Food Skills for Families
Community Facilitator Best Practice Guidelines

Prior to Program
- Contact the host organization/site to confirm program dates and times.
- Obtain a list of registered participants, if less than eight participants registered contact the Food Skills team to discuss low numbers.
- Prepare for Food Skills for Families (FSF) program using the Facilitators Manual.
- Communicate with Food Skills team as needed.

During Program
- Treat all FSF program participants with courtesy and respect.
- Deliver the FSF program pursuant to the Facilitator’s Guide and curriculum. Any deviation from the Facilitator’s Guide and curriculum must receive preapproval from BC Centre for Disease Control.
- The Facilitator will not solicit additional services or sales to FSF program participants.
- Communicate with Food Skills team as needed.

Grocery Shopping
- Be responsible for all aspects of groceries required for the program (shopping, transportation and reimbursement). Only pre-approved grocery items listed in the Facilitators Guide can be purchased. Items purchased that are not on the preapproved list can only be reimbursed with prior written approval by a BC Centre for Disease Control Food Skills team member.

Room Set-up
- Arrive at least 30 minutes prior to each session to sign-in, open kitchen, set up food and teaching space.
- Ensure host location is ALWAYS left clean and tidy.

Forms
- During session one, ensure all participants fill in the required document Session One Form.
- During session six, ensure all participants fill in the required document Session Six Form.

Grocery Store Tour
- At the beginning of the FSF program, arrange a Shopping Tour for Session 5. During Session 4, provide participants with instructions where to meet at the store and other information pursuant to the curriculum.

Communication with Host
- Communicate with the Host location about ongoing session planning, program registration and FSF program delivery.
- Contact Host location to re-schedule any session if unable to attend and notify the Food Skills team of the schedule change.

Confidentiality and Risk
- FSF attendance lists are to remain confidential and are the property of BC Centre for Disease Control, and therefore cannot be used for other purposes.
- Ensure safety procedures are discussed and followed; report any risks to BC Centre for Disease Control and Host.
Referrals During Program
- 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
- PHSA Website: www.phsa.ca
- Health Link BC: Website: www.healthlinkbc.ca or phone: 811
- Dietitians of Canada: www.dietitians.ca
- Additional resources can be found with the Participant Handbook and Facilitator Guide.

After Completion of Program
- Communicate with the Food Skills team as needed.
- Complete the Facilitators Summary Report online within two weeks of program completion for approval of your payments.
- Submit all documents and return any unused materials to BC Centre for Disease Control within two weeks of the program completion.
- Submit an invoice to BC Centre for Disease Control for agreed services and amount (per Letter of Agreement).
- Submit all grocery or program expenses to Food Skills team. Include all original receipts.
- Invoices MUST be submitted to BC Centre for Disease Control, Attn: Food Skills for Families and MUST 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