



2024 Community-Supported Agriculture (CSA) Program Policy

NCF Board of Directors reviewed and approved this policy on 9/27/23.

As one of four channels for distributing produce to the community, the CSA program serves many functions at Newton Community Farm. 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
- Equal access and inclusiveness
- Engagement with the Farm
- Operational ease/cost effective operations

All these factors are important and some of them work in opposition to each other. The Board annually reviews and revises the CSA policy to account for “lessons learned” and to optimize the balance of program objectives based on current priorities.

For 2024, the Board has adopted the following policy:

1. **CSA program publicity:** Our CSA program will be widely advertised including 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 emails in January and on NCF’s website, Facebook page, Instagram, and Twitter account.
2. **Friend of the Farm (FoF) requirement:** All applicants for summer CSA shares must be a current FoF at the time the application is submitted. Share partners are also encouraged to be enrolled as a FoF.
3. **Payments:** All applications for shares must be accompanied by payments. (for Summer CSA/checks only).
4. **Application process:**
 - **Phase 1a-b:** 2024 summer and late fall CSA sharers can submit applications during the first two weeks of the registration process. Summer CSA sharers will be given first priority for registration, followed by late fall CSA sharers as second priority.
 - **Phase 1c:** At the end of Phase 1a-b and before Phase 2 commences, the Farm Manager will contact the individuals on the waiting list from the 2023 process to give them the opportunity to enroll in the 2024 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). NCF will select sharers by lottery 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 2024 process:** Newton Community Farm will maintain a list of individuals who do not receive a share in Phase 2 (if there are more applications than available shares) or Phase 3 (applications received by time program is filled) and who request to be on a waiting list for the 2024 process. There will be an expiration date to apply for the waiting list.
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.