

Everything You Have Always Wanted To Know About Green Action



50p (as printing ain't free!)

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Who is Green Action?

We are a society that takes practical action on environmental, social and political issues. We run various activities and campaigns which everyone is welcome to get involved in, and we try to encourage anyone with ideas to put them into action. We are non-hierarchical, everyone is an equal member with an equal voice, so don't expect us to tell you what to do, do it yourself! If you have a decent idea that you think might work then let people know and together we can try and put it into action.

We asked ourselves this question during the Green Action trip to Botton. It was a bit rushed but hopefully it has started the ball rolling on setting down the motivations that makes us Green Action. So here we have the embryonic form of Green Action's philosophy:

Taking back control collectively of aspects of our lives: food, job, housing, leisure. The co-op is a practical example of one of the areas of where we felt we could make a difference - food. Instead of passively buying food that we had no control over in a shop, we created the co-op. We now know where our food comes from and it gives an alternative model to commercial shops - it has worked for over 15 years. This is a working practical example of an alternative lifestyle which we are hoping to move towards - socially and environmentally sustainable, co-operative, practical, fair and collectively responsible. Anyone can join in.

We also try to be pro-active and actively stop processes that remove control or damage the environment. This can involve actions but it can also be offering practical, co-operative solutions in Leeds. This extends beyond the co-op as we are trying to create an environmentally conscious lifestyle by sharing knowledge/skills and positive practical ways of living - our own practical Politik.

The Not So Horrible History of Green Action

Green Action was set up in the early 90's to bridge the gap between two other environmental societies: People & Planet, which had a focus on political campaigning, and Earth First!, which focused on campaigning through direct action. P&P has since been revived and Green Action is still alive, hooray!

Why hooray, you might say? Well, over the years GA has managed many feats. Each year was slightly to completely different, with one focusing energy on direct actions, while others spent more time on the allotment or in the food co-op (which could also be classed as direct action..?) But all people and years had one thing in common: they did it themselves, collectively and without hierarchy (or at least they tried).

Some of what bygone Green Actioners got upto...

Practicing consensus decision making

Creating and updating the Green Guide
(copies available at the co-op)

Diffusing a DIY ethic



Putting on countless fundraiser gigs

Setting up the vegbox scheme



Helping out with an annual freeshop for Buy Nothing Day

Adding a bit of weight to the regular Critical Mass (a cycling protest)

Starting up the alternative library, which includes an itinerary of riveting reads available in the uni library!



Getting people psyched about bikes

Getting rid of the 'president' role in Union Council



Sharing skills - bike maintenance, wine brewing, squatting



Setting up and running the food co-op

Editing the Hyde Park Wombles zine

Introducing people to wild and wasted foods

Setting up a Recycling scheme in Woodhouse before there were green bins in the area

Joining actions up and down the country exposing, bulldozing and opposing



monstrosities such as Shell, GlaxoSmithKline, Bayer, Scotts (see pg 3 for a Green Actioner's account!)



Sharing the cultivation of two allotments

Creating and distributing the Alternative Careers Guide at the annual 'Milkround', aka the Careers Fair



A bit About: the Save Our Peat Bogs ^{campaign}

A personal account

In 2001 I'd just recently got involved in Green Action. Having had the usual over-enthusiasm at the Freshers' Fair, I was a member of about 8 or 9 eco / social justice / campaigning societies from Trotsoc to SabSoc, and environmental issues were by no means top of the agenda - but Green Action was the friendliest, most energetic and most active so it became the focus of my energies. Head Honcho of GA at that time was the "legendary" Tom Beale, who in my eyes resembled a member of the Levellers and commanded immense respect (I was only 18...). Tom and others (Cath of Cornerstone, Reevesie, Rainbow Tom, Roly etc) were involved in the campaign to save Hatfield and Woodhouse Moors, two large peat bogs near Doncaster whose value as rare habitat and carbon sinks cannot be underestimated - yet a multinational corporation (Scotts, owner of many edge-of-town garden centres) was trying to dig out millions of tons of peat to sell to fill plant pots on the patios of Middle England.

