

SUSTAINABLE FAMILY FARMING EST. 1982



# CSA Handbook 2024

# A note from your farmers ...

Welcome to our farm family, or farm-ily as we sometimes call it!

We look forward to being your local food provider this season! Our family is passionate about growing delicious vegetables for the people we care about. And we also love teaching you how to eat them!

We hope you will love eating our vegetables and become more connected to a local farmer and community.

What follows is our CSA Handbook, which contains a set of Community Guidelines and policies. We created it as a "user manual" to help you understand how our CSA runs. Please skim this document and then use a document search when you have questions. Please follow these guidelines to keep this operation running like a well-oiled machine!

By joining the CSA, you've agreed to the terms in this document. They are subject to change throughout the season.

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### **OUR GROWING PRACTICES**

- Our farm utilizes organic methods and products.
- Keeping our land healthy for generations and our role as stewards of the soil is our highest priority.
- We do not consider ourselves chemical-free. But only OMRI-approved products are used in our fields.
- Using compost and natural fertilizers helps keep the soil healthy and productive.
- Hoeing and hand-weeding keep us busy and the land free of herbicides.
- Tending to bees and preserving the natural habitat around our farm are integral parts of maintaining a healthy ecosystem and our planet.
- We are happy to arrange a quick tour and strive to hold a CSA event every summer, although our farm is always under construction.

### **ARE WE ORGANIC?**

WE USE ORGANIC PRACTICES BUT ARE NOT CERTIFIED ORGANIC. Side note: "Organic" is a term the U.S. government/USDA regulates.

Farmers must undergo costly inspections to meet specific rules and regulations to be certified organic. This program enables farms from around the globe to tell consumers they are organic and sell to your local grocery. Since we sell directly to you, we prefer to have conversations about how we grow food rather than relying on a label. Rebecca was educated at Michigan State University on the National Organic Program (NOP) requirements and is happy to talk about it anytime.

# DO WE EVER BUY IN PRODUCTS FROM OTHER FARMS?

In 2021, we began partnering with an Amish community less than 2 miles from the farm: Wilbur and Stephen Yoder of Catholic Church Road.

They use only certified organic products and methods and grow almost exclusively for our farm and CSA. Primarily, they have been growing things that are too cost-prohibitive for us to raise due to labor issues, mainly green beans and carrots. We also raise their starter plants in our greenhouse for other items.

Our farm considers this a beneficial partnership between farmers who maintain their land as we do. Occasionally, we "buy in" vegetables from other farms, and when we do not know who they are, we try to purchase certified organic products.

#### UNDERSTANDING THE RISKS/REWARDS OF CSA

As a member, you share in both the abundance of our harvest and the risks of farming. We cannot stress this part enough! Although we have learned how to avoid or manage most problems, it is likely that EVERY year, Mother Nature will throw us a curveball, and we may lose crops to flooding, disease, bugs, or other acts of God.

If this occurs, we will do our best to make up for the value of the share or may even buy produce from other local farms. But, if the farm is in serious peril due to a catastrophic loss, illness, or injury, then suspending the CSA may be necessary. A refund may not be issued in this case. In years of abundance, CSA members are offered bulk-buying discounts, but surplus is generally sold at a farmers market.

#### WHEN DO THE VEGGIE SHARES START?

Spring Shares should begin distribution on May 11, 2024. Summer shares should begin distribution on July 10, 2024.

A week before CSA starts, you'll see emails from us regarding how to customize your share, your finalized location, this Handbook, and other resources.

#### WHAT IS THE SCHEDULE?

Spring Shares run for **six weeks** on a Weekly or Alternating Week basis with distribution only on Saturdays (at least, this is the plan for our first year).

New! **Summer Veggie Shares run for 15 weeks** with the frequency of pickups being Weekly, Every-Other-Week (Schedule A or B), and Monthly.

Group A starts on the first week, and Group B starts on the second week.

Thus, Group A is assigned to odd-numbered weeks and Group B to even.

