

Community Facilitator Best Practice Guidelines

Food Skills for Families

Prior to Program

- ✓ Connect with the Host Organization/Kitchen Site to confirm program dates and times.
- ✓ Conduct a [kitchen tour](#) to ensure kitchen readiness. Immediately report issues to Host.
- ✓ Obtain a list of registered participants, if less than six (6) participants registered, contact Food Skills for Families (FSF) team for support.
- ✓ Prepare for FSF program using the Facilitator Guide from the chosen curriculum.
- ✓ Communicate with FSF team as needed.

Prepare for Session Five - Grocery Store Tour

- ✓ Once the FSF program is confirmed with Host, arrange a Shopping Tour for Session Five. Dependent on your participant's needs and accessibility, this can be led in-store or in-class. You may also choose to lead it yourself or connect with an in-store dietitian.
 - **In-Store Tours:** Select a grocery store, connect with store manager to gain permission to conduct a store tour. Lead the tour or connect with in-store dietitian. Provide participants with instructions on where to meet, when to meet, and other necessary information prior to the store tour.
 - **In-Class Tours:** This is a good option if your group is unable to visit a store in person. Notify the FSF team if you are delivering session five in-class and use the following manual, [Grocery Store Tour: Facilitator Manual for In-Class Tour](#).

During Program

- ✓ Create a welcoming space by treating all FSF program participants with courtesy and respect.
- ✓ Deliver the FSF program using the Facilitator Guide as an outline to relay key healthy eating messages, and to facilitate the sharing of food knowledge and practices amongst participants.
- ✓ The Facilitator will not solicit personal services or sales to FSF program participants.
- ✓ Communicate with FSF team as needed.

Grocery Shopping & Supplies

- ✓ Responsible for all aspects of groceries required for the program (shopping, safe food handling, transportation and reimbursement). Pre-approved grocery items listed in the Facilitator Guide will be reimbursed. Communicate any substitutions made to the pre-approved grocery list to FSF staff prior to invoicing for reimbursement considerations.
- ✓ Reimbursement may also include necessary food safe supplies (i.e. bleach, paper towels, etc.).

Room Set-up

- ✓ Arrive 1 hour prior to each session to set up, sanitize and open kitchen and teaching space.
- ✓ Ensure kitchen and eating space are left cleaner than when the program started.

During Program Continued ...

Evaluation Forms

- ✓ At Session One, support all participants in filling out the **Session One Form**.
- ✓ At Session Six, support all participants in filling out the **Session Six Form**.

Communication with Host

- ✓ Communicate with the Host Organization about ongoing session planning, program registrations and FSF program delivery.
- ✓ Contact Host Organization if there is a need to re-schedule a session and notify the FSF team of the schedule change.

Referrals and Resources

- ✓ Refer FSF program participants seeking more in-depth information related to their health to any of the following resources:
 - Always advise to seek advice from their professional health care team
 - Health Link BC: www.healthlinkbc.ca | phone: 811
 - FSF website: www.foodskillsforfamilies.ca
 - BCHLA website: www.bchealthyliving.ca
 - Dietitians of Canada: www.dietitians.ca
 - Canada's food guide: www.food-guide.canada.ca
 - Additional resources can be found in the Participant Handbook and Facilitator Guide.

Confidentiality and Safety

- ✓ BCCDC collects personal information and is subject to the provisions of the [BC Freedom of Information and Protection of Privacy Act](#) (FIPPA). FSF program participant lists are to remain confidential and are the property of BCCDC, and therefore cannot be used for other purposes.
- ✓ Locate first aid kit and understand first aid procedures within the Host Organization. Fill out and submit the [Incident Report Form](#) to the FSF team within 24 hours of a first aid incident.
- ✓ Immediately communicate to Host if any equipment or appliances are not in good working order.

After Completion of Program

- ✓ Communicate with FSF team as needed.
- ✓ Submit the Facilitators Summary Report online within two weeks of program completion.
- ✓ Submit all documents and return any unused materials to BCCDC within two weeks of the program completion.
- ✓ Submit an invoice to BCCDC for agreed services and amount as per Contract.
 1. Submit all grocery or program expenses to BCCDC. Include scanned copies of receipts as a PDF (as per Letter of Agreement/Contract).
- ✓ Invoices to be submitted to BCCDC (Attn: Food Skills for Families) will include the following:
 1. Name and full address of the person billing
 2. Dates and shopping time detailed
 3. Total amount billed for the invoice
 4. GST number (if applicable)