



# HOW TO MAKE THE MOST OF YOUR CSA SHARE

# WELCOME!

## WE'RE GLAD YOU'RE HERE.

We formed our co-op in 2014 with the goal of working together as small farms to offer Sustainable, Local, and Organic food to our community. We're independent farms who collaborate to bring you vegetables, fruits, microgreens, beef, pork, lamb, chicken, turkey, and eggs - all in one place.

Thus we have our CSAs!

Order what you'd like and we'll handle the logistics of bringing everything together and delivering it to you in one box.

We want this process to be as easy as possible for you. Please use this guide to learn about the process of getting your CSA shares exactly as you'd like them.

Thank you for eating locally and supporting our farms!



Prairie Folk Farm



Kellner Back Acre Garden



Kahulahele Farmstead



Pape Family Pastures



Valentine Gardens



Foxtail Produce



Full Circle Community Farm

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# TIMELINE

You will receive your CSA newsletter mid-day on Wednesday the week before CSA distribution. This email will show what has been pre-loaded into your box, as well as important reminders, and a variety of other resources.

You have until 10pm Thursday to customize your share. Remove things you don't want, swap for things you do want, and add any of the other local items we have available.

**MON**

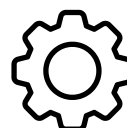
**TUES**

**WED**



CSA  
Newsletter  
&  
Customization  
Window Opens

**THUR**



Customize  
Share by 10pm

**FRI**

The next week, CSA orders go out! If you chose home delivery, the day and time of your delivery depends on your location.

If you chose a pick-up location, please see the schedule in the weekly CSA newsletter.

**MON**



**Pick-Ups:**

Full Circle  
Community Farm

**TUES**



**Pick-Ups:**

Free Market  
Grocery Store  
and Member Hosts  
in Kaukauna &  
Appleton

**WED**



**Pick-Ups:**

All other locations

**THUR**

**FRI**

**SAT**



**Pick-Ups:**

Green Bay Saturday  
Farmers Market

# DELIVERY & PICK UP

You can switch from home delivery to pick-up or vice versa at any point of the CSA season.

## Home Delivery

Our delivery area includes the Green Bay and Appleton areas, as well as Seymour, Pulaski, and Shawano. When you select the home delivery option, we will verify that you are in the delivery zone and notify you if your address is outside of this area.

Homes in the delivery zone are:

\$7 per delivery

FREE delivery on orders over \$75

Delivery time and day of the week is determined by your location. You will receive an email with your weekly delivery day and approximate time before the beginning of the CSA season.



## Pick-Up Locations

There are pick-up locations throughout Green Bay, De Pere, Allouez, Ashwaubenon, Kaukauna, Seymour, and Appleton.

View all the delivery locations, days, and times on the order page.

All pick up locations are free for all CSA members.

# DELIVERY TIPS



**Leave a cooler on your porch!**

If you won't be home when your CSA share will be delivered, please leave a cooler on your porch with ice packs if it's going to be warm. This will help your veggies stay fresh!

It's also best to place your cooler in a shaded area if possible.

**Check your email for updates.**

We'll send an email when your share is on its way to your home or the designated pick up location.

Then we'll send another email when it has arrived.

Your SLO CSA delivery is on the way!

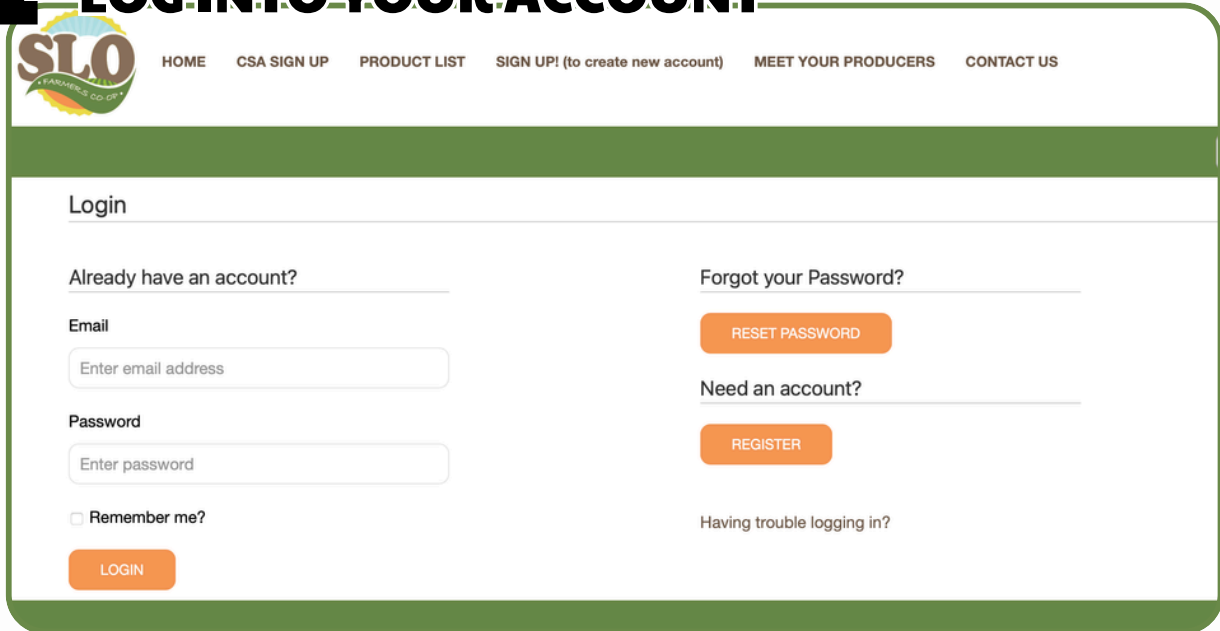
They will arrive between 1 hour - 30 minutes from now.