Peat isn't even rich in nutrients - it is one of the most nutrient-poor soil types around. What it does do is give the soil structure and is extremely moisture-retentive, which is why it is so desirable.

Just to make this clear: peat is formed through biological processes over millions of years. It will not "come back" in any conceivable time frame. It is a rare non-renewable resource, and once the moor is drained and dug up, it is gone forever. So what Scotts were doing was finding an extremely rare ecosystem (lowland peat moor), only a handful of which exist in England - and destroying it for a quick profit. The government, and certain environment agencies, were complicit in this and not acting to stop it, so obviously, we had to.

At the fluffy end of the environmental spectrum, FoE and Greenpeace were organising community days, fluffy protests etc, which was fantastic. We were at the more radical end, ensuring that there was pressure on Scotts from all sides.

There were a lot of actions taking place on the site at the time - the first I went on was a small day out to block the drainage ditches that were dug all around the site, as the moor had to be drained before the peat could be dug. Someone organised a van from Leeds, and a message went round GA asking for volunteers - 'spade fodder' - and thus began my first experience of direct action, as we'd spend the rest of the day shovelling mud into ditches.



On reflection, I think the action was utterly ineffective - there must have been hundreds of miles of drainage channels all over that moor, and even then, the dam that we built after an hour's work wasn't going to hold very much water in. Unfortunately due to my perceived youth and inexperience, I didn't feel confident to point any of this out, and just went along with it.

Much more effective, however, was the blockade of the site entrance in May 2002. A group of 100 or so activists gathered in the pub at Hatfield Woodhouse, the nearest village, and marched 2 miles to the processing site. The cops were following us from the start, but no-one seemed bothered, which boosted my confidence. As we walked along the road toward the processing plant, I experienced strong affirmation of why what we were doing was so important.

Every inch as far as the eye could see in all directions was a moonscape. A brown wasteland. All vegetation had been destroyed; the top few feet of peat all removed, only muddy tractor tires left as the sad vestige of a destroyed ecosystem. The bog had gone; most of the life from it had gone; a beautiful place had gone, all for the profits of this corporation bringing no real benefit to anyone else. We had to do all we could to stop it.

So, as we marched closer, cops in riot gear had formed a blockade across the road. Still we marched closer. I began to sweat. What would happen when the forces clashed? Violence and stone-throwing? A scapole in the face of the cops? Baton charges?

Here came my next epiphany: the utter stupidity of the cops. True, they had successfully blockaded the road... but not the fields either side, which were flat and unfenced. So, a few hundred yards from the blockade, the activists simply sprinted across the field to the access road to the factory - our target - leaving the coppers looking humiliated and useless (ah, happy day) as they tried to figure out what to do now they'd been outmanoeuvred.

Having crossed the field, we reached the access road, sat down in it and linked arms. A cop van and some horse-back cops appears in front of us, and the stand-off remained for several hours, as we sang songs, played football and entertained ourselves.

Eventually, after failing several times to issue 'warnings', the cops waded in and arrested some 40 people - me being one of them. It was a conscious choice - there was a clear chance to get out of the way when they stormed in, but I decided, through a desire to impress my new activist mates, a kind of curiosity, and fury

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at the destruction Scotts were wreaking, that being arrested would be the best thing I could do at that point to cause maximum disruption.

Being nicked was boring, but worth it. The more arrests, the greater the cost to the cops, the more headlines and the more the cops get sick of policing Scotts' evil work. I also realised why (remember, I was young and naïve) the cops are a force of evil: their primary function is to defend the interest of capital and the state, ie big business and corporate power. They (almost always) unquestioningly take up weapons to defend the dirty work of polluters and exploiters.

The outcome? Peat extraction eventually ceased on the moors in 2004, thanks in part to a combination of activist and NGO pressure. I was inspired and got involved in more actions, not always under the banner of Green Action. And I learnt that the diversity of tactics is key. Those at the radical end of the spectrum are vital, and we must always push that radical agenda, and I hope GA remains part of that - the Food Co-op is important, but it must not be the only thing GA does. Hatfield Moor was a small victory, but part of something much bigger.

