



## CSA Site Host Agreement 2018

Thank you for becoming a CSA Site Host for 2018.

We're excited to start this season with you and take pride in providing CSA members with fresh, local, organically grown produce, pasture raised meats, eggs and more; sourced from 20+ family farms throughout Wayne County, PA and Sullivan County, NY.

As a CSA Site Host, you're providing a safe and secure pick-up location for your fellow members. We ask Site Host's to make a year-round commitment.

**A Special Thank You to Site Hosts** Your efforts are appreciated immensely as keeping local food moving can be a task, but a task that brings reward. **Site Hosts receive 25% off CSA Shares.**

### Basic Requirements to Host a CSA Pick-Up Site

Have a contact person on-site to receive the shares and list of members assigned to pick-up each week.

Have a safe, covered area where boxes can be dropped off and kept for pickup.

Be able to accept deliveries on Wednesday or Thursday (depending on location).

Receive and hold reusable CSA boxes and meat cooler each week until next delivery.

Help recruit at least 5 CSA members to pick-up at your site (may be required depending on location).

### Important Information to Note

Sites determine whether they are **private** or **public**.

An approximate **delivery time** to your site is provided. With your input, **CSA pick-up time** will be set.

Boxes must be kept in the shade and covered from the elements. We encourage a **site routine** be set so members know what to do automatically when they arrive. Take a hands-on or hands-off approach in the distribution, that's up to you.

**No-Shows.** If a member does not pick-up their share and **prior arrangements are not made**, the share is turned over to you, the Site Host. Feel free to keep, donate, or share it.

**Away on Vacation.** Members are able to place a temporary "hold" on their share. Each week, a list is provided naming the members who will be arriving for pick-up.

### Lackawaxen Food Hub

1114 Beech Grove Road • Honesdale, PA 18431  
570-253-1308 • [csa@lackawaxenfoodhub.org](mailto:csa@lackawaxenfoodhub.org)



## CSA Site Host Agreement 2018

Please fill out the following and sign in acknowledgment below.

Host Contact (your name): \_\_\_\_\_

Location (business, if applicable): \_\_\_\_\_

Contact Cell Phone: \_\_\_\_\_ Location Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

Will your location be Private or Public? \_\_\_\_\_

Time of Pick-up Window at site? \_\_\_\_\_

Anything our driver should know for delivery? \_\_\_\_\_

Indicate Size and Type of CSA Share(s) you would like to receive (so we can apply the discount).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site Host Signature and Date

\_\_\_\_\_

Lackawaxen Farm Company Rep. and Date