need support for the initial setups for a kitchen garden/terrace or land. (sand/soil , containers, seeds , organic fertilizers , land) (Budget needed to accept the point)

2) If Volunteers make a purchase they need to submit appropriate bills to the leads.

When a bill is not possible they need to inform the leads at least a week before , so that we can give them receipts.

3) Any purchase (cans/containers/equipments/land/soil) higher than 500rs needs to be informed by the portfolio leads to the finance team/ core committee. [Its not acceptable by the organisation. Finance approval has to be from governing body with proper mail.]

4) Travel expenses cannot be reimbursed for any incident.

5) The reports for every event will be submitted within two weeks by the concerned portfolio / event leads.

6) The volunteers or leads or any member of organic farming are both subjected to any amount of transaction of money/resources between individuals of the group unless transferred by the organization. [D4V organisation does not hold responsibility to the transactions made one-one or those without authorised bills/receipts]

Include Contact number, Mail ID & Add an appendix of current responsibility holders for the roles specified in the document

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