IT'S ONLY NOW THAT WE'VE CHOPPED
DOWN ALL THE TREES THAT WE CAN
SEE THE DAMAGE WE'VE DONE



Can't see the wood for the lack of trees

Co-ordinator Roles

We have co-ordinators because we've found that sometimes 'too many cooks spoil the broth', and it makes far more sense for only one person rather than everyone to make sure things get done. It in no way means the co-ordinators do all the work, oh no, that's where all the members come in. The co-ordinators just make SURE necessary stuff gets done.

These roles are changed at the AGM (annual general meeting) before the summer, but can be changed at any time really.

Look on the website: www.greenactionleeds.org.uk to see who this year's co-ordinators are and their contact details

GENERAL CO-OP - Volunteers rota; additions to volunteer mailing list 'foodcoop'; training - organise inductions, arrange for first shift cover, ensure knowledge distribution; check cleaning is getting done. Will be a signatory on accounts. They make sure the co-op runs smoothly.

PUBLICITY - Check the forms + add new members to mailing list 'greenaction' weekly; Membership money; make sure everyone else is making sure people are members; moderation of mailing list; book rooms for and advertise general meetings. Co-ordinate stalls for freshers fairs etc.

LEMBAS - Rota for ordering; make sure orders are getting checked off properly on arrival + that stock is getting priced correctly; make sure personal ordering process is working; email Lembas as required and resolve any issues with deliveries, invoices etc. Will be a signatory on accounts.

GOOSEMOOR - Organise rota for ordering; additions to mailing list (vegboxes on riseup) send order deadline reminders and collection reminders; make sure order and collection system working well; ensure that those placing orders are made aware of when to collect etc.

ALLOTMENT - Organise 'Big Digs' and make sure promoted; empower people to be 'stewards' of different patches and work with others on these; make sure there are enough tools; maintain the allotment plan we keep in the co-op; get lots of people involved; keep some spare keys and a list of key holders; everything allotment related!

ACCOUNTS - We have 3 accounts so someone needs to make sure everything is as it should be! Also need to make sure funding applications to the Union get completed before deadlines and thoroughly; they let the co-op coordinator know how much money is available for orders each week; they store all records of what they do in the file in the co-op; they report on money matters every second meeting.

IDEAS - Ensure bits of Green Action other than the co-op aren't neglected, empower people to put their campaign ideas into action...

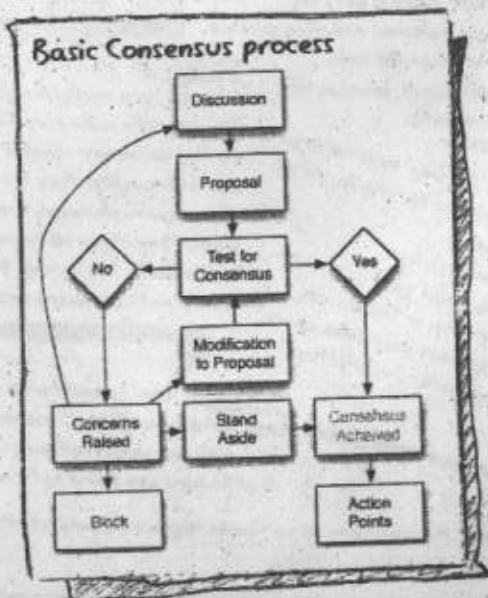
WEBSITE - Don't need to be a super computer whizz; keep website updated; moderate if ever needed; deal with any registration issues; generally keep it all looking good and getting used well.

Meeting Stuff

We have an hour-long meeting once a fortnight where we update each other of what's been happening in the last 2 weeks, make announcements, and plan ahead for actions, trips, the allotment, general running of the co-op etc. This will usually involve the handing out of tasks (also known as Action Points).

