Poughkeepsie Farm Project

2017 Member & Shareholder Handbook

Thank you for showing your support for a just and sustainable food system by becoming a member of PFP. We hope this handbook will be helpful in answering your questions about PFP programs and membership. We appreciate and welcome questions, suggestions and ideas.

Here’s to a season full of meaningful farm and food experiences and opportunities to interact with great people!

Office Hours at Farm:

Tuesdays 10am-6:30pm, Wednesdays 10am-6pm, Fridays Noon-6pm Saturdays 9am-Noon

Office Hours at Oakwood Friends Annex: Thursday 10am-6pm

Or by appointment: T. 845-516-1100 ext. 0   E. info@farmproject.org

Farm Hours: May 1st to November 17th: M-F 8am-4pm, Sat. 8am-2pm

P.O. Box 3143 • Poughkeepsie, NY 12603 • 845-516-1100 • info@farmproject.org • farmproject.org
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WHAT IS POUGHKEEPSIE FARM PROJECT?

Our Mission
Poughkeepsie Farm Project works toward a sustainable and just food system by engaging a diverse community in supporting sustainable agriculture, providing education on farming and food, and improving access to healthy, locally-grown food.

How PFP Works
PFP is a non-profit, 501(c) (3) organization, guided by a volunteer Board of Directors and run as collaboration between PFP members and staff. The Board bears ultimate responsibility for the well-being of the organization, and works with PFP staff to set clear priorities that advance the mission. PFP staff oversee all aspects of farm and program operations and direct education and food justice programs. Much of the work of PFP is done by volunteers, who help in the fields, make soup kitchen deliveries, plan PFP events, and much, much more. Without the contributions of committed volunteers the work of PFP simply wouldn't get done.

Thank you for your help!
PFP Programs, Activities and Events

CSA, or community supported agriculture, is a partnership of mutual commitment between a farm and a community of supporters. Members make a commitment to support the farm throughout the season, and assume the risks and bounty of growing food along with the farmer. The farm provides, to the best of its ability, a healthy supply of seasonal fresh produce throughout the growing season. CSA promotes responsible relationships between people and the food they eat, the land on which it is grown and the people who grow it.

Growing City Seeds promotes and supports the establishment of school and community gardens as centers of learning and provides workshops for educators and other adults on growing and preparing food and using gardens to enhance instruction.

The Farm to School and Community Education Programs draw on PFP community and our working farm to provide a unique educational resource for hands-on learning experiences about food and agriculture, including interactive and thematic farm tours, work projects, workshops, events and education sessions for school and community groups.

The Community Seed Project develops community self-sufficiency by involving teens and adults in growing crops for seed. The project is a resource for learning and a source for open pollinated, regionally adapted and heirloom seeds in the Mid-Hudson Valley.

Farming for the City provides vocational training for future farmers, farm educators and community food organizers while providing exposure to urban food access issues.

Through Food Share, PFP works towards increasing access to healthy, locally grown food in Poughkeepsie by making food available to low-income people through donations to local emergency food programs and subsidized CSA shares.

Farm Visits for Youth and Adults
PFP farm visits provide an opportunity for students and community members to come to the farm for hands-on lessons about food, farming, and related issues, while experiencing connections to farm-fresh food on interactive tours, tasting opportunities and/or hands-on work. Contact jamie@farmproject.org if your community or school group is interested in setting up a farm visit. Our fee is $15.00 per child for a two hour visit. A limited number of scholarships are available.

PFP Events
Throughout the year, PFP hosts several community events. All events are open to the membership and you are encouraged to participate! Events include:
• Open Farm Day & Plant Sale
• Soup-A-Bowl
• Celebration of Community Potluck
• Educational Events and Workshops
Please check our website’s Upcoming Events section for more information on PFP events, or see our Calendar for all community and organizational events, including drop-in work times and meeting times.
PFP MEMBER INFORMATION

*Please note that while all CSA shareholders are members, not all members are CSA shareholders*

Benefits of becoming a member:
- Communications about PFP events and other local food and farming topics
- Receive discounts at PFP educational events
- Become eligible to be a CSA shareholder of PFP, space permitting

