



PARK SLOPE FOOD COOP MEMBERS RECEIVING WORK SHIFT CREDIT BY WORKING AT LEFFERTS FARM COMMUNITY FOOD CO-OP

**Park Slope Food Coop allows members to work their shifts
for Lefferts Farm Community Food Co-op.
Your work for LFCFC is critical in helping us move forward
toward opening a food cooperative by 2012.**

WAYS TO GET PSFC CREDIT BY WORKING FOR LFCFC

You can get credit for shifts at the Park Slope Food Coop (PSFC) in several ways, for makeup shifts, or for banking FTOP shifts. See below for more details.

- a) **MAKEUP SHIFTS:** If you are on a regularly scheduled shift at PSFC and plan on maintaining that shift, the work you have done for the Lefferts Farm Community Food Co-op can be used for makeup shifts. You would continue to work your normal shift at the PSFC and would need to follow the rules governing scheduled shifts that you know and love: finding someone to swap when you can't make your shift, etc.

- b) **BANKING FTOP:** If you are on a regularly scheduled shift at PSFC but plan on switching to FTOP at some point in the future, you can bank FTOP shifts by working for LFCFC. When you are ready to leave your squad and use your banked FTOP shifts, however, you must owe no make-ups and must call the PSFC office to inform them in advance. Please see the document How It Works: Banking FTOP at http://www.foodcoop.com/files_literature/How%20It%20Works-Banking%20FTOP.pdf.

- c) **SWITCHING TO FTOP:** You can switch your regular PSFC shift to FTOP, as long as you owe no make-ups. If you are not currently on FTOP and wish to switch to FTOP, you must call the PSFC office in advance of your next shift. You will then be allowed to bank shifts by working with us. Please note that you must keep track of the shifts you owe yourself and stay ahead of your work, regardless of where it is done. For more information see How It Works: The FTOP Program at http://www.foodcoop.com/files_literature/How%20It%20Works-The%20FTOP%20Program.pdf.

For more information on FTOP, see <http://www.foodcoop.com/go.php?id=86> and download the PDFs under "The FTOP Program."

NOTE: You cannot use an already banked FTOP shift as a make-up.

DOCUMENTING HOURS

1. If you plan on working FTOP or a makeup shift with LFCFC, contact a Committee Leader. A Committee Leader will need to approve the type of work you'll be doing in advance. This Committee Leader will also be your point person for submitting completed shifts to PSFC. A list of open jobs can be found at the end of this sheet or by contacting a Committee Leader.
2. To complete a make-up or FTOP shift for PSFC, you still need to work 2 hours and 45 minutes.
3. You are responsible for keeping track of the time you spend on co-op work for both PSFC and LFCFC co-op. Once you work enough hours to complete a full shift, submit a LFCFC Work Shift Form to **your Committee Leader**. You can do this whenever you like (e.g. once a shift has been completed) as long as you stay ahead of what you owe at the PSFC. See Stay Ahead on FTOP.

Note: *The LFCFC does not have access to your records at the PSFC and does not know when your PSFC shift is due. To find out when you owe a shift at the PSFC, you'll need to contact the PSFC office.*

Submit only complete shift times and descriptions for approval to the Committee Leader. The Committee Leader will verify your info and, once approved, pass it along to the LFCFC FTOP Coordinator and cc you by Sunday. The FTOP Coordinator will forward this info to the PSFC every Monday.

Example:

If you do a job that takes three hours, submit a LFCFC Work Shift Form to get credit for one shift (2 hours and 45 minutes). The remaining 15 minutes may be applied toward your next shift. (Note: It's your responsibility to remember to add the remaining time it to your next Work Shift Form.) If you work the equivalent of two shifts, and you are baking FTOP, you may submit 2 shifts. Again, you are responsible for keeping track of the total time you work and of noting how you spend that time. See the sample timesheet for an example of the form.

IMPORTANT! STAY AHEAD ON FTOP

The FTOP Coordinator will report all completed shifts worked during the week **on Mondays** to the Park Slope Food Coop. We highly recommend that you stay at least **four** weeks ahead at the PSFC. Otherwise, LFCFC may not report your shift until after it was due at the PSFC.

If you owe the PSFC a shift by Thursday A-week, for example (which is when FTOP is updated), and complete it on that day by working for LFCFC, it will not be reported until the following Monday. It is then possible that it will not be entered that day by the person who gets the shifts at PSFC. You **will be placed on alert** for a few days at PSFC until PSFC enters the record. FTOP members who fall over eight weeks behind on their shifts may be kicked off of FTOP.



