Les Fruits Défendus

Release 2022

Les Fruits Défendus

Feb 06, 2024

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This is Les Fruits Défendus main documentation.

It includes documentation about the Saskatoon harvest management system as well as pick-leaders harvest guides.

To download these guides as PDF, follow the links bellow:

- PDF (fr)
- PDF (en)

ONE

PRE-PICK GUIDE

Pick-leaders represent the values of the collective and therefore we ask that your actions reflect the values of the project.

1.1 Support for Pick-leaders

New pick-leaders are paired with a member of the core, called a "fruit buddy". He or she is your primary contact person for questions related to organizing and leading picks.

We also ask our community of pick-leaders to help support each other by sharing questions and expertise through Les Fruits Défendus's Facebook group for pick-leaders.

For those not using Facebook, we encourage pick leaders to exchange contacts (phone and/or email).

If you need to reach the core for general questions, please write to info@lesfruitsdefendus.org. For urgent, significant technical issues regarding Saskatoon, please contact tech@lesfruitsdefendus.org. We'll do our best to respond to your inquiries as soon as possible.

In case of emergency involving personal safety during a pick, please call 911.

1.2 Life Cycle of a Pick on Saskatoon

As a pick-leader, you will be using Saskatoon to plan your picks. Saskatoon shows a list of available "harvests", each of which corresponds to a potential harvest of a fruit tree or vine.

Each year, tree-owners from our community complete an online form indicating their interest in having us harvest their fruit. Consequently, Saskatoon creates a new "harvest" (a.k.a harvest record) for that year.

Additionally, a given property may have more than one type of fruit tree (or vine), each with its own distinct harvesting period. Each tree or vine can yield fruit over a period of several weeks, thus allowing more than one harvest to be scheduled for that tree/vine.

It's for these reasons that we use the term "harvest" in Saskatoon, rather than "tree". These "harvests" will help you plan your harvesting events.

Each stage of planning and fulfilling a harvest event is referred to as a harvest "Status". Here's an overview of each harvest status:

- **To be confirmed**: (Please ignore.)

- **Orphan**: The tree-owner gave us the "okay" to harvest their tree this season, but no pick-leader has selected it yet.

- **Adopted**: A pick-leader has assigned his/herself to the tree.

- **Date scheduled**: A pick-leader has confirmed a harvest date with the tree owner. The pick is published publicly in the calendar so that volunteers can sign up.

- **Ready**: The team of pickers has been confirmed, and subscription to the pick is closed (i.e., it is no longer possible to sign up for the pick using the calendar).

- **Succeeded**: The fruit has been successfully picked.

- **Cancelled**: Sadly, the tree or vine will not be harvested this year. Notes detailing why this is the case will be recorded in Saskatoon.

1.3 Planning a harvest

The simplest, fastest way to start organizing a harvest event is to adopt an "Orphan Harvest" in Saskatoon. This section will show you how to get started.

Note

If you'd like to choose from a larger list of possible trees in our database, please consult *Annex D*. It will show you how to identify and contact tree-owners in our database who've shown past interest in our collective, but haven't yet let us know whether we may harvest at their property this year.

If you decide to use the approach explained in Annex D, please bear in mind that the process for choosing a tree will be more complicated than simply adopting an orphan harvest, and it will require additional responsibility on your part.

1.3.1 Accessing Saskatoon

Saskatoon is the online database that we developed to coordinate picks. To access Saskatoon, please go to saskatoon.lesfruitsdefendus.org. Pick-leaders need a user name and password to log in to this database. Only certain components of the database are accessible to the general public, i.e. the pick calendar.

If you need a username or password, contact your fruit buddy or someone from the collective's core (at info@lesfruitsdefendus.org) to have one created for you.

1.3.2 Choose the trees you want to pick

1) Log in by clicking the "Login" button in the top right-hand corner of the screen. Enter your login credentials when prompted to do so.
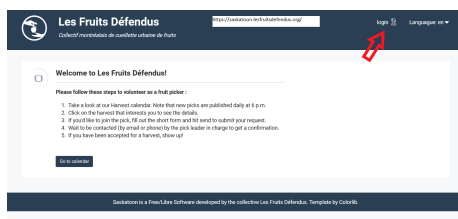

Fig. 1: Figure A: Saskatoon public welcome page

2) Once you have accessed the main page of Saskatoon (the "Dashboard"), select the "Harvests" tab (*Fig B*). This is where you will find a list of harvests that are available to pick-leaders at that particular moment in time.
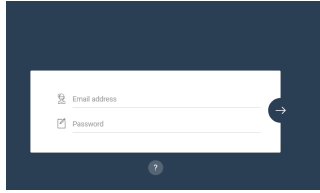
Fig. 2: Figure A2: Saskatoon
login form

3) Explore all the possible trees and vines. Those that have no pick-leader assigned and are "orphans" (*Fig C*) are yours for the taking! Be sure to note the tree's location (neighbourhood) and its scheduled date (*Fig C2*), which corresponds to its approximate date of fruit maturity.

Important
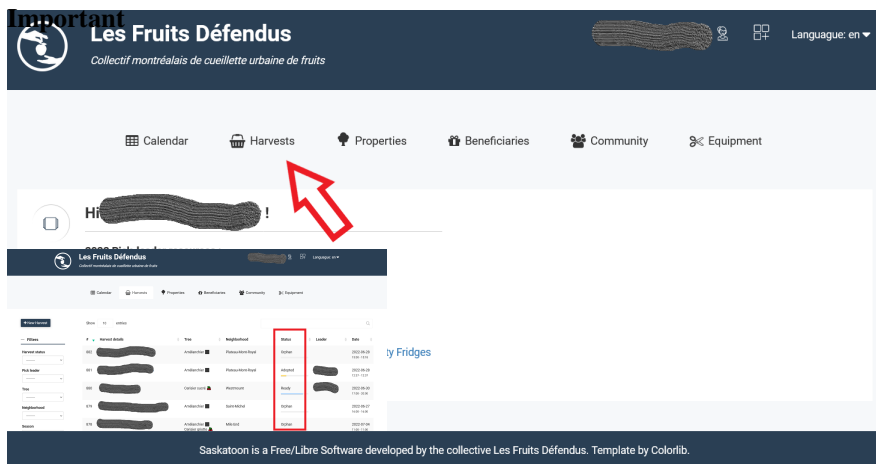
Fig. 4: Figure C: Harvest list

You must contact the tree owner several weeks before the approximate default date. This way, we do not miss the actual due date.

4) To learn more about a tree or vine, click on the name of its owner (*Fig D*).

Fig. 3: Figure B: Saskatoon dashboard
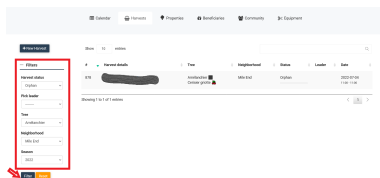
Fig. 5: Figure C2: Harvest filters

This will bring you to what we call the "Property Page". There, you will find information about the owner, including contact info. and language preference, and about the property, including important physical attributes and equipment available on-site. Additional information about the harvest itself can be found by clicking on the Harvest ID button further to the left (*Fig D*). This will bring you to what we call the "Harvest Page" (for an example, see *Fig F*).

5) If, after having done your research, you decide you want to lead a pick at that tree or vine:

1) In the "Harvests" tab, select your tree or vine's ID number (see *Fig D*).

2) Click "Edit this harvest" (*Fig F*)

3) Change the "Harvest Status" from "Orphan" to "Adopted" using the drop-down menu (*Fig G*) and select your name as pick-leader (*Fig H*).

4) Click "Save" at the bottom of the page
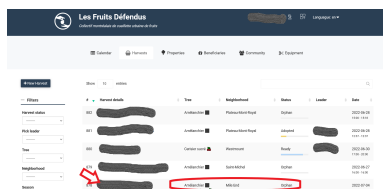
Fig. 6: Figure D: Harvest list row
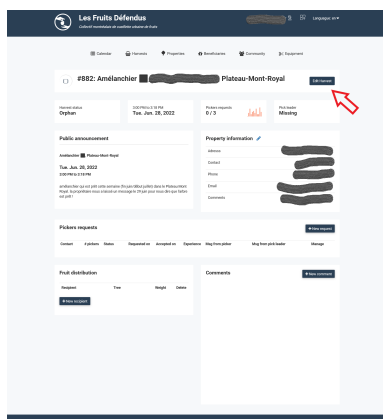
Fig. 7: Figure F: Orphan harvest record
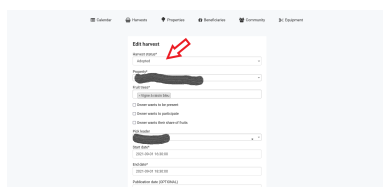
Fig. 8: Figure G: Edit harvest form
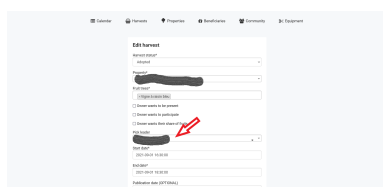
Fig. 9: Figure H: Edit harvest form

Congratulations! You just adopted a tree or vine to save its fruit! A few important things to keep in mind when adopting trees:

- Try to give priority to those with earlier due dates (these are more urgent).

- Try not to choose too many trees with pick dates that are close to each other, so that you do not become overwhelmed. It's important to keep in mind that scheduling a harvest is dependent on many unpredictable variables (weather, your schedule, the tree owner's schedule, etc.). We request that you not adopt more than three (3) harvests at the same time.

- **Once you've adopted a harvest**, you are responsible for this tree (see the next steps to understand what this responsibility entails).

If, for whatever reason, you cannot lead a pick at a tree or vine you've adopted, you must un-assign yourself from that harvest (aka "unadopt"). If you fail to do so, we risk missing that tree or vine's fruit! To un-assign yourself from a tree or vine you've adopted, follow these steps:

1) In the "Harvests" tab, select your tree or vine's ID number (see *Fig D*).

