



# How to start a summer produce exchange event in your community

- 1** **Pick a regular date and time; limit the duration to an hour or less.** For example, Sebastopol's exchange is held every 2nd and 4th Tuesday of the month, 5pm - 5:45pm
- 2** **Establish a relationship with a local food distribution organization** to take surplus produce after each event. See [ucanr.edu/sites/SCRFC](https://ucanr.edu/sites/SCRFC) to start. Be sure to discuss who will deliver or pick up. If there are no local options, connect with Farm to Pantry for pick up at [gleaning@farmtopantry.org](mailto:gleaning@farmtopantry.org).
- 3** **Get the word out!** Post flyers at community gardens, in the local paper, garden supply stores, and social media. Ask organizational partners, religious congregations, and other personal networks to help promote the events.
- 4** **Encourage people to bring excess home grown or gleaned produce, seedlings, and cuttings.** For food safety reasons, do not allow fallen fruit at the event.
- 5** **Comply with local health orders** by holding events outdoors and require attendees to wear masks. Space tables apart to reduce crowding and maintain physical distancing.
- 6** **Please report the amount of produce donated** after each event to Farm to Pantry at [gleaning@farmtopantry.org](mailto:gleaning@farmtopantry.org)! If the weight cannot be recorded, a count of each produce item would be great.