Your SLO CSA order has now been delivered to your pickup location and is ready for pickup, or was just delivered to your home today at 2:34PM.

Thanks for your business!

# CUSTOMIZATION PROCESS

## 1 LOG INTO YOUR ACCOUNT



**SLO** FARMERS CO-OP

HOME CSA SIGN UP PRODUCT LIST SIGN UP! (to create new account) MEET YOUR PRODUCERS CONTACT US

### Login

Already have an account?

Email

Enter email address

Password

Enter password

☐ Remember me?

LOGIN

Forgot your Password?

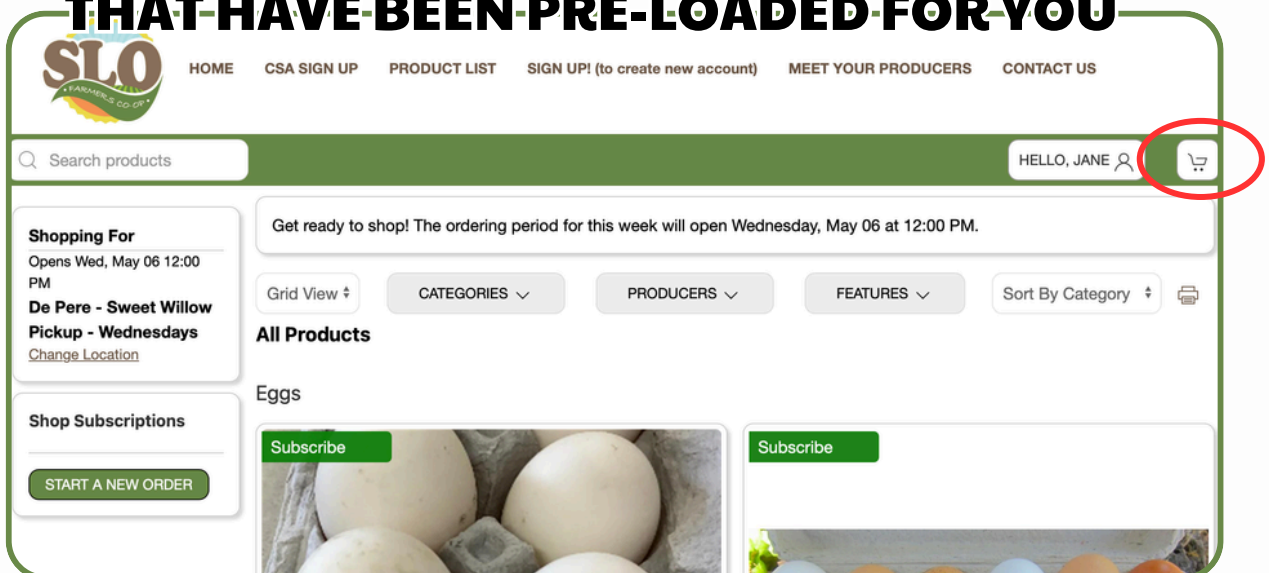
RESET PASSWORD

Need an account?

REGISTER

Having trouble logging in?

## 2 CLICK THE BASKET SYMBOL TO SEE THE ITEMS THAT HAVE BEEN PRE-LOADED FOR YOU



**SLO** FARMERS CO-OP

HOME CSA SIGN UP PRODUCT LIST SIGN UP! (to create new account) MEET YOUR PRODUCERS CONTACT US

Search products

HELLO, JANE

Get ready to shop! The ordering period for this week will open Wednesday, May 06 at 12:00 PM.

Grid View

CATEGORIES

PRODUCERS

FEATURES

Sort By Category

### Shopping For

Opens Wed, May 06 12:00 PM

De Pere - Sweet Willow

Pickup - Wednesdays

[Change Location](#)

