



2011 CSA Holiday Share Member Handbook

There are only two deliveries:
Wednesday November 16 and December 14

CONTENTS:

CSA Member Responsibilities & Farm Communication	Page 2
How to Pick-up your CSA Box	Page 3
How you can Keep Share Prices Down: Flattening your Box	Page 4
Pick-up Site Details	Pages 4-6

FARM CONTACT INFORMATION:

Farmers: Cate & Mat Eddy, owners
Ridgeland Harvest LLC

Address: E5538 Nelson Road
Viroqua, WI 54665

Phone: (608) 675-3855
Email: csa@ridgelandharvest.com
Website: www.ridgelandharvest.com

CSA Member Responsibilities:

- Members of the Ridgeland Harvest CSA share in the bounty as well as risks of farming. Due to weather and/or other production factors, the quantity and quality of produce you receive may be more or less than expected. If you can not finish the season as a member, for whatever reason, you may reassign your share with another household, but we do not issue refunds for shares.
- It is *your responsibility* to know when and where your share will be delivered and to pick it up within your site's open hours on delivery day. If you are unable to pickup your box, you are responsible to make alternate arrangements a head of time – have someone else pickup your box for you, ask the farm not to make a box for you, or ask the site coordinator to hold your box for you for a later pickup. The farm will not issue credit or refunds for unclaimed or forgotten boxes.
- Read the newsletters that accompany each delivery. Besides news from the farm, recipes, special offers, and invitations, we communicate important announcements through them. Newsletters will be emailed prior or on the day of delivery and are also available for download from our website: www.ridgelandharvest.com.
- Bring a box or bag with you to your site to unpack your CSA box. Then, leave the waxed box for the farm to re-use. Directions on how to disassemble the boxes are below.
- All correspondence and newsletters are sent via email. To ensure that you receive all email communications add csa@ridgelandharvest.com to your list of safe addresses in your SPAM filter.

Communication with the Farm: Remember that all communication is electronic. Make sure csa@ridgelandharvest.com is set as 'safe' and not getting caught in your junk email folder/filter. If in doubt, check in with us by email. We also post important dates on our website.

*** How to pick-up your CSA box ***

1. Respect the rules and hours of each pick-up site

Arrive within the designated time frame. Some sites are unable to hold boxes, so you may be out of luck if you can't arrive on time.

Read, understand and follow the rules for your site. Members may switch sites at anytime provided they give the farm adequate notice.

2. Take the right boxes

Boxes are labeled with the name of the primary contact person (the first one listed on your order form). Take ONLY the boxes with the name of the primary contact person for your share. Do NOT take someone else's box until you have consulted your site coordinator. The Holiday Share will likely be packed into TWO boxes for each member.

3. Transfer the produce leave the box

Remember to bring your own bag, box or cooler. Boxes should not be taken home. We reuse boxes and need every one of them. Leave your flattened box in the designated area at your pick-up site.

4. Take time to carefully unfold your box

Please be VERY GENTLE when unfolding your box
They are very expensive. Read instructions on how to flatten your box on the next page.