Green Action has always used a 'Consensus' process for making decisions rather than voting. Everyone (well, apart from those that don't..) feels/has felt this best reflects Green Action's values (see pg. 1), as this process works creatively to find solutions that everybody - yes, everybody! - can agree with. It tries to get round the 'too many cooks spoil the broth' conundrum pain-free and efficiently. But it's not perfect, and may not always be appropriate to use.

Below are boxes briefly explaining how the process works. It's taken from the website of the awesome Seed for Change collective, where you can find more in depth info and 'how to' worksheets on the topic: www.seedsforchange.org.uk. They also offer workshops and training.



Example of how our meetings are run

- 1 Facilitator + Minute-taker chosen (pref before meeting)
- 2 Intro to consensus process if needed
- 3 Agenda go-round - anyone can add a point (also pref done before meeting)
- 3a Nibble at some nibbles if your hungry - be great if you brought some ☺
- 4 Agree on a finishing time (usually 1 hr), and appoint rough times to agenda items
- 5 Facilitator goes through action points from last meeting and asks for progress. NB this highlights how actions in between meetings really matters!
- 6 Co-ordinator updates if necessary, finance every 2nd meeting
- 6a Nibble some more, and if needed have a small break
- 7 Discuss agenda items, make proposals, make decisions by consensus, action point people
- 8 Announcements and Any Other Business
- 9 Quick go-round of how the meeting went

Roles for meeting

These are preferably someone else each time. Don't be shy if it's your first time! Ask someone to help you, and for a 'how to' sheet. And anyway, it is all our responsibility to have a good meeting!

The FACILITATOR

A vital role that

- Keeps meetings focussed
- Regulates flow of discussion; draws out quiet people and reigns in dominating ones
- Clarifies and summarises points, tests for consensus
- Helps to deal with conflict

It's important this person is neutral and makes clear when they're expressing their own opinion. They are essentially a helper for the group.

The MINUTE-TAKER

Notes the decisions and action points made for future reference. This is important as it's easy to forget what you promised to do, and also allows people who missed the meeting to catch up.

Tips for Consensus building

Be respectful + trust each other.

Don't be afraid to express your opinion + ideas

Don't assume someone must win or lose, look for acceptable solutions for everyone

Think before you speak, listen before you object to other's reactions, and consider carefully before pressing a point.

Remember the ideal behind consensus is empowering vs overpowering, agreement vs majorities/minorities

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Membership stuff

We are two things:

① an LCU society

② a Co-operative

Both require annual membership because:

• You can do this by paying £1 or £2 @ the food co-op!

① The union has enabled us to do all this brilliant wholesome stuff by providing the cupboard under the stairs, funding, and generally offering support. In return they'd like to know how many people are benefiting from their work, which is fair enough really...

② We are not just a shop or a service, we are a Co-operative that is run non-hierarchically and voluntarily, meaning it's dependent on it's membership to make it successful - every member has the opportunity to take part in the decision-making and to contribute to the day-to-day running of the co-op, allotment and actions: 'Many hands make light work'. In this way we are able to start to take (back) control of our doomed food system: we (the members) decide what stock to order in, we minimise waste and packaging, we create affordable access to food, we decide where direct action is needed, and we do what we want to do (well, to a certain degree anyway...)

In a nutshell

As a member you can buy from the food co-op what your heart desires (personal orders are for members only), make decisions on how it's run, what is grown on the allotments and what other actions are taken directly. It doesn't mean you have to volunteer your time or get involved in anything, but we would encourage you to do so as it's enjoyable, productive and you get to meet new people!

All Members are  in our eyes!

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If you're worried where your E1 or E2 is going, fear not! It's used to covering errors (human and PC), spillages and the like as we sell everything at cost price. It also goes on GA trips and activities, eg sugar for brewing demonstration, printing, direct action trip.

Keeping up to scratch with GA and other curious events: The Mailing List

Anyone can subscribe (EVEN non-members) for free and receive and send emails from/to everyone. It's used for

- ★ organising co-op related stuff
- ★ explaining how things work
- ★ announcing socials, allotment 'Big Digs', and other enthralling events
- ★ interesting + relevant articles/news/info

It's quite high traffic, but you can get a weekly digest, or look on the website www.greenactionleeds.org.uk instead. The list has 2 moderators, usually the membership co-ordinator and anyone else willing.

