Summary
When “everyone” is responsible for tasks, often no one ends up doing them. We created these sign-up sheets for farmers to take individual responsibility for doing jobs around the farm and to have public (group) accountability. Farmers sign up for tasks ahead of time (especially for time sensitive tasks such as watering). Introducing these tasks sheets and teaching farmers to use them will help ensure their use. This structure of using task sheets may have success if introduced at an early stage of the program.

Who made this guide?
This teaching resource was developed by All Farmers and enhanced in collaboration with the Institute for Social and Economic Development (ISED). From 2015-2017, ISED partnered with refugee farmer training programs throughout the country to support the design of new and shareable teaching resources for culturally and linguistically diverse farmers. To access the whole list of newly developed teaching resources for refugee farmer training program, follow this link. For more in-depth explanations of the teaching approaches and activities used in these materials, you can refer to this handbook.
## Audience (TA Or Tot)
TA (Technical Assistance for farmers)

## Language and Literacy Level
Low

## Farmer Experience
None

## Pre-Requisites
None

## Region or Climate
Any

## Program Structure
Any with multiple farmers

## Season
Any

## Time
Minimal (printing, 5-10 min group setup)

## Staff and Interpreters
Depending on farmers’ English comprehension, interpretation may not be necessary

## Additional Supplies Needed
- Chart print outs (laminated is good for outdoor environments)
- Pens/markers

## Background Material
None

### TEACHING MATERIALS INCLUDED

1. Three sample task signup sheets:
   a. WATER SEEDLINGS: MAY
   b. WATER SEEDLINGS: MAY / JUNE
   c. TRASH / WASH STATION / MOWING

### CORE SKILLS IN THIS LESSON
- Reading a grid
- Writing/reading names
• Reading and understanding dates

SUGGESTED TEACHING METHODS

**Role play**
- Farmers can practice filling in the task sheet using some prompts from the facilitator. For example, farmers can simulate watering and then practice filling in the sheet for a specific date. A calendar can be used to have farmers practice filling in for different dates. (Humorous) role-plays can also be used when jobs don’t get done.

**Oral drills**
- Farmers should be familiar with the tasks that are written on the sheets, as well as any other words that are used. You can ask farmers to point to the different words on the sheet you want them to understand, such as ‘seedlings’ ‘trash’ ‘name’ etc. if they are working from a lower literacy level.

**Grids**
- Farmers may benefit from explicit teaching of how to read and write using a grid. This could be a simple “point to” activity, and could be combined with the role play. “If you watered the plants on May 17th, where would you write your name?” “If you have trash on June 14th, where do you write your name?”

TEACHING TIPS

- The sign-up sheet seems to be most effective when there is a systematic time for people to sign up/be reminded of their responsibilities (i.e. during a monthly meeting).
- We laminated the sheets and kept markers attached to the sheet, and posted them in a place where farmers would see them regularly.
- Use different colored columns for different farmers to fill out if you think they would benefit from that additional visual prompt.
- This could be adapted to other tasks. We listed the jobs that farmers could reasonably do (with little or no experience) that helped the whole farm run, and picked the most important to us.
- We had the most success if farmers were very aware of the consequences of not doing a task (watering seedlings) and less success with tasks like trash pick-up, which is a task that is made difficult due to different cultural viewpoints.