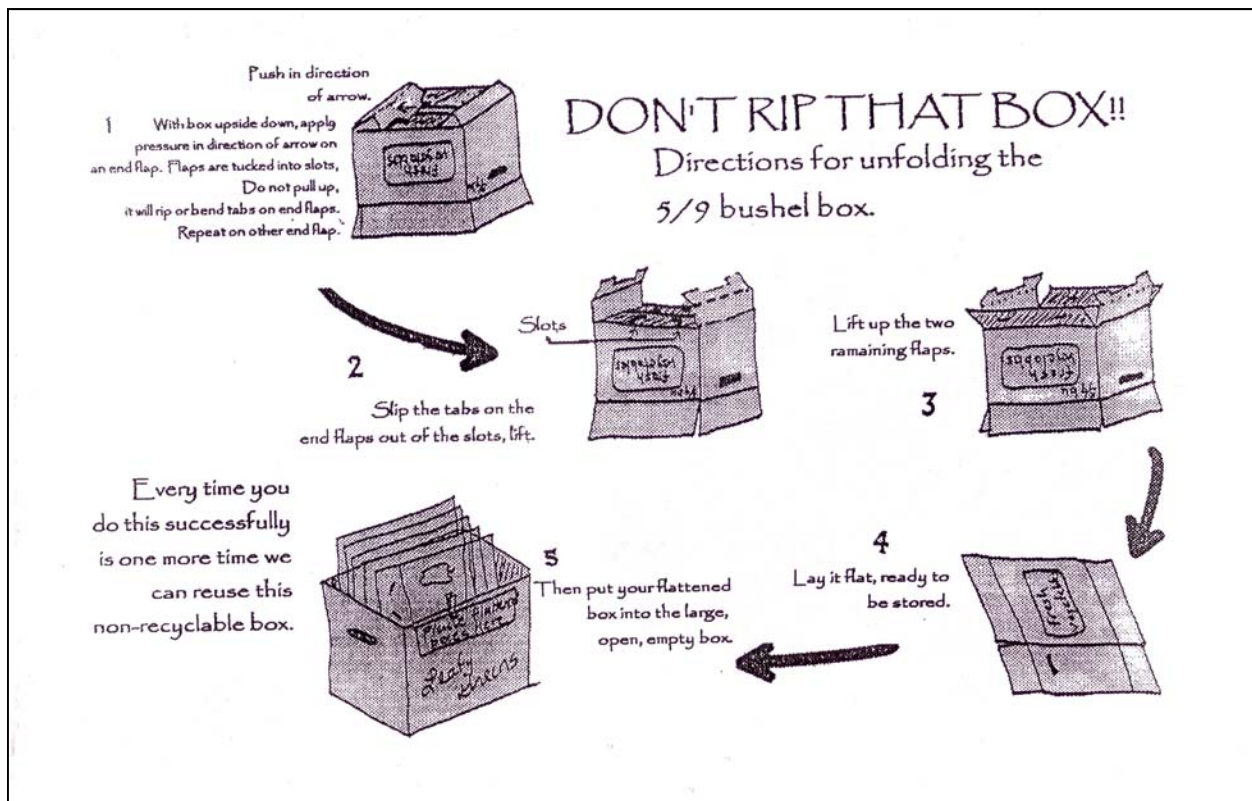
5. If you have someone else picking up your box, be sure they understand all of the above (especially #2).

Contact your site coordinator with any pick-up site questions or concerns.

How to keep share prices down

1. Don't take the waxed box home. We use a food-grade waxed box to pack your weekly box into. They are very expensive, but keep produce from getting damaged during transportation to your pick up site. It's best not to take them from the pick up site location, or we won't have enough boxes to pack the following week. If you do need to take it, PLEASE RETURN IT.
2. Take your time while flattening these boxes. If a small rip is made, it greatly shortens the number of times we can reuse them. Read and follow the below instructions so they don't rip.
3. Boxes are very expensive (half share boxes=\$1.10 each; full share boxes=\$1.35 each). Please help us keep share prices down by not having to buy more than 1 box per share each year.

How to flatten your box:



Pick-up Site Details

Start times are approximate and will vary with traffic, weather and mechanical issues.

Rusk Avenue, Viroqua

Site Coordinator: Joe Lenarz and Janna Kottke

Phone: 608-637-6786

Address: 320 South Rusk Avenue, Viroqua

Time: 2-8 pm. Please no calls after 8 pm.

Details: The boxes will be in the garage, in the left-hand stall. Entry should be through the left-hand garage (vehicle) door. Empty boxes can be picked up on the left-hand side. We have young kids and try to have them in bed by 8, so please no calls or pick-ups after 8 pm. We also have dogs, and they'll probably bark if they see you. Please don't pet the dogs over the fence if they happen to be out--the black dog may nip.

Mayo Clinic Health System in La Crosse (Formally called Franciscan Skemp)

Site Coordinator: Katie Wagoner

Phone: (608) 392.3344(first preference to call), #392.4272 (second preference to call)

Address: 700 West Ave South, La Crosse

Time: 1– 5:30pm (door locks at 5:30 pm)

Details: The boxes will be on the table in the Courtyard entryway of the Professional Arts Building (PAB). The PAB is located on the corner of 10th and Market Streets; however, to access this entryway, you would want to enter Parking Lot 6 from 11th street (the driveway is between the St. Ann and Sienna Hall buildings). There is an overhang over this doorway, so you can drive right up (without parking in the lot) grab your box and go! Flatten empty boxes and place under the table that the boxes will be on; there is room besides the wheelchairs also stored in this area. No swap box at this site. Any CSA boxes not picked up will be donated to Place of Grace the following day.

Gundersen Lutheran La Crosse Campus

Employee only site

Site Coordinator: Linda Duffy

Phone: (608) 775-6021 (can leave a message)

Address: 1900 South Ave, La Crosse, WI 54601

Time: 1-6 pm (door locks at 6 pm)

Details: Boxes will be located in the Cold Storage building next to the bike barn, near parking lot C. The door will be marked. Leave your empty box in the area marked for empty boxes. Members must pick up their box on delivery day as it will be locked the remainder of the week due to security purposes.

