



# New Host Application

## Food Skills for Families

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This document package contains:

Host Requirements  
Equipment List  
New Host Application Form

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If you work for an organization interested in hosting a Food Skills for Families program, please review the Host Requirements outlined on the following pages.

Food Skills for Families programs are instructed by certified Community Facilitators who have each attended a 3.5-day Train-the-Trainer program. Organizations are encouraged to have staff certified as Community Facilitators. If your organization does not have a staff member trained there may be local Community Facilitators who can lead a program for you.

## Funding

Funding is awarded throughout the year and includes the following.

- **Groceries:** BCCDC will cover all food costs related to the running of this program. Food eligible for reimbursement is listed on the grocery shopping lists found in the Facilitator Manual. Shopping should be done by the Facilitator. The Facilitator is required to submit an invoice and original copies of all food receipts directly to BCCDC for reimbursement.
- **Participant Handbooks:** Each participant (max 12) will be provided a book to keep, it contains all the recipes cooked in class as well as helpful tips, tricks and recipe modifications.
- **Program Materials:** Participant consent forms - Session One and Session Six forms, Canada's food guides, Certificates of Completion, grocery store gift bags and nametags.
- **Support:** BCCDC Food Skills for Families program staff are available by phone and email to provide additional support and guidance throughout the length of your program.

## Facilitators

Funding for a Facilitator is available **ONCE per year** if no staff member is trained. Partners hoping to run more than one program per year should consider training a staff member as a facilitator.

## Returning Organizations

If your organization has previously hosted a program contact the Food Skills team directly to set up your next program. The Food Skills Team can be reached at [foodskillsBC@bccdc.ca](mailto:foodskillsBC@bccdc.ca).

# Host Requirements - Food Skills for Families

## Facility Requirements

- Space to Cook**  
Kitchen with space for 8-12 individuals to cook comfortably or a smaller kitchen with a teaching room/area attached that can also be used for food preparation.
- Space to Teach and Dine**  
Teaching area with table and chairs that can comfortably accommodate at minimum 10 individuals.
- Ability to Book a Kitchen for Six Weeks**  
Sessions run four hours (30 min set up + 3 hours program + 30 min cleanup). Sessions should be held for six consecutive weeks. Session five is held at a grocery store and not in the kitchen.
- Equipped Kitchen**  
Required equipment is listed on the next page.

## Facility Staff Requirements

- Participant Registration, Commitment & Confirmations**  
Host organization staff are responsible for registering participants in compliance with requirement listed below. Staff must communicate with participant at time of registration to ensure they understand the program's time commitment of attending a three-hour session once per week for six consecutive weeks, provide a list of participants to Facilitator prior to program and provide a reminder calls/emails to participant prior to the first session.
- Post Program Survey**  
Following the final session of program a representative of the host organizations will complete a post-program survey.

## Participant Requirements

- Ability to Reach Priority Populations**  
The host organization must be a community based organization able to reach at least one of the five priority groups; Indigenous, Punjabi, newcomer, lower income or seniors.
- Registration of 8-12 Participants**  
The program is designed for 8-12 participants. Over registration is encouraged if there is a history of no shows among participants. All participants must understand the program's time commitment of attending a three-hour session once per week, every week, for six consecutive weeks.
- Ability to Meet Participant Age Requirements**  
All participants must be adults (ages 19 and over) unless the following criteria is met.
  - Minors aged 13-18 are allowed to participate if a parent or legal guardian is participating with them or;
  - Minors aged 13-18 are allowed to participate unaccompanied if the Facilitator is a staff member of the organization hosting the program and the organization has satisfied all the requirements outlined in the [BCCDC Youth Guidelines](#) document.

## Safety Requirements

- First Aid Kit - Located in or near kitchen**
- COVID-19 Safety Plan**  
Host organizations must have their own COVID-19 Safety Plan and meet all the requirements outlined in the [BCCDC Food Skills for Families Program COVID-19 Safety Plan](#).

