



STARTING A NEW FARM-CITY MARKET BASKET SITE

Starting a new site in your area is easy. Market Basket deliveries can be made to various neighborhood locations: an organizational facility, school, church or residence. Once the site has been determined:

1. Identify a volunteer coordinator.

The volunteer coordinator is responsible for gathering orders and phoning them in to your market basket coordinator at Growing Power. Coordinators will be assigned a delivery window of one hour on Friday afternoon. At that time, a designated person should be available to receive the baskets for distribution.

2. Recruit customers.

The Growing Power Chicago Farm-City Market Basket Coordinator can assist with providing your site with promotional material: brochures and fliers and creative ideas to reach out to potential customers. In addition, arrangements can be made to set up a Market Basket demonstration table as a promotional activity.

3. Gather and place 10 or more orders.

Site coordinators must devise an organized and efficient method of gathering and tracking customer's orders. When possible, coordinators may encourage customers to place standing orders.

4. Collect payments.

We recommend that site coordinators collect money for Market Baskets prior to placing your Monday order. Once your order is placed an invoice will be generated from Growing Power and either e-mailed or faxed to your location.

5. Submit payments.

Upon receipt of your invoice, print a copy for your records and a copy to submit with your payment. Send a check or money order to:

**Growing Power, Inc.
Attn.: Financial Coordinator
5500 W. Silver Spring
Milwaukee, WI 53218**