CSA Distribution Checklist

A CSA distribution checklist for the crew packing and handing out member shares. It covers harvest, washing, packing, labeling, and pickup so every member gets a complete, clean box.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Harvest list reviewed	☐	☐	☐
Produce washed and cooled	☐	☐	☐
Packing area cleaned	☐	☐	☐
Boxes or bags set out	☐	☐	☐
Share contents counted against the list	☐	☐	☐
Newsletter or recipe card included	☐	☐	☐
Pickup site set up and signed	☐	☐	☐
Member names checked off	☐	☐	☐
Leftover produce handled	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Print one copy per distribution day and have the crew lead initial each line before the first member arrives.