## Equipment List - Food Skills for Families

Quantity		Measures
	2 Sets	Measuring Cups – Dry
	2 Sets	Measuring Cups - Liquid
	2 Sets	Measuring Spoons
Quantity		Kitchen Tools
	1	Can Opener
	10	Cutting Boards
	1	Food Thermometer
	1	Garlic Press
	2	Graters
	3 Sets	Mixing Bowl Set
	1	Salad Spinner
	1	Potato Masher
	1	Sieve (fine mesh colander)
	2	Strainers/Colanders
	1 Box	Toothpicks
	1	Vegetable Peeler
	2	Water jugs
	2	Whisks
	1	Knife Sharpener
Quantity		Stove Top Equipment
	2	Frying Pans (large)
	2 Sets	Pots (sauce pans) with Lids <i>small, medium and large</i>
	1	Wok (or deep-sided skillet)

Quantity		Appliances
	1	Blender or Food Processor
	1	Microwave
	1	Stove Top - 4 Burner
	1	Oven
Quantity		Baking Equipment
	1	Baking Dish – Square <i>9" X 9" or 8" X 8"</i>
	1	Baking Dish – Rectangular <i>9" x 13"</i>
	3	Cookie Sheets
	2	Cooling Racks
	2	Muffin Tins
Quantity		Utensils
	10	Chef's Knives
	13 Sets	Cutlery
	10	Paring Knives
	2	Spatulas
	5	Wooden Spoons
Quantity		Other
	13 Sets	Dishes
	2 Sets	Oven Mitts
	1	Dish Soap
	1	Hand Soap
	2	Dish Towels
	3	Hand Towels
	1	Bleach

# New Host Application

## Food Skills for Families



BC Centre for Disease Control  
Provincial Health Services Authority

# FOOD SKILLS HOST APPLICATION

Organization Name	
Program/Group Name	
Organization Address	Address City <b>BC</b> Postal Code
Contact Person Name	
Job Title	
Work Email	
Work Phone	

Do you meet ALL the program's **Host Requirements** listed on the previous page?

Yes

No

*Comments*

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Where is the Kitchen where the program will be held?

Kitchen is **on-site** + contains all equipment listed on **Master Equipment List**.

Kitchen is **off-site** + contains all equipment listed on **Master Equipment List**.

*If off-site provide name and address of kitchen.*

# New Host Application

## Food Skills for Families



BC Centre for Disease Control  
Provincial Health Services Authority

Briefly describe your organization's Vision and Mission.

Indicate which Food Skills **priority population(s)** you work with.

Indigenous

Lower income

Seniors

Punjabi

Newcomers to Canada

Other

Do you work with any **Indigenous** groups?

Yes

No

*If yes, please list groups.*

Will the program be held at an on-reserve location?

Yes

No

Briefly describe who your Food Skills for Families participants would be?

*Example: Participants of the Best for Baby's program, newcomers group, registration open to all clients.*

If approved, when would you like to deliver your first Food Skills for Families program.

**First Program** (ex. Fall 2020):

If Facilitator is known, please indicate.

**Facilitator's Name** (if known):

# New Host Application

## Food Skills for Families



BC Centre for Disease Control  
Provincial Health Services Authority

**Please read and check the boxes below to indicate you understand and meet the requirements.**

- My organization is able to reach one of the above stated priority populations.
- My organization has access to a kitchen that meets the host requirements and contains all equipment listed on the Master Equipment List below.
- My organization would like to offer at least one Food Skills for Families programs per year.
- I understand that programs are designed for 8-12 participants.

### **SIGNATURE**

Applicant Signature

Applicant Name

Applicant Title

Date

**Once completed, email form to [FoodskillsBC@bccdc.ca](mailto:FoodskillsBC@bccdc.ca)**

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#### **BC Centre for Disease Control (BCCDC) Privacy Statement**

BCCDC respects your privacy. The information we collect ensures that our Food Skills for Families program staff can respond to subsequent inquiries and can continue to provide the best possible programs and services appropriate to your individual needs. The information gathered is also used to help guide BCCDC to inform future program updates. Your personal information is collected in accordance with section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the Food Skills for Families program, please contact: [foodskillsBC@bccdc.ca](mailto:foodskillsBC@bccdc.ca).