To subscribe either:

★ write your address in the membership book

★ send an email to greenaction-subscribe@lists.riseup.net

To unsubscribe: greenaction-unsubscribe@lists.riseup.net

There is also a list for food co-op volunteers:

foodcoop@lists.riseup.net

We also have a main contact address - unigreen@leeds.ac.uk - that needs to be checked regularly. All co-ordinators have access, so ask them for the password if you need it.

A bit About:

The mailing list provider riseup.net

They provide mail, lists, and hosting for those working on liberatory social change. They are a project to create democratic alternatives and practice self-determination by controlling our own secure means of communications. They like donations.



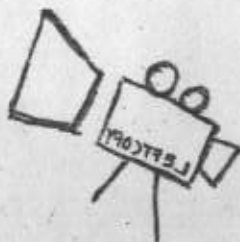


Other Green Action stuff

Green Action is also full of socials, protests, trips and actions. Organised by any member, these can be whatever you want them to be: Bring-a-Dish, informative film nights, walks in the dales, skill-shares, closing down power stations... wherever our inspiration takes us.

Copies of flyers and posters about the co-op can be found in a folder on the documents shelf, feel free to photo-copy them and distribute!

The awesome Green Guide, created and updated by your very own Green Action members, tells you lots about shops, organisations, facilities and people in Leeds who can help students adopt a more ethical lifestyle. Copies are available at the co-op.



Finance stuff



Lembas and Goosemoor are paid each week by cheque. The financial coordinator is responsible for ensuring that the cheque is left in the folder in the co-op and it is up to whoever receives the order on Thursday afternoon to ensure that the cheque is given to the delivery driver.

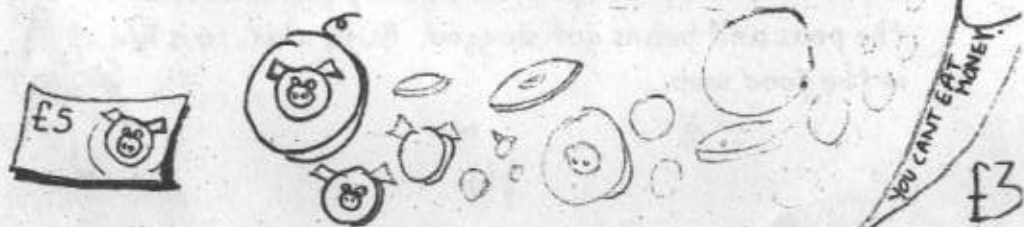
The financial co-ordinator gets cheques from the ARC cash office. They copy the invoice and ask us to come back the next day to collect the cheque.

We have three accounts:

- * Co-op for Lembas, Goosemoor and co-op takings
- * General for membership money (can be used for anything)
- * Funding for things like allotment rent, trips, and publicity NOT for food or drink - spend this money first

Only the three account signatories can get money out. They are the 'president', the 'secretary' and the 'treasurer'. To get funding we need to apply for it, usually in the summer term. Don't forget allotment rents, trips away, speakers, tools, printing, e.t.c when asking for funding. We usually get 200 or so members.

If you (as a member) spend money on printing e.t.c keep your receipts and take them to the cash desk to get money back.





Allotment stuff



We cultivate two plots (plot 32 and 35) in Hyde Park (also known as Woodhouse Moor). By producing the stuff that underpins all our other activities - such as learning, doing a shift at the co-op, cycling, washing up - ourselves, we can have an influence on the ecological impact of food.



There are regular 'Big Digs' where we work on the plot together for a few hours and enjoy a meal cooked on the plot afters. Necessary jobs are suggested by those that go down regularly. It is a nice way to meet people and keeps you fit too! You can also get a key and come down more regularly if you like - this is also useful if you want to drop off your kitchen waste on the compost pile.