### Shop Subscriptions

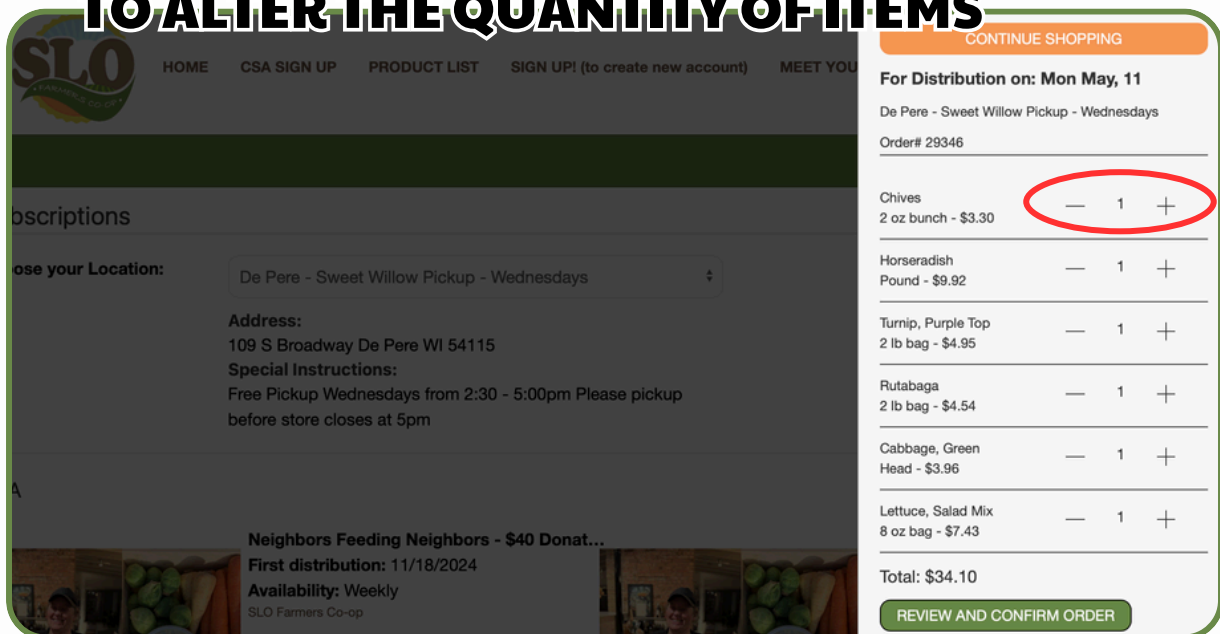
START A NEW ORDER

### All Products

#### Eggs

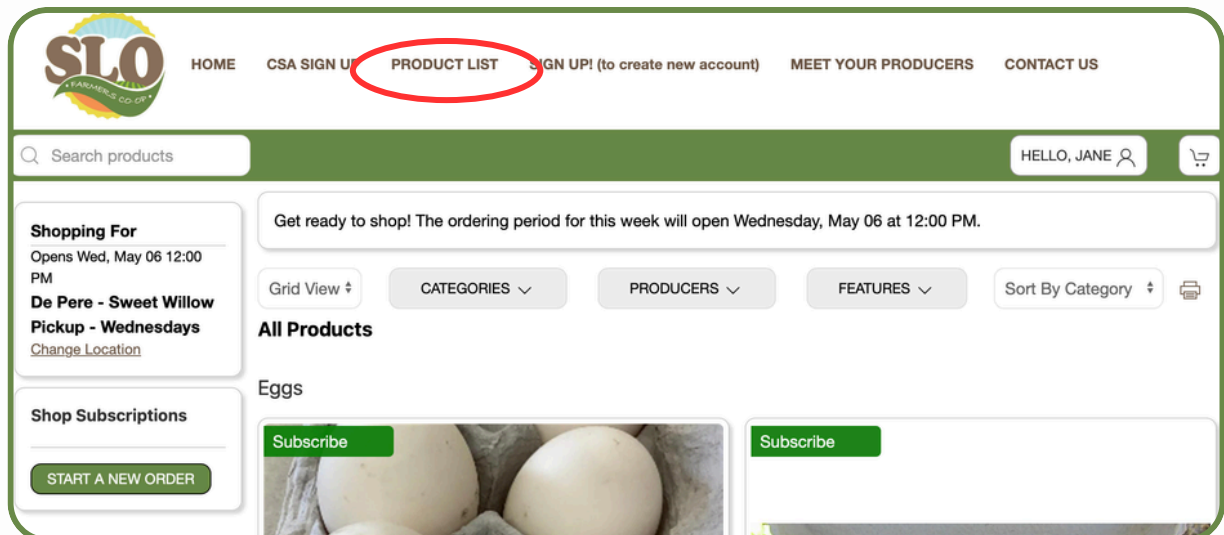
Subscribe

### 3 USE THE MINUS (-) AND PLUS (+) SIGNS TO ALTER THE QUANTITY OF ITEMS



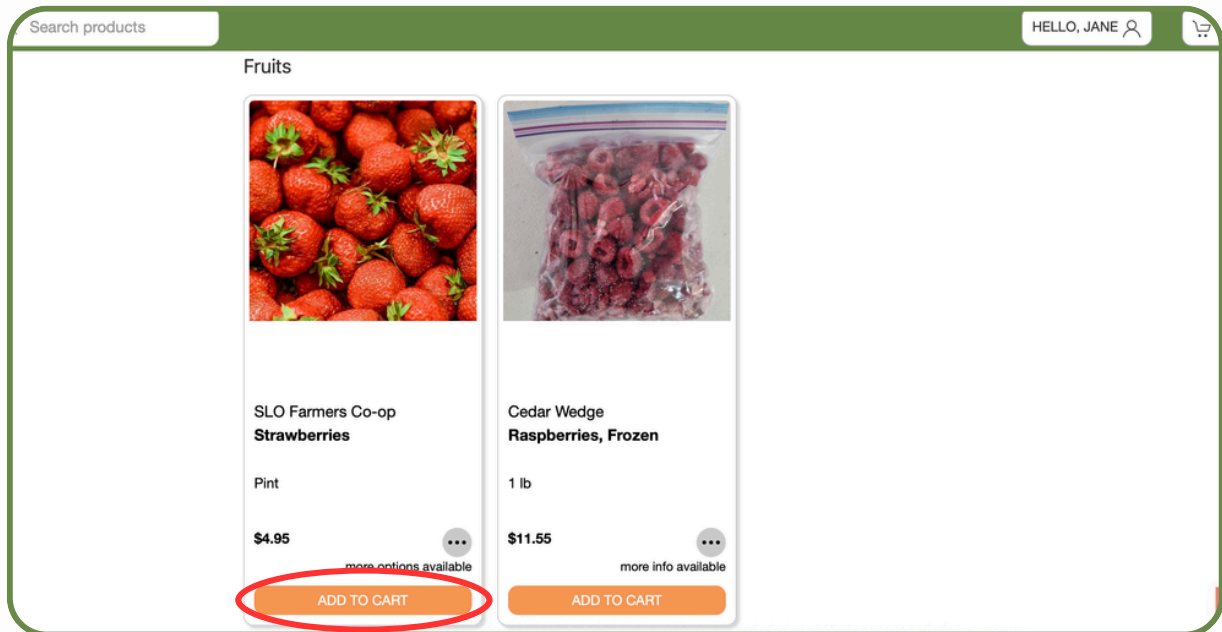
### 4 SHOP OTHER PRODUCTS

Click "Product List" to view the other available products.

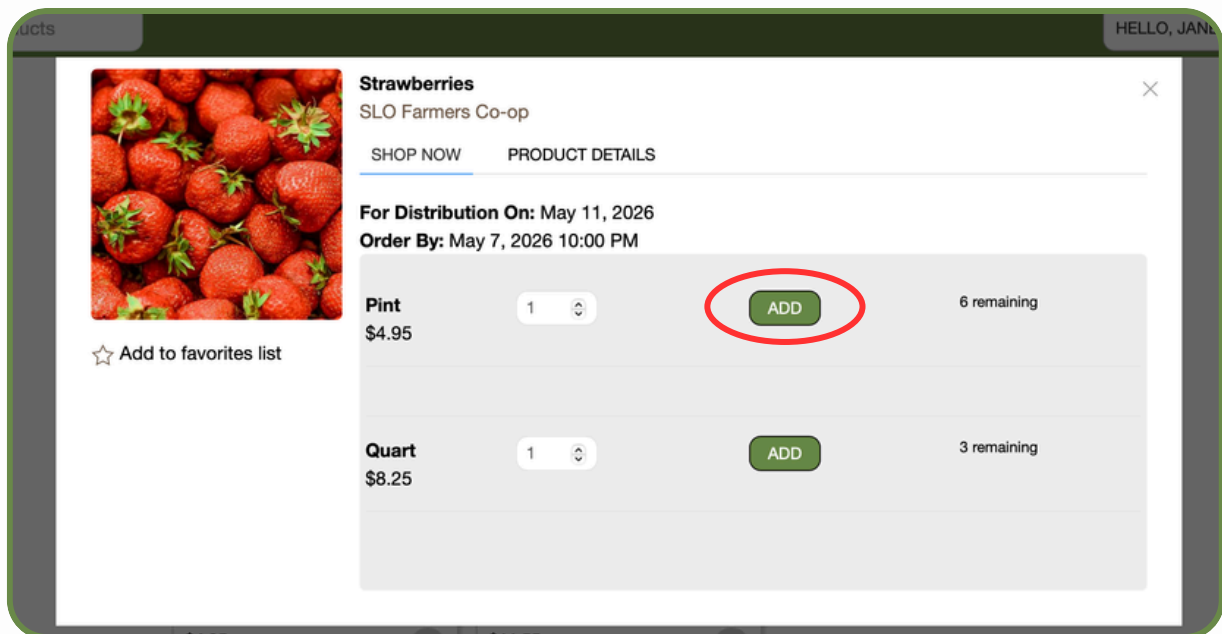


# 5 ADD OTHER PRODUCTS

Click “Add to Cart” on the products you would like to add.



Click “Add” to finalize adding those products to your order.



# 6 CONFIRM ORDER

Click the shopping basket icon and click “Review and Confirm Order”.

**SLO FARMERS CO-OP**

HOME CSA SIGN UP PRODUCT LIST SIGN UP! (to create new account) MEET YOUR PRODUCERS

**subscriptions**

Choose your Location: De Pere - Sweet Willow Pickup - Wednesdays

**Address:**  
109 S Broadway De Pere WI 54115

**Special Instructions:**  
Free Pickup Wednesdays from 2:30 - 5:00pm Please pickup before store closes at 5pm

**Neighbors Feeding Neighbors - \$40 Donat...**  
First distribution: 11/18/2024  
Availability: Weekly  
SLO Farmers Co-op

**CONTINUE SHOPPING**

**For Distribution on: Mon May, 11**  
De Pere - Sweet Willow Pickup - Wednesdays  
Order# 29346

|                                         |   |   |   |
|-----------------------------------------|---|---|---|
| Chives<br>2 oz bunch - \$3.30           | — | 1 | + |
| Horseradish<br>Pound - \$9.92           | — | 1 | + |
| Turnip, Purple Top<br>2 lb bag - \$4.95 | — | 1 | + |
| Rutabaga<br>2 lb bag - \$4.54           | — | 1 | + |
| Cabbage, Green<br>Head - \$3.96         | — | 1 | + |
| Lettuce, Salad Mix<br>8 oz bag - \$7.43 | — | 1 | + |

**Total: \$34.10**

**REVIEW AND CONFIRM ORDER**

Click “Confirm Order” to finalize.

