



QMUL Green Mary Garden

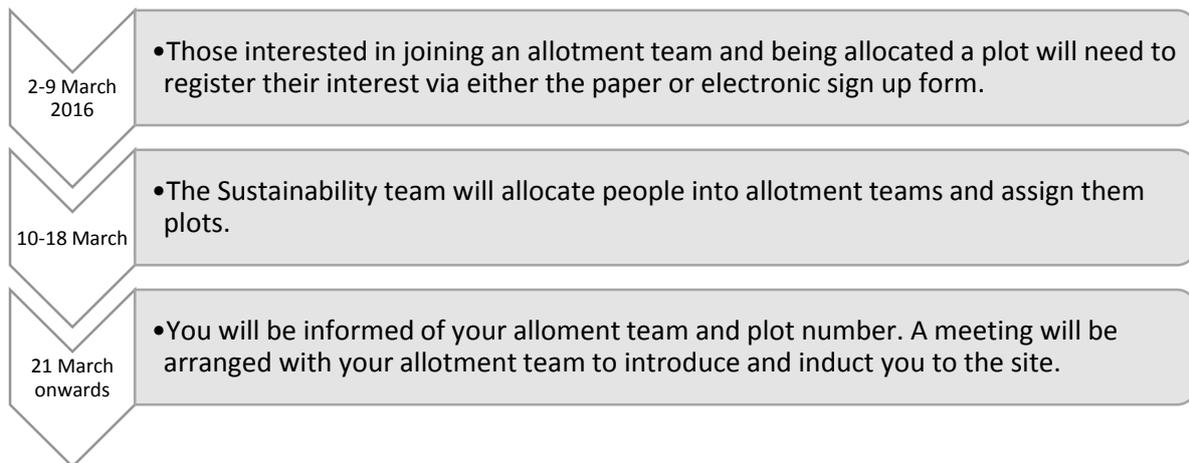
Allotment Plot Sign Up and Plot Allocation Process

The QMUL Green Mary Garden allotment site provides staff and students with an opportunity to grow vegetables, fruit and herbs on campus. In order to maximise the number of people who can access this fantastic resource, plots will be allocated to allotment teams. Teams will:

- Be composed of approximately 5-8 people
- Include a mixture of staff and students
- Contain people from a variety of departments, schools and faculties where required
- Include an allotment team leader and deputy leader who will help to coordinate the team

1. The Sign Up and Allocation Process

Due to the limited number of allotment plots available at the new allotment site, the QMUL Sustainability team will be applying the following process to allocate beds:



1.1 Priority of Allocations:

Where the number of people who have registered interest exceeds the number of available places in allotment teams, the Sustainability team will consider the below criteria as priority factors for assigning beds. These are listed in order of priority:

1. Previous active members of the Vegetable Allotment Group
2. Members of active Green Mary staff teams / student Green Mary Project Assistants

All others who have registered interest will be allocated a place on a first come, first serve basis as determined by the time they added their name to the sign-up sheet or online form.

Any individuals who are not allocated a plot at this point will be put on the waiting list. Please see section 1.4 for more information on the waiting list.

Please note, if you are a member of a priority group, you will still be required to register your interest during the sign up process.

1.2 Adherence to 'Green Mary Gardening Guidelines' and Sign Up Procedure

By registering your interest in joining an allotment team, you indicate that you have read, understand, and will follow the 'Green Mary Gardening Guidelines' and the sign up procedure outlined in this document.

1.3 Notification of a Place on an Allotment Team:

If you have been allocated a place on an allotment team, you will be notified of this by the Sustainability team from 21 March onwards.

You will be given a period of 7 days to confirm acceptance of your position. If you do not respond within this period, the Sustainability team will allocate your place to an individual on the waiting list. In the following cases we will apply discretion:

- Where an individual has informed the QMUL Sustainability team (via email: sustainability@qmul.ac.uk) that they will not be contactable between 21 and 28 March 2016
- Where an individual's 'Out of Office' email indicates an unforeseen absence

Due to the level of expected demand for allotment plots, we cannot guarantee that individuals will be placed with members of their department / their friends.

At the beginning of each academic year, you will be required to confirm whether you are still interested in remaining a member of an allotment team.

1.4 The Waiting List

In the event that demand for allotment plots exceeds supply, some individuals may not be allocated a place in an allotment team. If this situation arises, a waiting list will be formed. You will be notified of your position on the waiting list by the Sustainability team from 21 March onwards. As above, you will be asked to confirm whether you want to remain on the waiting list.

The Sustainability team will not be able to guarantee when a place on an allotment team will become available. However, should a position become available and you are position at the top of the list, you will be contacted directly with the offer of a place.

At the beginning of each academic year, you will be required to confirm whether you are still interested in remaining on the waiting list.

1.5 Questions and Queries

If you have a question or query about this process, or more generally about the QMUL Green Mary Garden and allotments, please contact the QMUL Sustainability team (email: sustainability@qmul.ac.uk).

To receive regular updates about the allotments, you can join the allotment mailing list by emailing the Sustainability team using the above email address. Please note, all members of the allotment group and individuals on the waiting list will be automatically added to this list.