LEFFERTS FARM COMMUNITY FOOD CO-OP
WORK THAT NEEDS TO GET DONE AND THAT YOU CAN RECEIVE
WORK-SHIFT CREDIT FOR FROM PSFC

This is a “job list” of things that we need to get done in order to make our food co-op a reality. If you have any ideas of things you can do to help us, please let us know. Before you sign up for FTOP or make-up shifts, **please** contact a Committee Leader **OR** Karen Oh (karen@houseofcakes.com) first. This will help keep track of who is doing what. Thank you for your time and support! Timesheets will be due to Carrie McLaren at brooklynite282@gmail.com.

Description	Expertise Needed (but not required)	Approx Hour Value Per Month	Contact
Attending Meetings: Participate in committee and general meetings, etc., meeting facilitator, notetaker, etc.	none	1.5 hours	Karen
Committee Leader Coordinate committee, organize meetings, recruit members to participate, strategy, goal-setting and tasking, keep track of PSFC/FTOP workers time, etc.	organizational strategy, management	2-5+ hours, requires long-term commitment	Karen
Outreach/Organizing Meeting Organizer/Presenter	none, organizing, outreach	1.5-3 hours	Outreach
Outreach/Organizing: General Distribute fliers, door-knocking, surveying	none, organizing, outreach	1+ hours	Outreach
Graphic Design: Fliers, cards, any needs that arise	designer	1+ hours	Comm/PR
Writer: Writing ad copy; Proof reading; Grant writing	writer	1+ hours	Comm/PR
Publicity: Compile and manage list of PR; Researching organizations to reach out to in PLG, Flatbush and CH areas; Sending out meeting notices to local PR venues on an ongoing basis; Working on getting stories generated about LFCFC; keeping in touch with PR outlets when meetings come up so that they can post it on their sites/ blogs, etc.	none, publicity	1+ hours	Comm/PR
Finance Committee Member: Development scenario financing; Research financing options and potential sources of funding; accounting; member loan development, etc.	finance, accounting	1+ hours	Finance
Fundraising Committee Member: Research and compile and manage list of funding prospects and deadlines; Apply to grants	fundraising, event planning	1+ hours	Fundraising
Administrative Committee Member: Work with and compile and record processes that PSFC uses to keep track of operations and administration, including writing job descriptions, compiling manuals and notebooks, etc.	admin, operations, organizational strategy, technical writing	1+ hours	Admin
Planning Committee Member: Legal assistance; Creating planning documents; procedures, minutes, etc.; Research on organizational structures; writing business plan	lawyer, finance, organizational strategy, management, business owner	1+ hours	Karen

LEFFERTS FARM COMMUNITY FOOD CO-OP SAMPLE TIMESHEET

Timesheets are available in excel for ease of calculating hours-to-shifts and back again. If you don't have excel, contact the FTOP Coordinator, Carrie McLaren at brooklynite282@gmail.com.

Lefferts Farm Community Food Co-op

Work Shift Timesheet for Park Slope Food Coop

Email this to your Committee Leader to get credit for Park Slope Food Coop shifts. Forms are due by SUNDAY night for credit by Monday.

Date Submitted: 3/8/10

Member Name: Carrie McLaren

PSFC Member Number:

LFCFC Committee: Planning

LFCFC Committee Leader: Karen Oh

Date	Description of Work (Be very descriptive!)	Hours Worked (Round to the nearest quarter hour)
	REMAINING TIME FROM LAST TIMESHEET	0
02/25/10	Met with Karen Oh to discuss FTOP coordination	0.75
03/01/10	Talked to PSFC and wrote draft of FTOP info for LFCFC members	1
03/03/10	Edited instructions	1.25

Description of Work (Be very descriptive!)

REMAINING TIME FROM LAST TIMESHEET

02/25/10 Met with Karen Oh to discuss FTOP coordination

03/01/10 Talked to PSFC and wrote draft of FTOP info for LFCFC members

03/03/10 Edited instructions

Hours Worked (Round to the nearest quarter hour)

0

0.75

1

1.25

Put remaining time at top of next timesheet

Auto-calculated

YOU enter in the # of shifts you want to submit to PSFC

Auto-calculated

3.00 hours

1.09 shifts

1 shifts

0.25 hours

TOTAL HOURS

TOTAL SHIFTS YOU HAVE CREDIT FOR (includes remaining shifts from above)

ENTER in the # of shifts you want to submit to PSFC (must be whole number and can't exceed your total # of Shifts)

Remaining TIME (enter this number at the top of a new timesheet with the date)