

Bluebird Hills Farm CSA

2007 Guidelines and Procedures

Introduction: As we write these policies and procedures, we become aware of how bossy things can sound. This, of course, is not our intent. We have found that there are a couple of areas that always must be addressed as the season starts and progresses. We hope that you will bear with us and understand that this has to be put on paper to make things run smoothly for all of us. We hope that this doesn't sound too strict and stifling.

How It Works: It really is very simple. On Fridays, you pick up your box at your designated pick up location, during the designated hours. That's it! Well, almost...

Check-Off List and Newsletter: Each week when you arrive to pick up your box, find the clipboard with the list of members for that pickup location on it, and check off your name. Inside the clipboard are the Newsletters. We ask that you take only one of these, since we print a limited number and place only enough for those members coming to that site. If you have internet capabilities, you can get another copy off our website.

The Boxes: To be good stewards of our environment and to keep costs down, we reuse the boxes each week. After you take the produce out of your box at home, simply **collapse the box and return it the following week** when you pick up your next box. The secret to assembling and collapsing the boxes is to bend the flaps as needed at the creases. The flaps tuck in to themselves, much like you tuck in the flap of an envelope, but you must bend the flap at the crease or it will tear the cardboard. The boxes must be collapsed making it easier to store them at the pick up location. The following week, we will pick up the boxes and take them back to the farm for reuse the next week. These boxes should easily last the season. ***Please be careful when you collapse them, and refer to the drawings on the back of your map to help you, so that they last longer.*** **PLEASE TAKE YOUR TIME SO THAT YOU DO NOT TEAR THE BOXES!**

Consider Transferring Your Produce Into Another Box: Each year, one of the perennial problems is that folks can't remember to return their boxes for reuse. We would like to suggest that you purchase a cheap laundry basket and keep this in your car to transfer your produce into. These are nice because they rinse easily and keep the dampness out of your car, unlike our boxes. Some members will recycle plastic grocery sacs and transfer their produce into those. Canvas bags are great too.

Pick Up Locations: Before the season starts, each member chooses a pick up location. Because we have so many members, it is not possible for us to change a member's pickup location several times in the season. However, if you find that the current site is no longer convenient to you, we can accommodate a change in your pickup location to another site, as long as we are given at least one week's notice.

Pick Up Times: **All of our pickups are now on Fridays and vary from site to site.** It is the responsibility of each shareholder to pick up their boxes in that time frame. We realize that unforeseen delays can occur. If you are delayed, try to get there as close to the pick up time as possible. Please understand that our pickup locations are residences of members who have graciously offered to allow us to use their homes in this way.

Please Do Not Leave Payments at the Pickup Locations: We do not return to the pickup location until the next week. Checks left at any of the sites, including Springfield, will probably be lost. Please send your payments by mail or put them directly into our mailbox at the farm.

“Oops, I Forgot To Pick Up My Box”: It happens to all of us. We forget on occasion. If you forget, you can always run over and check to see if your box might still be there, but please do not do this late in the evening. The Springfield members are welcome to come the next day. There is much more leeway at our farm since we have the cooler, but the other pickup locations do not have the space or facilities to store these boxes, and will dispose of the contents as they see fit. It is best to go over right away in the early evening or first thing in the morning.

I Can't Pick Up My Box This Week: Summer is a time for vacations and long weekends. If you are unable to pick up your box, for whatever reason, you have a couple of options. The easiest is to simply have a friend or relative pick your share up for you. It is perfectly okay to have someone else pick up your box any week. If there isn't anyone available to do this, you can call us and simply tell us not to fill one for you. We are sorry, but we are unable to give refunds to folks who are unable to use their boxes. It may also be possible, but we can't guarantee it, that we could take your box to a nonprofit organization such as Loaves and Fishes, for distribution to the needy. This will depend on how busy we are at the time and whether we can make a special trip for this purpose. Of course, you must notify us that this is what you would like us to do.

Farm Visits: You are welcome to walk around the farm and gardens any time, just give us a call first and leave a message that you will be visiting. As you can imagine, the summer is a very busy time for us. Unfortunately, we usually cannot stop to talk. Wear comfortable shoes and don't forget the sunscreen and bug repellent. We have an abundance of ticks in the spring and summer due to our large deer population. There is great bird and wildlife watching, as well as a beautiful woods to enjoy.

Farm Rules:

1. **Do not feed the animals.**
2. **Do not let your dog out of the car unless on a leash and please keep it away from the alpaca barns as they get very upset by unknown dogs.**
3. **If you opened a gate, close it behind you.**
4. **No smoking around the barns ever, or anywhere on the farm when it is dry.**
5. **Please drive slowly, no faster than 15 miles per hour (4 children and their buddies playing, as well as wild beasties we like to keep safe).**
6. **There is ELECTRIC FENCING around the gardens and the alpacas, so please use caution especially with children.**

Update Your Contact Information: If at any time during the season any of your contact information changes including email addresses, please let us know.

Feedback: We always worry about how we are doing and whether our shareholders are satisfied with their decision to join us. It is our hope that each of our members will feel comfortable to let us know if there is a problem or something we could do better. Feel free to contact us by phone, e-mail, or by U.S. Postal Service.

Important Dates:

The Season starts Friday, June 6th

Farmfest Open House is Saturday July 19th from 10 to 4