



To become a member

Step 1 – Fill in membership form

Fill in a membership form and give it to the Membership Coordinator when you come to collect your taster box. Alternatively, you can e-mail it to: sydorgbg.randwick@gmail.com

Step 2 – Transfer money

Transfer \$65 (\$50 credit and \$15 annual membership which is payable every August) into the Sydney Organic Buyers Group – Randwick

Account Name: Sydney Organic Buyers Group - Randwick
Account BSB: 633 000
Account Number: 128540366

NB - please ensure that you clearly identify your name in the subject line of the transaction.

Step 3 – Accept invitation to join e-list

Our Membership Coordinator will send you an e-mail to invite you to join our e-list. Note that you must be on the e-list to be able to place your orders.

Congratulations, you have now successfully joined the Sydney Organic Buyers Group – Randwick!

To place an order

Step 1 - Transfer money

Ensure that you have at least \$60 credit in your account with us *no later than the Wednesday* before the shop. Some members prefer to transfer more than the price of the box so that they don't need to transfer money so often.

Account Name: Sydney Organic Buyers Group - Randwick
Account BSB: 633 000
Account Number: 128540366

NB - please ensure that you clearly identify your name in the subject line of the transaction.

Step 2 - Place your order online

The Sydney Organic Buyers Group – Randwick organises a shop every Monday evening (except on Public Holidays). You must place your order *by Friday 5pm* before the shop.

An email is sent to all members each week to remind them to order their box, and contains a link to our online order form. If you don't get the email, please look in your junk email folder in case it went there accidentally, OR make sure that you have joined the groups e-list.

Click on the link in the email and complete the form - you can write as much text as you like in the text boxes. Press 'submit', and your order will be sent to an online spreadsheet with all the other orders.

To check that your order has gone through, you can view the updated spreadsheet via a link near the top of the Randwick page of our website (it takes a few minutes for the spreadsheet to update) - <http://sites.google.com/site/organicbuyers/Home/branches/randwick>

Note: Your order won't be approved unless there is sufficient funds in your account (our Accounts Manager will check after Friday 5pm).

Step 3: Shop Night - Divvying up our boxes

Come and help divvy the goodies from 6pm at the Randwick Public School each Monday. Your help is required but we understand that sometimes you might not be able to assist. If so, please respect other volunteers by arriving *no later than 6:45pm* to collect your box.

If you are running late, please call 0435 096 605 so that we can arrange to leave your box outside.

Randwick Public School is located on the corner of Cowper and Avoca St, Randwick. We meet in the building closest to the Cowper and Avoca intersection. Enter the building and follow the corridor to the end – we are in the room on the right.

When you arrive, here is a list of tasks that have to be completed. Please help out where you can:

1. Move the vegie boxes onto the kitchen table.
2. Take down laundry baskets from the top of the hall cupboard and place around the perimeter of the kitchen.
3. Check off the items from the invoice to ensure we have received what we ordered.
4. Divvy up the veggies - with one or two people taking responsibility for a single item to avoid confusion. Keep the boxes for transferring vegies into later.
5. Transfer vegies from laundry baskets into the cardboard boxes.
6. Put unused foam and waxed boxes at the door so that each person can take one home to dispose of.
7. Wipe laundry baskets, stack and replace on top of hall cupboard.
8. Wipe down all the surfaces we have used and put knives and chopping boards back where we found them. Use the Care Centre colour code guide on the wall for the sponges.
9. Make sure that the sinks are clean.
10. Put chairs back upside down on the kitchen table.
11. Switch off kitchen light and close doors to lock.

Take home your box and enjoy !!

To communicate with your buyers group

Send an e-mail to the coordinator:

sydorgbg.randwick@gmail.com

Send an e-mail to the group:

(NB you must be a member to send a message)

sydorgbg_randwick@yahoo.com

Call the group's mobile :

(usually only switched on the day of the shop)
0435 096 605

Volunteer management people:

(All management people can be reached via

sydorgbg.randwick@gmail.com)

Position	Name
Coordinator	Danielle
Membership	Karen
Accounts in	Meg and Margaret
Accounts out	Angela and Aileen
Venue liaison	Helene
Publicity	Sandi
Orders	Rosada Hayes
Website	Angus Northey

(February 2009)

Note that all these positions are volunteers and from time to time, these people will pass on their position to other members. Administrative jobs are a good alternative for people who can't help on a Monday night but can make time to volunteer.