2) Click "Edit this harvest" (*Fig F*)

3) Change the "Harvest Status" back to "Orphan" using the drop-down menu and remove your name as pick-leader (*Fig H*).

4) Click "Save" at the bottom of the page

1.3.3 Contact the tree owner to schedule the pick.

It is your responsibility to contact the owner of each tree or vine you've adopted (by phone, email, or in person) to determine the date and time of the pick. Contact information for each owner can be found in Saskatoon by clicking on their name under the "Harvests" tab (see *Fig D*):

Or by searching their name under the "Properties" tab (*Fig I*).

Always consult the pick calendar (*Fig L*) before choosing a date and time, to avoid scheduling conflicts with other picks. Note that two picks can take place at the same time if the pick-leaders use equipment located at different storage locations; in such cases, however, it is always a good idea to contact the pick-leader of the conflicting time slot to confirm who is using what.

Fig. 11: Figure I: Property list
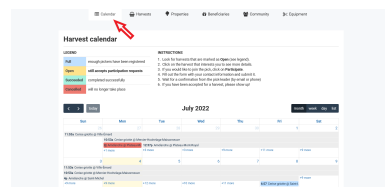
Fig. 12: Figure L: Authenticated calendar view

To ensure that you have enough time for picking, cleanup, and delivery of the fruit, plan your picks no less than four (4) hours before the closing of your chosen material storage location. If an exception is necessary, discuss with your fruit buddy. See Annex B (TODO: Add link to equipment points in Saskatoon)) for the opening hours of our equipment points.

Since a member of the fruit group should have already contacted the owner, their will be waiting for your call. Theoretically, all relevant information should have already been gathered and entered into Saskatoon by the fruit group. However, if you find that information you might need is missing, do ask the tree owner. Some questions fruit groups do not pose to owners, but which might be relevant, include:

- Whether we can climb in the tree to access the fruit (if necessary)

- In the case the owner can't be present during the pick, where their share of the fruit should be left. Ask them to provide one or more containers (preferably with lids, if possible).

- If there is no compost bin at the property, request to have garbage bags left out for you for the fallen fruit.

Note

As you are responsible for the tree/vine, you are responsible for updating the harvest information in Saskatoon with any information pertinent to the planning of the pick. Tracking such information indicates activity and progress in the organization of a pick – it helps let other Saskatoon users know what's going on.

From season to season, it can help new pick-leaders gauge timelines and expectations when dealing with the same trees and vines. Therefore, make sure you record the information you collect each time you communicate with the tree owner.

- For information regarding the particular pick you are leading (short term information), add your notes into the Harvest Comments by clicking on "New Comment" when viewing the Harvest Page (*Fig F3*).

- For all information concerning the tree itself or the owner (long term information), add your notes to the property page. You can do this by clicking "Edit property" when viewing the property page (*Fig N*). Most notes can be added to the "Additional Information" section (*Fig O*).
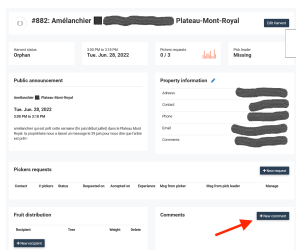
Fig. 13: Figure F3: Add a comment to an harvest
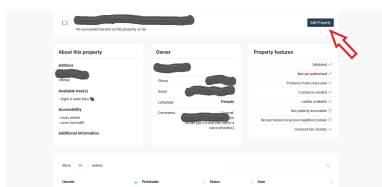
Fig. 14: Figure N: Edit property

It is always a good idea to **visit the tree or vine in person to check the maturity of the fruit**. Be sure to note your observations in the Harvest Comments. See Annex C for tips on how to determine the maturity of the tree's or vine's fruit. It is your responsibility to know when the fruit is ready to be picked – owners do not always know!

You always need to have the consent of the owner before harvesting their tree or vine. If you don't succeed in contacting the owner before it's too late for the fruit*, cancel the pick by updating the tree/vine's status to "cancelled" (similar to *Fig F*, *Fig G*, *Fig H*) and leave a note in the Harvest Comments section (see *Fig F3*) explaining why the pick was cancelled.

*If you need help determining whether it's too late for the fruit you want to pick, ask your fruit buddy or pass by the tree/vine to have a look for yourself. If you go in person and find fruit still on the tree/vine, use the information in **Annex C** to gauge the fruit's maturity.

Fig. 15: Figure O: Property additional information

1.3.4 Find a beneficiary organization that will receive the fruit

As you know, one third of the fruit will be given to a beneficiary organization at the end of the pick.

You get to choose the organization to which you will donate the fruit (ex: the closest one to your pick). When you choose, you must call or email the contact person from the beneficiary organization beforehand to determine if they will be able to receive your fruit, (i.e. if they have the staff, equipment, and storage space to deal with the delivery - especially for fruit that cannot be eaten as-is). You must agree upon how, where, and when you will deliver the fruit. Please respect the advance notification requests of each organization. Don't forget to let them know the quantity and quality of the fruit you are going to deliver.

During the harvest season, our list of beneficiary organizations will be updated regularly therefore refer to the most current version either on Saskatoon, printed copies at the equipment points or the emailed versions.

In 2019, we coordinated with some community fridges to expand our donations possibilities. Community fridge are often managed by Facebook groups; you can find the references in the Beneficiary list.

1.3.5 Publish the pick and assemble a team.

Once you have chosen a harvest date with the tree or vine's owner and you have found an organization to receive your fruit, you are now ready to announce the pick to our volunteers! We do this by publishing the picks in Saskatoon's pick calendar.

Before publishing the pick on the calendar, go to the "Edit Harvest" page (see *Fig F*) and verify/input the following:

- The date and time of the pick, as determined with the owner, in 24-hour format (*Fig P*).

- The number of pickers necessary (this does not need to be changed unless you've determined with the owner that more or fewer pickers will be needed) (*Fig P*).

- The "Public announcement" section, which should include any information about the pick that you'd like to make visible to prospective pickers, e.g. you're looking for volunteers to help with transport of fruit to the beneficiary organization after the pick, or maybe the tree is particularly beautiful (*Fig Q*).

Attention

Do NOT publish any private information in this section, as this section is visible to the public. The exact location (address) of the tree is private information.
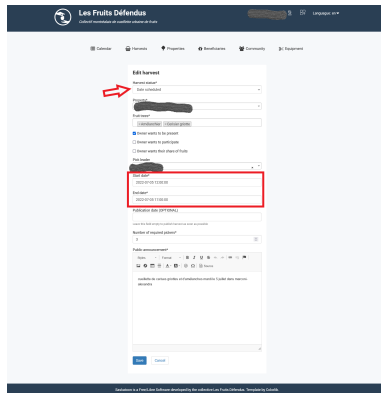
Fig. 16: Figure P: Edit the date of the harvest
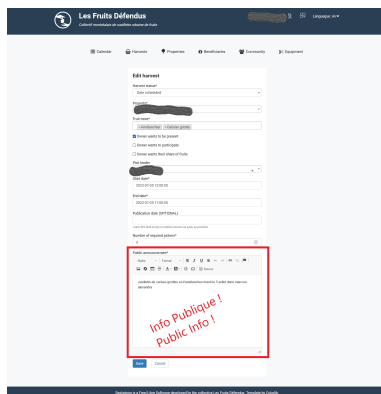
Fig. 17: Figure Q: Add public information to the harvest

Note: We never publish the exact address of the tree in the calendar. This information is provided to volunteers by email after they have signed up. Once you have verified that all the pick information is correct, **change the status of your harvest to "Date scheduled" to publish the pick in the calendar**.

When a volunteer signs up for a pick, you will receive an automatic email, and a participation request will automatically be created in the system.

In the "Pickers" section of the harvest page (*Fig R*), you can manage your pick requests. Here, you can see comments that were added by each person requesting to volunteer. You may change the status of their request to "accepted" or "declined" and you may add your own comments (*Fig S*). However, please note that **any information you update here is not visible to the potential volunteers**. Currently this information is only visible to those who can log in to Saskatoon. This means that **you will need to contact each hopeful picker yourself directly by phone or email to let him/her know if you have accepted or declined his/her request to participate in the harvest**. (TODO: Update this with latest Saskatoon workflow. Saskatoon will send automatic emails to notice pickers if their participation is declined)

Fig. 18: Figure R: Manage volunteer pickers participation

After a sufficient number of volunteers have signed up, change the pick status to "Ready" (similar to *Fig G*).

When assembling your team, please give priority to the first-time harvesters, those who have never done a pick. Ideally, at least one spot per pick can be reserved for new pickers. If you have requested help with transporting equipment or fruit, you may give priority to those who agreed to help you.

Fig. 19: Figure S: Update volunteer picker participation

After choosing your team, you are responsible for contacting each volunteer by email or phone to confirm their participation to the pick. Once they have confirmed, be sure to give them the following information:

- Address of the property where the tree or vine is located

- Reminder of date and time of pick

- Reminder to bring water, sunscreen, and containers or bags for their portion of the fruit

- Instructions to wait for you before starting the pick or knocking on the owner's door

- Your contact information (phone number, if possible)

Important

If more pickers than necessary sign up before you close the pick in the calendar, you must contact each of them to inform them that, unfortunately, the pick is already full and that their help will not be necessary for this harvest

1.4 Annexes

1.4.1 Annex A: Beneficiary organizations

A beneficiary organization is a partner to whom we donate 1/3 of the fruit we harvest during a pick. Beneficiary organizations ensure the redistribution of the fruit to those in need and promote food security.

During the harvest season, our list of beneficiary organizations will be updated regularly, therefore, you should refer to the most current version on Saskatoon.

1.4.2 Annex C: Fruit ripeness

Here are some tips for determining whether your fruit is ready to be harvested. In general, the best way to determine a fruit's maturity is to taste it!

Apples

- Should be harvested at maturity.