And there is plenty of space for a personal patch, if you are that way inclined. The allotment co-ordinator is the wo/man with detailed plans. Ask them for everything else you have always wanted to know!



Last year we fruitfully grew courgettes, herbs, apples, purple sprouting broccoli, carrots, loads of salads, French beans, curly kale, rhubarb, blackcurrants. The garlic unfortunately got a bit of white rot, the parsnips didn't really germinate, and the peas and beans got slugged. But, alas, so is life in the food web...



The Food Co-op

With growing public awareness of ethical issues concerning the treatment of humans, animals and the environment, there is an increasing realisation of the influence we have as consumers on the rest of the world. By changing our shopping habits and buying from companies with sound ethical policies, we can start to make a difference globally.

Healthfood and wholefood stores which stock more ethical produce are often quite expensive. Through co-operation we can have more control of what we eat as well as how much we pay for it

The green Action Food co-op buys in bulk and sells at cost-price (i.e. we don't make a profit) so that we can pass everything on to our members at an affordable price.

essential:
Soya milk, fruit juices, tofu, margarine and a wide range of other

- ‡ All products are free from Genetically Modified Organisms.
- ‡ Many products are Organic and Fairly Traded.
- ‡ We cater for vegetarian and vegan diets.
- ‡ We are a strictly not-for-profit organisation.
- ‡ We source from sound suppliers, many of which are workers co-ops
- ‡ As a co-operative, we share the time and responsibility of running the co-op, but also benefit from working as a group, and share the control of how the co-op is run and what food is stocked.

We stock lots of snacks like flapjacks, sesame snaps, chocolate, liquorice; a range of fair trade/organic teas and coffees; pasta, peanut butter, pesto

We also have lots of jars full of loose grains, dried beans, dried fruit, nuts, lentils, oats, muesli and different flours which we weigh out to the amount you want and put in a bag or tub. This means we can all reduce our packaging waste.

Non-food items we stock include toilet roll, Mooncups, recycled paper and bio-degradable bin liners as well as bio-degradable cleaner, washing-up liquid and washing powder which are all in bulk for you to bring along a container to fill up.

Volunteering at the food co-op ☺

The shift rota is put together by the co-op maintenance co-ordinator. A first copy of the rota is put up outside the co-op, and we encourage people to sign up to it when they come down.

On a new member's first shift, an experienced volunteer will be around to explain how everything works. There is also a volunteer's manual in the co-op, on the document shelf, which all volunteers should read.

If you can't make your shift, please either try to find a friend who can cover for you, or send an email to the volunteers' mailing list (foodcoop@lists.riseup.net) informing people that you can't make it. Someone else on the list might also be able to cover your shift. It's important to have the co-op open when we say it will be, so try not to abandon your shift!

The co-op is cleaned by everyone. If you spill anything please clear it up. If you have a few minutes spare then please do a full sweep. At the very least please don't leave the co-op in a worse state than you found it.

It's important to store things off the floor and re-seal containers, to make sure food is away from any possible sources of contamination and remains fresh. The coop can't afford to lose sacks of food.

Before tetrapacks were recycled at the tip we used to collect them but now we ask people to take tetrapacks themselves.

Please check the notice board and leaflet rack for leaflets not related to Green Action or ethical or environmental issues and recycle them. People often ask to leave leaflets on the front desk. It's up to the discretion of the individual volunteer but they should either relate to the issues above or be a fundraiser for a good cause of some kind.