**SLO FARMERS CO-OP**

HOME CSA SIGN UP PRODUCT LIST SIGN UP! (to create new account) MEET YOUR PRODUCERS CONTACT US

HELLO, JANE

**Confirmed Order**

Order is not confirmed. Click the **Confirm Order** button to complete your purchase. If the order period has closed, these items were **NOT** ordered.

You have not met the minimum order requirement of \$25.00.

**CONTINUE SHOPPING**

**Account Information**

| Address                               | Billing Address                                 |
|---------------------------------------|-------------------------------------------------|
| Doe<br>Old Y Rd<br>Whitelaw, WI 54247 | Jane Doe<br>7401 Old Y Rd<br>Whitelaw, WI 54247 |
| <a href="#">Edit Address</a>          | <a href="#">Edit Address</a>                    |

**Distribution Information**

0 Item(s) in your Order - \$0.00

|                    |        |
|--------------------|--------|
| <b>Sub Total</b>   | \$0.00 |
| <b>Order Total</b> | \$0.00 |

**CONFIRM ORDER**

The customization window closes at 10pm on Thursday so confirm your order before then to finalize your changes.

# BUT WAIT, THERE'S MORE!

Get all your grocery shopping done in one place!

In addition to seasonal vegetables and fruits, SLO farmers raise beef, pork, lamb, and chicken. Browse through our online catalog of inventory and add them to your CSA share. You'll also find chicken and duck eggs available.

Grass-Fed Beef  
Pastured Pork  
Pastured Chicken  
Grass-Fed Lamb  
Free-Range Eggs



We can't make everything yourselves, we partner with other local businesses and farms! The products we include in our CSA shares align with our standards of Sustainable, Local, and Organically-produced\*.

\*Not necessarily Certified Organic, but using organic principles.

# ADD MORE TO YOUR SHARE

Sourdough bread

Pasta noodles

Hummus

Dry beans

Popcorn

Corn meal

Chili oil

Peanut sauce

Heat-and-eat soups

Pesto

Honey

Maple Syrup

Teas

Tallow skincare

Soaps



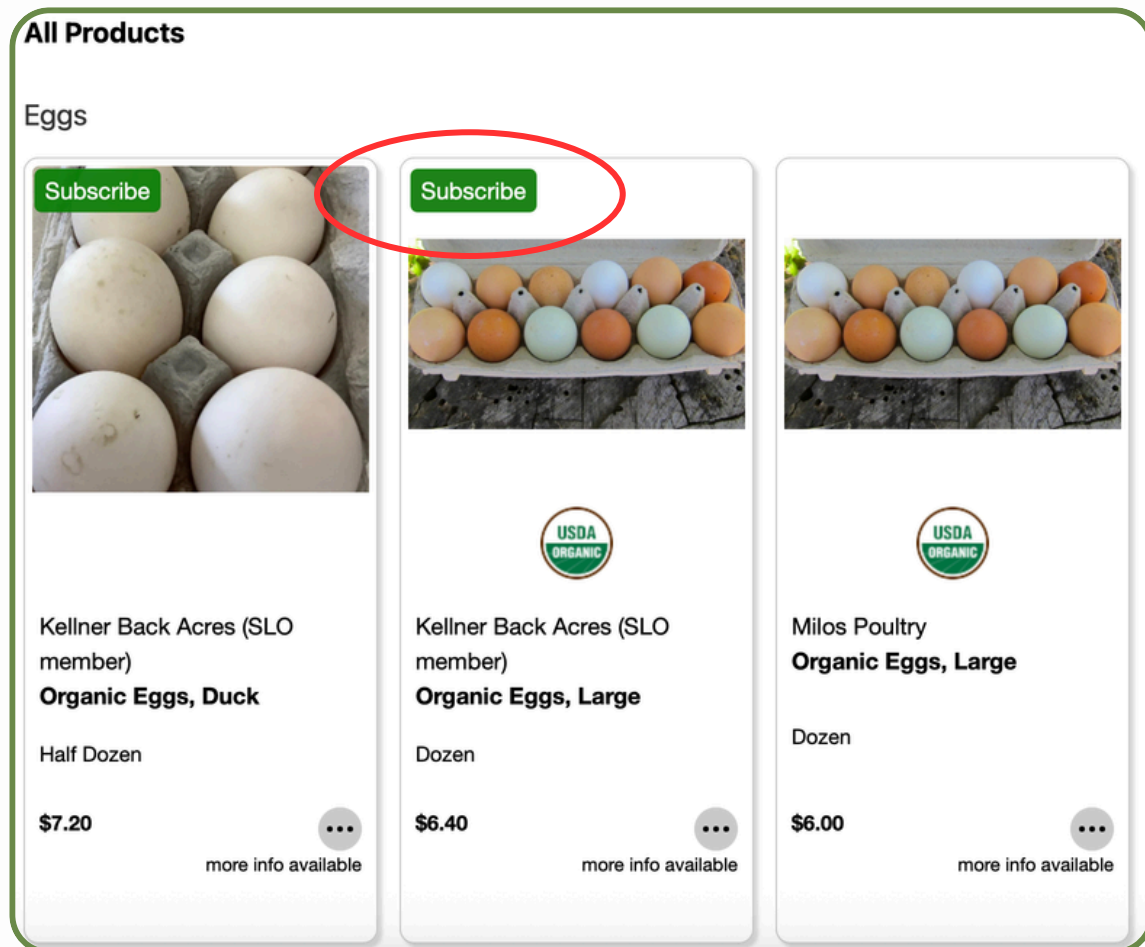
Know another local business with great products? We're always looking to partner with more local businesses with sustainable and organic foods. Send your recommendations to us at [info@slofarmersco-op.com](mailto:info@slofarmersco-op.com)