- Should be harvested by a simple rotation of the fruit: if the stem easily detaches from the branch, it's ready to be picked.

- You can also taste the apple to see if it's ripe. Even naturally sour apples lose their bitterness when they're ripe.

- Inspecting the apple's seeds is another good indication of fruit maturity: if they're a deep brown, the apple is definitely ripe (but do taste it to make sure that it's not bitter).

Saskatoon Berries

- Should be harvested at maturity.

- Should be completely purple/violet, but not too soft. If they're red, they're not ready yet.

Cherries

- Should be harvested at maturity.

- Should be juicy and sweet yet firm. Note that sour cherries are sour even at maturity, hence the name!

- Sweet cherries should be dark red when harvested. Sour cherries should be a bright red when harvested.

- Trust your taste buds!

Plums

- Should be harvested at maturity.

- Should be sweet but not too firm.

- Note that in some trees, the plums exposed to more sunlight ripen faster, so parts of the tree will be ready to harvest and other parts not. With this in mind, when planning a plum pick, try to choose a time during which the largest quantity of fruit will be ready for harvest (if doing two picks is not an option).

- Plums enlarge quite a bit right before they hit maturity. If you notice that the plums are starting to look bigger, it's time to organize the pick!

Grapes

- Should be harvested at maturity.

- Should be firm but not too firm, juicy, and sweet. When they start looking wrinkly, that means you missed the ideal picking time.

Pears

- Should be harvested when they're still green (i.e. not mature) and firm. They should have a green-yellow hue.

- After harvesting, pears need to be left to mature for a few days. Winter pears (Bosc, Anjou) should be refrigerated at least 30 days after being picked in order to ripen properly.

- Do not leave the pears to mature on the tree, as this tends to give them a grainy texture and also causes them to rot at the core once stored. Pears ripen better once they have been harvested!

- Conversely, if you harvest pears too soon, they might not be able to completely develop their normal flavour.

- A pear that's ready to harvest is supple. Cut one in half to verify the consistency inside: if it's as hard as wood, it's not ready. There should be a slight suppleness, but not too much.

- Should be harvested by a simple rotation of the fruit: if the stem easily detaches from the branch, it should be ripe.

- Like with apples, seeds are a good indication of fruit maturity: if they're deep brown, the fruit is most likely ripe.

1.4.3 Annex D: Planning Harvests using the Properties List

Introduction

The simplest, fastest way to start organizing a harvest event is to adopt an "Orphan Harvest" in Saskatoon.

But if you'd like to **choose from a larger list of possible trees in our database**, this annex will show you how to identify and directly reach out to tree-owners who have shown past interest in our collective, but haven't yet let us know whether we may harvest at their property this year. The process described below involves a deeper understanding of how our database functions, and requires some additional data entry on your part, but it also allows you to access fruit trees and vines that you otherwise wouldn't be able to and which may ideally suit your preferences.

If you'd like to choose from a more comprehensive list of properties in our network, please read this guide thoroughly and follow its instructions closely. In this case, the process of planning a harvest will start with the steps described below. Once you've completed these important steps, please refer to the Pre-Pick Guide for guidance on scheduling a harvest date, assembling a picking team and all remaining parts of planning your pick.

Tree-Owner Sign-Up Form

Before the harvesting season gets started, we ask all tree-owners to use our online form, available at www.lesfruitsdefendus.org, to indicate that they authorize harvesting this season. When a form is submitted, the information updates directly in Saskatoon, and the core creates an orphan harvest for that property. We'll show you how to choose among properties whose owners haven't filled out the form this year.

The Properties List: Choosing an Eligible Tree/Vine to Harvest

Once you've logged-in to Saskatoon and accessed the main page (see Pre-Pick guide for instructions on this), select the "Properties" tab on the main menu. Here, you'll find a list of all properties recorded in Saskatoon.

Separate columns show information such as tree-owner, address, status, fruit type, picks from past years, etc. We'll explain more about specific property information in the section below called "Reviewing Property Information". First, let's focus on the information shown in the Status column.

Understanding a Property's Statuses

To quickly see our entire list of properties, make sure that "All" is selected in the drop-down list next to "Show" near the upper left corner.

When choosing a property, your best bet will be to choose among the properties which display "Validated" and "Not Yet Authorized" icons under the Status column. To see a list of these properties, you can sort by the Status column or use the filters. (For more detail on how to do either of these, please see the section called "Sorting and Filtering Properties" below.)

First, some background explanation on what each of the different property statuses mean. . .

Authorization status

Authorization status indicates whether the tree-owner has confirmed their interest in having their fruit harvested this year. Tree-owners use the online form to authorize their tree(s)/vine(s) for the season.

- "Authorized": We have permission to harvest on the property this year.

- "Unauthorized": We do not have permission to harvest on the property at all this year. The tree-owner does not want us to follow up with them this year to schedule a pick. (They haven't necessarily said no for future seasons, just for the current one.)

- "Not Yet Authorized": The tree-owner hasn't responded to our form this year, but it's possible they intend to. Properties in this category have given us permission to harvest at some point since 2016, and in many cases, we've completed at least one successful harvest there since then. If you're interested in harvesting at one of these properties, you will first need to contact the tree-owner to ask for their permission to harvest during the current season before trying to actually schedule a pick. Understand that they may, in fact, not authorize harvesting at all this year, for a number of possible reasons.

Important

Before contacting a tree owner to confirm their interest for this year, you must first double-check if a harvest record has already been created for that property for this year. If so, and if that harvest hasn't already been adopted by another pick-leader, then you may adopt it and proceed to plan the harvest, as described in the Pre-Pick guide. If not, you will need to create and adopt a new "Harvest". This will prevent the conflict of other pick-leaders contacting the same tree-owner to try and schedule their own harvest of that tree/vine. Details on creating and adopting your own harvest are provided further below.

Validation status

You may notice new properties that say "Pending" under the "Status" column. **These properties are not ready for you to select. Please do not create harvests for these properties yourself**. They've recently had their info submitted via the online tree-owner form and they require validation by an administrator (core member).

Validation involves a core member. . .

1. . . . checking that a newly-created property is not actually a duplicate of another existing property record in the database, and. . .

2. . . . updating property record, if applicable

Once a property has been validated, its "Pending" status changes to "Validated", and an orphan harvest is created for it at the same time. Please note that if you're interested in harvesting at an "Authorized" property which is "Pending" validation, you may request that its harvest be adopted in your name as soon as it's created (more on this in the Property Status grid, further below).

- "Validated": The property record has been validated by the core. It is a "valid" property (not a duplicate or an incomplete listing). If the property has had its information updated for the current season, this info has been validated by the core.

- "Pending" (or "Pending Validation"): The property record has not yet been validated by the core. Please do not create a harvest for this property. The property record may be invalid or it may be a duplicate of another existing property. If so, it will need to be deleted by an administrator.

- Property records with "DELETE" in the name: This property record is either invalid or a duplicate and is waiting to be deleted by a member of the tech team. Please do not create a harvest for this property. If you're interested in the property, you're welcome to check if it's a duplicate of a valid property by searching its address or tree-owner.

Knowing Which Properties to Contact

Property Status Grid

To know generally what action you may take for each combination of Authorization and Validation statuses, please consult the following grid:

	Authorized	Unauthorized	Not yet authorized
Val-i-dated	A harvest should have already been created for this property. If it hasn't already been adopted by another pick-leader, you're welcome to adopt the harvest!	Tree-owner doesn't want a harvest at their property this season. Do not contact this year.	Tree-owner hasn't responded yet. If you want to harvest at this property, please create & adopt a harvest first, then contact the tree- owner and ask if they authorize a harvest.
Pend-ing (val-i-da-tion)	Tree-owner wants a harvest this season. However, the core must first validate the tree-owner's registration. **Please do not create an orphan harvest or directly contact the tree-owner yet**. If you want to harvest at this property, please write a comment in the property notes that you'd like to adopt the harvest, and the validating core member can immediately adopt it in your name as soon as they create it (if applicable).	Tree-owner doesn't want a harvest this season. Do not contact this year. (Core must validate the authorization info submitted by the tree-owner.)	This combination shouldn't exist. If it does, it probably means that the tree-owner submitted a form but forgot to indicate whether they authorize harvesting this year or not. Please ask a core member to follow up if you're interested in this property.

Active status:

Note

By default, in the Properties List, no icon is displayed for properties who are "Active". You'll automatically know a property is "Active" if you see icons for its Authorization and Validation statuses. Alternatively, for properties who are "Inactive", neither Authorization nor Validation statuses will display, since for these properties they're irrelevant. Only an "Inactive" icon will be visible.]

The use of "Active" status has changed in the course of the past few years. Originally, it was used in the way that Authorization status is used now. But in 2018, during the introduction of the online property sign-up form, we created the new "Authorization" status, which communicates harvesting authorization, specific to a given season. At the same time, we adapted the meaning of "Active" status to signify a property's harvesting authorization in the long-term.

To best explain the meaning of "Active" and "Inactive", it's important to understand both their historical meaning and their current meaning:

- "Active":
    - If a property has this value, it means that... The tree-owner authorized harvesting at some point in the past, and as far as we know, has not unauthorized harvesting at any time since then.
    - From now on, assign this value to a property if... The tree-owner is okay with us contacting them to ask permission to harvest year after year.
- "Inactive":

- **If a property has this value, it means that...** The tree-owner hasn't necessarily denied authorization to harvest at their property ever again. We do have a few "Inactive" properties whose owners have asked not be contacted in the future for various reasons. But the majority of our "Inactive" properties have maintained an "Inactive" status simply because the tree-owners did not explicitly authorize a harvest for 2016, the year that Saskatoon was launched. So, just to be sure, please check for notes in the "About this Property" field of the property record. Also check for notes in all harvests listed under "Harvests at this Property" (see "Reviewing Property Information" section below):

  * If there are any notes indicating that at some point the tree-owner asked not to be contacted in future years, do not contact them.