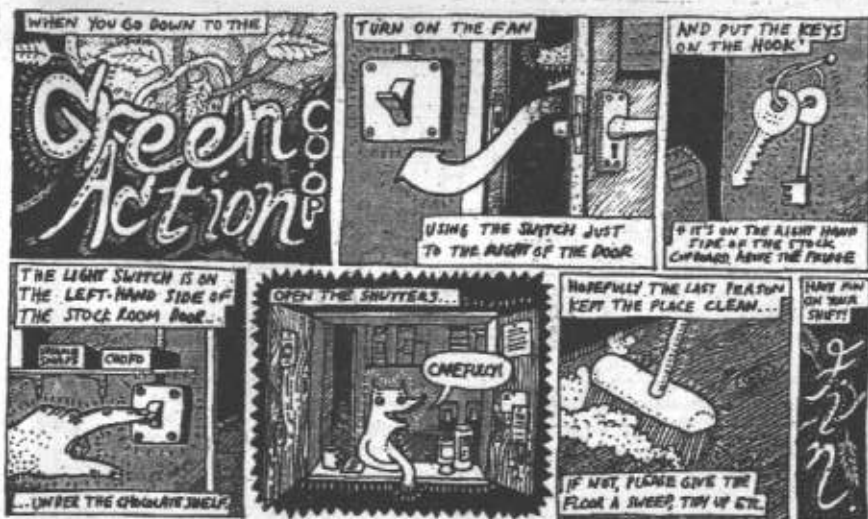
Whenever magazines or leaflets are on sale in the co-op, there will be a labelled glass jar nearby for dosh, this will be collected by whoever put the magazines there. If a magazine doesn't have a price on it, it's probably free.

Once a sack of food has been used up, the jar needs to be cleaned out and then the next sack of the same product should be opened to re-fill the jar. The new best before date needs to be added to the label. If we know when food is about to go out of date, we can put up a sign encouraging more people to buy it (or we celebrate the product by having a party, hopefully finishing it off before it gets too bad..). This is important for health and safety reasons, and because the coop can't afford to lose money from stock going bad.

It's important to wait until the jar is empty before you re-stock as bits of food continually left in the bottom will eventually go off. Blueggh.

Please ask people to become members (see pg. 7 as to why), and put the £1 or £2 in the RED moneybox - this is crucial so it goes into the right account. Get them to put their name in the membership book (usually stored under the till, dark blue). If they want to join the mailing list get them to write their email down as well, and the membership co-ordinator will add them on asap.

If you have the first shift of the day, or the co-op is closed when you arrive, you'll need to collect the Green Action key (Key 32) from reception. You'll need your student card.



At the end of your shift, you should take the student card of the next volunteer to reception, and swap it for your own.

If you have the last shift of the day, or if no-one has turned up for the next shift when you leave:

* Turn off the fan using the switch just to the right of the door as you go in, it's under the shelves containing loose stock.

* Turn off the light, the switch is on the left hand side of the stock cupboard door, under the chocolate shelf

* Please leave the co-op in a state that you'd like to see it at the start of your shift, i.e. clean and tidy.

* Close the shutters and Lock up using keys on the hook on the right hand side of the stock cupboard door above the fridge.



Goosemoor Stuff



SOME FRUIT AND VEG IS GROWN ON-SITE, BUT THE FARM ALSO ORDERS IN NON-LOCAL ORGANIC ITEMS TO MIXED IN VEG BOXES

	S	M	L
VEG	£3	£5	£10
FRUIT	£3	£6	£9

BOXES ARE AVAILABLE IN SMALL, MEDIUM OR LARGE
WWW.GOOSEMOOR.CO.UK

WHEN A MEMBER WANTS TO ORDER A VEG BOX, S/HE PAYS FOR IT AND WRITES THE ORDER IN THE GOOSEMOOR ORDER BOOK WITH SPECIFICS E.G. WHAT SIZE BOX, WHETHER S/HE WANTS ONLY LOCAL PRODUCE, NO CELERY ETC.



EACH WEEK THE GOOSEMOOR CO-ORDINATOR COLLECTS THIS INFORMATION AND FILLS IN THE ONLINE ORDERING FORM. THIS IS SENT TO THE FARM BY EMAIL ON MONDAY AT 12PM. VEG BOXES ARE DELIVERED BETWEEN 10AM-12PM ON THURSDAY OF THAT WEEK.

WHEN VEG BOXES ARRIVE AT THE CO-OP:



THERE SHOULD BE A CHECKE FOR THE DELIVERY DRIVER IN THE ICE-TRAYED ENVELOPE ON THE WALL UNDER THE LIGHT SWITCH. IF THERE IS MORE THAN ONE VOLUNTEER, THEN HELP THEMSELVES BRING THE BOXES DOWN.

