



2017 Community-Supported Agriculture (CSA) Program Policy

As one of the five channels for distributing produce to the community, the CSA serves many functions for Newton Community Farm. At this time, NCF's Board of Directors thinks the most important objective of the CSA program is to support the Farm's financial stability by providing a predictable and sustainable revenue stream. The Board considers the following objectives as priorities in setting policy on the CSA program's structure and participation rules:

- Mitigation of business risk/steady revenue stream
- Customer continuity
- Provision of ample volunteer pool
- Equal access and inclusiveness
- Engagement with the Farm
- Operational ease/cost effective operations

All of these factors are important and some of them work in opposition to each other. The Board weighed these objectives and has developed CSA policies that are our best effort at establishing the optimal balance among our priorities at this time. In the future, the Board expects to periodically review and revise the CSA priorities and policies to account for lessons learned from actual experiences and to obtain the optimal balance of program objectives at the time.

For 2017, the Board has adopted the following policy:

1. **CSA Program publicity:** Our CSA program will be widely advertised including notices in the TAB and OurNewton; emails to NCF's lists; announcements to Green Newton, Newton Conservators, the Mayor's Office, Newton City Council, and Farm Commission; information in farm news e-mails in January and on NCF's website, Facebook page, and Twitter account.
2. **Friends of Farm requirement:** All applicants for CSA shares must be a current Friend of the Farm at the time the application is submitted. Share partners are also encouraged to be enrolled as a Friend of the Farm.
3. **Payments:** All applications for CSA shares must be accompanied by payments (checks only).
4. **Application process:**
 - **Phase 1a:** 2016 summer and late fall CSA sharers will have a priority two week period to submit applications.
 - **Phase 1b:** During a one week period (at the end of Phase 1a and before Phase 2 commences), the Farm Manager will contact the individuals on the waiting list from the 2016 process to give them the opportunity to enroll in the 2017 program.
 - **Phase 2:** New CSA applications from Newton residents will be collected until three or four weeks after the close of Phase 1a (duration depends on timing of school vacation week). A lottery will select the sharers if there are more applications than openings.
 - **Phase 3:** If there are any remaining shares after the completion of Phase 2, NCF will sell the shares on a first-come, first-served basis to Newton or non-Newton residents in the order the CSA applications are received at the Farm. This stage will end as soon as all shares are sold.
5. **Waiting list for 2018 process:** Newton Community Farm will maintain a list of individuals who do not receive a share in Phase 2 or Phase 3 (until it ends) and who request to be on a waiting list for the 2018 process.
6. **CSA Policy and Program Review:** NCF's Board of Directors will evaluate and may revise the CSA policies and programs in future years to ensure proper balance among competing objectives. In particular if the CSA population appears to become exclusive due to prior year participants being given priority, the Board may limit the number of consecutive years that a CSA participant can take a share.