  * **If, on the other hand, you don't see any indication in the property record that a tree-owner ever specifically asked us to stop contacting them, then it's OKAY for you to contact them and ask if they would be interested in having their fruit harvested this year! (*)**

- From now on, assign this value to a property if... The tree-owner has asked not to be contacted in future years. Include detailed notes indicating this and explain the situation in the "About this Property" field of the property record. We will continue to keep the property record in the database indefinitely for reference purposes, and in case the situation changes.

- ("Unknown": This status includes both active and inactive)

(*) Important Reminder

Before contacting a tree owner to confirm their interest for this year, you must first double-check if a harvest record has already been created for that property for this year. If so, and if that harvest hasn't already been adopted by another pick-leader, then you may adopt it and proceed to plan the harvest, as described in the Pre-Pick guide. If not, you will need to create and adopt a new "Harvest". This will prevent the conflict of other pick- leaders contacting the same tree-owner to try and schedule their own harvest of that tree/vine. Details on creating and adopting your own harvest are provided further below.

You're always welcome to ask the core if you're unsure about whether it's okay to contact a tree- owner directly.

Sorting and Filtering Properties

To help identify trees/vines that interest you in the Properties List, you may either sort or filter the list according to the characteristics of your choice.

Sorting Columns

To sort, simply click at the top of a column, and all properties will be sorted into groups according to that category.

- **"#"**: Shows the Property ID – not to be confused with the Harvest ID(s) for any accompanying harvest(s). "Property": Displays the tree-owner's name, "at", property's address.

- **"Status"**: Includes icons for either the property's Authorization + Validation statuses, or its Active status. If the property is Active, by default no "Active" icon will display – only the icons for its Authorization & Validation statuses. If the property is Inactive, the only icon that will appear in this column will be an "Inactive" icon (no Authorization nor Validation icons will display).

- **"Tree"**: Displays all fruit types present at this property.

- **"Picks"**: Shows the total number of harvests adopted at this property since 2016. Green baskets represent "Successful", completed harvests. Brown means "Scheduled" or "Ready". Red means the harvest was "Cancelled".

- **"Last Pick"**: Displays the year fruit was last harvested at this property.

Filtering Properties

To filter properties in the list, choose a category from the filters and select from the drop- down list to display only the properties with that characteristic. Here are the categories by which you can filter properties:

- Active status
- Authorization status
- Validation status
- Neighbourhood
- Fruit type [referred to as "Tree"]
- Availability of a Ladder

Multiple filters can be applied simultaneously. To be sure that the filter is not being applied, set it to "Unknown".

Reviewing Property Information

To learn more about a particular tree or vine in the Properties List, open its "Property record" by clicking on the property owner name and address. Here, information is listed about the property and the tree-owner.

Property Record vs. Harvest Record

The difference between the information recorded here in the Property record (page) and in the Harvest record (page) is that the information here is more permanent or ongoing, and isn't likely to change from one year to another. On the other hand, any information recorded in the Harvest record should be more specific to its year (e.g. the tree-owner would like to participate in the harvest this year, there's construction happening on the property over the summer, etc.).

Photo(s)

One or more photos of the property may be displayed here.

About this Property

This section lists most of the information about the tree and property. The left side shows the fruit types for all trees/vines as well as their location on the property. Any specific hand-written details about the property are also included in this section.

Property features

On the right side, you'll see a checklist of information including up to nine of the following characteristics:

- Active status
- Validation status
- Authorization status
- Accessibility of the tree(s)/vine(s) (e.g. publicly accessible on the front sidewalk)
- Number of recommended pickers

- Availability of a Compost bin
- Availability of a Ladder (for the moment, we include information about equipment here, rather than on the "Equipment" page of Saskatoon)
- Produces fruits every year (some trees produce fruit once every two years)
- Neighbourhood [to be added here soon]

These characteristics correspond somewhat to those that can be used to filter properties in the Properties List.

Property Statuses

For the three property status types, you will see an icon, depending on the status value, as follows:

- ACTIVE:
    - = Inactive (If the property is Active, no icon will display)
- VALIDATION:
    - = Validated
    - = Pending Validation
- AUTHORIZATION:
    - = Authorized for the Current Season (a.k.a. Authorized)
    - = Not Authorized for this Season (a.k.a. Unauthorized)

Other Characteristics

A check () or an () accompanies descriptive text for all the remaining characteristics.

Owner Information

Contact information for the tree-owner (name, telephone, email and language preference) is displayed here. This info is actually recorded outside of the Property record by an administrator and is not editable within the Property record. If it needs to be edited, please contact a core member.

Harvests at this Property

If there have been any harvests at this property since 2016, their harvest records are listed in this section, along with their Harvest ID, Pick-leader, Fruit type, Harvest status and Date Harvested (if applicable). Click on a harvest record to open it and review helpful information or comments.

Creating and Adopting a Harvest

To create a harvest record, click on the "New harvest" icon .

---

(1) Important

You will be asked to add any applicable "Fruit type"'s, select an estimated start and end date (can be a harvest date range), and type an estimated number of pickers. Information here can be modified later on when you contact the tree owner. You will also need to add placeholder text to the "Public announcement" section. You may quickly select a smiley icon or type a note to the pickers. Please just keep in mind that this text will eventually be displayed publicly in the calendar, unless you change it later.

Click "Save" to create your new harvest record.

Contacting Tree-Owner for Authorization

Before contacting the tree-owner, review info from any past harvest records at this property. That way, you'll be prepared to ask for confirmation of that information. When you're ready to contact the tree-owner, please use the suggested script in the next section as a guide for asking permission to harvest and for updating information in the Property record.

If the tree-owner authorizes a harvest, once they've answered questions and you've updated information in Saskatoon, the two of you can follow up on scheduling the harvest, either immediately or eventually.

Once the harvest is scheduled, you'll need to continue with the remaining steps for planning a pick, starting with the section "Find a beneficiary organization that will receive the fruit" in the Pre-Pick guide.

Many thanks and the best of luck to you in planning and leading your harvest!

1.4.4 Annex E: Script for Contacting the Tree-Owner and Editing Property Information

To edit the property's information, click on the "Edit Property" button at the upper right of a property record.

Below is a script you may use when contacting the tree-owner (either by phone or by email). Details about editing the property record are provided within the contents of the script itself. As always, we ask that you help encourage success in future seasons by documenting as much information in the property and harvest records as you can. The more the better!

You may choose to contact the tree-owner two times if you prefer. The first time could be as early as you'd like – mainly to ask for authorization, gather the most pertinent information, and ask for an estimate on when the fruit will be ripe. The follow-up call or email could be to schedule the actual harvest and get more detailed information. If the tree-owner authorizes a harvest, you do have the option of asking them to just fill out the online form themselves. While this might seem to save you time, not only are you depending on the tree- owner to follow up quickly, but once they've submitted the form, it will still require validation from a core member. For a harvest that's still several weeks away, the wait may not be an issue. But in the case of quickly ripening fruit, there's a clear advantage to getting these questions answered over the phone, or even by email. Plus, you may be able to schedule the harvest during the same conversation!

Please remember that you not only represent the collective as a whole, but you will most likely be the first person contacting the tree-owner this year, and it's possible that it's been several years since the last time a pick-leader or core member contacted them. So please show extra patience, understanding and appreciation.

Please feel free to modify the script as you like. Just keep in mind, the more information you collect and record, the better prepared you'll be, and the more it helps us in future seasons!

1. **You**: Hello, this is (**you**) calling from Les Fruits Défendus, may I please speak with (**tree owner**)?

- **Tree owner**: Huh?

    - **You**: Les Fruits Défendus is a collective in Montreal that organizes volunteer pickers to harvest fruit trees in the city. We share the collected fruit among the volunteer pickers, tree owner and a local community organization

2. **You**: I see that your tree was (**last harvested in year**) or (**never harvested**). I'm calling to ask if you'd be interested in having our collective harvest your fruit this summer.

    - **Tree owner**: Yes please [**skip to question 3**]

    - **Tree owner**: Not sure... [**continue below**]

        - You: It's great way to make sure that your fruit doesn't go to waste! We give one third of the harvested fruit to you, one third to a local food security organization, and we divide the last third among the volunteers who harvest the fruit. We're all volunteers and it's completely free.

    - **Tree owner**: No thanks [**continue below**]

        - **You**: I understand. Can we contact you next year to ask if you'd like to participate or do you want to be removed from our list?

            * **Tree owner**: Yes, contact me next year

                · **You**: OK, we'll call or email you next year [**Update Additional Information section**]

            * **Tree owner**: No thanks, please take me off the list

                · **You**: OK, do you mind sharing with me why you do not want to participate?

                · **Tree owner**: Bad experience

                · **You**: I'm sorry to hear that.

                · Responses to (some) possible scenarios:

                · Fruit left on tree: That was likely because it was out of reach. Pickers' safety is a priority and we tell volunteers to leave fruit if they are higher than what our ladder can reach.

                · LFD didn't arrive in time: Fruit can ripen faster than expected. We do our best to respond to calls requesting a harvest right away, however, we entirely volunteer-run and there are times when we are unable to organize folks quickly enough.

                · If the tree-owner doesn't want to continue with Les Fruits Défendus:

                · **You**: I'm sorry you'll be leaving the collective, but I understand. I'll remove your tree from our database. Have a good day! Bye.

                (End)

                [**Un-check "Is Active" box to change property to "Inactive". Please add any notes about why in the Additional Information section.**]

3. **You**: I want to be sure that the information we have in our system is correct in order to make organizing a harvest easier for you and the volunteers this summer. This should take no more than 10 minutes.

4. **You**: I show that you have (**number and type of trees, vines**) is this correct?

    - Tree owner: Yes [**skip to next question**]

    - Tree owner: No [**continue below**]

    [**Update the property fruit type(s), then proceed to next question.**]

5. **You**: Could you (confirm or tell me) the height of the lowest hanging fruit?