# SET IT ON REPEAT

If there's an extra item you'd like to receive with every share you receive, you can sign up for a subscription for it! This is a great option for eggs, bread, and other staples you'll eat through weekly.

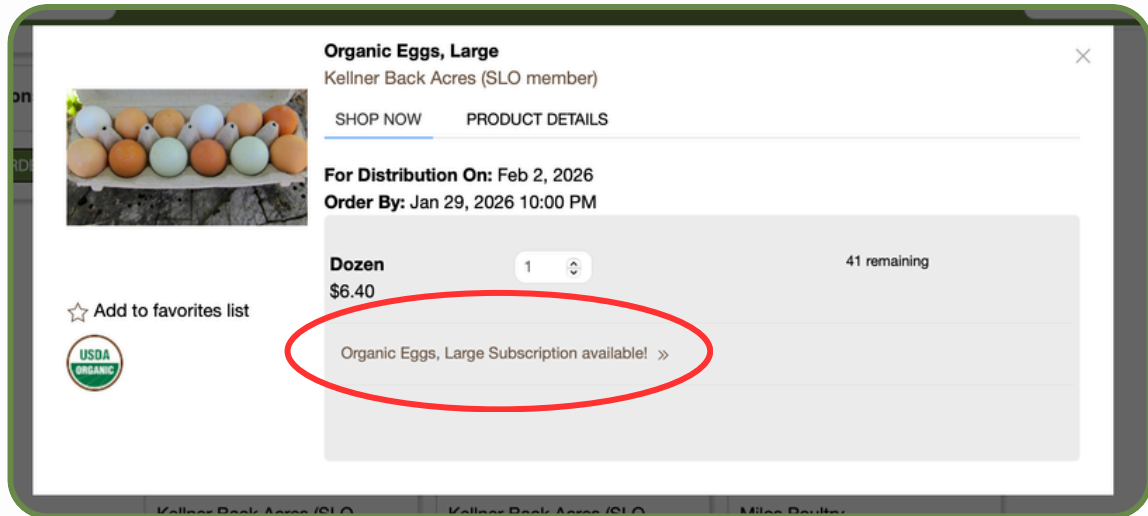
## 1 FIND THE ITEM IN THE PRODUCT LIST

Eligible items will have a green "Subscribe" button in the top left corner.

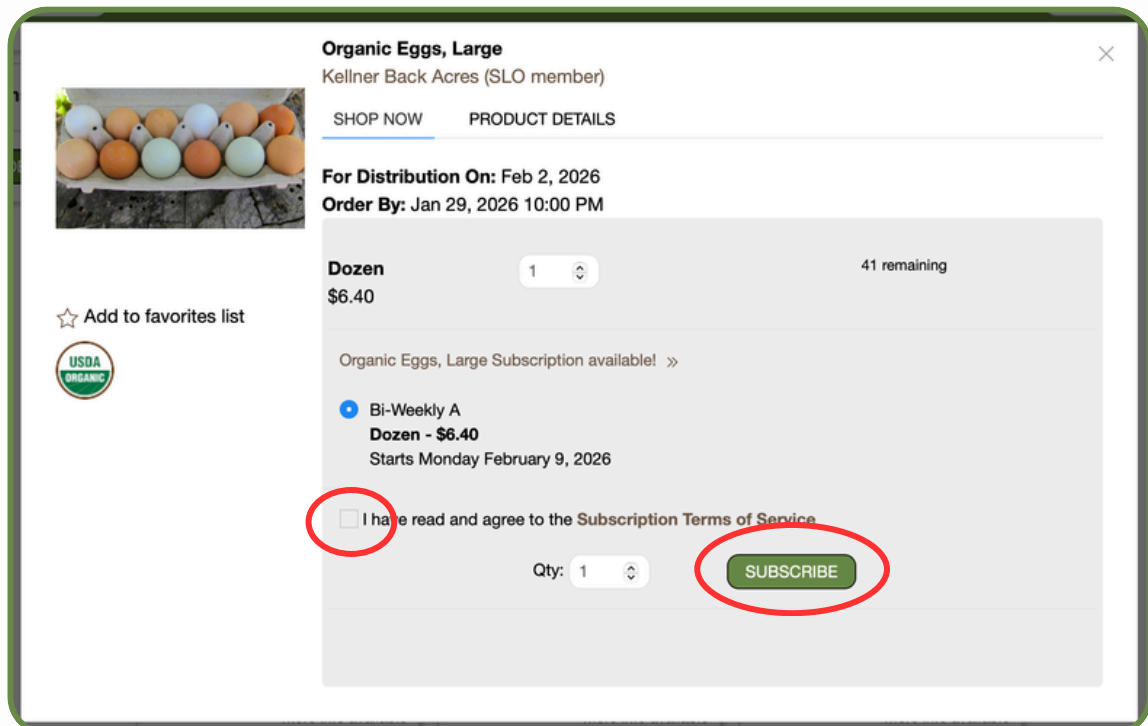


## 2 CLICK ON THE ITEM YOU'D LIKE

Click the “Subscription available!” link to open up the subscription details.

