



January 2015

The FEED ME Food Club is an online buying club formed around the idea that purchasing and eating local, sustainable and mostly organic food is vital to ensuring a strong economy and robust local food system.

Benefits of being a member:

- Purchasing Maine goods year-round
- Members combine their buying power to purchase local foods in larger quantities
- Convenient bi-weekly ordering anywhere that internet is available
- Orders are pre-sorted and ready for members to pick up in downtown Rumford

Benefits for Local Farmers:

- Farmers enjoy a ready made market that they wouldn't otherwise have access to
- One simple delivery point for multiple consumers
- As a vendor you have the option to become a consumer for \$12 per year plus \$2 per order.

Software

The online software which allows members to buy in bulk online isn't like any other. You can read more on the software here: <http://www.buyingclubsoftware.com/about/> It might be helpful to watch the tutorial on the website to help you get acquainted with how the software works from a buying member's perspective.

Ordering Schedule/Process

Every other week, farmers will be responsible for submitting products to the FEED ME coordinator in an excel spreadsheet that will be provided.

- The deadline for farmers to submit their spreadsheets will be on **Wednesday by 4pm.**
- The coordinator will upload your products to the software Thursday morning along with other River Valley farmers as well as the Crown of Maine inventory.
- Thursday the website opens for buying and stays open for roughly 24 hours
- An email is sent to club members letting them know that the week's online shopping can begin and local farmer are highlighted in that communication
- Club ordering closes on Friday at 11:00 am
- Once the order is collated farmers will receive an email listing all the products that have been pre-ordered.
- Farmers are asked to confirm receipt of pre-order and notify coordinator if an order cannot be filled.
- Delivery of orders to the FEED ME Food Club will be at River Valley Healthy Communities Coalition, 94 River Street, Rumford no later than Tuesday at 4:00pm.
- A clearly written invoice must accompany delivery.

Payment

- Checks will be mailed to each farmer once the club orders have all been picked up and invoices have been submitted. It is important for invoices to either be emailed as soon as possible or delivered with the product.

Enclosed is a copy of the club guidelines for farmers and an application form for those interested in participating.



Farmer Guidelines

It is the responsibility of the Farmer to:

- Comply with the State of Maine Department of Agriculture, Conservation and Forestry regulations pertaining to the items they sell through the FEED ME Food Club, including licensing and certification.
- Use certified scales if selling by weight. Maine Organic Farmers and Gardeners Association (Go to Publications at www.mofga.org)
- Consider selling to the club in bulk quantities at slightly below retail prices as this is one of the benefits of membership.
- Deliver all pre-ordered products on designated pickup days, packaged in the clearly labeled pre-ordered quantities.
- Labels should include farm name, item name, weight and quantity if applicable.
- Indicate farm name, address and phone number, product name, and quantity on invoice.
- Provide accurate information about food availability to the FEED ME Food Club – providing quantities that are beyond your capacity are likely to have members order from another farm if they don't have their order filled.

Eligibility of farmer/suppliers and products

- All products must be grown, raised, and/or processed by the farm or farmer stated on the application – you can not source products from other farms to sell under your name
- All farmer/vendors must be willing to deliver their products to the FEED ME Food Club, currently at River Valley Healthy Communities Coalition on the day and time designated for pickup. We encourage farmers to work together to find efficient ways of transporting their products.
- Products must be of high quality. FEED ME Food Club maintains the right of refusal at delivery if products do not meet quality standards.
- Each farmer/vendor is solely responsible for the quality of their product.

Taxable items

Each farmer/vendor is responsible for keeping track of state taxes owed from the sale of their taxable items.

Farmers must include tax *in the price* of taxable items.

The description of the item must state, “5.5% or 7% ME sales tax included.”

Farmer Fees

Farmers and members share the costs of operating the club.

Fees will be charged based on the dollar amount of product sold with each order cycle. The money will be collected from the amount of the invoice submitted by each farmer.

\$0 - \$15 = \$1.25	\$61 - \$75 = \$6.00
\$16 - \$30 = \$2.50	\$76 - \$90 = \$7.25
\$31 - \$45 = \$3.50	\$91 - \$105 = \$8.50
\$46 - \$60 = \$5.00	Over \$105 10%

Please call or email if you have any questions.

Sandy Witas

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FEED ME Food Club

Feedmefoodclub.wordpress.com



Farmer Agreement:

I hereby apply to participate in the FEED ME Food Club.

I understand the guidelines lines of the FEED ME Food Club and agree to comply with the guidelines as they are outlined in this document.

I authorize release of my business contact information for use with the FEED ME Food Club.

I understand that individual product liability is my responsibility. I do hereby release the administrators of the FEED ME Food Club and River Valley Healthy Communities Coalition from liability due to defects, contamination, or other issues with my product(s).

Print name _____

Signed _____ Date _____

Return completed farmer agreement, form to the address below. Please make checks payable to River Valley Healthy Communities Coalition

River Valley Healthy Communities Coalition
C/O Sandra Witas
94 River Street
Rumford, ME 04276



Farm Details

Farm:

Contact Name(s):

Mailing Address:

Physical Location of Farm:

Business Telephone: _____ Cell Phone: _____

Which number is best to reach you on delivery day? Business or Cell

E-mail Address:

Website (if applicable): _____

What items do you intend to sell to the club?
