



SAMPLE LETTER

Hello Unite for HER CSA Shareholder!

Thank you again for confirming your participation in our UFH Summer CSA program. Your season begins next week, and this important email lists the final details needed for successful weekly pickups during your 8-week season that runs through the week of July 24th, 2016. Please save, print, and hold onto this letter and diagram (see next page) for your reference. Of anyone with be possibly picking your things up for you, please pass this e-mail and attachment off to them as well.

When Picking Up Your CSA:

Refer to attached UFH Share Diagram: This handy guide shows you how your vegetables are packed, delivered, and successfully picked up. You will be picking up a Medium Vegetable Box each week.

Use the weekly Sign-In Sheet: Shares will only be listed next to your name on the sign-in sheet during the weeks they are actually delivered, so if you ever arrive to not find your name listed, your season has either ended or you should reach out to The CSA Team ASAP at 717-656-3533 x2 or CSA@lancasterfarmfresh.com for assistance.

Bring your own bag/Break your box down: Please empty veggies into your own bag so we can reuse your box. All members are asked to break down, flatten and stack their box onsite before heading home. We encourage you to watch this tutorial on how to easily break your box down, thank you! <https://www.youtube.com/watch?v=w5SdaSnXxro>

Watch for Weekly Newsletter & Content List Emails: You will receive 2 weekly emails from us. The first is called The ComPost Weekly Newsletter, and it arrives a couple of days before your allotted pickup day each week. It includes a list of predicted share contents, news from our farmers, recipes, tips on how to cook your veggies, and more! On the day of pickup, we will send you the Weekly Contents List email, and this will include exact contents that were packed in your Medium Vegetable Share box the night before. **Use the Weekly Contents List email as a reminder to pick up your vegetables.

PA: **(Your Hospital Name)** CSA Pickup Instructions & Contact Information

Help us help you and your fellow shareholders: remember to sign your name off on the provided sign-in sheet every week and only take a single Medium Vegetable Share box (unless you have worked with us directly to purchase additional share options.)

Confirmed UFH Summer CSA Details: **(Will Provide Your Location Pick-up Information Below)**

Delivery Day:

Pick up times:

Start Date:

Address:

Instructions from the Pick-up Host:

We are very excited to have you with us this summer, and we look forward to bringing you your first week's shares!

Sincerely,

Your CSA Team, Lancaster Farm Fresh Cooperative

Robin & Meghan

(717)656-3533 ext. 2

2016 UFH Summer CSA Pickup Guide

Questions? Comments? Concerns? We're here to help! (717) 656-3533 x2, 9-5:30 M-F

Use these visual guides to help you find your **Medium Vegetable Share** each week.

Complete UFH Season runs for 8 weeks from the week of June 5th through the week of July 24th, 2016.

MEDIUM SHARE



You will receive 6-8 items per week

LARGE VEGETABLE SHARE *INCORRECT BOX*



MEDIUM VEGETABLE SHARE *CORRECT BOX*



Look for following labels:
1) 3/4 BUSHEL
2) MEDIUM SHARE

How to find the correct box

Your CSA pickup location most likely includes many different share options for general CSA members. **Everything has been pre-ordered.** **As part of Unite for HER:** you are *only* picking up a Medium Vegetable Share unless you have worked with us directly to purchase additional shares.



Using the weekly Swap Box

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

Member Name	Share Type	Share Size	Share Price	Share Status	Share Location	Share Notes
Anna K.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Ben C.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Chris D.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
David E.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Emily F.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Frank G.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Grace H.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Henry I.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Iris J.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Jack K.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Jane L.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
John M.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Judy N.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Karen O.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Kevin P.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Laura Q.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Leo R.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Lily S.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Lucas T.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Mia U.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Noah V.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Nora W.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Oliver X.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Paul Y.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Quinn Z.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Rachel A.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Sam B.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Sarah C.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Sean D.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Shelby E.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Simon F.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Sophia G.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Stephan H.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Stella I.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Tim J.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Tina K.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Tom L.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Uma M.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Victor N.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Wendy O.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Xavier P.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Yara Q.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	
Zoe R.	Large	1/9 Bushel	\$12.00	Pre-ordered	Local	

↑ X next to your name

Sign-In Sheet "THE GOLDEN RULE"

Find & Sign-off your name on the sign-in sheet EVERY WEEK (unless your gracious site hosts does that for you,) and only take 1 MEDIUM SHARE that is listed next to your name. These two vital steps help ensure everyone goes home happy, including our site hosts and farmers, week after week.