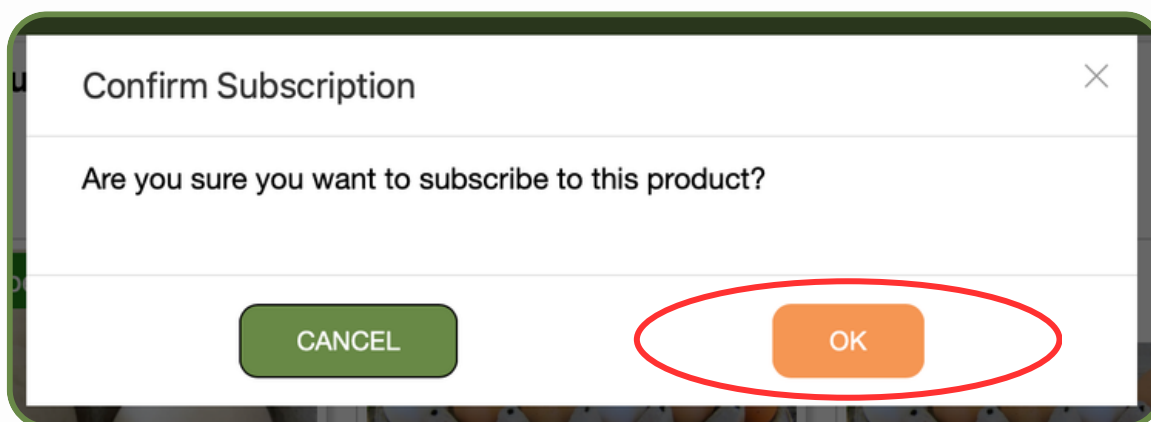


Complete the subscription process by reading and agreeing to the Subscription Terms of Service and clicking the “Subscribe” button.



### 3 **CLICK “OK” TO CONFIRM YOUR SUBSCRIPTION.**

Then you're good to go! You'll receive that item with every delivery of your CSA share.



If you have a Meat CSA share, this subscription will remain in effect unless you choose to cancel this add-on subscription or your Meat CSA.

If you have a Veggie CSA season, this subscription will remain in effect until the end of the season. If you sign up to the next CSA season, this item subscription will continue for the next season. If the CSA seasons you sign up for are not consecutive seasons, you will need to complete this subscription process again.

# VACATION HOLDS

Taking a trip? No problem, just pause your CSA share for the weeks you'll be away. You will not be charged for paused shares.

## 1 LOG INTO YOUR ACCOUNT

## 2 CLICK YOUR ACCOUNT NAME AND "SUBSCRIPTIONS"

### 3 SELECT THE DAY(S) FROM THE DISTRIBUTION SCHEDULE CALENDAR

The green dates indicate the weeks you will be receiving CSA shares. You must place holds at least 7 days in advance.

Distribution Schedule:

| << May, 2026 >> |     |     |     |     |     |     |
|-----------------|-----|-----|-----|-----|-----|-----|
| Sun             | Mon | Tue | Wed | Thu | Fri | Sat |
| 3               | 4   | 5   | 6   | 7   | 8   | 9   |
| 10              | 11  | 12  | 13  | 14  | 15  | 16  |
| 17              | 18  | 19  | 20  | 21  | 22  | 23  |
| 24              | 25  | 26  | 27  | 28  | 29  | 30  |
| 31              | 1   | 2   | 3   | 4   | 5   | 6   |
| 7               | 8   | 9   | 10  | 11  | 12  | 13  |

### 4 CLICK "PUT SUBSCRIPTIONS ON HOLD"

Monday, May 25, 2026

Sun

Mon

3

4

10

11

17

18

24

25

31

1

7

8

Monday, May 25, 2026

Distributions on this date:

| Subscription Location                                                                 | Qty |
|---------------------------------------------------------------------------------------|-----|
| Spring Small (\$30) Veggie CSA - Weekly<br>De Pere - Sweet Willow Pickup - Wednesdays | 1   |

Create a hold for this date:

☒ Cancel any existing subscription orders for distribution on this day

☒ Spring Small (\$30) Veggie CSA - Weekly

PUT SUBSCRIPTIONS ON HOLD

Need assistance or have questions?

Scott can help! Reach him at  
scott@slofarmersco-op.com

**BON VOYAGE!**



# CANCEL HOLDS

No longer need a distribution withheld? Follow these steps to cancel your CSA share holds.