- If the height is above 12ft for cherry, Saskatoon berry or grapes or above 16ft for other trees…

  You: It sounds like most of the fruit may be beyond our reach but I can't say for sure without looking at the tree. Would you be able to send me a photo (with object or person for scale)?

  (For instructions on uploading photos to the property record, please consult the Harvest Guide.)

  [**Update the property "Height of lowest fruits", if necessary.**]

6. **You**: What is the approximate maturity date of each tree (date range)?

   [**Update "Approximate maturity date", if necessary.**]

7. **You**: Where is/are the tree(s) located (if blank)?

   [**Update "Trees location", if necessary.**]

8. **You**: Can we still access the tree(s) by (method indicated)?

   [**Update "Trees accessibility", if necessary. Check the box for "Publicly accessible" if the tree/vine is not located within a walled area, and can be accessed by the general public.**]

9. **You**: Do we still (still not) have permission to access the tree through the neighbour's property?

   [**Update "Access to neighbouring terrain if needed" checkbox, if necessary.**]

10. **You**: Do you still have (or do you now have) a ladder than can be used during the harvest? What kind and how tall is it?

    [**Update "A ladder is available…" checkbox. Add extra info in "Additional Information" box.**]

11. **You**: Does the tree produce every year?

    - If so, check the box for "Produces fruit every year".
    - If not…
        - **You**: what frequency and when did the tree last produce fruit?

          [**Make sure the box is unchecked and add info in "Additional information" box.**]

12. **You**: Can the tree be harvested in one-go or will it need multiple visits? What I mean is, does the fruit mature all at once or over a series of weeks?

    [**Add info in "Additional information" box.**]

13. **You**: How many people would it take to harvest the tree in two hours?

    [**Update "Required pickers on average", if necessary. This number doesn't include pick-leader.**]

14. If you want, you can go ahead and ask questions that are normally asked when scheduling a harvest.

    - **You**: Will you need to be present at the time of harvest?
    - **You**: Would you like to participate in the harvesting of fruit?
    - **You**: Would you like to keep your third of the fruit?

      [**Update this information in the three corresponding checkboxes of the Harvest record.**]

15. **You**: Let me confirm that the information is correct in our system (if never been harvested; or any blanks in contact info)

    - address
    - email
    - cell phone / home phone

- contact name

   [You may make updates to the address information here, but you won't be able to update other contact information for the tree-owner. Add this info in "Additional information" box and please ask a core member to update this.]

16. **You**: Is says you're located in (X neighbourhood). Is that correct?

   [If not, select the neighbourhood from the drop-down list. If the one you're looking for isn't available, select "Other" and write in the neighbourhood in "Additional Information."]

   Important note

   If a person has changed address, a new property record should be created.

   ---

17. **You**: Can you tell me what is the best time for a volunteer to reach you? What is your preferred method of communication?

   [**Add info in "Additional information" box.**]

18. **You**: Do you want to receive more information from us? Do you already receive our newsletters? Interested?

   [**If they're interested, please send their contact information to info@lesfruitsdefendus.org so that we can put them on our mailing list and subscribe them to our newsletter.**]

19. **You**: Here is my contact info. Can you please contact me when it looks like the fruits are around 10-15days from being ripe?

   [**If it's already close to that time, you may ask if it's possible to at least tentatively schedule the harvest.**]

20. **You**: Thank you for your time! Have a great day and we'll be in touch!

(End)

Please be sure to change the property status to "Authorized". (If the property has multiple trees or vines, and the tree-owner authorizes harvesting of some but not all trees/vines, please set it to "Authorized", but specifically indicate which trees/vines are off-limits in "Additional Information".)

If the property had previously been marked as "Inactive", please check the "Is Active" box to show that it's now "Active" and that we have permission to contact them in future years. (Of course, the property should have already been "Validated", and should remain this way.) Before you finish updating the property record and click "Submit", please check that a "Publishable location" is included:

- Publishable location: This text will be visible to the general public once the Harvest is published to the public calendar. **DO NOT include any private information in this field** such as the exact address of the property. Instead, please choose a nearby intersection and type in its two street names (e.g. "Roy & Coloniale")

After making all necessary updates to the property record, click "Submit". Once the harvest is scheduled, you'll need to continue with the remaining steps for planning a pick, starting with the section "Find a beneficiary organization that will receive the fruit" in the Pre-Pick guide.

Many thanks and the best of luck to you in planning and leading your harvest!

HARVEST GUIDE

Pick-leaders represent the values of the collective and therefore we ask that your actions reflect the values of the project.

2.1 Retrieve equipment and bring it to the pick site

On the day of the harvest, your first step will be to retrieve the necessary equipment at an equipment storage site. You should have already indicated on Saskatoon from which site you plan to borrow equipment and ensured that no other pick-leaders are already planning to borrow the same equipment at the same time.

Please consult Annex B for a list of our equipment storage sites for this season. In addition, there are specific guidelines for retrieving equipment at each of the sites. These instructions can also be found in Annex B. Since it contains private information, this annex is not available to the public. It can be found in Saskatoon.

You may print a copy of the checklist below to use for each harvest, in order to verify that you have all the equipment you need.

2.1.1 Equipment to bring to a harvest

- Les Fruits Défendus Bike
- Les Fruits Défendus Trailer
- Foldable Ladder
- Operations Binder: with waivers, flyers, bike path map, etc.
- Wooden Crate or Cloth bags for fruit transport
- Case containing:
    - Pens
    - Bike Hitch (if not using Fruits Défendus' bike)
    - Scissors (for harvesting Saskatoon berries and grapes)
    - Scale (2)
    - Tools: socket wrench (8, 9, 10mm), hose clamps, flat head screwdriver [tools used to attach the hitch to your bike]
- Gloves, Plastic Bags and Wipes for cleanup
- First Aid Kit
- Fruit picking tools, depending on fruit

- Fixed-length red poles with cloth basket

- Extendable-length silver poles with cloth basket fruit baskets on poles (wooden handles)

- Plastic fruit-picking buckets with strings (to hang around picker's neck to keep hands free)

- "Les Fruits Défendus" folding sidewalk sign

- Bags and containers with handles for collecting, weighing and transporting fruit

Optional items to bring:

- Bike repair kit

- Lock and lights for the bike

See *Annex 1* for instructions on how to attach the bike hitch to your own bike (not necessary if you take one of Santropol Roulant's bikes, as they already have the hitch attached). Information on safe biking practices can also be found in *Annex 1*.

Once all this equipment is safely secured in the bike trailer (if you're using it), and you've successfully attached the trailer to your bike, you're ready to take off to the pick site.

2.1.2 A few things to keep in mind before leaving

Plan your route in advance, and allow yourself extra time to arrive; you never know what could happen along the way.

Plan to arrive at the pick site 15-20 minutes in advance, such that you're the first to arrive and you'll have enough time to speak to the tree owner(s) and prepare the area for the pick. As the supervisor of the pick, it is very important that you arrive before the volunteer pickers.

Finally, be prepared for any potential weather conditions; bring sunscreen, rain jacket, etc.

2.1.3 Tips on biking with a bike trailer

Before trying to pull the trailer, make sure the pin is fully inserted and that the hitch is securely attached to your bike frame (see *Annex 1* for visual reference).

Be more cautious than usual when biking with the trailer. Be aware of the size of the trailer you're pulling, you'll take up much more space than a bike alone! Also take into consideration how much time it will take you to stop with this behind you.

Expect that pulling the trailer will significantly increase (probably double) the duration of your trip to and from the pick site.

2.2 Prepare for the pick

The majority of Les Fruits Défendus' picks take place on private, residential property. It's therefore very important to treat the properties with the utmost respect.

When you arrive at the pick site, knock on the door and introduce yourself. Even if no one's expected to be home, it's always a good idea to knock. If the tree owners are at home, you can ask them for small garbage bags or a compost bin for the fallen/spoiled fruits, as well as a container for their portion of the fruit, and a ladder or step stool, if required.

Take time to talk to the tree owner(s) and answer their questions about the collective. Be polite and positive! You represent Les Fruits Défendus, so be sure to put your best foot forward!

2.2.1 Additional steps to prepare for the pick:

- Inspect the pick site for potential hazards during the pick.

- Unload the equipment from the bike trailer.

- Prepare the garbage bags used to collect fruit that falls during the pick (freshly fallen fruit). **Please review the table below to familiarize yourself with our policies regarding fallen fruit**.

2.2.2 Fallen fruit

In the interest of health and sanitation, Les Fruits Défendus does not donate fruit that has come in contact with the ground. This rule also applies to the fruit given to the tree owner. Please consult the following table for procedures regarding fallen fruit and the corresponding rationale.

	Fruit that already fell before the harvest begins	**Fruit that falls during the harvest**
What we call it:	Lost fruit	Freshly fallen fruit
Risks:	Could be contaminated with E. coli bacteria, plus we don't know how long it has been on the ground.	Could be contaminated with E. coli bacteria.
What we do with it:	We compost it if possible, or throw it in the garbage.	We may offer it to the volunteer pickers or we can just compost or throw it away.
Where we put it:	In the backyard composter, brown food scraps bin, or the garbage can.	In the bag specifically labelled for fallen fruit.
Do we weigh it or not?	We do not count its weight in the final tally.	If the volunteer pickers decide to take it, we note its weight in the harvest total.

2.3 Welcoming the volunteer pickers

As the pick-leader, it is absolutely necessary that you arrive at the pick site before anyone else so that you can receive and manage the volunteer pickers. Please do not be late!

A fruit pick is a fun, social activity, and a large part of your role as pick leader consists of ensuring that everyone enjoys themselves. To facilitate this, please welcome the volunteer pickers with a smile, encourage introductions to one another, and initiate conversation if you're comfortable doing so (if you're more introverted, don't worry! – generally, volunteer pickers get to work right away and often end up chatting a lot among one another).