#### WHEN DO ADD-ONS START?

Most Add-Ons begin the same week we start your vegetable CSA. <u>Flowers start in late July.</u> You can elect to have most Add-Ons on a Weekly, Every-Other-Week (Schedule A or B), or Monthly basis.

The schedule can be complicated, so checking your account online is the best way to see the frequency you wanted these shares (Monthly, Weekly, EOW?)

#### **OUR CONTACT INFO**

**Rebecca's cell:** 517 910 3002 (text preferred)

Email: csa@titusfarms.com or rebecca@titusfarms.com

Facebook: /TitusFarms

**Private FB Group:** facebook.com/groups/TFCSA

Instagram: @titusfarmsmi

Address: 3765 Meridian Rd. Leslie, MI 4925

#### WHAT'S IN THE BOX?

You choose your veggies online and receive your customized box of 5+ seasonal veggies, fruit, plants, or herbs primarily grown by Titus Farms and always from Michigan. As the season progresses, the types of veggies in the online store change. Some items are available for many weeks, and some only for a short time. Please see our website for a list of what we grow and when it is expected.

## THE FARMER'S CHOICE

Every time you have a CSA box coming, you have two options:

- 1. Receive the Farmer's Choice box.
- 2. Log in to your account on Farmigo and customize your box.

If you forget to customize your box one week, no worries; the Farmer's Choice box is automatically yours.

The Farmers Choice box is a good mix of green, rooty, and fruity things and a mix of staple items and some more unusual ones. Overall, the items featured in Farmer's Choice boxes are veggies that we have a lot of or are only in season for a short time. You are not obligated to select ANY of the Farmer's Choice items at any time.

#### WHAT WE GROW

Check out our <u>What's In Season page</u> for everything we grow. But remember that concept of shared risk- there are no guarantees we will have all of these things. You may have noticed a trend, too: bigger things take time. Those larger plants that bear fruit (like tomatoes or squash) take lots of time to develop. **Part of being in a CSA is learning how to eat with the seasons.** 

#### **ABOUT ADD-ON SHARES**

Your farm, Titus Farms, grows the veggies, flowers, and pork, plus keeps chickens for eggs, but we also partner with other great suppliers to bring you the best of Mid-Michigan.

#### These shares are called "Add-Ons" and help keep us well-fed and happy.

These are all "shares" you would've signed up for initially but can easily be added anytime. So, if you start getting jealous of that freshly baked bread in mid-August, just let us know!

However, some shares, like pork and chicken, are limited because animals are grown and could already be sold out. Other shares are more flexible. **If an Add-On interests you, it never hurts to ask!** 

While we try to choose our partners carefully, please be aware that we cannot personally control the quality of these products. Please let us know immediately if you have any quality issues with these shares. By signing up for these shares from other producers, you agree to hold Titus Farms and its employees harmless for any product defect.

Each farm/type of share has a different agreement with TF. In rare circumstances, we may refund your money for add-on shares if we feel the product quality, quantity, etc., isn't up to our standards, and there is little to no financial burden to Titus Farms.

#### Some of our more popular Add-Ons:

- Bread from Stone Circle Bakehouse in Holt
- Fresh Mushrooms from Mycophile's Garden
- Egg Shares from Titus Farms
- Microgreen share
- Fresh Lettuce from Blue Mitten Farms

**Not sure what you signed up for?** You should have an email confirmation from us stating what you signed up for, or you can always log in to your account: <a href="https://csa.farmigo.com/account/titusfarms">https://csa.farmigo.com/account/titusfarms</a>

#### **HOW TO CUSTOMIZE YOUR SHARE**

Every week you are supposed to receive a veggie share, there is a window to customize your box. The store typically opens for customization on Sunday mornings and is open until the following times (which are subject to change):

Wednesday Pickup: Sunday Morning - Monday Evening Thursday Pickup: Sunday Morning- Monday Evening Friday Pickup: Monday Afternoon - Thursday @ Noon Saturday Pickup: Monday Afternoon Thursday @ Noon Sunday Pickup: Monday Afternoon- Thursday @ Noon

Once you see the weekly newsletter reminding you to customize, head to the store: <a href="mailto:farmigo.com/store/titusfarms">farmigo.com/store/titusfarms</a>

- 1. Sign in.
- 2. Make sure you're picking it up at the correct location.
  - You cannot switch locations after you customize.
- 3. Add or remove items until the Checkout says "0 Remaining Credit"
- 4. Click "Confirm Order"
- 5. Receive a confirmation email with your choices.