How Can I get Involved?
1. Become a PFP member
2. Volunteer your time and talents!
3. Join PFP CSA
4. Come to PFP events and workshops
5. Make a donation
6. Schedule a PFP farm visit for your group or class
7. Spread the word to your friends about the importance of a local, sustainable food system
8. Eat locally and sustainably grown foods
9. Attend other regional events related to local food and farms and bring new ideas back to Poughkeepsie and the PFP

Volunteer Opportunities at PFP

Share your Special Skills

We rely on member volunteers to help us with a variety of projects including putting on PFP events, tabling at public events, assisting with construction projects and fundraising efforts. Please watch for volunteer opportunities posted in the newsletter or at distribution. If you have special skills or interests that you would like to contribute to the PFP, please let a PFP staff person or board member know.

Join a Committee

PFP committees take on significant roles in furthering our mission. Committees are made up of a combination of volunteers and board members. Our current committees include Events and Outreach, Fundraising Strategy, Finance, Soup-A-Bowl. If you are interested in joining a committee, contact the committee chair or PFP Executive Director. See the website for contact information.

Become a Barter Share Volunteer

Several key responsibilities at PFP are held by shareholders who have taken on specific roles such as coordinating distribution, or managing the website. Some of the positions count towards the 12-hour shareholder hour commitment and others are work exchange jobs that receive a small or standard CSA share. To find out whether any of these positions are open, call (845) 516-1100.

Join our Board of Directors

Our volunteer Board of Directors oversees Poughkeepsie Farm Project by defining the mission, programs and goals of the organization, ensuring adequate resources to accomplish the work, taking on the legal and fiscal responsibility for the PFP, and representing PFP in the community. Board meetings are open to all members.
If you are interested in joining the board, or attending a meeting, contact the Board Chair for more information.

**Come to the Farm during Open Work Times** (these are different from shareholder work times)

We are open to drop-in field volunteers the following times, weather permitting:

- June–mid-October: Tues & Fri 8:00am–12:00pm, Sat. 7:00–10:00am and 10:30am–12:30pm
- Mid-October-early November: Monday and Friday 1-4 pm, Sat 10:30am –12:30pm
- Meditation (herb) Garden tending: April through October, Wednesday 4–6pm
- Education & Seed Garden tending: April through October, Wednesday 4–6pm

**Safety Guidelines when visiting the farm**

PFP does not take responsibility for any injuries incurred at the farm.

Please be aware of your own safety when visiting or working on the farm.

**Some Safety Tips:**

- Wear proper attire when visiting the farm, including sturdy shoes and other protective clothing (raingear, gloves, hat) as needed.
- Check yourself for ticks after a visit to the farm to prevent acquiring Lyme disease.
- Should a thunder and lightning storm arise during your visit, take cover inside immediately.
- Please do not touch any tractors or farm equipment without permission
- Communicate your needs. Please do not take on any jobs that are beyond your ability.

**Children are very welcome.** One of the most wonderful aspects of the farm community is watching children pull carrots and connect to the land. However, **adults are responsible for the safety and whereabouts of children under their care.** It is important that adults and their children who are in the fields are aware of where the walking rows are and avoid stepping in the planting beds and compacting the soil.

**Dogs** are welcome at the farm, but must be on a leash at all times. However, there are no dogs allowed in the field and garden areas or in the distribution room, for sanitary reasons.

**Helpful Phone Numbers:**

- Poughkeepsie Farm Project main line: (845) 516-1100
  - Office Manager: Kate Dayton (CSA/Membership Info.): ext. 0
  - Executive Director: Lee Anne Albritton ext. 1
  - Farm Director: Leon Vehaba  ext. 2
  - CSA Shareholder Work Hours/Scheduling: German Gutierrez ext. 3
  - Group Tours/ Farm Visits/Education Director: Jamie Levato ext. 4
  - Education Manager: Ellie Limpert ext. 5
  - PFP Community Gardens: Sarah Moley ext. 6
2017 BOARD AND STAFF MEMBER LIST

Board of Directors

Officers
Mark Schlessman, Chair
Phil Rosenbloom, Treasurer
Byron Hildenbrand, Secretary