## 1 LOG INTO YOUR ACCOUNT

## 2 CLICK YOUR ACCOUNT NAME AND "SUBSCRIPTIONS"

### 3 CLICK THE SUBSCRIPTION TITLE

Shop  
Overview  
Account Information  
Account Activity  
Subscriptions  
Reports

#### Account Subscriptions

Unpaid Subscription Amount: \$0.00 [PUT SUBSCRIPTIONS ON HOLD](#)

| SUBSCRIPTION                   | QTY | FREQUENCY | LOCATION                                   | BALANCE DUE |
|--------------------------------|-----|-----------|--------------------------------------------|-------------|
| Spring Small (\$30) Veggie CSA | 1   | Weekly    | De Pere - Sweet Willow Pickup - Wednesdays | \$0.00      |

[OPTIONS](#)

Next Distribution: 5/18/2026 Next Hold: 5/25/2026

### 4 SCROLL DOWN TO VIEW A LIST OF YOUR CURRENT SUBSCRIPTION HOLDS

Click the trashcan icon next to the hold you'd like to remove. This will resume your CSA share for this delivery.

login here after receiving your CSA newsletter mid-day on Wednesday the week before distribution to customize. Contents can include lettuce, snap peas, spinach, kale, radish, asparagus, rhubarb, microgreens, green onions, kohlrabi, overwintered root crops, fresh herbs, salad turnips, mushrooms, and more!

#### Payment Information

Payment Plan:  
Single Payment  
Per Order Price:  
\$0.00  
Applied Promo Code:  
Subscription Payment Balance:  
\$120.00

| From      | To        |  |
|-----------|-----------|--|
| 5/25/2026 | 5/25/2026 |  |
| 6/8/2026  | 6/8/2026  |  |

This subscription requires 7 days notice before the subscription hold can begin. Please contact Scott Rosenberg scott@slofarmersco-op.com if you have any questions.

[PUT SUBSCRIPTION ON HOLD](#)

### IMPORTANT NOTE:

Subscription holds and cancelling subscription holds must be done **at least 7 days before** that distribution week.

# STORAGE TIPS

No matter how much you love to cook and prioritize homemade meals, sometimes it will take a while to get to some of your produce.

Here's a great guide to keep your veggies, herbs, and fruits fresh and delicious for when you're ready to eat them.



[View Storage Guide](#)

# OUR FAVORITE RECIPES

Not experienced in the kitchen?

Don't know how to use that one veggie?

Ran out of meal ideas?

We hear you, and you are not alone!

If you haven't already, check out the [Resources](#) tab on our website. We have Cooking Tips there, as well as Recipes from our farmers and from CSA members.

We also always include a few recipes specific to the contents of the current CSA box in our email newsletter sent out on the Wednesday prior to that CSA distribution.



Pork Chop Banh Mi  
Sandwiches



Flank Steak Salad

## FIND RECIPES FOR WHAT'S IN YOUR FRIDGE

While you're scrolling through our recipe list, you'll see some of the key ingredients are links. You can click one to find all the recipes that use that ingredient!



### [Shan's Summer Stir Fry](#)

Includes [Beef](#), [Green Beans](#), [Leafy Greens](#), [Mushrooms](#), [Onions](#), [Pork](#)



### [Strawberry Tops Syrup](#)

Includes [Strawberries](#)



### [Spicy Summer Soup](#)

Includes [Chicken](#), [Peppers](#), [Root Vegetables](#), [Tomatoes](#)

# TROUBLESHOOTING

We try our best to ensure your order is accurate and filled with all the high quality items you order. But we make mistakes from time to time. If you notice something wrong with your order, please don't hesitate to reach out!

## MISSING ITEMS

If the item you are missing has a long line crossing it out on the packing list, that means we unfortunately ran out of that item. Sometimes we don't get as big of a harvest as we had expected. We will automatically subtract that item's cost from your total or refund you for that amount if you have paid in advance. We're sorry for the inconvenience! Hopefully we have more in the future.

If the item is not crossed out or only has a small dash through it, it seems we have missed putting that item in your box. Please reach out to Scott at [scott@slofarmersco-op.com](mailto:scott@slofarmersco-op.com) and he will work on a solution for you!

## ERRORS IN ORDER

If you notice another error in your order, such as a low quality item or receiving a share you thought you paused or cancelled, please reach out to Scott at [scott@slofarmersco-op.com](mailto:scott@slofarmersco-op.com). We want to ensure you love your share and receive what you ordered!

## OTHER QUESTIONS OR CONCERNS

All other questions and concerns, please reach out to Scott at [scott@slofarmersco-op.com](mailto:scott@slofarmersco-op.com).

# OTHER WAYS TO SUPPORT LOCAL FARMERS

## ATTEND FARM EVENTS

Come visit us! Some of our farmers host farm tours, pasture walks, and other events at their farms. We'd love to meet you. Subscribe to our newsletter and follow our social media to find out about upcoming events.



## GIFT CSA SHARES AS PRESENTS

What's better than receiving food as a present? CSA shares makes great gifts because the recipient can customize each share to their taste.

If you don't want to gift a whole CSA share, you can also add extra items to your CSA share like tallow skincare products, soaps, teas, drinks, and other locally made goods.

## EAT AT LOCAL FOOD RESTAURANTS

We also sell some of our products to some local restaurants and markets. By supporting them, you're also supporting our farmers!

Here are some examples of where you can find our food:



## SPREAD THE WORD TO OTHERS

Let your family, friends, and coworkers know where you get your local food. We'd love to feed more and more people in our community!

## LEAVE US A REVIEW!

Reviews on both Google and Facebook help us out so much! We appreciate your honest feedback.



[Leave Google Review](#)



[Leave Facebook Review](#)