



## CSA Box Program Location Host Guide

### How it works

We require a minimum of 10 small boxes, or equivalent value in any combination of small and large boxes, at each neighborhood CSA box pickup location. Because of this, we ask that location hosts get verbal promises from potential members for their pickup location, but do not collect money until they have enough members. Please note that the complementary share given to the location host *does not* count towards the total number of shares for the location. Once a location is confirmed, all location members can submit their registration forms.

### What we will do

- Work with you to decide upon mutually agreeable drop-off and pickup times
- Design and print brochures for your location
- Hand out brochures as is reasonable (e.g. targeted mailbox drop at church)
- Drop off shares at your location on a weekly basis throughout the CSA season

### What we need you to do

- Help find members for your location (we require a minimum of 10 small boxes, or equivalent value, at each location)
- Provide a location for pickup (a garage is preferred, but other options may be acceptable; if you're not sure, ask)
- Be present, or have someone present, to receive boxes at an agreed time at or shortly before the beginning your pickup window, or otherwise allow for drop-off (e.g. leaving the garage unlocked, or giving us a key)

- Set out a member checklist on a weekly basis
- Be available, or have someone available, during your pickup window, to assist members as needed (especially on the first pickup day)
- Be reachable by phone or email in case your location members need to contact you regarding late or missed box pickups
- Communicate with the farm regarding any customer service or quality control concerns of which you become aware
- Decide whether to allow location members to pick up special orders at your location, and if you do, coordinate pickup of those orders

### What you get in return

- 10% commission on boxes picked up at your location, payable in the form of vegetables (small box share, large box share, or market pickup share, plus credit towards special orders, canning / freezing quantities, or vegetables at market)
- Have your special orders, including canning / freezing quantities, delivered to your location
- A closer connection to the farm

### Become a host!

If you're interested in hosting a box at your location, send us an email at [CSA@nithvalleyorganics.ca](mailto:CSA@nithvalleyorganics.ca), and we'll discuss whether your location would be a good fit, and if so, work out all the details.