David Dell
Kelsey Dolfi
Margery Groten
Zinnia Gutowski

Russ Karp
Judith Mucken Haupt
Diane von Roesgen Oktay

Staff Members

Executive Director: Lee Anne Albritton
Farm Director: Leon Vehaba
Education Director: Jamie Levato
Education Manager: Ellie Limpert
Office Manager: Kate Dayton

Barter Share Volunteers

Membership Coordinator: Donna Milano
Membership Data Entry: Sue Lynch
IT Coordinator: Ben Lotto
Education Facilitator: Denise Murphy
Lawyer: Robert Levine
ETap Coordinator: Sheila Newman
Sponsored Share Support: Meg Martin
Distribution: Jenny Haggerty
Elena Petrolese
Patricia Lucio-Penn
“Bala” Balasubramanian
PFP CSA SHAREHOLDER INFORMATION

*Please note that while all CSA shareholders are members, not all members are CSA shareholders*

Benefits of becoming a shareholder, in addition to member benefits:

- Receive over five months of Certified Naturally Grown fresh produce, grown on our farm, distributed weekly
- Have access to Pick-Your-Own (PYO) farm produce, including flowers and culinary herbs
- Be part of PFP community that cares about fresh healthy sustainably grown produce. Meet new friends and neighbors at distribution for great conversations, recipe swapping and more!

Important Dates

Plant Sale and Open Farm Days: Saturdays May 6th and May 13th - Purchase farm grown seedlings and high quality plants. Shareholder orientation, farm tours, etc.

Early Spring Shares (a/k/a May Share) Distributions: Tuesdays May 23rd and 30th - Not part of regular distribution. Only for those who have already signed up and paid for these special distributions.

First Full-Season-Season Distributions: June 3rd for Saturday shares, June 6th for Tuesday shares
First Fall-Season Distributions: September 2nd for Saturday shares, September 5th for Tuesday shares

Early Bird Distribution: Tuesday, November 14th - Not part of regular distribution. Only for 2017 members who sign up for a 2018 share before October 24th, 2017.

Shareholder Policy Highlights for 2017

- Please keep in mind that PFP CSA shareholders are required to make a membership contribution, new members pay a small one-time new member fee, working and non-working shareholders have different deposit and full payment amounts. See CSA registration form for more pricing detail.
- We require all shareholders to pay their balance in full by March 31, 2017. If this policy creates any financial difficulties for some shareholders, PFP office will arrange payment schedules for affected shareholders, if we are contacted by March 1st, 2017.
- Shareholder payments will always be applied to any outstanding balances (including member dues and the previous season’s shareholder work hour fees) before being applied to the current season’s share.
- Those that have signed up for Working Shares have made a commitment to complete a certain number of work hours at the farm, any unworked hours will be billed at $15.00 per hour at the end of the season.
- We have updated our policy on missing a distribution, please see page 8 for the new policy.

Distribution hours

- Tuesday: 3:00pm to 6:30pm
- Saturday: 9:00am to 12:00pm

Please arrive within the designated hours. Those arriving early or late are not guaranteed produce! Remember that PYO is open during farm hours as well as distribution hours.
Choosing a distribution day

When filling out your shareholder form, you indicated your choice of a Tuesday afternoon or Saturday morning distribution day. **Please always come on that day!** If you need to make a permanent switch in mid-season, let us know in advance and we should be able to accommodate. It is important not to switch back and forth or the harvesters will miscalculate. Tuesdays tend to be more popular than Saturdays. If you have no preference of pick-up day, you may find Saturday morning to have a more leisurely and less crowded feel, and your choice of Saturday pick-up will help the farm balance the harvests effectively.

*IMPORTANT* If you can’t make it to distribution for a week or two:

Sometimes circumstances will cause you to miss your distribution day. Each CSA shareholder is allowed two temporary switches per season and are asked to fill out the switch a pickup day form online. If you have planned a vacation or other planned event, you are welcome and encouraged to make arrangements for friends, family or neighbors to pick up your share instead.

