



P.O. Box 3143  
Poughkeepsie, NY 12603

[www.farmproject.org](http://www.farmproject.org)  
845-473-1415  
[info@farmproject.org](mailto:info@farmproject.org)

# Poughkeepsie Farm Project

## 2010 Member Handbook

Thank you for showing your support for a just and sustainable food system by becoming a member of the 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!

### Table of Contents

#### **PFP Member Information**

What is the Poughkeepsie Farm Project?	2
Membership privileges	3
How can I get involved?	4
Board and staff member list for 2010	5
Helpful phone numbers	6
Safety guidelines	6
Locating and using fresh, local produce	7

#### **PFP CSA Shareholder Information**

How does PFP CSA distribution work?	9
FAQs	10
How do I complete my CSA shareholder work hours?	11

# PFP MEMBER INFORMATION

---

## WHAT IS THE POUGHKEEPSIE FARM PROJECT?

### **Our Mission**

The Poughkeepsie Farm Project is a non-profit organization that works toward a just and sustainable food system in the Mid-Hudson Valley by operating a member-supported farm, providing education about food and farming, and improving access to healthy locally-grown food.

### **How the PFP Works**

The PFP is a non-profit, 501c3 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. The PFP staff oversee all aspects of farm and program operations and direct education and food justice programs. Much of the work of the PFP is done by volunteers, who help in the fields, make soup kitchen deliveries, plan PFP events, publish the newsletter, and much, much more. Without the contributions of committed volunteers the work of the PFP simply wouldn't get done. Thank you for your help!

## **PFP Programs and Activities**

### **CSA**

The PFP cultivates ten acres of chemical-free vegetables for our Community Supported Agriculture (CSA) program. CSA is a partnership of mutual commitment between a farm and a community of supporters. Shareholders 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 each week throughout the growing season. CSAs promote a responsible relationship between people and the food they eat, the land on which it is grown, and the people who grow it. Veritas Farms CSA returns in 2010 to help meet the growing demand for CSA shares in Poughkeepsie by holding a Monday night CSA distribution at the PFP with their produce grown at their farm in Esopus in Ulster County. For more information about Veritas Farms CSA, please see their website at [www.veritasfarms.com](http://www.veritasfarms.com).

### **City Seeds**

City Seeds is an intensive educational program that trains future farmers; provides youth from urban areas with hands-on farming, gardening and cooking experiences; and produces and distributes regionally-adapted and open-pollinated seeds while sharing knowledge about seed saving. Through City Seeds, young people have opportunities to engage in meaningful, skill-building work while learning to grow food, save seeds, and make a difference in their communities and the food system.

### **Food Share**

As part of our mission to improve access to healthy, locally-grown food (focused in particular on our low-income neighbors), the Food Share program offers a three-pronged response: strengthening the local food system infrastructure (managing the downtown farmers' market as a non-emergency source of produce that leverages public assistance low-income individuals receive); providing subsidized season-long CSA shares of farm produce to qualifying families who desire to eat healthy, connect to the source of their food

and be part of a community supporting local agriculture; and donating produce through partners who serve our neediest neighbors and who help us ensure that high quality fresh food is part of the diet of those who are accessing emergency services. The result is that 25% of the 60 tons of produce harvested at the PFP is made available to low-income families.

### **Food Share Components Include**

#### **Produce for Emergency Food Providers**

In 2009, The Poughkeepsie Farm Project donated nearly 15,000 pounds of freshly-harvested produce directly to local soup kitchens, food pantries and shelters in partnership with emergency food programs, including Brookhaven Transitional Living Facility, Dutchess Outreach Food Pantry, Gannett House, Grace Smith House Shelter, Hillcrest House, Lunch Box, River Haven Youth Shelter, River Haven Transitional Living Community.

#### **Sponsored Shares**

We are committed to ensuring fair access to our CSA by offering “Sponsored Shares” and subsidizing the cost of CSA participation for low-income community members.

