

# SUMMER 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.

- 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) If an item is missing, do NOT substitute with something else. Please notify us and your site host immediately.



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

- Always double check to make sure the share you're taking matches what is next to your name on the sign in sheet!

## PRODUCE SHARES

All boxes are labeled with their size: small, medium, and large.



## FRUIT SHARES

Fruit shares begin the **week of JUNE 8<sup>TH</sup>**. We are still determining the best way to pack fruit shares.

## FLOWER SHARES

Begin the **week of JUNE 8<sup>TH</sup>**. Take one bouquet out of the tall brown box.



**BREAD SHARES**  
**GF BREAD SHARES**  
**HERB SHARES**  
**SPECIAL ORDERS**

**GF BREAD BOX**  
 Take 1 loaf if you have a  
 gluten free bread share

**BREAD BOX**  
 Take 1 loaf of bread if  
 you have a bread share

**SPECIAL BOXES**  
 Replacement shares or  
 store orders: labelled  
 with member's name

**HERB BOX**  
 (Begins week of June 8<sup>th</sup>)  
 take one bag of herbs if  
 you have an herb share



**IN COOLER (OR COOLER  
 BAG PACKED IN A BOX)**

**MEAT SHARES** labelled with customer name  
**CHICKEN SHARES** labelled with customer name  
**CHEESE SHARES** labelled with customer name  
**EGG SHARES** Bi-weekly shareholders: double check!  
**YOGURT SHARES** Pay attention to low fat vs reg



# FAQs

## **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. Most CSA mistakes occur because people have friends/family pickup for them without giving clear instructions. Make sure you're not the reason someone else doesn't get what they paid for!

## **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.

## **How can I keep myself and other CSA members safe while picking up my shares?**

In light of the current COVID 19 pandemic, please adhere to the following guidelines:

- Please wear a mask or bandana when visiting your site
- Only send ONE person to the CSA site to pick up. If you must bring children along, please have them stay at a safe distance away.
- Wait your turn – if someone else is picking up their share(s), please wait until they have left the box area before you go pick up
- Do not touch items at the site that aren't yours
- Take your vegetable box home with you (for bulk packed shares like bread, only take the box if you're the last shareholder to pick up)
- Please make sure to wash your hands before and after visiting your site. DO NOT send someone to pick up your shares if they are experiencing COVID 19 symptoms or have been in contact with someone who has the virus.