

# Summer CSA PICKUP GUIDE

Summer 2019 | April – October | 27 WEEKS



Below is a weekly schedule detailing when you will pick-up your various shares.

Questions? Comments? We're here to help!

9:00-5:00 M-F call 717-656-3533 x 2 or email [csa@lancasterfarmfresh.com](mailto:csa@lancasterfarmfresh.com)

## Summer 2019 CSA Share Schedule

Week	Week of Date	Large	Medium	Small	Meat	Chicken	Bread	GF Bread	Yogurt	Egg	Bi-weekly Egg	Bi-weekly Cheese	Bi-weekly Herb	Fruit	Flower
1	4/29/2019	X	X	X	X	X	X	X	X	X	X	X			
2	5/6/2019	X	X	X	X	X	X	X	X	X					
3	5/13/2019	X	X	X	X	X	X	X	X	X	X	X			
4	5/20/2019	X	X	X	X	X	X	X	X	X					
5	5/27/2019	X	X	X	X	X	X	X	X	X	X	X			
6	6/3/2019	X	X	X	X	X	X	X	X	X					
7	6/10/2019	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	6/17/2019	X	X	X	X	X	X	X	X	X				X	X
9	6/24/2019	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	7/1/2019	X	X	X	X	X	X	X	X	X				X	X
11	7/8/2019	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	7/15/2019	X	X	X	X	X	X	X	X	X				X	X
13	7/22/2019	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	7/29/2019	X	X	X	X	X	X	X	X	X				X	X
15	8/5/2019	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	8/12/2019	X	X	X	X	X	X	X	X	X				X	X
17	8/19/2019	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	8/26/2019	X	X	X	X	X	X	X	X	X				X	X
19	9/2/2019	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	9/9/2019	X	X	X	X	X	X	X	X	X				X	X
21	9/16/2019	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	9/23/2019	X	X	X	X	X	X	X	X	X				X	X
23	9/30/2019	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	10/7/2019	X	X	X	X	X	X	X	X	X				X	X
25	10/14/2019	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	10/21/2019	X	X	X	X	X	X	X	X	X				X	
27	10/28/2019	X	X	X	X	X	X	X	X	X	X	X		X	

Every week:

1. Check off your name on the sign-in sheet.
2. Only take the items listed next to your name.

## SPECIAL NOTE ABOUT BI-WEEKLY SHARES

BI-WEEKLY SHAREHOLDERS: shares start on Week 1 and are available every other week for a total of 14 deliveries.

They will only be listed on the sign-in sheet, next to your name, during the weeks they are delivered.

Fruit, Flower, and Bi-Weekly Herb shares begin the week of 6/10 (Week 7).

# ON PICKUP DAY:

## #1: Sign-in

On the sign-in sheet: find & check-off your name. Please only take the items listed next to your name.

Is something missing from the list that you think should be there? Contact us!

## #2: Locate your share items

Shares are packed in various boxes or in a cooler on site (for smaller sites or deliveries, a thermal bag with icepacks inside a box may be used instead of a cooler). Produce shares may be delivered in bulk- see the diagram on page 3.



## #3: Unpack your boxes & break them down

Please bring your own reusable shopping bag to transport your items. Break down your box. [CLICK HERE for a quick \(34 second\) "how to" video.](#) Your site host will bundle the boxes, so we can reuse them!

# IF ONE OF YOUR ITEMS IS MISSING:

(Please **DO NOT** supplement it with something else!)

Contact your Site Host immediately; follow up by contacting the CSA team directly. We will do our best to locate the item immediately or include it in the following week's pickup.

# IF SOMEONE ELSE IS PICKING UP FOR YOU:

Please make sure they understand the routine and share this diagram with them. Mistakes happen, but we want to ensure everyone gets the items they pay for. So, please be clear about which items they may take.

# IF YOU NEED TO PUT YOUR SHARES ON HOLD:

Due to our planning and ordering schedule with the farmers, **you must give the CSA team a minimum of 5 days notice (before the date of your pickup) to put your shares on hold.** LFFC is not responsible for issuing replacement shares or store points for the value of the missed shares when 5 days notice is not given.

# HOW TO FIND YOUR SHARES



- A. **Store Orders and Replacements:** includes produce and dry goods; packed separately, individually-labelled.
- B. **Bread Box:** includes bread for Bread and shares; packed in bulk (sometimes in cooler).
- C. **GF Bread Box:** includes bread for GF Bread share; packed in bulk (sometimes in cooler).
- D. **Swap Box:** for use on a "one in, one out" basis.
- E. **Herb Share Box:** includes bi-weekly herb shares; packed in individual paper bags.
- F. **CSM Box:** includes individually-labelled packages; 4 total deliveries throughout year.
- G. **Large Veggie Share**
- H. **Medium Veggie Share**
- I. **Small Veggie Share**
- J. **Fruit Share:** packed in bulk; follow instructions attached to the box!
- K. **Flower Share:** packed in bulk; one bouquet per share- do not take the bucket!



- L. **Egg Share (Weekly & Bi-Weekly):** loose in cooler.
- M. **Cheese Share:** bagged, individually-labelled.
- N. **Yogurt Share:** loose in cooler.
- O. **Meat Share:** bagged, individually-labelled.
- P. **Chicken Share:** bagged, individually-labelled.

From everyone at Lancaster Farm Fresh Cooperative:

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