#### **About Credits**

Each item is given a credit amount in the store based on its value. **Credits cannot be stored from week to week. You must use it or lose it**. Monthly/Standard/EOW Shares usually have 30 credits per week, while Large Shares have 60 credits per week. Please see the weekly newsletter for the number.

# **About the Store**

When you log in, you'll see different categories of items. Each veggie, fruit, or herb should have a picture and, when clicked on, a description and a portion size.

**Multiples of one item can also be added if we have enough to go around.** If you feel something needs to be added to the store or the limit on an item needs to be corrected, please contact us immediately. We can often quickly add items, correct glitches (or human errors), and ensure that everyone in the CSA gets what they need!

You will NOT see your add-ons in the store or your cart. These shares are not customizable, so while they are included in your order, they won't be in your cart.

#### THINGS TO REMEMBER WHEN CUSTOMIZING

- You should receive a confirmation email with your choices immediately after. We only received your order if you see it in a confirmation email.
- If you delete something, the item may sell out or be allocated to someone else automatically, and you've lost that item. **Please use caution when deleting**.
- Any new order completely replaces the old one. Please ensure your final email confirmation has everything you need and is NOT a combination of your first and subsequent orders.
- Credits cannot be stored from week to week. You must use it or lose it.
- If you go over the allotted credits, you are charged \$1 per credit.
- You cannot switch locations after customizing/checking out.

# **ADDITIONAL ITEMS OR CREDITS**

New! If you'd like to put a few extra things in the box, no problem! We appreciate that you love our food and want to make it easy to get what you need.

**Each credit is an additional \$1 if you exceed your weekly credits.** You can put additional money in your CSA account to pre-pay for extra items by sending a check or talking to Rebecca. Otherwise, we ask that you update the account once a month. This is a change for 2024, so the additional details need to be worked out.

#### WHERE/WHEN TO PICK UP YOUR SHARE

We have multiple sites across Mid-Michigan. You can see specific location details in your account, including parking or driving instructions. Additional locations may be added if ten or more people are interested. Generally, we offer distributions in the following places:

\*Note any additional locations may be added on Thursdays or Fridays.

- Okemos/Meridian Township
  - Wednesday evening
  - Saturday morning
- Mason
  - Wednesday afternoon/evening
- East Lansing
  - Thursday afternoon/evening

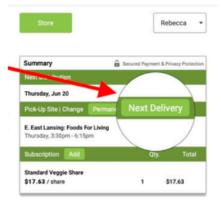
- East-Side Lansing
  - Thursday afternoon/evening
- Leslie
  - Friday afternoon/evening
- Williamston
  - Sunday morning

#### **CAN I SWITCH MY PICK-UP SITE?**

Sure! In your online Farmigo account, it's easy to change your location. We ask that you do this before you customize your share. Unfortunately, you can't switch locations far in advance, only for your subsequent distribution.



If you want to change your site for the season, click "Permanent." Otherwise, select "Next Delivery."



If you select "Next Delivery," you will automatically be switched back to your previous location after that week.

#### **CAN I SEND SOMEONE ELSE?**

Sure! They have to give us your full name. We only ask that they transfer the veggies out of the box so we don't have to worry about getting the box back.

If you don't want them to receive your add-ons (bread, mushrooms, eggs, etc.), please email us at csa@titusfarms.com, and we can try to hold those items for you.

