



## BGF CSA PICK-UP PROTOCOL

### Members' Responsibilities

1. **Members, please check off your name each week.** Each host site has a white BGF CSA binder that will be on the boxes. The binder contains a list of the members who pick up at that site. Checking off your name helps us keep track of the shares. If there seems to be a shortage of boxes, please inquire with the host and then call/email us to inform us of the problem so we can try to remedy the situation.

*IMPORTANT: If you have someone else pick up your produce (spouse, child, neighbor, friend, or "box buddy"), be sure they know the pick-up protocol.*

2. **Members are responsible to pick up their share box on the scheduled day and during the allocated time.** We do not replace or refund missed shares. If you run late, it is courteous to contact the host to make arrangements for pick-up. The host's contact information may be found at the top of the check off sheet inside the white BGF CSA binder at the site. Unless members have permission from the host, we ask members to respect the times allocated to access the property. Without initial contact to the host, please do not go after hours.

3. **If members forget to pick-up their box, we do not replace or refund missed shares.** We suggest that you mark your calendars or set your phones to signal reminders of your pick-up days/times so you won't forget your box. We give the host permission to donate any boxes not picked up (so food does not go to waste).

4. **Please be neat.** After emptying your box, stack it neatly to the side. Be sure NOT to leave produce scraps in the boxes to create rot and mildew, which may also attract unwanted critters.

**Please be respectful to ALL.** Every box is packed the same way and with the same items. There is no need for you to rummage through other boxes. Please do not open other boxes and exchange produce.

5. **Attention BOX BUDDIES.** If you SPLIT A BOX with someone, please do not divide your share and leave a half box at the pick-up site. Take home the produce and divide it between yourselves there, or alternate weeks picking up the box. How you divide and share the produce is your decision.

Sharing a box requires extra care that you only pick up ONE box each week. Please coordinate between yourselves who is picking up each week.

6. **Going on vacation?** You may make arrangements with someone to pick up your box for you in your absence. If not, please give us at least 2 weeks advanced notice that you will not be able to pick up your box on a specific date so we will not pack a box for you. Then we will coordinate with you another delivery date to make-up that missed box. We will honor 2 "make-up" boxes.

**NOTE: Please bring your own tote. Do not take the boxes.**  
We REUSE all the EMPTY BOXES. Please leave the boxes at your host site.

**THANK YOU FOR YOUR COOPERATION!**

**HAPPY EATING!**