#### **Farmers’ Market**

The PFP promotes the Poughkeepsie Main Street Farmers’ Market as another source of fresh food for Poughkeepsie community members. By managing the Farmers’ Market, and ensuring that its vendors can accept food stamps and other federally- and state-funded programs, the PFP increases access to fresh, healthy food for low-income residents. With PFP and community support the market is looking forward to an exciting season! The market operates June through October on Fridays from 10:00 am-3:00 pm.

### **Farm Visits and Events**

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](mailto:jamie@farmproject.org) if your community or school group is interested in setting up farm visit. Our fee is \$5/hour per student or a minimum of \$50.00 per group per hour. A limited number of scholarships are available.

PFP Events planned for 2010 include two plant sale and open houses, SkillShares, Food Politics Discussions, A Seat at the Table, Soup-A-Bowl, an End of Season Potluck, and times for volunteers to help out on the farm. Check the PFP website Upcoming Events section for a schedule and Getting Involved for volunteer opportunities.

---

## **MEMBERSHIP PRIVILEGES**

- **Receive our seasonal newsletter and e-mails about PFP events and other local food and farming topics**
- **Receive discounts at the PFP booth at the Main Street Poughkeepsie Farmers’ Market and at PFP events**

- **Become eligible to be a CSA shareholder of PFP or Veritas Farm at PFP, space permitting**

---

## **HOW CAN I GET INVOLVED?**

- 1. Become a PFP member**
- 2. Volunteer your time and talents! - see more information on volunteer opportunities below**
- 3. Participate in the Poughkeepsie Main Street Farmers' Market**
- 4. Join the PFP CSA or the Veritas Farms CSA**
- 5. Come to PFP Events and Workshops**
- 6. Make a donation**
- 7. Schedule a PFP tour for your group or class**
- 8. Contribute articles and recipes to the PFP newsletter (e-mail [newsletter@farmproject.org](mailto:newsletter@farmproject.org))**
- 9. Spread the word to your friends about the importance of a local, sustainable food system**
- 10. Eat locally and sustainably grown foods (some local products will be available for sale to shareholders at CSA distribution times)**
- 11. Attend other regional events related to local food and farms and bring new ideas back to Poughkeepsie and PFP**

## **Volunteer Opportunities at PFP**

### **Open Work Times**

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

- April – May: Wednesdays and Fridays, 2–5pm
- April – October: Herb Garden tending, Wednesdays 4-6 pm and Seed Project Volunteer time Tuesdays 4-6 pm
- June – September: Tuesday and Thursdays, 7-10am and Saturdays 6:30-9:30am or 10am-1pm
- September – October: Wednesdays and Fridays, 2–5pm, Saturdays 10am-1pm
- October – early November: Tuesdays and Thursdays 8-11am and Friday 2-5pm, Saturdays 10am-1pm

### **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, submitting articles and ideas to the newsletter, 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 contribute to the PFP, please let a PFP staff person or board member know.

### **Join a Committee**

PFP committees take on day-to-day administrative work on behalf of the organization. They are chaired by a board member and are made up of a combination of member volunteers and board members. Our current committees include Events and Outreach, Fundraising Strategy, Finance and Program Steering. If you are interested in joining a committee, contact the committee chair or PFP Executive Director. See the website or member directory for contact information.

### **Become a Barter Share Volunteer**

Several key responsibilities at the PFP are held by shareholders who have taken on specific roles such as editing the newsletter, coordinating distribution, or managing the website. Many of the positions count towards the 12-hour shareholder hour commitment and some of them are work exchange jobs and receive a partial or full CSA share. To find out whether any of these positions are open, call 845-473-1415.

### **Join our Board of Directors**

Our volunteer Board of Directors oversees the Poughkeepsie Farm Project by defining the mission and goals of the organization, ensuring adequate resources to accomplish the work, taking on the legal and fiscal responsibility for the PFP, and representing the PFP in the community. The bi-monthly 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 at [Chair@farmproject.org](mailto:Chair@farmproject.org).