## WHAT ABOUT INCLEMENT WEATHER?

We define "inclement weather" as severe thunderstorms, hail, tornado warnings, scary lightning storms - anything that would prevent us from safely standing outside. If driving to CSA is unsafe, we will likely reschedule, too.

Some sites are more protected than others, so check your email or our Facebook group to determine what to do next.

We have also delayed or rescheduled CSA drops due to excessive heat or vehicle troubles- so it's best to keep in touch!

Often, we'll reschedule your share for later in the week or a week when you don't usually pick up.

#### WHAT IF I GO ON VACATION?

Access your account here: <a href="https://csa.farmigo.com/account/titusfarms">https://csa.farmigo.com/account/titusfarms</a>

#### **Our policy for Vacations/Scheduled Events:**

#### 1. Find a friend to pick up your share(s) for you.

- All they need is your name.
- They will receive the Farmer's Choice box unless you customize it for them.
- You DO NOT have to warn us about this switch unless you have a special request, e.g., "They can take the veggies, but save the mushrooms for when we return, please."

#### 2. Switch Locations

- We have distributions Wednesdays-Sundays across mid-Michigan.
- Farmigo allows you to switch locations/days for one delivery, then automatically switches you back.

#### 3. Let it flow into the Food Bank!

- Select Donate My Share in the store and checkout.
- We'll donate a Farmer's Choice or equivalent to the collection area at the farmer's market. If, for some reason, we are unable to donate that week, the monetary amount of your share is donated.

# 4. Place a Delivery Hold on your share and get a Make-up automatically when you return.

- Place the hold as soon as you know you'll be gone, even **months in advance**.
  - Holds can only be placed if you don't have a standing order. Thus, a hold must be placed before your store closes that week.

#### • Three times per season max, please!

- Farmigo will lock you out if you attempt more than that.
- Each delivery missed is considered a missed time.

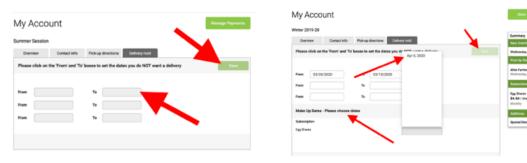
# • It is your responsibility to follow up regarding the Makeup Share.

- Sometimes, Farmigo will do weird things, and your share is lost. Let us know ASAP if you think you're owed a share.
- The share must be redeemed two weeks before or after the missed share.
   See below.

If you think you will be gone A LOT this summer, please email us to pro-rate your share accordingly.

#### **HOW TO PLACE A HOLD**

- 1. Log into your account.
- 2. Navigate to the tab that says "Delivery Hold."
- 3. Select the dates you DO NOT want a share. Any date in that range, including the From and To date, is a day you are indicating you DO NOT want a share.
- 4. Save your changes.
- 5. Choose your make-up weeks when prompted.
- 6. We ask that the "make-up" be within two weeks of your return.
- 7. Hit Save.
- 8. You should receive an email with all the details.



Please note that you **will still receive the Mailchimp newsletter** without a box for a week. Reminders from Farmigo about customizing your share or saying it's your day to pick up mean something has gone wrong.

#### HOW TO REDEEM YOUR DELIVERY HOLD: A MAKEUP SHARE

We don't *literally* hold your share for you since we want you to receive fresh stuff. A Make-Up Share means you receive double the credits on your selected date(s). Often, this will still fit in one box, but it's double the amount of food.

- The share can only be redeemed two weeks before or after the missed share.
- Farmigo doesn't allow you to select dates before a missed share. Select dates after your missed share and then respond to the confirmation email, telling us you'd prefer to pick up before, and we'll adjust the share on our end.
- You are responsible for ensuring the Makeup is made at the appropriate time- a missed share in June cannot be redeemed in October, for instance.

#### **About Add-Ons: Bread- Flowers- Lettuce Etc.**

Most add-ons can be made up when you return, but you may not receive the exact item you missed.

- Any meat, like chicken, may be frozen.
- Mushrooms, bread, sweets, etc., are available that week or day, so the variety will not be what you missed exactly.
- Soap may be the Farmer's Choice rather than your choice.