People's Food Coop, La Crosse

Site Coordinator: Roger Bertch

Phone: 608-784-5798

Address: 315 5th Avenue South, La Crosse

Time: 1-10 pm

Details: Boxes will be located in the cooler of the Produce Department. You'll need to find a produce department staff person to retrieve your box. Members are asked to please unpack your box at the front of the store or on the provided cart, and then return your empty boxes to a staff person.

Onalaska

Gundersen Lutheran Onalaska Campus

Employee only site

Site Coordinator: Linda Duffy

Phone: 608-775-6870

Address: Support Services Building room #1058 next to loading dock on the southeast side of the building

Time: 1-4:45 pm

Details: Members need to call Linda so she can meet you and let you in the door to the SSB room.

EAST SIDE, MADISON

Union Street

Site Coordinator: Irene Ong

Phone: 608-217-9959

Address: 2922 Union Street, Madison

Time: 2-9 pm. Please no calls after 9 pm.

Details: We have an enclosed front porch. Boxes will be apparent to the left as you enter the porch. Flattened boxes should be left in designated area (sign will mark where).

Dunning Street

Site Coordinator: Sheila Lenius

Phone: 608-243-1193

Address: 173 Dunning Street - A white corner house with fire hydrant, one block in from Atwood.

Time: 2-8 pm. Please no calls after 9 pm.

Details: Look for the Ridgeland Harvest logo in the window of the house. Boxes will be placed on the enclosed front porch. Park on the street and walk onto the porch. A place for empty boxes will be located on the porch.

Hoard Street

Site Coordinator: John Nicols

Phone: 608-443-8218

Address: 2325 Hoard Street, Madison

Time: 2-8 pm.

Details: Boxes will be located in the garage- along the right hand side. Use the main door to get into the garage. Leave your empty boxes in the same area.

Madison Area CSA Coalition (MACSAC)

Site Coordinator: Kiera Mulvey & Gini Knight

Phone: 608-226-0300 (office)

Address: 303 S. Paterson, Suite 1

Time: 2-6 pm

Details: Members can park in the 303 S. Paterson Parking lot. Boxes will be located on the front porch this season. Leave your empty box on the front porch.

East Lakeview Avenue

Site Coordinator: Kelly Anderson

Phone: 608-223-9532

Address: 500 E Lakeview Ave; it's the intersection of Lakeview and Maher (between Cottage Grove Rd and Buckeye)

Time: 2-8 pm.

Details: My driveway is off Maher. Boxes will be located in the garage—the door will be open with a table set up for produce. I'll have a box for empty boxes near the table.

WEST SIDE, MADISON

Hillcrest Drive

Site Coordinators: Donita Croft

Phone: 608.445-1536

E-mail: donitacroft@yahoo.com

Address: 3725 Hillcrest Drive

Time: 2-8 pm

Details: Located in garage, enter using keypad on right. The keypad number will be emailed to members of this site only prior to the first delivery. Boxes will be on a table along the left wall of garage. Place empty boxes in stack under table.

Regent Market Coop

Site Coordinator: Produce Manager

Phone: 608-233-4329

Address: 2136 Regent Street, Madison

Time: 2-9 pm

Details: Go to the Meat/Deli case where you'll ask a staff person to get your box. Boxes are housed in their cooler. Empty boxes should be flattened and handed back to a staff person.

Fox Ave

Site Coordinator: Michael & Tricia Smith

Phone: 608-467-8062

Email: triciabarbet@uwalumni.com

Address: 2209 Fox Avenue, Madison

Time: 2-8 pm

Details: The boxes will be located on the enclosed front porch.

Milford Street—Dunns Marsh Area

Site Coordinator: Barbara Wilson

Address: 4241 Milford Road

Phone: 608-957-6767

Email: Duckfeetinc@gmail.com

Time: 2-7 pm

Details: Use the side door to the garage. Inside the garage the boxes will be set up along the wall and on the shelves. Empty boxes can be left on the back porch or back inside the garage as they will be cleaned up and stacked up by me later. You're welcome to look at or feed (they like grass) the hens along the garage.

VERONA

Epic Systems — Verona Campus

Site Coordinator: Andy Kelly

Email: akelly@epic.com

Time: 2:30 -5 pm

Details: Boxes will be located in the cafeteria on carts. Empty boxes should be flattened and placed onto designated carts. Since there is another CSA also dropping off their boxes on the same day, please be sure you're unloading from the labeled Ridgeland Harvest boxes!

Tuvalu Coffeehouse & Gallery

Site Coordinator: Erika Hotchkiss

Address: 300 South Main Street, Verona

Phone: cell 219-0908 and/or store 845-6800

Time: 3 –7 pm

Details: Come into the front door of the coffee shop and take a right. The boxes will be by the coffee grinder.