Training Manual/Guide for BSA Intern

**Week Before BSA Day:**

* Make sure to have your list of people who have confirmed to do either weekly or bi-weekly pickups. After this you can remind them the day before.
* Create BSA Weekly
* Print BSA weeklys

Example available [here](https://www.canva.com/design/DAEdYjcF5Ms/SJvvSMDzZpd2I6vEaKMbhg/view?utm_content=DAEdYjcF5Ms&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)

**Day before:**

Send out a text reminder in the morning in order to give them time to cancel if they need to.

Text reminder template -

“Hello! Friendly reminder that BSA bag pickup is tomorrow at the Midtown Farm between 10am and 12pm. If you can, please pay ahead through Venmo (@FlowersAndBullets). Otherwise, please pay in cash tomorrow at pickup. If

you need to cancel, reply to this text message ASAP. Thank you!”

**Day of:**

1. When you get to the farm you first want to open up both sheds with the keys from the lockbox. I usually take out my BSA bin from the red shed which should have in it
	1. Harvesting tools
	2. Plastic and small paper bags
	3. Twist ties (which I usually cut in half)
	4. Stapler or tape for BSA weeklys
	5. Water key
	6. Scale
2. From the blue shipping container shed, I take out
	1. Harvesting crates and
	2. large paper bags
	3. Bins for rinsing produce
3. I lay everything out on the white tables on the basketball court, I fill the bins with water, Then I begin harvesting out in the field.
4. After harvesting, you want to rinse the produce, submerging it to get all bugs off and so it will last a while longer. You may have to change water a few times. Plastic gloves help when water is super cold!
5. Then I will begin packing bags. 3-4 person bags should have around double of whatever is in the 1-2 person bags. It might be good or helpful to figure out how to portion produce with scale, I don't exactly have this down yet.
6. Once you have all of the produce bags packed, you will want to staple the BSA weeklys to the bags, and get an average weight recorded for both the bigger and smaller bags in the Google sheets document. When people begin showing up, it is helpful to record who has picked up and paid.

 “Don't forget to” Checklist!:

* Take pictures
* Weigh Produce
* Rinse produce, leafy greens will last longer if they are rinsed
* Record amounts paid in the [BSA Customer Report](https://docs.google.com/spreadsheets/d/1vsyf6smDna7v5ohD08s7-fMAEEssL-9E_1vk5MBMRv0/edit?usp=sharing)
* Replace greenhouse/shed Keys to lockbox

Other Resources

* [BSA Sign-up sheet](https://docs.google.com/spreadsheets/u/0/d/1GZ9L_UzfA4GkRN3lTkA1GJeWoNuQARVJY_dFJUrPPL8/edit) for events
* Join Flowers & Bullets BSA I[nfo Sheet](https://docs.google.com/document/d/1AozncwSbJ72qgPBHBKvfSSHwW5Wqq4PrvxIAznG0FAs/edit?usp=sharing)
* Join Flowers and Bullets BSA [sign for events](https://docs.google.com/document/d/1kBYeeukzxevQO5DHSVJURQhdyQevatDWKage3sE7JUY/edit?usp=sharing)
* Senior Farmers Market Nutrition Program: Self-Declaration [Form](https://docs.google.com/document/d/1H9bhK02jLfF6Gpog5JZjMbQLYSw4AkDZ/edit?usp=sharing&ouid=112031923269769434321&rtpof=true&sd=true) (english)
* Senior Farmers Market Nutrition Program: Self-Declaration [Form (Spanish)](https://docs.google.com/document/d/1jCuQ8uIcgYe4Z29xykeA8nHbOrtbm5gY/edit?usp=sharing&ouid=112031923269769434321&rtpof=true&sd=true)
* [Passwords/Account Info Doc](https://docs.google.com/document/d/19zEVN-2uX_z8Cj1XZ7BGkHMlncxEtIE7k26Z5l3PwPo/edit?usp=sharing)