#### **DONATING YOUR SHARE**

You can select this option online or contact us to make it happen. We pack a Farmer's Choice share or \$30 of eligible products and donate them to the Gleaning Program at Meridian Township Farmers Market (MTFM). Your share and donations from our farm and other farmers and bakers at the market are combined into TONS of food for local families!

The MTFM Gleaners, all volunteers, collect food every Wednesday and Saturday at the end of the market. They then contact area food banks to see who is in need or can take the donations. Typically, the food goes to one of the following: Cristo Rey Community Center, Southside Community Kitchen, Williamston Food Bank, Greater Lansing Food Bank, St. John Church Pantry, and First Presbyterian Food Pantry.

If, for some reason, the program is interrupted or not running, we donate the monetary amount to the Greater Lansing Food Bank.

#### IF YOU MISS A BOX OR FORGET CSA

Rebecca will text you if there is time to see if you are coming. If you can get back to us or reach out via text or phone, we generally wait for you if you can make it there within 10-15 minutes after closing. We may leave the box for you to retrieve if you're okay with it. Generally, we only like to leave boxes if we have confirmed with you that it's okay.

Some locations are in conjunction with a market that stays open longer or is at someone's house, so each location differs.

#### If you can't make it that day:

If you can reach us via text within 30 minutes of the CSA site closing, we can hold your share(s) for another pickup day that week (Tuesday-Sunday).

Note: if you pick up on Sunday, you are the last site for the week and must come to the farm to pick up your share.

If we don't hear from you within 24 hours of your normal distribution, we will assume the share is abandoned, and it will be donated.

# **EMERGENCIES**

Please get in touch with us after everything has settled down, and we will treat each share on a case-by-case basis. Always contact us sooner than later when possible, but we ultimately want to be flexible.

### **HOW WE STAY IN TOUCH**

**Via EMAIL**: We do all our primary communication via email - usually on Sunday evenings. Please be sure to "whitelist" our emails so we don't end up in your SPAM folder. To whitelist on Gmail, drag one of our emails into your primary tab. For other email providers, add our address to your address book.

**Via Facebook Private Member Group:** We often post our weekly newsletters there and give advice and tips for making the most of your box.

#### **Social Media:**

Facebook: Follow us at http://www.facebook.com/TitusFarms

Private Facebook page: https://www.facebook.com/groups/TFCSA

Instagram: @titusfarmsmi

## PRIVACY/SECURITY

We, Titus Farms, do not store any of your personal financial information on our website. Farmigo runs our ordering site/store, and your payment information is stored securely by Authorize.net, CheckCommerce, Venmo, and PayPal, respectively. We do not sell, rent, or ever give our customer information to anyone. Your contact information is only shared upon your approval or within Titus Farms.

#### **PAYMENT POLICY**

Signing up reserves your shares, while payment confirms your membership. A 3% discount is only available to those paying by eCheck or physical Check **in full only**.

All **Spring Payments** must be made in full by May 1, 2024.

All installment payments for **Summer** must be completed by August 1, 2024, unless you've agreed on another schedule with Rebecca.

Please get in touch with Rebecca to set up a different payment plan if needed.

# **PAYMENT BY METHOD**

**Physical Check:** Your payment is sent to the farm via mail or your financial institution. If paying in installments with a physical check via mail, both checks can be sent simultaneously. One check is dated with your signup date, and the other is dated <a href="August 1">August 1</a>. We will send out a reminder before cashing your August check. Checks should be made out to **Titus Farms**.

**eChecks:** You should be connected to the Check Commerce portal, and your information should be saved if you select to pay in installments.

**PayPal:** Full payments only. You should be connected to the PayPal website to complete the transaction.

**Venmo:** In the signup confirmation email, there will be a link to our Venmo account (@titusfarmsmi) to follow. Please mention CSA somewhere in the comments.

#### PAYMENT AFTER CSA HAS STARTED

If signing up after CSA has started, your share is prorated based on the remaining dates. **A FULL PAYMENT** must be made before you receive your first share, either online or by giving us a physical check at your first CSA distribution.

