

2019 TIPI PRODUCE CSA HANDBOOK.

MEMBER RESPONSIBILITIES.

- Know your delivery schedule. Every-other-week and Sampler members, please memorize your delivery group.
- Respect the established pick-up times. Your site host(s) are doing us a favor. Let's make the system work for them too.
- Verify that your name is on the check-off sheet at your site. Scratch your name off the list, then take a box.
- Put the blankets back on the remaining boxes (if there are blankets at your site).
- Learn to flatten your box (see Box Care below).
- 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 every week! Eat your veggies!

LATE POLICY - See today's other email for the late policy at your site.

VACATION RESCHEDULING. Please use our online vacation [rescheduling page](#).

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

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

EMAIL COMMUNICATION. Most of our communication with you is via email. Please add these two emails to your contacts list so our messages get past your spam filter:

csa@tipiproduce.com

tipi@litewire.net (back-up address)

NEWSLETTER at www.tipiproduce.com/blog/.

Our newsletter contains news from the farm, recipes, info about unusual vegetables, and dates for farm events. It is how we communicate with you, so please read it every week.

FACEBOOK DISCUSSION GROUP.

[Go here](#). It's a members-only forum to brainstorm and share cooking ideas. This was really fun last year!

BOX CARE.

We deliver your CSA produce in waxed boxes that we plan to re-use many times.

- **Leave the empty box at your site.** When you pick up your CSA share, please unpack your produce and leave the empty box at your pick-up site. Bring bags (or use the plastic bags we provide at some sites).
- **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.
- [Current newsletter](#).
- View our [storage suggestions](#) for individual vegetables.
- Print a copy of our [delivery calendar](#).

FARM EVENTS

Come visit during our farm events. Dates will be announced via email. We charge for the berries and some of the tomatoes 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: probably in late August or early September, date TBA

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

PURCHASES OF EXTRA PRODUCE

Watch our emails for opportunities to buy tomatoes, peppers, kale or basil in bulk quantities, as long as the crop is abundant.

RECIPE ARCHIVES. Peruse a list of [last year's recipes](#), organized by week and with links to the recipes. Our [2019 recipes](#) will have their own summary page.

WEEKLY RECIPES FROM LAUREN. Two cooks prepare recipes for us. Lauren's will be in our weekly newsletter.

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. There are two ways to access her recipes:

1. We list the week's recipes in my Wed. night email, with links to view the recipes on-line.
2. Optional; You can create a free account on Pat's website. This lets you view recipes from the current week and previous weeks, and from her extensive recipe database. You can also bookmark your favorites and view recipes saved in previous years. I encourage you to set up an account, even though you don't need it to access the each week's recipes. Members tell us it's a big help in enjoying their CSA produce.

Instructions to register with Local Thyme

Access is free for Tipi members. Please contact Pat directly at pat@localthyme.com if you have questions about her recipes or registration with Local Thyme.

A. If you've never set up a Local Thyme account, follow these step:

If you have never set up an account with Local Thyme before, follow these steps to sign up:

1. Go to <http://www.localthyme.net/register/?farm=RECIPETIPI>
2. Choose your delivery day and click the sign up button.
3. Fill in the form with your user name, email address and password, click "I Agree" to the terms (this can be easy to miss on small screens like cell phones and tablets), then click "register my account."
4. Click 'Subscribe' on the next page
5. You should see our Farm's Logo in the center of the page and a welcome message. Click Home and you should now see a navigation bar that says home; week's plan; veggie guide; resources; support. If you don't see these, please contact pat@localthyme.com with the name of our farm and your pick-up day and she will fix your account.

... or ...

B. For Members Returning to Local Thyme:

Members who created accounts with Local Thyme last year will need to renew their account with Local Thyme. Our farm's access from last year has expired.

1. To renew, go to localthyme.net and enter your username and password (if you don't remember it, use the password reset option on site). You will not be able to view recipes until you complete these next registration steps.
2. Then go to www.localthyme.net/register/?farm=RECIPETIPI
3. Choose our farm and your delivery day, then click the sign up button.
4. Click Subscribe. You should now see our Farm's Logo at the top-center of the page, plus a welcome message.
5. Click Home and you should now see a navigation bar that says home; week's plan; veggie guide; resources; support. If you don't see these, please contact pat@localthyme.com with the name of our farm and she will fix your account.

CONTACT US

Tipi Produce/Beth Kazmar and Steve Pincus
14706 W. Ahara Road, Evansville, WI
608-882-6196
csa@tipiproduce.com