Let the volunteer pickers know that the pick won't start until everyone has arrived. That being said, don't wait too long to start (max. 10-15 minutes after scheduled meeting time), as occasionally volunteers simply don't show up.

If volunteers who arrive early or on time are impatient to get started, ask them to help you with preparatory tasks such as picking up fruit already on the ground (to be discarded or composted). Volunteer pickers should wait for the green light from you before starting the pick.

Ensure that each volunteer picker (or parent/guardian of a minor picker) signs a liability discharge waiver before starting the pick.

Take note of any no-show volunteers; this information needs to be recorded in the database.

Once all the volunteer pickers have arrived, and before your start the pick, you must convey the following important information to them:

- "Thank you all for being here to save fruit with Les Fruits Défendus today!"

- "We will begin by cleaning up all the "lost fruit" that's already on the ground (fruit that fell before we arrived) and then surveying the pick area to make sure it is safe for us to work. We won't begin the pick until the area is clean and safe."

    - Offer gloves and distribute trash bags for collection of the fruit on the ground.

- "The fruit we harvest today will be divided into thirds: 1/3 for the tree owner (if applicable), 1/3 for a beneficiary organization, and 1/3 for us to share."

- "Be aware that we are on private property, so it's very important to take extra precaution to not damage anything during the pick. Please be respectful! Also be aware of…"

    - Point out any potential hazards at the pick site, including plants/foliage to avoid contact with, uneven terrain, electrical/phone lines, etc.

- "It's also very important not to damage the tree that we'll be harvesting. Most importantly, do not shake the tree, as this can damage its roots and inhibit fruit production in future seasons. If you're going to climb the tree, be careful not to scrape the trunk with your shoes or break the branches."

    - Ensure beforehand if the tree owner approves of pickers climbing the tree

- "Your safety is our top priority. We'll do our best to harvest as much fruit as possible, but it's not worth it to put yourself in danger in an effort to collect more fruit. Be mindful of your own physical limits. We will likely not be able to harvest the whole tree, and it's not the end of the world! Finally, please do not climb on any structures on the property (e.g. roof of garage, picnic table or other lawn furniture) unless we have permission from the tree owner to do so."

    - Review with the volunteers, our safe practices for ladder use (Annex 2): always have a spotter, never stand on the top step, always have three points of contact on the ladder at all times.

- "In case of an accident, we have a first aid kit."

    - Show them where it is located.

- "We will be composting or disposing of all the fruit that's already on the ground. The fruit that falls during the pick ("freshly fallen fruit") will be collected but kept separate from the fruit that hasn't touched the ground. Freshly fallen fruit cannot be given to tree owners or beneficiary organizations, as it might be contaminated with E. coli bacteria. We (the volunteer pickers) can keep this fruit, but we should be sure to wash it before eating/using it."

- "Picking techniques vary depending on the fruit. I'll show you the best way to pick the fruit we're working with today."

    - Demonstrate how to pick the fruit, and verbally explain best practices

- Answer any questions volunteer pickers might have

Remember

Have each volunteer picker sign a liability waiver form

Once you've given all the instructions, answered any questions posed, cleaned up all the fruit on the ground, and securely installed the ladder… you can invite the volunteers to start picking!

2.4 How to harvest and store fruit

2.4.1 Harvest fruits

Most fruit grows each year on the same parts of the branch (at the "spur"; see **Fig 1**). If you destroy the spur while picking the fruit, you may compromise future harvests. Moreover, how fruit is picked can influence its conservation once stored. Keep in mind that you have less chance of damaging the tree when you pick the fruit correctly and at the right time. Follow these **general harvesting tips** to ensure the protection of the tree and its fruit:

Fig 1 (TODO : INSERT PHOTO of spur and stem)

- Fruit should be picked with the stem, but without the spur.

- Never cut the stem of the fruit.

- Try to not pull down a fruit; it is always better to lift it.

- Do not do anything which damages the bark of the tree. It is its circulatory system!

- NEVER CUT THE BRANCHES OF FRUIT TREES DURING THE SUMMER! Even if the owner requests this, be aware that we are not qualified to provide such services; therefore, we must decline any such requests.

- When using a picking bucket (hung around the neck) to pick fruit, don't allow the bucket get too full, because the fruit will inevitably spill! Below are some **specific harvesting tips** for different kinds of fruit:

Fig 2 (TODO : INSERT PHOTO, apple harvest)

Apples

Apples must be picked with a "rotation gesture" accompanied by a slight lift. If the fruit does not come off easily, then it is not mature.

- By hand: Turn the apple while slightly raising and pull gently. Do not pull down on the fruit.

- With fruit picking tool: position the metal part around the apple, lift slightly and rotate (see Fig 2). Do not pull down on the fruit.

Cherries

Cherries should be picked with the stem intact, if possible; otherwise, they will spoil quickly!

- By hand: Grasp the knot at the top of the stem. Either twist or gently push sideways or upwards, until the knot of the stem comes apart from the spur. **Do not pull down on the stem. Do not use scissors to cut the stem**.

Plums

Plums can be picked like apples. A ripe plum is easily removed from the tree.

- By hand: Turn the fruit gently upward. **Do not pull down on the fruit**.

- With fruit picking tool: Position the metal part around the plum, lift slightly and rotate. **Do not pull down on the fruit**.

Pears

Pears can be picked like apples (see section above)– but remember that they must be picked before they are completely ripe, so removing them from the tree can be slightly more tricky. Therefore, when harvesting pears, take extra care not pull on the fruit and damage the spurs!

Saskatoon berries

- By hand: Pick off berries gently by hand.

Grapes

- By hand: Cut off each bunch of grapes using a pair of scissors or pruning shears.

2.4.2 Storage

At Santropol Roulant, all fruits except apples can be put in the walk-in fridge in the basement of the building (a.k.a. cold room, cold storage). Apples can be put on the Fruits Défendus shelf unless they are in danger of rotting. Please don't place containers on the floor of the walk-in fridge.

- Soft fruits (cherries, Saskatoon berries, plums, grapes) should be stored in a way where they do not get crushed under their own weight. Therefore, use small bags and try not to pile the bags on top of each other. If you can, we recommend using recyclable plastic produce containers (rigid packaging used for selling mixed greens, cherry tomatoes, strawberries, etc.) to transport and store soft fruit. Wooden boxes used to sell clementines can also be used for this.

- Pears must be stored in a space where the temperature is around 0 ° C, e.g. a cool room, otherwise they will continue to mature. Pears stored at room temperature will mature quickly and can only be eaten for a few days after picking. If you store un-ripe pears at a cold temperature, you can pile them on top of each other without a problem.

2.5 Supervise the harvest

Your main concern during the pick is your volunteers; make sure they are comfortable and safe!

We encourage cooperation among volunteers. Rotate roles for everyone involved (holding the ladder, picking the fruit, weighing the fruit, clean-up, etc.)

Do not forget the most important step: make the most of picking and enjoy the experience! Some other things to keep in mind when supervising a pick:

- Each harvest is different. Sometimes the trees are full of fruit, but it can also happen that a gust of wind made everything fall overnight. One can never know. Keep your head up and focus on how to remediate the situation. Help the volunteers keep their spirits up and stay optimistic.

- Each group of volunteer pickers is different. The dynamics vary greatly from one group to another. If volunteers are reluctant to take initiative, you can suggest that they climb or hold the ladder, pick up fallen fruit during harvesting, sort fruit, etc.

- If you have a camera, we encourage you to take photos of the harvest and send them to us (info@lesfruitsdéfendus.org), or to post them and tag us on Facebook (Les Fruits Défendus Montréal) or tag us on Instagram (FruitsDefendus) #fruitsdefendus. However, **please make sure that all volunteers give their approval before you start photographing**.

- See *Annex 3* for more information on health and safety when picking.

Picks generally lasts two hours. Sometimes it takes less time to harvest the fruit, and sometimes two hours is not enough time to collect all the fruit. We do our best to harvest as much as we can in the timeframe we allow, but we can't always save all the fruit! For this reason, after two hours of harvesting, the material must be packed up and volunteers must be ready to part ways.

When two hours is not enough to collect all the fruit, it is sometimes possible to continue the harvest if the following conditions are met:

- You must be absolutely certain that there are no other harvests scheduled in the same area after your pick, and that the equipment you are using isn't scheduled to be used by another pick-leader after your harvest.

- You must be certain that the beneficiary organization will still be open at the time you arrive with the fruit.

- You must be certain that the equipment point will still be open at the time you will be returning the equipment.

- You must be certain that the volunteers want to continue beyond the two hours scheduled. They should not feel obligated to stay!

- You must be certain that you are welcome to stay longer than agreed time on the tree property – i.e., you must have permission from the tree owner to stay longer.

It's a good idea to announce the end of the pick in an encouraging manner, once you see that the rhythm is beginning to slow down (ex.: "Just so you know, we can pick for 10 more minutes and then we need to start packing up.").

Once the fruit has been picked, ask a few volunteers to help weigh the fruit. Include the weight of freshly dropped fruit, but keep this fruit in a separate bag to avoid mixing it with the fruit picked from the branches. Once weighed, ask volunteers to help divide the fruit into three equal parts (excluding the freshly dropped fruit): one third for the beneficiary organization, one third for the tree owner, and one third for all of the volunteer pickers. Further divide the volunteer pickers' share among all volunteers (including you, the pick-leader). Portions don't have to be precisely equal, but please do try to be fair to everyone.

Record the total weight and the weights of the divided portions of fruit on the post-harvest form found in the pick binder. You will use this to update the information in our Saskatoon database.

Deliver the fruit reserved for the owner, or leave it for them at the agreed upon place.

Offer to divide the freshly dropped fruit between volunteers emphasizing the precautions. Ensure that everyone is aware of the contamination risks which they can incur.

Ask for help putting ladders and other equipment into the trailer and make one last overview to make sure everything is clean and tidy. The site should be as clean, if not cleaner, than when you first arrived!