---

## **BOARD AND STAFF MEMBER LIST, 2010**

### **PFP Board**

#### **Executive Committee**

Kim Notin (Chair)

Anne Gardon (Incoming Chair)

David English (Treasurer)

Amy Pelletier (Secretary)

#### **Board Members**

Beverly Allyn

Nicole Baker

Carlie Graves

Pat Lichtenberg

Nathan MacNamara

Kris Migoya

ChiWei Ranck

Susan Tveekrem

### **Staff**

Executive Director: Susan Grove

Farm Manager: Asher Burkhart-Spiegel

Office and Garden Manager (part time): Wendy Burkhart-Spiegel

Assistant Farm Manager (seasonal): Sarah Pappas

Market Manager (part time seasonal): Steve Hopkins

Education Manager (part time seasonal): Jamie Levato

## **Farming for the City Participants**

Farming Apprentices: Angela DeFelice, Hannah Ramer and Irene Shen  
Community Food Fellow: Julia Sisson

## **Barter Share Volunteers**

Bookkeeper: Stan Kardas  
Communications Assistants: Rebecca Kent and Jane Livingston  
Development Assistant: Marie Murphy  
Distribution Coordinator, Tuesday: Denise Murphy and Sherry Whitney  
Distribution Coordinators, Saturday: TBA  
Graphic Designer: Lynn Bartolotta  
Lawyer: Noel Tepper  
Mail Pick-ups and Deposits: Sue Lynch  
Membership Liaison: Julie Cirilli  
Office Assistant: AnneMarie Andrews  
Web Coordinator: Ben Lotto

---

## **HELPFUL TELEPHONE NUMBERS**

Poughkeepsie Farm Project: (845) 473-1415  
Executive Director – Susan Grove: (845) 473-1415  
Office and Garden Manager – Wendy Burkhart-Spiegel: (845) 240-3734  
Farm Manager – Asher Burkhart-Spiegel: (845) 453-6349  
Board Chair: Kim Notin: (845) 876-6419  
PFP CSA Shareholder Hours Contact: Julie Cirilli: (845) 462-2958

---

## **SAFETY GUIDELINES**

Please be aware of your own safety when visiting or working on the farm. **The PFP does not take responsibility for any injuries incurred at 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 play on the compost pile. However, **adults are responsible for the safety and whereabouts of children under their care.**

**Dogs** are welcome on 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.

---

## LOCATING AND USING FRESH, LOCAL PRODUCTS

One of the best ways to support local, sustainable agriculture is by buying and eating local, sustainable products and getting others excited about doing so as well.

### Local and Sustainable Products available for sale at PFP CSA distributions:

- Organic chicken and pork: Grey Horse Farm (vending about once a month)
- Potted plants (in May-early June) and seeds (year-round): PFP
- Honey: Ray Tousey
- Fair Trade Coffee: Just Coffee
- Beef: Meadow View Farm (vending about once a month)
- Herbal products (tincture, salve, lip balm, and tea): PFP

### Local CSAs:

#### DUTCHESS COUNTY

Common Ground Farm, Beacon  
Healthy Harvest CSA, East Fishkill  
Hearty Roots Farm, Tivoli  
Poughkeepsie Farm Project, Poughkeepsie  
Sisters Hill Farm, Stanfordville  
Veritas Farms at PFP, Poughkeepsie

#### ULSTER COUNTY

Second Wind CSA, Gardiner  
Huguenot Street Farm, New Paltz  
Phillies Bridge Farm Project, New Paltz  
Taliaferro Farm, New Paltz  
Brook Farm Project, New Paltz  
Evolutionary Organics, New Paltz  
Regeneration CSA, High Falls  
Roundout Valley Organics: Ellenville  
Winter Sun Farm: New Paltz

### Local Farmers' Market

The PFP sells our produce at the **Poughkeepsie Main Street Farmers' Market** located at 253 Main St., a half block east of Market St. in downtown Poughkeepsie.