In the case of an emergency, please contact the Office Manage (845) 516-1100 ext 0 and we will work with you to coordinate a pickup switch. Please note: an emergency is not counted as one of your temporary switches even though you will be asked to fill out the switch a pickup day form online and note “emergency” as the reason.

**Food that is not picked up on any distribution day is donated to our local Food Share partners and will not be wasted.** Remember that PYO items can be gathered during distribution or regular farm hours.

On Distribution Days

What to bring to distribution

- Bags — Please bring your own bags or containers for your produce. PFP also sells reusable shopping bags. Ask the coordinator on duty about these!
- Extra bags — For those who forget or run out of their own bags; we try to keep a stockpile of these.
- Clippers, Sturdy shoes and outdoor gear, especially if you plan on harvesting PYO items

Parking

- Please park in the parking lot next to the distribution room.
- Only staff or those who have received special permission (including those making deliveries) may drive past the gates onto the farm road that leads to the greenhouse and fields.

Signing in

Each week, our distribution sign-in assistant will check off your name on the shareholder list so we know who
has picked up their vegetables. The distribution coordinator and assistant will be available for questions in the
distribution tent / room. If you are picking up for a friend or neighbor, please give the sign-in coordinator the
shareholder’s name and your name.

**Gathering your produce**

Our CSA is based on a “market” model in which shareholders select what they want, depending on produce we
have on offer and the share size.

**In the distribution tent(s):**

- A whiteboard in the distribution tent will tell you how many units you have for your size share, standard or
  small
- Also on the whiteboard will be the list of produce items (cabbage, cucumber, etc.) and the amount per unit.
- You can mix and match produce units as you would like, up to the number of units for your share (unless
  otherwise limited)! (For example, if you have 10 units for your share, you can choose 10 of the “carrot:
  1lb” units, or choose 10 different vegetable units!)
- Some produce choices will have a **limit**, meaning you can only take the limit of that item or less, no matter
  how many choices you have. Please respect limits, as this will ensure everyone will have access to this
  item
- If possible, you can also split a produce unit in half, and take a half unit of something else—this is
  especially useful for salad greens and items with large unit amounts.
- The actual list of produce may vary throughout the distribution, so that we can ensure a good variety from
  beginning to end. Please do not be discouraged if you miss an item one week, chances are you’ll see it
  another week.

  **If you have any questions, ask the Distribution Coordinator or Assistant – they are there to help.**

**Pick Your Own:**

- Some items, such as peas, string beans, cherry tomatoes, flowers, berries and some herbs will be available
  as “pick-your-own (or PYO)” items. These are items that we do not have the capacity to pick for
  distribution but that we make available to those interested in picking their own.
- A list of the PYO items will be on a separate whiteboard at the entrance to the fields.
- Almost all PYO items have limits **per week**, please look for these limits on the board and in the field and
  respect them
- PYO produce locations will be marked on a map as you enter the fields and also will be designated by big
  yellow signs in the field.
- Many PYO herbs are available in the Meditation Garden. Look for signage in the Garden to see what is
  ready to pick.
- **CSA shareholders may pick the week’s allowed limits of PYO items during distribution or during
  regular farm hours.**
The Workshare Program

What is the Workshare Commitment?
All shareholders who sign up for a working share have made a commitment to complete a certain number of hours in exchange for a lower share price. Shareholders also opt to have working shares because they enjoy being out in the field, helping out at the farm and seeing where their food comes from. For each share type there is a minimum number of hours that need to be completed, but we welcome any shareholder to go above and beyond their work commitment. Those with any health concerns who would like to complete Workshare hours are encouraged to communicate with the farm staff so we can work out an alternative to heavy farm work. Any shareholder that does not complete their work hours will be billed at $15.00 per hour.

