Poughkeepsie Farm Project

2019 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: Mon. – Friday. 10:00am-5:30pm
Or by appointment: T. 845-516-1100 ext. 0  E. info@farmproject.org

Farm Hours: May 1st to November 16th: M-F 8am-4pm, Sat. 8am-2pm

P.O. Box 3143 • Poughkeepsie, NY 12603 • 845-516-1100 • info@farmproject.org • farmproject.org
*All blue text contains a link to more information, please click!*

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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 a 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.

Farm Visits
We welcome school and community groups to our urban farm throughout the season. Educational farm visits are typically two hours and include fun-filled, age-appropriate activities that can be aligned with your group’s learning objectives. Farm visits are available for groups of children, teens, and adults.

Workshops for Children and Adults
We lead workshops for children, teens, and adults with the goals of promoting healthy eating, self-sufficiency, and lifelong stewardship. Workshop themes include: organic gardening, herbalism, nature, cooking, food preservation, sustainability, wellness, history, and food justice. Workshops take place at PFP as well as at schools, libraries, farmers’ markets, and other community-based sites.

Farm-to-School
In partnership with Poughkeepsie City School District, PFP helps increase locally-grown foods served in school meals and encourage excitement around consuming this nutritious bounty. PFP educators host students at the farm for field trips, facilitate cooking workshops in the schools, offer tastes of farm fresh produce in the cafeterias, and lead academically aligned lessons in the school gardens.

Professional Development for Educators
We support educators in developing gardens as centers of learning. Participants learn to use gardens to enhance instruction in literacy, social studies, science, math, and nutrition, as well as build knowledge about sustainable agriculture, food systems, social justice, and ecological gardening practices.

Internships
We help train the next generation of farm educators and food justice advocates. Education interns are key members of our education team and help to set goals and create a positive and exciting environment for youth to learn. In addition to facilitating our innovative programming, interns gain experience with garden building and maintenance, farming, recordkeeping, communications, and community outreach.

Meditation Garden and Herbalism
Our Meditation Garden is home to an array of culinary and medicinal herbs that are tended by expert and novice herbalists. In addition to offering workshops on herbalism, we use PFP-grown herbs to make healing body products like peppermint lip balm and comfrey and calendula salve.

After-School Garden Clubs
Twice per week at six schools in the City of Poughkeepsie, PFP educators engage students in garden-based learning in all subject areas through hands-on gardening and food activities. While caring for their school garden, students conduct science experiments, explore plant life-cycles, write poetry, observe insects, prepare healthy snacks, design inventions, read and discuss high-quality children’s literature, and create art.

City Seeds
Throughout the growing season, we work with local teens to grow and save heirloom seeds for distribution in our community. Through this practice, participants explore their potential for being agents of change while preserving cultural heritage, conserving biodiversity, and promoting regional food security. Seeds grown at PFP are available through the Seed Savers Exchange and at special events.
**Farm Fresh Home Chefs**
Our immersive, hands-on healthy eating workshop series for children and their families features simple, affordable, and fun recipes. Workshop sessions have three components: nutrition classes for adults, healthy eating and vegetable gardening activities for children, and cooking workshops for the whole family. Together, they discover new vegetables, celebrate familiar ones, share money-saving techniques, practice recipe modification, learn appropriate cooking tasks for all ages, and discover the joy of sharing healthy food.

**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:
- Farm Fest & 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 MEMBERSHIP 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 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 Half or Whole CSA share. To find out whether any of these positions are open, call (845) 516-1100 ext 0.

**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 PFP, and representing PFP in the community. If you are interested in joining the board, please contact the Executive Director at 845-240-3734.

**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–thru 2nd week of October: Tues & Fri 8:00am–11:00am, Sat 8:00–11:00am
- 3rd week of October-early November: Tues & Friday 9:30am-12:30pm, Sat 9:00am –12:00pm
- 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:
- No glass in fields
- Wear proper attire when visiting the farm, including sturdy closed-toe 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. Take special care, particularly with children, around any moving tractors or farm vehicles.
- Communicate your needs. Please do not take on any jobs that are beyond your ability.
- Drink plenty of fluids

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 tent/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: Ray Armater, ext. 1
Farm Director: Leon Vehaba, ext. 2
CSA Shareholder Work Hours LK, ext. 3
Group Tours/ Farm Visits/Education Director: Jamie Levato, ext. 4
Education Manager: Ellie Limpert, ext. 5
2019 BOARD AND STAFF MEMBER LIST

Board of Directors

Officers
Diane von Roesgen Oktay, Chair
Kelsey Dolfi, Vice Chair
Margery Groten, Secretary    Phil Rosenbloom, Treasurer

Corene Concepcion-Rivera        Europa McGovern
Joyce Fanelli                 Judith Muckenheupt
Jennifer Killian             Madeline Sabril Henriquez
Evelina Knodel

Staff Members

Executive Director: Ray Armater
Farm Director: Leon Vehaba
Education Director: Jamie Levato
Education Manager: Ellie Limpert
Office Manager: Kate Dayton