Fridays, June -Oct. 10 am -3 pm

Contact: (845) 473-1415

### Other Dutchess County Farmers' Markets include:

Arlington Farmers Market, Thursday 3-7pm, Contact: 845/471-2770

Beacon Farmers Market, Sunday, 10am-2pm, Contact: 845/838-0818

Fishkill Farmers Market, Thursday, 10am-2 pm, Contact: 845/897-4430

Hyde Park Farmers Market, Saturday, 9am-2pm, Contact: 845/229-9111

Millbrook Farmers Market, Saturday, 9am-1pm, Contact: 845/677-3125

Pleasant Valley Farmers Market, Friday, 3-7pm; (Oct. 3-6pm), Contact: 845/635-3918

Rhinebeck Farmers Market, Sunday, 10am-2pm, Contact: 845/876-7756

**See also:**

- [www.dutchesstourism.com/farm.asp](http://www.dutchesstourism.com/farm.asp) for a list of local farmers markets, farm stands and markets in Dutchess County
- [www.farmandfood.org/directory/farms](http://www.farmandfood.org/directory/farms) for a list of sustainable farms in the Hudson Valley
- [nofany.org/index](http://nofany.org/index) for a list of NY farms who have organic certification or taken the NOFA farmers pledge
- [www.naturallygrown.org/farm-list](http://www.naturallygrown.org/farm-list) for a list of farms who have certified naturally grown

## Using Local Produce

### Storage

Store most vegetables below 40° Fahrenheit in the refrigerator. Store in paper bags or airy plastic containers, in the refrigerator. Perforated plastic bags will do, but regular plastic bags don't breathe and may encourage spoilage, especially in leafy greens.

Not-yet-ripe tomatoes will ripen on a windowsill.

Potatoes, onions, garlic, and winter squash do well in a cool, dark place. Be especially careful to keep potatoes away from the light. If they are exposed to light and the flesh turns green near the surface, do not eat this part; it is toxic.

### Helpful Resources for Storing, Cooking, and Preserving

Purchase a PFP Cookbook!

Copies of some of the books below are in the PFP Library in the office. Stop by and browse!

*From Asparagus to Zucchini: The CSA Cookbook*

*Greene on Greens*, Bert Greene

*Healing with Whole Foods*, Paul Pitchford

*Nourishing Traditions*, Sally Fallon

*Putting Food By* (on canning, curing, pickling, etc.), Greene, Hertzberg, and Vaughan

*Root Cellaring*, Mike and Nancy Bubel

*Stocking up*, Carol Huppung and the Rodale Food Center

*The New Laurel's Kitchen*, Robertson, Flinders and Ruppenthal

*The Simply Grande Gardening Cookbook*, Jean Ann Pollard

*The Victory Garden Cookbook*, Marian Morash

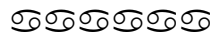
*Vegetarian Cooking for Everyone*, Deborah Madison

*Vegeteriana* and *Vegetarian Express*, Nava Atlas

*World of the East Vegetarian Cooking*, Madhur Jaffrey

### Completing the Circle: Compost!

PFP harvests about 60 tons of produce each year – and grows event more! Although over 90 percent of that weight was water, a significant amount of nutrients left the soil, and in order to make up for that loss, we apply tons of leaf compost. We also welcome back any vegetable matter (no meat, please). Compost bins are available in the back corner of the meditation garden and spigots are nearby to rinse out your containers.



## **PFP CSA SHAREHOLDER INFORMATION**

---

The PFP CSA provides shareholders over five months of Certified Naturally Grown fresh produce (grown without synthetic pesticides, herbicides or fertilizers and using soil-enhancing methods such as compost, cover crops, and crop rotation).

CSA distribution time is a fun, weekly event with opportunities for shareholders to select their vegetables; visit the herbal meditation garden; harvest pick-your-own crops like flowers, berries and beans; buy other local products, gather ideas and recipes for cooking great food; pick up our bi-monthly newsletter; meet new neighbors and friends; and more.