Number of work hours required for each share type:

- Standard full season shares: 12 hrs
- Standard summer shares: 6 hrs
- Standard fall shares: 6 hrs
- Small full season shares: 6 hrs
- Small summer shares: 3 hrs
- Small fall shares: 3 hrs

Work that counts towards your hours:
- Field work and harvesting (scheduled in advance through the Signup.com website)
- Food Share deliveries (scheduled in advance through the Signup.com website)
- Assistance during CSA distribution (scheduled in advance through the Signup.com website)
  - Distribution assistant
- Work done on special projects that are coordinated through the staff, and agreed upon as counting towards shareholder hours
- Regular service on a committee or on the Board of Directors

Typical Workshare times and tasks: (Remember, you MUST sign up in advance)

- Harvest & Fieldwork: Jun thru mid-Oct: Tues and Fri 8-10am or 8-11am, Sat 7-10am or 10:30am-12:30pm
  - mid-Oct thru mid-Nov: Monday and Friday 1:00-4:00pm, Saturday 10:30am-12:30pm
- Distribution Assistant: Tuesdays 2:30-4:30 and 5:00-7:00pm, and Saturdays 8:30-10:30am and 10:30-12:30
- Food Share Deliveries: Mondays and Wednesdays 9am-11am
- Greenhouse: Tuesday 1-3pm

About the different Workshare jobs

Harvest

We rely on your help to get the harvest done. Some people are squeamish about going into the field the first time, but almost everyone who goes appreciates the contact with the plants, the fresh air, and their co-workers. Park near the Distribution Center/Office complex and walk to the coop, which is the short building at the end of the farm’s dirt road; one of the members of the farm crew will greet you and give you a job. You may be given several different tasks over the shift, for example, picking a row of spinach, harvesting cucumbers, and washing lettuce. Dress appropriately for work in the field. Please wear clothes that can get wet or muddy. Layer up! – it may be cool at 7:30 am and hot by 10:30 am. Harvest happens rain or shine. Don’t forget a hat and sunscreen in summer. If it’s raining, bring appropriate rain gear. For some jobs (such as cutting squashes from prickly vines), gloves may be helpful. Harvest tools and a first aid kit are available at the farm. Harvest generally happens on Tuesday and Friday mornings. (Monday and Friday afternoon in the fall)

Field work
Field work may involve hoeing, weeding, mulching, greenhouse work, transplanting seedlings, or general farm maintenance, depending on current needs. Like harvest, be prepared with appropriate clothing. In addition, knee pads may be helpful for weeding tasks. Field work generally happens on Saturday mornings.

**Distribution Assistance**

In addition to the Pick-Your-Own (PYO) Attendant and season-long Distribution Coordinator, one assistant is needed each week to assist CSA members with PYO and to help with distribution as needed. The assistant helps greet shareholders, answer questions, ensure adequate PYO supplies, and maintains a clean/organized environment. The PYO Attendant or farm staff will direct you. Please be on time!

**Food Share deliveries**

We will have two slots each week for deliveries to our Food Share partners. A large vehicle is required (an empty station wagon, truck, or SUV will work fine), as we often send hundreds of pounds (up to 10 bins of produce) for each delivery. Though this job may not take you a full two hours, we will count this as a two hour shift since you are lending the use of your vehicle as well.

**Greenhouse**

This shift is intended for folks with a condition that limits their mobility and/or ability to spend hours in sunlight. Important, light-duty tasks such as seeding and potting up can be done in our greenhouse or in the adjacent room, which is out of direct sunlight.

**Children at harvest**

Children are welcome at harvest but cannot always be expected to work at an adult pace, so parents are encouraged to pro-rate their children’s hours, based on age and ability. Young children often enjoy harvest but not always for the full three hours. We encourage parents who would like to bring young children to do so, but would like parents to feel free to leave when their child is ready to go. Because we rely on a certain number of people to get a harvest done during work hours, we ask that if you sign up in advance, you plan to stay the full three hours. PFP cannot take responsibility for children’s safety.

Harvesting produce requires knives and sharp tools and there are always dangers in outdoor work areas. Adults must be responsible for all children under their care. Please see our Safety Guidelines for more information.

**How to sign up for Workshare hours**

- **ALL** work hours have to be signed up for in advance.
- For field work, harvesting or Food Share deliveries: work hours are recorded using **Signup.com**. To sign-up, access our group page at http://vols.pt/jvY5fG and follow the instructions. There is a Signup.com/PFP tutorial available on PFP website.
- For special projects, contact Leon the Farm Director or look out for announcements from the Workshare Coordinator.
- If you are interested in serving on a committee or on the Board, contact the Executive Director or the Board Chair.
- Signup.com will send an automated reminder email 2 days in advance of your work times, but you should also set up reminders for yourself.