USE THE INVOICE AND THE GAME-MARK ORDER BOOK TO LABEL ALL OF THE 'TINNY BAGS' AND TO WITH THE NAMES OF THE PEOPLE WHO ORDERED THEM. LEAVE THE REST OF THE BOXES UNLABELED.

WHEN PEOPLE COME TO COLLECT VEG BOXES:



CHECK THE ORDER BOOK TO SEE WHAT THEY ORDERED. THEN TICK THE BOOK TO SHOW THAT IT'S BEEN COLLECTED

And few other things to note:

- * Local fruit boxes are major on apples for the majority of the year
- * Only boxes that have already been paid for will be ordered
- * Empty boxes should be stacked neatly in the stock room, to be returned to Goosemoor the following week.
- * Sometimes Goosemoor sends boxes that don't exactly match what was ordered. If this happens try to match things up as best you can, and after that, allocate the boxes on a first come, first served basis. Anyone who doesn't get a box can be refunded - email the co-ordinator to let them know this has happened.

Lembas stuff

Lembas is a wholesaler based in Sheffield. We order all stock through Lembas, with the exception of fresh fruit and veg, and Palestinian Olive Oil. Their entire catalogue is online at www.lembas.co.uk We started using them, and not the more local Suma, for historic reasons but they are very helpful and nice so we stuck with them.

Labels

When you are getting an item out of the stock check the label is correct. The item should have the price on it, if not check in the latest invoice or catalogue (check VAT). It is important to check the stock list first because it should have a more up to date price than the catalogue.

VAT

When there is a 'V' in the VAT column in the Lembas book VAT must be added. We do this by taking the amount in the 'price' column of the (not the value or rrp) and multiplying it by 1.15. This must be done before labelling the stock so we put the right price on.

Personal Orders

Order suggestions for the co-op can be put on a pin board by the hatch. Members can order directly from Lembas using the members' order book and catalogue. They have to pay when ordering make sure to ADD VAT if needed. No payment on collection. Money is placed in the till as usual. If they order before Thursday it should be there the following Thursday.

Check in the members' order book to see if the item's cost has changed. Make sure you tick the collected column. If it has not been delivered, tell the member it will arrive next Thursday. To help with orders contact the Lembas co-ordinator. They have the password for Lembas and will run a skill share to train new people up on how to do an order. There is a separate 'how-to' sheet for this.

Lembas delivery on Thursdays

It is supposed to be delivered between 11-5pm.

* Give the cheque to the delivery driver.

It will be in the blue plastic wallet that is taped to the wall near the light switch.

* Help the driver locate a trolley cage: you'll usually find some if you go through the Old Bar and out the exit nearest the cafe till to the side of the Union. The driver will load the cage(s) up. You'll have to help wheel them through the Old Bar to the co-op. If you can't find any cage there ask in Reception.

* Get a copy of the invoice from the driver and check that any fridge items have been unloaded before the driver goes.

* Get the personal orders book from the document shelf. Look for any orders where the delivery column has not been ticked yet. It's easiest to use the item codes to do this. Orders may be a week or two late so you may have to look back in the book. Check through the invoice and highlight any items that are personal orders, these are usually somewhere near the end of the invoice.

* Unload each item find it on the invoice and tick it off, checking it is the right quantity. For stock items write the price (with VAT) so they can be labelled later. Put personal order items on the personal order shelf (but check if the price has changed from when they were ordered). Make a note of any problems with undelivered, broken, or extra items.

Issues

The invoice might have 00.00 in the quantity column then the item has not been delivered because it is out of stock at Lembas. We will not have been charged for it this week. The item will arrive with the next week's order if it comes back into stock.

For any problems (missing/extra/broken) make a note and email Lembas using the unigreen@leeds.ac.uk account, typing in the lembas co-ordinators email address in the 'cc' line so they know what's going on.

* When the cages are empty, take them back through the Old Bar and outside. Then file the invoice away!

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