Thank the volunteers, and let them depart happily with their fruit.

2.6 What to do in difficult situations?

It may be that not everything goes exactly as planned (ex. stormy weather, grumpy volunteers, unhappy neighbours, flat tire, etc.). If you find yourself in a difficult situation, and you don't know what to do, our recommendations are:

- Consult the Pick-Leader Guides. If you are still not sure …

- Look at the Annexes! If you are still not sure…

- Use your problem-solving skills.

If you encounter a non-urgent issue that requires follow-up, please contact us at info@lesfruitsdefendus.org or leave a voice message at our phone number: 514-360-8566. Please understand that we will not be able to respond immediately. You may also try contacting your fruit buddy or another pick-leader for advice.

In case of emergency involving personal safety during a pick, call 911 immediately.

2.6.1 In case you must cancel or re-schedule a harvest

If you need to cancel a harvest for any reason, you must advise the volunteer pickers, the owner of the tree and the beneficiary organization as soon as possible. You may consider re- scheduling the harvest rather than cancelling, if this is an option for you, keeping in mind that in this case, you will still need to follow up with the volunteer pickers, the owner of the tree and the beneficiary organization as soon as possible. Contact your fruit buddy if you need support re-scheduling a pick.

2.6.2 In case of lightning

We do often pick fruit in the rain (although the rain can make the tree's branches and ladders slippery), but we do not pick in thunderstorms. It's important to remember that both trees and metal ladders can attract lightning.

For this reason, it's very important that you remain aware of the weather forecast for your harvest date. That being said, since the weather forecasts in the Montreal area are often quite unpredictable, it can be difficult to judge in advance whether or not to proceed with a pick.

For this reason, unless the forecast calls for a very high probability of thunderstorms during your scheduled harvest time, it may be better just to proceed with the harvest. In this situation, we recommend advising the tree owner and volunteer pickers that you may have to cancel (or re-schedule) the harvest upon very short notice.

If, upon arrival at the site, you find that the pick cannot be conducted safely, you can choose to cancel the harvest immediately. However, we ask that you remain on site – under shelter of a building, if possible – until all of the volunteers have arrived or at least 15 minutes after the agreed upon time of harvest.

2.6.3 In case of disruption or damage to the tree or property

Of course, we hope that this never happens, but should the tree or property be disrupted or damaged in some way, it is important that you let the tree owner and your fruit buddy know as soon as possible. We understand that unexpected accidents can occur, but please remember that tree owners put their trust in us, and therefore it's important for us to communicate openly and help them understand the situation.

After having communicated the situation to the tree owner, you may direct him or her to contact the collective's core (by email: info@lesfruitsdefendus.org), if any further discussion needs to take place. The core will follow up, if necessary.

2.7 Deliver the fruits to the beneficiary and return the equipment to the storage site

You have packed up your harvesting materials, and the volunteer pickers have gone home. Now it is the time to deliver one third of the fruit to the beneficiary organization that you have chosen previously.

When interacting with beneficiary organizations, please be sure to do the following:

- Introduce yourself and be sure that you are in the right place.

- Be courteous and patient. Some staff members may not be aware of the existing partnership with Les Fruits Défendus. Don't forget that you are representing the collective!

- When parking the bicycle and trailer, remember to park it securely either by locking it or asking someone to keep an eye on it, or bring it inside.

2.8 Return the equipment to the storage site and store it as you found it

When returning from a harvest, make sure that you return all of the equipment to its proper storage location.

Check the list of equipment on the "checklist" sheet (see pg. 5) to be sure that nothing is lost or forgotten.

If any material is lost or damaged during your pick, please notify your Fruit Buddy so that they can make arrangements to have it fixed or replaced in time for future picks.

2.9 Record your pick data in Saskatoon

Congratulations and thank you! You've successfully completed a harvest!

Now it's time to enter the data for your harvest into our Saskatoon database, letting the rest of us know about the work that you have contributed to Les Fruits Défendus! This also allows us to track in real-time how much fruit has been harvested by the collective overall. Information that you add to the system can also help us adapt our practices and make life easier for pick-leaders in the future.

Check out our Statistics page to see how we're doing! It shows us how many harvests our pick-leaders have led for each fruit type and in various neighbourhoods, as well as which beneficiary organizations have received our fruit. Fruit statistics can be filtered for the current year, or for any year or all years since 2016. Enter in your information so we can see your contribution!

In order to help keep the data in Saskatoon up-to-date, we ask that you record the data for your pick within 24 hours of the harvest.

If after reviewing this guide, you have any questions about entering data into Saskatoon, or if you need assistance, please consult your Fruit Buddy.

To begin entering information about the type and quantity of fruit harvested, distributed and donated:

1. Log in to Saskatoon at http://saskatoon.lesfruitsdefendus.org/

2. Open the corresponding Harvest page for your harvest, either: a.) via the Calendar; b.) by entering the harvest ID# in the search field; or c.) by locating it in the list of harvests on the Harvests page. For more info on logging in to Saskatoon and locating the Harvest page for your harvest, please consult the Pre-Pick guide.

3. Scroll down to the section near the bottom of the Harvest page called "Distribution of fruit". Click on the "+" button at the upper right of this section (*Fig 03*).

4. Using the drop-down menu, choose the fruit type under "Tree" (*Fig 04*).

Fig. 1: Figure 03: Adding a new fruits recipient

5. Type in the quantity of fruit (in pounds) donated to the beneficiary organization.

6. Using the drop-down menu, choose the name of the beneficiary organization under "Recipient".

7. Be sure to click on the blue button labelled "Submit" to save all of the data you've just entered for this recipient in Saskatoon.

8. Repeat these steps to record the amount of fruit distributed to each recipient, including the tree owner (if applicable), yourself and all volunteer pickers who participated.

   Once you have completed all of these entries, the total weight shown at the bottom of the "Distribution of fruit" section should correspond to the total weight you recorded on-site at the end of your harvest (*Fig 05*).

Fig. 2: Figure 04: Choosing fruit, recipient and weigh

9. Next, please update information about volunteer picker attendance and add any comments about the harvest or the property that may be useful for future harvests in future seasons. For each volunteer picker listed in the "Pickers" section of the Harvest page, click on the yellow-orange square-shaped button under the Actions column (*Fig 06*).

Fig. 3: Figure 05: Total balances

10. Under the section labelled, "Manage request", please click on the bubble which corresponds to that picker's participation. If you have additional notes which you think would be helpful for future picks [e.g. "Very energetic and helpful picker!" or "Picker never showed up, and never contacted me before or after the harvest to let me know."], please add it here (*Fig 07*). Please try to remain constructive in your comments, however.

Fig. 4: Figure 06: Manager pick leader requests

11. Be sure to click on the blue "Save" button to save your data in Saskatoon and return to the Harvest page.

Now, for the last step, you are ready to change the status of the Harvest 12. In the upper-right corner of the Harvest page, click on the yellow-orange button named "Edit Harvest" (*Fig 08*).

13. In the drop-down menu under "Harvest Status", change the status to "Succeeded" (*Fig 09*).

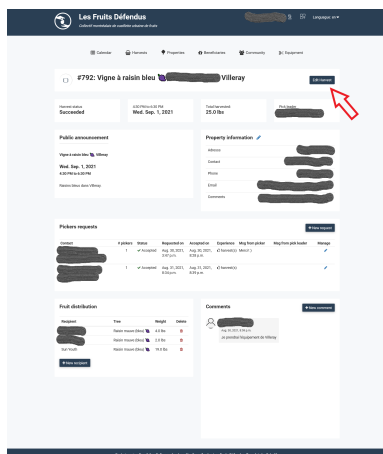Fig. 5: Figure 07: Adding a note to a picker participation

Fig. 6: Figure 08: Edit harvest

If you need to make changes to any other data, such as the number of required pickers, please go ahead. However, please don't delete or modify any information that you may have been previously provided about the harvest in the box under "Public announcement". This information may end up being useful for future harvests/seasons. If you want to add additional information about how the harvest went, we encourage you to do that under the Comments section (see steps below).

14. Click the blue "Submit" button to save data and to return to the Harvests page.

15. Back on the Harvests page, be sure to add any pertinent details about the fruit harvesting event under the Comments section by clicking on the "+" (*Fig 10*).

16. Type your comments in the box and click on the blue "Save" button (*Fig 11*).
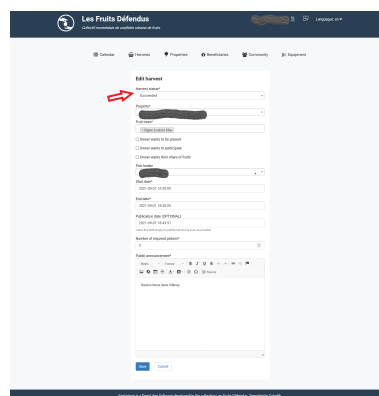

Fig. 7: Figure 09: Edit harvest form

Fig. 8: Figure 10: Add comment
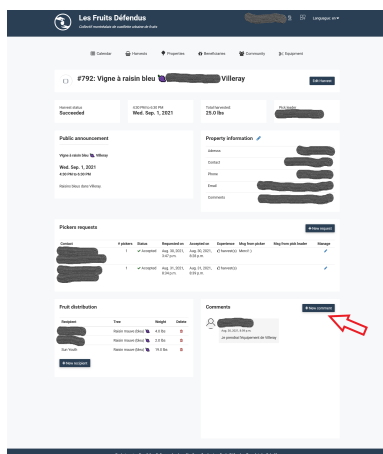
If you have useful information to add or update about the property or the tree/vine itself (information that isn't likely to change too much from one year to the next), you can add it to Saskatoon by opening the Property page, and clicking on the yellow-orange "Edit Property" button. Any comments about the property
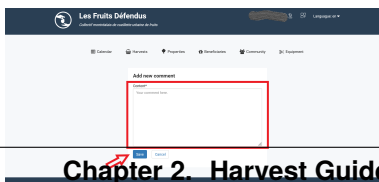

Fig. 9: Figure 11: Comment form

Chapter 2. Harvest Guide

or the tree/vine may be added in the "Additional information" section. [Refer to
Fig. 16. & Fig. 17. in the Pre-Pick guide.]