**Tracking Shareholder Work Hours**
• **Any time** you show up for a work session, remember to sign in with the Workshare Coordinator. Ask a staff member if you have questions about this.

• Please stay for the full number of hours you signed up for

• If you are putting in hours for a shareholder with a different name than your own, please record your hours under that shareholder’s name

• Occasionally the Workshare Coordinator will contact you to confirm the number of hours worked. Please endeavor to be helpful in this process, it’s a big job!

• Remember that any uncompleted hours will be billed at $15.00 an hour

**Recap of what’s IMPORTANT in terms of your shareholder work hours**

• Please sign up at http://vols.pt/jvY5fG for your work shifts *in advance*. You are welcome to volunteer at any open work time, but you are only fulfilling your shareholder hours if you signed up in advance. Otherwise we have difficulty planning properly and getting the food where it needs to go.

• Likewise, remember to sign-in, and do so under the correct name, or else your work won’t be counted.

• If you have a health concern please talk to the Workshare Coordinator about alternatives.

• Please come for the full shift. If you can’t stay for the whole time, speak to the Workshare Coordinator before signing in. We must have a full crew to get everything done on time!

• If you have a last-minute emergency, call the Office Manager and let her know you cannot be there.

**Thank you for your good work!**
FAQs

What if I don’t want an item? Since our system allows for a lot of choice, you should be able to tailor your share to consist of items you like. If you do find yourself in a position to take a vegetable you don’t like, feel free to leave it in the bin or arrange to pass it on to a neighbor or co-worker. Any produce remaining at the end of distribution will be donated to a local charity, so no food will be wasted.

Even if you’re sure you don’t like beets (or other vegetable), we suggest you try ours. Many of us have found that fresh vegetables and herbs, grown without pesticides and herbicides and eaten fresh from the field, bear no resemblance whatsoever to the canned mushy stuff we hated as kids! Almost every shareholder has developed new tastes and beloved new recipes.

What if I can’t pick up my vegetables? You can simply not come to distribution, and your produce will be passed on to our Food Share partners. If you’re away, you can invite a friend to sign in for you and collect your produce in your place. This is a great way to introduce others to the farm. If you need to switch days on a rare occasion, you can arrange that ahead of time, please see the section on temporarily switching distribution days in this handbook, page 8.

What is that vegetable, and what do I do with it? One of the PFP’s goals is to help shareholders explore the diversity of fresh produce. If you’re unsure what to do with a vegetable or herb, ask for tips from the Distribution Coordinator, one of the farmers, or the shareholder standing beside you! The internet is also a great resource for finding recipes, here’s a good recipe index from another CSA: Mariquita Farm recipe index

When can I do Pick-Your-Own? If there are PYO items available, you can pick your weekly limit either during distribution or any time the farm is open. Please see the farm hours at the front of this handbook.

What if I don’t/can’t complete my shareholder work hours? We endeavor to make the shareholder work experience as straightforward and positive as possible. If you have difficulty completing your hours because of health concerns or illness, please contact our Farm Director, Leon. Any un-worked hours will be billed at a rate of $15.00 an hour.

Why is there bug damage on my kale (or other vegetable)? You may find bug damage on some of your produce. A frequent example is small holes in the leaves of arugula and other greens, early in the season, made by pesky flea beetles. This damage is harmless; just ignore the holes, and if necessary cut around a bad spot in a pepper or squash. You may want to soak PFP broccoli in salt water, which will force broccoli worms to leave their hidey-holes and float to the surface. Most of us are accustomed to “pristine” grocery store produce, which looks picture-perfect but saturates our earth, air, and water with chemicals that don’t go away. The taste and nutrition of the fresh produce is not affected by minor bug damage.

How can I preserve the harvest? If you find you can’t use the amount of vegetables you receive, consider saving some for the lean months of winter and early spring. Freezing, canning, drying, pickling and cold storage are all options for putting up food. The National Center for Home Food Preservation is very helpful in providing directions on how to preserve all different kinds of veggies and fruits.