Farmers
LK (Lauren Kaplan): Crew Leader,
André Luiz Domingues: Food Share Coordinator, Chris Nilan: Greenhouse Coordinator,
German Gutierrez: Pick Your Own Coordinator, and Laura Stark: Wholesale Produce Coordinator

Educators
Larissa Alverado, Chris Gavin, Lia Harris,
Sonya Joy Key, Kathryn B. and Sid Silverman

Barter Share Volunteers

Member Lists Coordinator: Donna Milano
IT Coordinator: Ben Lotto
Education Facilitator: Denise Murphy
Lawyer: Robert Levine

Sponsored Share Support: Meghan Martin-Mullins
Distribution Tables: Douglas Ashbrook, “Bala” Balasubramanian, Paul Caughlin, Bill Fenderson, John Juanis,
Patricia Lucio-Penn, Bridget O’Donnell, Elena Petrolese, Dan Pressler, Jayme Schultz

Mowing: Phoebe Magee and Matthew O’Dowd
Tomato Pruning: Jamie Dea
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 Farm Fest Days: Saturdays May 4th and May 11th - Purchase farm grown seedlings and high quality plants. Shareholder orientation, farm tours, etc.

May Share Distributions: Tuesdays May 21rd and 28th - 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 4th for Tuesday shares, June 8th for Saturday shares

First Fall-Season Distributions: September 3rd for Tuesday shares, September 7th for Saturday shares,

Early Bird Distribution: Tuesday, November 12th - Not part of regular distribution. Only for 2019 members who sign up for a 2020share before October 27th, 2019.

Shareholder Policy Highlights for 2019

- 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, 2019. 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, 2019.

- 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 9 for the new policy.

Distribution hours

- Tuesday: 3:00pm to 6:30pm
- Saturday: 8:30am to Noon

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 pick-up for a day” form on our farmproject.org website. You can also find it by pasting the web address in your internet browser https://www.farmproject.org/shareholder-resources. 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 Manager (845) 516-1100 ext 0 and we will work with you to coordinate a pick-up 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 pick-up for a day” form 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.
- Extra bags — For those who forget or run out of their own bags; we try to keep a stockpile of these.
- Clippers or Scissors, 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 sign-in table assistant will check off your name on the shareholder list so we know who has picked up their vegetables. If you are picking up for a friend or neighbor, please give 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 remind the number of units you have for your size share: Whole Share = 10 Units and Half Share = 5 Units
- 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. Always check this board for an up-to-date list and to pick up your half-pints, pints and quarts containers.
- 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 designated by yellow signs in the field. Please do not pick if there is no yellow sign.
- Some 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:

- Whole full season shares: 12 hrs
- Whole fall shares: 6 hrs
- Half full season shares: 6 hrs
- Half fall shares: 3 hrs

Work that counts towards your hours:

- **Field Work and Harvesting** (scheduled in advance through the Signup.com website): Workshare hours in the field are a great opportunity to get to know your farmers, and for us to get to know you! Field work and harvesting shifts generally involve lots of bending, kneeling, crouching, crawling and carrying heavy bins of produce. Note: Closed-toed shoes are required.

- **Food Share Deliveries** (scheduled in advance through the Signup.com website): This shift is for strong, reliable and punctual members with a truck or van to deliver veggies to our Food Share program partners! We donate tens of thousands of pounds of fresh produce to emergency food providers. Help us keep the donations flowing!

- **Assistance during CSA distribution** (scheduled in advance through the Signup.com website): Distribution assistants help keep distribution stocked and clean! This shift involves lifting heavy bins of produce to unload, set up, restock, move and break down CSA distribution.

- Work done on special projects that are coordinated through the staff, including low-impact work and agreed upon as counting towards shareholder hours.

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

See Signup.com for specific times, days and details (you can also paste this url in your internet browser: http://signup.com/go/fpUWdFT). An updated version of this link is always on our website at https://www.farmproject.org/shareholder-resources.

Low-Impact Shifts

We are lucky to have a diverse CSA member community with varied physical abilities. To this end, we have created a “low-impact” list to allow members of all skill levels and physical abilities to contribute to the work we do. Some of these low-impact jobs are still physical in nature, but may take place in the shade or allow people to be seated rather than kneeling—such as sorting garlic, cleaning onions, or assembling tomato clips. Others include assisting with office work or contributing existing skills however appropriate. Please fill out the low-impact form to be added to our low-impact list.
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.

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://signup.com/go/fpUWdf and follow the instructions. There is a Signup.com/PFP tutorial available on PFP website at https://www.farmproject.org/shareholder-resources.
- For low-impact projects, contact shareholderworkhours@farmproject.org or look fill out the low-impact form.
- 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.
- Please always sign up with the first and last name of the Primary Shareholder when signing up for your workshare hours.

Tracking Shareholder Work Hours

- **Any time** you show up for a work session, remember to sign in with the Workshare Coordinator and give the first and last name of the Primary Shareholder and your name. Ask a staff member if you have questions about this.
- If you are putting in hours for a shareholder with a different name than your own, please record your hours under that primary 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://signup.com/go/fpUWdf 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.
- 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 in rich soil, harvested at peak ripeness 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 9.

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. 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.