# WHERE TO SEND YOUR CSA BALANCE PAYMENT

If you need to send a payment, our address is 3765 Meridian Rd. Leslie, MI 49251.

Checks should be made out to Titus Farms.

#### **OUR CANCELLATION POLICY**

Not clicking with our CSA? No worries! We offer a money-back guarantee\*. If you change your mind anytime before CSA starts, we'll refund your pro-rated payment \*minus any transaction fees. No questions asked.

We ask that you try the CSA for at least four weeks, but we also trust you.

So, if you need to move, your financial situation has changed, or decide it isn't a good fit after the CSA starts, we will pro-rate your refund for the weeks you have yet to use (again, minus those sneaky transaction fees). We will most likely send or give you a physical check as a refund.

You can also convert your traditional CSA into a Flexible CSA balance to continue supporting our farm. You will not receive the 10% bonus if you switch to Flexible CSA after investing in the Traditional CSA, but you can shop with us whenever you want.

#### For store items purchased during CSA (jam, honey, extra fruit, etc.):

All sales are final. Payments must be in full, and your payment method may be saved for future transactions. All items are subject to availability, and we reserve the right to cancel your order but always hope to fulfill it later if the situation allows.

#### **ISSUES WITH YOUR SHARE**

If you get home and find your box is missing, damaged, or items otherwise not up to your specifications, please let us know! We make mistakes, and so does our system!

You can always email us if something is wrong, but we have created a form especially if you want to remain anonymous. **See our Share Feedback form in the confirmation email.** 

You can also leave your email address in this form to receive a replacement item.

# Farmigo has been known to glitch and cause problems, so we may not be able to offer replacements in every case.

In cases of unexpected crop loss, we may offer a replacement item. We try to email you if this is the case, but sometimes, substitutions are made without warning.

The quality of items is critical to us as farmers. Working hard to ensure you receive the highest quality is vital to the future of our farm, but we can't eat every carrot or tomato, so we appreciate this feedback!

#### STORING YOUR PRODUCE

Keeping your vegetables fresh for an entire week takes effort. Part of that is our responsibility. We are cautious about when we harvest your produce, ensuring that we pick it at its peak of ripeness and in ideal harvesting weather conditions to keep it lasting as long as possible. But part of it is your responsibility as well.

If you want to extend the life of your produce, you **must get your vegetables and fruits into a cool location ASAP.** Leaving your **box in your hot or cold (below-freezing) car is bad**; your produce will spoil quickly or be rotten.

# Here are some suggestions for protecting your share's life from the Pick Up site to your kitchen:

- 1. Purchase Debbie Meyer Green Bags from Amazon. These are around 50 cents each and are made of a special polymer that absorbs ethylene gas (emitted by vegetables, causing them to spoil faster). They are reusable up to 10 times each.
- 2. Remove any green tops (from beets, carrots, radishes, etc.). They become limp with the tops on if not stored correctly.
- 3. Most things do well when washed and placed in a plastic bag or wrapped in a wet paper towel in the fridge. Preserving moisture is key! Note that if you choose a paper towel, you must rewet it when dry.
- 4. We will be teaching you where to store your produce, too! Read those emails or stay in touch on Facebook.

5. <u>Download our A to Z Storage Guide</u>, which defines where everything should be stored. It also includes pictures of every item. Use this to help you identify and master each vegetable.

## **EDUCATION/COOKING TIPS**

How do I know what to do with the veggies you give me? Each week, we feature a few recipes in our newsletter to help you use your share, along with storage tips.

We also love it when you reach out in our private Facebook group for help from other members or to show off what you've made!

If you'd like to help other members figure out their share and earn some money or a free share, contact Rebecca (rebecca@titusfarms.com) with the subject "CSA Coach."

We are looking for a talented home cook or social media lover to help encourage our members with weekly posts and tidbits about how they used their share!