2.9.1 What's next?

Enjoy the fruits of your labour!

Whether you consume your fruit freshly-picked, as part of a recipe, or in home-
made preserves, we hope you'll appreciate it all the more, knowing that it came
from a shared picking experience that you made possible!

If you have any questions or comments about your experience leading a pick, please feel free to contact us. We also
hope to conduct a survey at the end of the season during mid-autumn – this is another opportunity for us to hear your
valuable feedback.

If you have stories or photos related to your harvest that you'd like to share, please send them to us and we can publish
them on our social media! And finally, once you're ready for another opportunity to adopt and plan a harvest, please
remember that you're always welcome to browse our harvest calendar!

Thank you for being an integral part of Les Fruits Défendus! Its because of YOU that Les Fruits Défendus' mission
becomes a reality!

2.10 Annexes

2.10.1 Annex 1: Information on bike safety and the trailer

We know well that Montreal cyclists do not always follow the Highway Code to the letter, but when pulling a trailer,
you should be extremely prudent. Be more than vigilant!

- Plan your route well in advance using bike path maps available to you in our binder or available online here

- Remember that you will travel slower with a trailer and remember that turning requires extra attention.

- Look around you, be visible and predictable

- Bike upright

- We suggest that you wear a helmet

- Always signal your intention to turn

- Do not ride on the sidewalk

- Do not bike in a prohibited direction

- Use your bell

- Do not forget to lock your bike

- Turn on your lights when necessary (nightfall, rain)

(TODO: INSERT PHOTO, bike hitch)

How to attach the trailer:

If you use your own bike, follow steps 1 and 2. If you use the Les Fruits Défendus bike then begin at step 2.

1. Attach the hitch to your bike:

- Place the protective hose over the seatstay and chainstay tubes (Fig 1)– this will protect the paint and frame of
the bike. The longer piece of hose should be placed on the chainstay and the shorter hose on the the seatstay.

- Set the hitch on the protective hose on the chainstay near the junction of the seatstay and chainstay (Fig. 2).

- Wrap a band clamp around each end of the angle and chainstay so the excess end of the clamps points up and inward (Fig 3.). Tighten loosely. Put the remaining band clamp around both the vertical rod and seatstay. Tighten all band clamps securely.

(TODO : INSERT FIG 1-5)

2. Attach the trailer to the tow hook:

Place the towbar bushings on both sides of the ball of the rod end. Line up the holes so the hitchpin can fit down through the bushings and rod end (Fig.4.). Take the hitchpin clip and swing it around behind the solid part of the towbar and stretch the clasp so it goes around the bottom end of the pin (Fig.5.).

You are now ready to use your trailer.

2.10.2 Annex 2: Ladder Security

Our ladders are all very similar, with three hinges so that they can be configured at least three ways: collapsed like the letter "W" for transport, folded like an upside-down "V" for a free-standing position, or opened straight like the letter "I" for a leaning position. Please consult the instructions on the side of the ladder. (Our "Featherlite Combi 3316" model of stepladders, which have three screw-type hinges, can be used in eight different ways.)

For fruit picks, we find that the most useful setups are the 6-ft folded stepladder (upside-down "V" position) and the 12-foot straight ladder ("I" position).

(TODO : INSERT PHOTO, folding ladder)

Be sure to give instructions on safe ladder use at the beginning of every pick to help ensure everyone is using the ladder safely.

Inspection

- Always visually inspect the ladder before installing it and using it for a pick.

- During your visual inspection, keep an eye out for cracks and deterioration. Check that the rungs/steps and side rails are in good condition. Moreover, make sure the hinges are secure and tight before climbing.

Installation

- When moving the ladder, ask for assistance if necessary.

- If you are using the ladder as a **straight ladder**, make sure to prop it against a flat surface, e.g. a wall or a stable horizontal branch, if available. Do not lean it on a tree trunk. If there is any doubt about the ladder's stability, tie down the top of the ladder to something secure to prevent sliding up and down and side-to-side.

- When propping a **straight ladder** against a flat, vertical surface, it should be position at a 75° angle relative to that surface. In other words, the feet of the ladder should be positioned at a distance of 1⁄4 of the extended length away from the wall.

(TODO :INSERT PHOTO, straight ladder)

- The feet of the ladder, or rubber stoppers, need to be on the ground, not on a stone or a bench.

- To adjust the ladder, adjust the hinges and fold the ladder into place on the ground. Once the hinges are secured at the proper angle, lift the ladder. **Assure that all the hinges are secure (all screw hinges tightened, if applicable) before letting volunteers climb the ladder.**

- Always check that the ladder is stable before allowing volunteers to climb it.

Usage

- We always require that someone secure the ladder and keep it stable with both hands by standing at the bottom and facing the ladder.

- The person climbing the ladder always needs to be in contact with **three points** at all times, e.g. the ladder's side rail, two feet on the rungs/steps and/or hand on the tree. No extending oneself to reach fruits, branches or anything else. We do not want anyone getting hurt trying to get that last cherry.

- Always make sure the person climbing the ladder is facing the ladder as well as the person securing the ladder.

- Climb and descend equipment facing the ladder (and not on the side) and wait until the person is on the ladder and climbed on/or off completely before passing objects and equipment to them.

- Be extra careful when it is wet as the rungs may be slippery.

- One person per ladder. The only exception is when using our Featherlite 3316 in the wide and low stepladder configuration (see Fig.1 above), where one person can stand on the third step of each side.

2.10.3 Annex 3: Complementary information - Health and security

- **Arrive on the site prepared**

  Bring water to stay hydrated, a hat, and sunscreen Waterproof clothes (if necessary) Closed toed shoes are ideal for everyone

- **Environment**

  Get to know the field before starting the pick. Locate possible dangers on the ground or up high. E.g. uneven soil, paving stones, cars below the tree, fences, electrical/phone cables, etc. Remove elements that could be in the way or that the pickers could trip on Clear the way: keep the equipment at a good distance from the ladder

- **Climbing on trees**

  Evaluate the tree before letting anyone climb it. Climb the tree only if the tree owner explicitly gave you permission. Locate damaged branches or weaknesses on the trunk. Encourage the volunteer pickers to distribute his/her weight equally on the ladder Always have 3-point stable support on the tree while climbing it (Two feet + one hand / One hand while sitting on the branch) Do not climb on a branch that bends under the weight of your body.

- **Lifting and moving equipment**

  Bend the knees, do not use your back! Let the others help you. No need to rush - take your time.

2.10.4 Annex 5: Contacting other members of the collective

Les Fruits Défendus is a project created and led entirely by a group of volunteers, and is supported by Santropol Roulant.

New pick-leaders are paired with a member of the core, called a "fruit buddy." He or she is your primary contact person for questions related to organizing and leading picks.

We also ask our community of pick-leaders to help support each other by sharing questions and expertise through Les Fruits Défendus's Facebook group for pick-leaders.

For those not using Facebook, we encourage pick-leaders to exchange contacts (phone and/or email).

If you need to reach the core for general questions, please write to info@lesfruitsdefendus.org. For urgent, significant technical issues regarding Saskatoon, please contact tech@lesfruitsdefendus.org. We'll do our best to respond to your inquiries as soon as possible. In case of emergency involving personal safety during a pick, please call 911.

WHAT'S NEW IN SASKATOON 2022

The collective worked hard over the last two years to develop an updated version of Saskatoon. We fixed many bugs and added a few improvements.

3.1 Changes that affect pick-leaders

- Les Fruits Défendus Guides are now accessible as a public website instead of being PDF documents. Note that the documentation is still a work in progress and the website will be updated during the season.

- Saskatoon now sends mails from the following email address: lesfruitsdefendus@riseup.net, incoming emails will be redirected to info@lesfruitsdefendus.org.

- Unselected pickers receive an email when the harvest passes from status "Date Scheduled" to 'Ready". The template looks like the following:

```
Hi {name}

We are sorry but enough pickers have already been selected
for the {harvest}. You may still be contacted by the
pick-leader if some of them end up cancelling.
We will do our best to prioritize your participation
next time you submit a request re-using the same email for another harvest.


Thanks for supporting your community!
Yours


--
Saskatoon Harvest System
```

Pick-leader still need to organize with selected pickers.

3.2 Changes that mostly affect core members

- When a pending property has been validated, the tree owner receives a confirmation email. The template looks like the following:

```
Hi {name}

Your tree subscription has been validated
by a member of Les Fruits Défendus.
A pick leader might contact you to plan a
harvest this season.

Thanks for supporting your community!
Yours


--
Saskatoon Harvest System
```

- The process to register new users has been enhanced such that an "Auth-User" is always created when using this new form: https://saskatoon.lesfruitsdefendus.org/person/create/. You will be asked to select role(s) for this new user. The roles determine the privileges of the user (see https://github.com/LesFruitsDefendus/saskatoon-ng/blob/develop/doc/permissions.org for more infos). Then, use the "Register User" button from the community page to create a password for this user.

- The process to validate new properties has been enhanced such that:

  - A list of similar properties is listed to help determine if the property already exist in database. Still double check by searching in the property list, though.

  - The pending email address is used to create a new person automatically when clicking on "Register"

  - For more information on the process, please read this ticket: https://github.com/LesFruitsDefendus/saskatoon-ng/issues/71#issue-876449595

FOUR

MORE INFOS ON LES FRUITS DÉFENDUS

- www.lesfruitsdefendus.org
- [(514) 360-8566](tel:514-360-8566)
- info@lesfruitsdefendus.org
- Santropol Roulant, 111 rue Roy est, Montréal (QC) H2W 1M1