---

### **HOW DOES CSA DISTRIBUTION WORK?**

#### **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 Wendy know in advance and we should be able to accommodate. It is important not to switch back and forth or the harvesters will miscalculate. See below “What if I can’t pick up my vegetables?” for alternative strategies.

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.

#### **What to bring**

Please bring your own bags or containers for your produce. The distribution crew tries to keep a supply of recycled grocery bags for those who forget (contributions to this supply are most appreciated!). But this supply sometime runs out; it’s better to bring a canvas tote bag with you each week. PFP also sells reusable shopping bags. Ask the coordinator on duty about these!

#### **Hours**

Please arrive within the designated hours, 4 to 7 pm on Tuesdays and 9:30am to 12:30pm on Saturday. Those arriving early or late are not guaranteed produce!

#### **Parking**

Please park in the parking lot next to the distribution room. Only handicapped drivers, staff, and those making deliveries may drive out to the greenhouse and fields.

#### **Signing in**

The distribution coordinator and his or her assistant will greet you in the distribution room. Each week, please check off your name on the shareholder list so we know who has picked up their vegetables. At the desk inside the door, you'll find the newsletter (which comes out twice a month) and other information and announcements.

### **Gathering your produce**

Pick-up will involve gathering your share of vegetables in the distribution room and pick-your-own items (PYO) in the fields:

- **Your choices for your weekly vegetable pick-up will be listed on a whiteboard under the distribution tent.** There will be a list of several items (such as a head of cabbage, a pound of cucumbers, or a bunch of radishes) and the sign will indicate how many items a standard share may take, and how many items a small share may take. **Some items will be marked as being limited as one per share**, to ensure that everyone has access to popular items. **If they are not marked as limited, then it is okay to use more than one of your “choices” on that item.** In some cases, it is also possible to take half the unit indicated (e.g. a half pound of cucumbers) and increase the number of choices by selecting half the unit for another item.
- 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. They will be well labeled in the fields. A sign by the distribution room will indicate what is in season, where to find it, and picking limits (if any) for the week. To make it easier for shareholders to find time to pick these items, we do not confine pyo times to regular distribution hours. **CSA shareholders may pick the week's allowed limits of pyo items any time between 7 am and 4 pm, Monday through Friday; 6:30 am and 3:30 pm on Saturday; and 4 pm and 7 pm on Tuesday.** If you come to pick at a time other than distribution times and need information on what's open for picking and where, look for the board under the distribution tent for quantities and the yellow signs in the field and/or ask the staff or interns for help.

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

---

## **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 leftovers at the end of distribution will be donated to a local charity, so no food will be wasted.

### **What if I can't pick up my vegetables?**

You can simply not come to distribution, and your produce will be passed on to local soup kitchens.

If you're away, you can ask a friend to pick up your vegetables for you, or you can invite a friend to collect your produce in your place. This is a great way to introduce others to the farm.

**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, staff, or the shareholder standing beside you! We also have some books and resources on hand in the **PFP Library** that may help with information and recipe ideas.

**Even if you're sure you don't like beets, we suggest you try ours**

Many of us have found that fresh vegetables and herbs, grown without pesticides and herbicides and eaten the day they are harvested, bear no resemblance whatsoever to the canned mushy stuff we hated as kids! Almost every shareholder has developed new tastes and beloved new recipes.

**Bug damage**

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.

**Preserving**

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.

---

## HOW DO I COMPLETE MY SHAREHOLDER HOURS?

Many PFP CSA shareholders make a commitment to complete twelve, six, or three shareholder work hours during the season. Shareholder hours are different from the many opportunities to volunteer at the PFP in that there are specific 3-hour time slots listed in the shareholder hours sign-up book. We rely on this shareholder commitment to get much of the CSA harvest done and provide steady help in the fields. If you signed up for a non-working CSA share and pay the associated surcharge, you are not expected to complete shareholder hours.

