



# Documentation Forms for Organic Crop Producers

## Community Supported Agriculture (CSA) Weekly Harvest And Cost Summary

Use this form to record weekly harvest and sales to CSA members. In addition to NOP compliance, this form provides a farm-management and financial tool.

Week of:

Weekly Share Price for Full Share:

Produce	Crop / Variety	Source (farm or purchased product <sup>7</sup> )	Quantity of Product	Value of Product <sup>8</sup>	Quantity (number of shares)	Total Value or Revenue <sup>9</sup>
LABOR	Worker	Rate		Hours		Total
DELIVERY	Route	Miles	Rate			Total
Other CSA-Related Travel or Expenses						

<sup>7</sup>Purchased product should be indicated on this list as well as in any written communication (such as a weekly newsletter) that shareholders receive, so that anyone can tell where each product comes from and whether it is certified organic.

<sup>8</sup>Value. This column is included to help the farmer align future share price with the box contents (generally established by the price of that item if it were to be sold at a farmers' market).

<sup>9</sup>This column may be used to record either total value of produce sold or total revenue. These are two different pieces of information, both of which may be useful to the farmer to help determine the profitability of current practices and future pricing. CSA shares are generally purchased by the season or month. If used to record revenue, the column merely provides a reference to compare costs with revenues on a weekly basis.

