

Fenway Garden Society Waitlist Management Policy

(adopted February 2022 & revised May 2022)

The waitlist is a living document that will be maintained as a Google Sheet, Excel file or in some other database format housed on the FGS Google Drive. It will **not** comprise a collection of emails, pieces of paper, text messages, or Facebook messages. People who are interested in putting their name on the waitlist will be directed to the form on our FGS website, which provides a date stamp as to when each name was added. The order of priority on the waitlist is according to that date stamp.

Approximately every twelve months (between November and March), everyone on the waitlist will be sent an email telling them that in order to remain on the waitlist they must, within a specified time period (approximately 2 weeks) reconfirm (a) their interest in a garden and (b) their residency in the city of Boston. Everyone who reconfirms will remain on the waitlist with their original priority (meaning the date they first added their name to the waitlist, not the date that they reconfirmed). Anyone who does not reconfirm will be dropped from the waitlist. If someone who was dropped from the waitlist because of their failure to reconfirm contacts us, not knowing that they have been removed and asking where they are on the waitlist, we will reinstate them with the priority they would have had had they reconfirmed .

The FGS Board may assign up to four (4) gardens per year outside of the waitlist. Each assignment made outside of the waitlist requires the approval of the FGS Board (that shall be documented in the minutes of an FGS Board meeting) and the subsequent approval of the Commissioner of the BPRD. BPRD has described that in these scenarios: “for extraordinary service, the board can write to the Commissioner requesting it with an adequate explanation that will be public record” and “this exception would max out at 4 people each year.”

Such assignments are reserved for:

- Current Members who have performed extraordinary service to FGS and who have requested an additional garden.
- Non-Members who wish to become a Member and be assigned a garden and have performed extraordinary service to the gardens.

After March of 2022, no Member who already has three or more gardens can be assigned another garden. The Membership Handbook contains additional information about the process of requesting an additional garden and the process of having it assigned if approved.