# WHAT WE ASK OF YOU

#### 1. DON'T SHOW UP TOO EARLY.

Leaving as late as possible from the farm helps keep your veggies cool. Having those few moments before CSA to collect ourselves and get organized is great, too.

#### 2. COMMUNICATE

Please help us improve the CSA by communicating any problems promptly. Or, share your joys in the Facebook group. We eat our veggies but can't eat every single one, so you are our final quality control!

Also, we always appreciate a text if you're running late or can't make it.

#### 3. BE PREPARED TO TAKE YOUR FOOD HOME PROMPTLY

Take your food home promptly, especially if you have meat or eggs. Consider bringing a cooler if you plan to be out for over an hour or so.

Transferring your share from our box is okay, but please bring reusable bags if this is your plan.

#### 4. TRADE-IN OR LEAVE YOUR BOX AND EGG CARTONS

Leave a clean, folded box with us each week if you took one the week before.

Boxes are community property, so please be respectful.

Egg cartons and another packaging, including rubber bands, bags, and twisties, are also gladly returnable.

#### **PACKAGING**

**Please bring back your box or leave it with us each week.** Boxes are community property, so please be respectful. Packaging, including rubber bands, bags, and twisties, are also gladly returnable.

One of our most significant expenses will be boxes and packaging (ick!). We want to use as little packaging as possible to be as environmentally responsible as possible. But we also want you to receive things that are still in good condition and need to be able to package your share efficiently.

If you don't like how we pack the shares, please select **"MORE PACKAGING PLEASE"** in the store, and more of your items (but not all) should be in individual bags.

# WHAT CAN BE RETURNED, AND HOW

- The Box!
- Egg cartons (ours or others)
- Dry pulp quarts, containers in your box, or similar containers from other farms.
- Rubber bands.
- Plastic lining bags.
- Plastic produce bags (if clean)
- Exchange your Flower vase if you have a flower share.





## We do not usually accept:

Other recyclables that are not from our farm. Please remember that we, as a rural family, do not have access to recycling. Typically, we take a trip to the MSU Surplus Center (a 30+ minute drive) to recycle our household items on a very limited basis.

#### **OUR BOXES AND LINERS**

Please exchange your box each week, clean and collapsed. Liners can be reused or recycled. Or, bring a reusable bag to unpack your share if you want to avoid that responsibility. Boxes are community property, so please be respectful.



#### **COLLAPSING YOUR BOX**

The top flap folds, as do the bottom flaps.

- Open the top by sliding the long narrow side up and out. (It folds in the middle).
- Flip the empty box over.



- On the narrow sides, slide the two small flaps up and out (they fold in the middle).
- The box should fold flat now. Give to your farmers when you see them next.



#### **VISITING THE FARM**

#### Can I come out to help sometime?

Volunteering is not required as part of your CSA membership. We would greatly appreciate your coming to the farm to help pack boxes! We typically pack on Tuesdays. Email Rebecca: <a href="mailto:rebecca@titusfarms.com">rebecca@titusfarms.com</a>!

**Do you offer farm events?** Our Farm Event for 2024 is tentative. We have ideas and hopes for the year, as always!

We will promote these events in our newsletters a few weeks in advance. RSVP for these events will be with a Google form in the newsletter.

#### If coming to the Farm for pickup or otherwise:

We do our best to minimize risks to you and your family; however, we are a working farm, and it is impossible to eliminate all hazards. Please supervise any children or pets. Our dogs will not like your dogs, as they guard the chickens.

We only allow visitors if approved beforehand or at an approved event.

### **HOLD HARMLESS CLAUSE**

By accepting this member agreement, the member hereby releases, indemnifies, and agrees to hold harmless Titus Farms/Titus Farms CSA, its agents, and employees from any claims and/or liability from being on the farm property, being at any of the CSA pickup locations, from the purchase of a CSA membership or the use or consumption of food provided by the farm.

Titus Farms reserves the right to change parts of this Agreement/Handbook. We will contact our members via email to notify them in advance of any changes to the agreement.