The commitment may also be fulfilled by taking on a specific job or responsibility within the PFP such as making a commitment to serve on the board, on a committee, or arranging with the PFP staff to help with a specific need (such as carpentry).

**Sign-up**

Please sign up **in advance** in the shareholder hours book in the Distribution Center. Make a note of your shifts and the shareholder hours contact person for these shifts. **If you have a health concern**

that makes physical work difficult for you, please sign up to assist the Distribution Coordinator or Soup Kitchen delivery or talk to the Executive Director or Farm Manager about alternate jobs.

### **Tracking shareholder hours**

The Membership Liaison (Julie Cirilli) makes reminder phone calls to help you remember your work commitment and also tracks shareholder hours. She will be referring to the work day sign-in book (a different binder than the sign-up book) that we will have available for all shareholders at shareholder hour work days, **so be sure to mark down your hours after completing your shift.** If the hours are not completed by the end of the season we will send a prorated bill for \$10 an hour.

### **Number of hours due for different share types:**

Standard full season shares: 12 hours (4 shifts)

Small full season shares: 6 hours (2 shifts)

Standard summer shares: 6 hours (2 shifts)

Small summer shares: 3 hours (1 shift)

Standard fall shares: 6 hours (2 shifts)

Small fall shares: 3 hours (1 shift)

### **Types of jobs in the shareholder hours sign-up book:**

#### **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. Shifts are 7 to 10 am Tuesdays, 7 to 10 am Thursdays (a smaller harvest for farmers' market), and 6:30 to 9:30 am Saturdays. In October, times shift to 8-11 am on Tuesday and Thursdays and Fridays 2-5 pm. **Please be on time and plan to stay the full 3 hours!** Park near the Distribution Center/Office complex and walk to the fields to your left; one of the Farm Managers or interns 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. If we finish the harvest early, we will complete the three hours with whatever field work is at hand. Dress appropriately for work in the field. Please wear clothes that can get wet or muddy. Layer up! – it may be cool at 6:30 am and hot by 9:30 am. **Harvest happens rain or shine.** Don't forget a hat and sunscreen in summer. If it's raining bring appropriate raingear. 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.

#### **Field work**

Field work may involve hoeing, weeding, mulching, greenhouse work, transplanting seedlings, or general farm maintenance, depending on current needs. Shifts are 10 am to 1 pm Saturdays – see the shareholder hours book for other specific dates and times. Like harvest, be prepared with appropriate clothing. Unlike harvest, we may not always do field work in the rain. **If it is raining hard on the day of your field work shift, call the farm cell phone, (845) 453-6349, to confirm plans.**

#### **Distribution or office assistants**

In addition to the Distribution Coordinator (in charge of one of the distributions for the entire season), one distribution assistant is needed each week for each distribution – Tuesday from 4 to 7pm and Saturday from 9:30 am to 12:30pm. The distribution assistant helps greet shareholders, answer

questions, keep the bins full, and clean up. The assistant may also sell local products and help shareholders sign up for their hours. The Distribution Coordinator or farm staff will direct you. **Please be on time!**

### **Soup kitchen deliveries**

We will have two slots each week for soup kitchen deliveries: Wednesday at 9 am for the Lunch Box delivery and Saturday at 12:30 pm for the Hillcrest House delivery. 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) each delivery. Though this job may not take you a full three hours, we will count this as a full three hour shift since you are lending the use of your vehicle as well.

### **Children at harvest**

Children are welcome at harvest but can't 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 for the hours that you sign up for ahead of time, you plan to stay the full three hours. **The 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.

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

- **Please sign up in the shareholder hours book for your work hour 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.**
- **If you have a health concern please either sign up to attend the distribution room or soup kitchen delivery or speak to the Farm Manager about alternatives.**
- **Please come for the full shift. If you can't stay for the whole time, don't use a sign-up line; speak to the Farm Manager. We must have a full crew to get everything done on time!**
- **If you have a last-minute emergency, call the Farm Manager and let him know you cannot be there.**