

Non-Exhaustive List of Resources -don't forget Drive for extra info:

Make copies if you edit these templates, so originals exist

Reservoir Community Farm Data Collection Binders

Data Entry SOP Binder

Donation Log Binder

Safety Binder & Incident Reports

Harvest Log Binder

Farm Daily Sheets Binder

Step by Step for Seedling/Farm Stand Sale w/ Health Dept & Police Dept:

Go to Bridgeport's Health Department at Margaret Morton Center and Complete a Permit for Year one month prior to start of SEEDLING SALE - Submit by the Last Week of March

- Go to Health Department for Application for Vendor License in March
- Get 2 copies of Passport photos from: Farm Manager + Each of Farm Stand Crew staff
- Provide:
 - Copy of Insurance, naming the City of Bridgeport as insured for liability, use City address of 45 Lyon Terrace
 - 990 page showing the description of Reservoir Community Farm to prove that we are farmers and therefore exempt from permit fee if you're a nonprofit organization

Fill in and submit Police Permit (2 weeks prior to start of seedling sale) application with:

- Go to Police Department to pick up Permit Application
- Photos - 2 copies for each person who will operate the Farm Stand
- 990
- Cert of Insurance
- Copy of Health Department Permit
- Ask to waive fee

Step by Step for Debris Pickup at Sites:

1. Make sure all waste is bagged, stacked neatly to the absolute best of your ability to not upset neighbors. Immediately take a picture of the waste pile
2. Email picture, address location, request for pick-up to emails below in a group email :
 - a. Craig.Nadrizny@bridgeportct.gov

Step by Step for Setting up SNAP Processing/ WorldPay for Taking SNAP at Farmers Markets:

Contact Bridgeport Farmers Market Collaborative to make sure you are on time!

*Set this up at least 1 week in advance of first Farmstand to test the device to ensure it works!

All Passwords can be found in the Passwords Doc inside the Drive

How To Renew Online -

1. Just login to your [Mobile Market+ Account](#)
2. Click on Mobile Market Store
3. Select MM+ License
4. Add your terminal number ([click here](#) for how to find your terminal number)
5. Add your Payment Information to process payment
6. Once your payment has successfully been processed, your new license will be posted in our system within 48 hours. The new license expiration date will be reflected in the licenses section under the "Devices" menu item on MobileEbt.com website.

That's it!

We appreciate your continued use of Mobile Market+™ and providing us the opportunity to serve you.

If you have any questions renewing your license, please call us at 1-888-377-7884 between 9am-5pm(CST) Monday thru Friday or email us at support@mobileEbt.com.

Resources:

[FREE Attra Farm Management Series - Take your Farm to the Next Level](#)

Leaf mulch delivery:

Call local landscaping - ask if they collect trash up with leaves and if they do, pass on the leaves!

Wood Chips:

Call landscaping company and your municipality to ask

Again, be very clear how much you want and where you want them.

Get leaves first in the back, since trucks can't go over a wood chip mountain to get back there. :)

The Water Pollution Control Authority

Contact about billing for your site!