



# **2015 TIPI PRODUCE CSA HANDBOOK.**

For Friday deliveries to Brookfield, Janesville, Mequon, Milwaukee and Wauwatosa.

## **HAPPY SPRING and WELCOME TO OUR CSA!**

### **YOU WILL RECEIVE AT LEAST TWO DOCUMENTS FROM US TODAY.**

#### **Please read both documents before picking up your first box.**

Save copies and share the information with everyone participating in your CSA share.

I. This CSA Handbook" contains lots of information you will need about our CSA.

II. You will receive a second document with specific information about your pick-up site.

## **DELIVERY SCHEDULE FOR FRIDAY SITES**

Every-other-week members, note your color assignment in the line above. It determines your schedule below. Weekly members, you do not have a color assignment.

### **Weekly shares, 26 weeks**

May 22, May 29, June 5, June 12, June 19, June 26, July 3, July 10, July 17, July 24, July 31, August 7, August 14, August 21, August 28, September 4, September 11, September 18, September 25, October 2, October 9, October 16, October 23, October 30, November 6, November 13

### **Every-other-week shares, PURPLE GROUP, 13 weeks**

May 22, June 5, June 19, July 3, July 17, July 31, August 14, August 28, September 11, September 25, October 9, October 23, November 6

### **Every-other-week shares, GREEN GROUP, 13 weeks**

May 29, June 12, June 26, July 10, July 24, August 7, August 21, September 4, September 18, October 2, October 16, October 30, November 13

## **MEMBER RESPONSIBILITIES.**

- Know your delivery schedule. Every-other-week members, is your group green or purple?
- Respect the established pick-up times. Your site host(s) are doing us all a favor. Let's make the system work for them too.
- Put the blankets back on the remaining boxes (if there are blankets at your site).
- Learn to flatten your box (see Box Care below) and return all empty boxes promptly.
- If you are sharing with another household, do not split your box and leave a half-box for your partner to pick up at our site. It is too easily mistaken for a full box. Please make your arrangements away from the pick-up site.
- Read the newsletter! Eat your veggies!

**LATE POLICY** - Read our other document for the late policy at your site, the one with specific information for your pick-up site.

**VACATION RESCHEDULING. NEW PROCESS THIS YEAR.** Please use our online vacation [rescheduling page](#). Please don't send us emails to reschedule unless you have trouble with the online page.

We understand that members go on vacation. You have three options:

1. You can reschedule up to two boxes per season. Notify us no later than the Sunday before the delivery. You must choose the new date at the time that you reschedule. [Go here](#) to cancel or reschedule.
2. Have a friend pick up the box for you. Give him/her our instructions for your site so they have the directions and contact info.
3. Cancel your box. Notify us no later than the Sunday before your delivery. [Go here](#) to cancel or reschedule.

**EMAIL COMMUNICATION.** We will communicate with you via email. Add our email ([csa@tipiproduce.com](mailto:csa@tipiproduce.com)) to your contacts list to get our messages past your spam filter.

**NEWSLETTER.** Our newsletter contains news from the farm, recipes, info about unusual vegetables, and about upcoming farm events. It is how we communicate with you, so please read it every week. The newsletter is located at [www.tipiproduce.com/blog/](http://www.tipiproduce.com/blog/).

**BOX CARE.** We deliver your CSA produce in waxed boxes that we plan to use many times.

- **Keep the boxes clean.** We prefer that members unpack their produce and leave the empty box on-site. This keeps the boxes clean. Bring bags or use the plastic bags we provide. If you occasionally need to take the entire box, please return the empty box at your next delivery. Do not accumulate empty boxes and do not use the CSA boxes for personal uses.

- **Unfold your box carefully.** Once the bottom tabs are ripped, the box is weakened. Learn how to flatten your box from this [YouTube video of Steve](#) . Unfolding your box helps your site manager. It is a small job if everyone tends to their own box, but a big chore if all boxes are left for your site manager to flatten.

### **NIFTY FEATURES OF OUR WEBSITE.**

- [Request a receipt](#). We have already sent each member an email receipt titled "Tipi Produce Membership Details." Need another copy? You can send yourself one from our website.

- [Verify your CSA shares](#). Have you forgotten which shares you signed up for, or your EOW color? Send yourself an email with this information.

- [Add a winter storage share](#) to your membership.

- [Current newsletter](#).

- [Search our recipe archives](#). These are recipes from Tipi newsletters in years past.

- View our [storage suggestions](#) for individual vegetables.

### **FARM EVENTS**

Come visit during our farm events. Dates will be announced in the newsletter. We charge for the berries that you take home, but not for pumpkins or gleanings offered at the Pumpkin U-Pick.

Strawberry U-Picks: probably one Saturday and one Sunday in later June, dates TBA.

Tomato U-Pick: **NEW THIS YEAR**, probably in early September. Watch our emails for details.

Pumpkin U-Pick/gleaning party: one day in early October, date to be announced.

### **PURCHASES OF EXTRA PRODUCE**

Watch our emails for opportunities to buy tomatoes, peppers or basil in bulk quantities, as long as the crop is abundant. **NEW THIS YEAR**, we hope to offer bulk sales of kale too.

**WEEKLY RECIPES FROM LOCAL THYME (LT).** We have hired Pat Mulvey of [Local Thyme](#) to prepare recipes for us again this year. She does a very good job. **NEW THIS YEAR**, we will list the week's recipes by name in my Wed. night email, with links directly to Pat's website. You will be able to view the week's recipes on the LT site without logging into your personal LT account. However, I encourage you to set up an account on her website so you can access her extensive recipe database, view previous weeks' recipes, bookmark your favorites, and view recipes saved in previous years. Access is free for Tipi members. We will send Local Thyme registration instructions before your deliveries begin.

### **CONTACT US**

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