

# SUMMER CSA PICKUP GUIDE

2017 Summer | 26 WEEKS



Questions? Comments? We're here to help! (717) 656-3533 x2, 9-5:30 M-S or via email: [CSA@lancasterfarmfresh.com](mailto:CSA@lancasterfarmfresh.com)

Use these visual guides to help find your designated shares each week. Please always check your name off on the provided sign-in sheet and only take the items listed next to your name. If your location hands your shares out to you and you feel you are not receiving the correct items, please ask them to refer to the sign-in sheet and contact us right away at (717) 656-3533x2.

CSA Share Weekly Schedule														
Week	Week of Date	Produce	Meat	Chicken	Eggs	Bi-weekly Eggs	Fruit	Flower	Herb	Bi-weekly Herb	Bi-weekly Cheese	Bread/GF Bread	Beverage	CSM
1	5/1/2017	x	x	x	x	x					x	x	x	
2	5/8/2017	x	x	x	x							x	x	
3	5/15/2017	x	x	x	x	x					x	x	x	
4	5/22/2017	x	x	x	x							x	x	x
5	5/29/2017	x	x	x	x	x					x	x	x	
6	6/5/2017	x	x	x	x		x		x			x	x	
7	6/12/2017	x	x	x	x	x	x		x	x	x	x	x	
8	6/19/2017	x	x	x	x		x	x	x			x	x	
9	6/26/2017	x	x	x	x	x	x	x	x	x	x	x	x	
10	7/3/2017	x	x	x	x		x	x	x			x	x	
11	7/10/2017	x	x	x	x	x	x	x	x	x	x	x	x	
12	7/17/2017	x	x	x	x		x	x	x			x	x	
13	7/24/2017	x	x	x	x	x	x	x	x	x	x	x	x	x
14	7/31/2017	x	x	x	x		x	x	x			x	x	
15	8/7/2017	x	x	x	x	x	x	x	x	x	x	x	x	
16	8/14/2017	x	x	x	x		x	x	x			x	x	
17	8/21/2017	x	x	x	x	x	x	x	x	x	x	x	x	
18	8/28/2017	x	x	x	x		x	x	x			x	x	
19	9/4/2017	x	x	x	x	x	x	x	x	x	x	x	x	
20	9/11/2017	x	x	x	x		x	x	x			x	x	
21	9/18/2017	x	x	x	x	x	x	x	x	x	x	x	x	
22	9/25/2017	x	x	x	x		x	x	x			x	x	x
23	10/2/2017	x	x	x	x	x	x	x	x	x	x	x	x	
24	10/9/2017	x	x	x	x		x	x	x			x	x	
25	10/16/2017	x	x	x	x	x	x		x	x	x	x	x	
26	10/23/2017	x	x	x	x		x		x			x	x	

## EXAMPLE OF VEGETABLE SHARE LABELS



# HOW TO FIND YOUR SHARES



1. **LARGE** Vegetable Share (aka Full)
2. **MEDIUM** Vegetable Share (aka Half)
3. **SMALL** Vegetable Share
4. **SWAP BOX**
5. **FRUIT** Share: Packed in BULK  
\*follow content signs on box
6. **CSM** Share: Packed in BULK
7. **GLUTEN FREE BREAD** Share: Packed in BULK
8. **STORE ORDERS** (Produce & Dry Goods): Packed separately and individually-labeled
9. **HERB** Share: Packed in BULK
10. **BREAD** share: Packed in BULK
11. **FLOWER** Share: Packed in BULK  
\*do NOT take bucket



## COOLER SHARES & ITEMS

\*note a cooler bag may be sent

- a. **EGG** Share: **Weekly & Bi-Weekly**
- b. **BEVERAGE** Share: individually-labeled
- c. **CHEESE** Share: bagged, individually-labeled
- d. **STORE ORDERS**: bagged, individually-labeled
- e. **MEAT** Share: bagged, individually-labeled
- f. **CHICKEN** Share: bagged, individually-labeled



## USING THE WEEKLY SWAP BOX

If you have a vegetable share, please feel free to swap an item you may not want in your box with an item in the provided and specifically-labeled SWAP BOX. Please limit the swaps to one item for one item a week.



## SIGN-IN SHEET THE \*GOLDEN RULE\*

Find & Sign-off your name on the sign-in sheet each week (unless your gracious site hosts do that for you), and only take the items listed next to your name. These two vital steps help ensure everyone goes home happy, including our site hosts and farmers, week after week.

## SPECIAL NOTE ABOUT BIWEEKLY SHARES

BIWEEKLY EGG or CHEESE SHAREHOLDERS: These shares are sent EVERY OTHER WEEK, starting with Week 1, for a total of 13 weeks. BIWEEKLY HERB SHAREHOLDERS: These shares are sent EVERY OTHER WEEK, starting Week 7. They will only be listed on the sign-in sheet next to your name during the weeks they have been delivered.

## UNABLE TO FIND AN ITEM?

**Please do not supplement it with something else.**

Contact your Site Host right away & follow up by contacting the CSA Team directly as well before taking something else. The sooner you reach out the sooner your item may be located.

## SOMEONE ELSE PICKING UP FOR YOU?

**Please share this diagram with them BEFORE they attempt to pick up.**

Friends and family picking up for others is the number one cause of pickup mistakes, and we thank you in advance for your considerations.

*From everyone at Lancaster Farm Fresh Cooperative,*

**THANK YOU  
FOR YOUR SUPPORT THIS SUMMER!**