



Winter 2020

# CSA PICK UP GUIDE



**1. Look for a piece of paper with gridlines (the sign in sheet) and locate your name - the shares listed in the row with your name are the shares delivered for you that day. ALWAYS check the row with your name!**

- a. Never take a share that is not listed in the row with your name. If you believe the sign in sheet is incorrect, please call (717.656.3533 x 2) or email us [csa@lancasterfarmfresh.com](mailto:csa@lancasterfarmfresh.com)



**2. Locate your items: shares are packed in boxes or in a cooler/cooler bag**

- a. Always double check to make sure the share you're taking matches what is next to your name on the sign in sheet! All boxes are labeled!
- b. Meat, chicken, and cheese shares will be bagged and labelled **with your name**



**3. Unpack your shares and break down your box.**

- a. You can take home your shares as they are delivered or load items into reusable bags. Boxes left at your CSA site will be returned to the Co-op.

**Questions? Comments? We're here to help!**

9:00am - 4:30pm M-F call 717.656.3533 x 2 or email [csa@lancasterfarmfresh.com](mailto:csa@lancasterfarmfresh.com)

## CSA Pick Up FAQs

**What should I do if one of the items/shares listed next to my name is not there?**

(Please **DO NOT** supplement it with something else!) Contact your site host & CSA team immediately. We'll do our best to locate the item or include it in the following week's pickup.

**What should I do if someone else is picking up for me?**

Please take a minute to explain the process to them and make sure they read all these instructions. We want to ensure everyone gets the items they paid for, **so please be very clear with friends/family about what to take.**

**What if I can't pick up my CSA share one week?**

**If given at least 5 business days' notice, we can place your CSA share(s) on hold.** Due to our ordering schedule from vendors and farms, we're not responsible for accommodating holds or replacement shares if proper notice is not given.

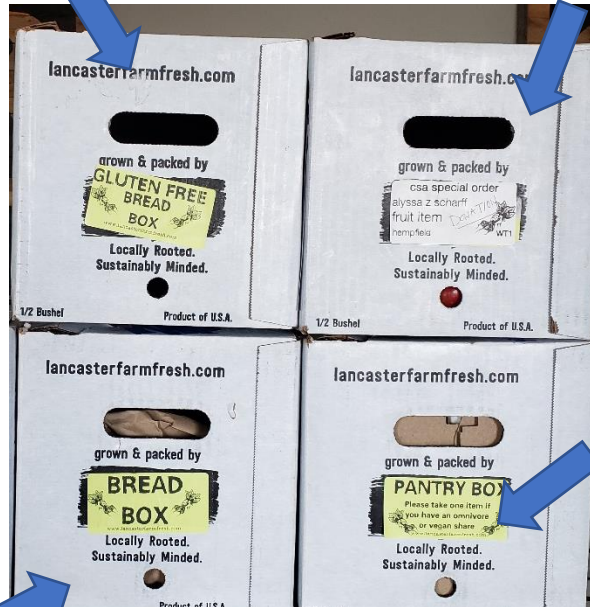
**I don't see an "omnivore box" / "vegan box" – what should I take for this share?**

- Omnivore shares include 1 cheese item (cooler) + 1 meat item (cooler) + 1 pantry item (in pantry box). Make sure you do **not** pick up an entire meat or cheese share (which are bagged and labeled with customer's name)
- Vegan shares include 1 block of tofu (cooler) + 1 loaf of bread (in bread box) + 1 pantry item (in pantry box).

## PRODUCE SHARES



## GF BREAD BOX (1 loaf per GF share)



## SPECIAL STORE ORDERS

Labeled for customers

## PANTRY BOX

1 item for vegan share  
1 item for omni share

## BREAD BOX (1 loaf per bread share)



COOLER

OR

COOLER BAG  
Inside labeled box



## VEGAN SHARE TOFU

## CHEESE SHARE (labeled with customer name)



EGGS

Yogurt and Milk  
\*pay attention to whole vs. low fat

OMNIVORE SHARE CHEESE ITEM

## MEAT SHARE (labeled with customer name)



OMNIVORE SHARE MEAT ITEM