

Guidelines & Considerations for The Introduction Program

Food Skills for Families

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EXECUTIVE SUMMARY

The Introduction is a one-hour program that serves as a sampler to the full in-person Food Skills for Families program. Host Organizations and Facilitators can choose to run this program using a virtual or in-person format.

Please read below to learn more about the program, including steps to express interest, how to register, and support that is available from BCCDC.

Quick Summary of Activities & Responsibilities per Party

<input checked="" type="checkbox"/>	ACTIVITY
FOOD SKILLS FOR FAMILIES RESPONSIBILITIES	
	Coordinate with Host Organization & Facilitator on program set-up & details.
	Communicate & support Host Organization & Facilitator as needed.
	Upon receipt of invoice and documentation, BCCDC to cover reimbursement of program expenses as outlined in this document. <i>*See section on support for more details.</i>
<input checked="" type="checkbox"/>	ACTIVITY
HOST ORGANIZATION RESPONSIBILITIES	
	Review guidelines on “The Introduction Program”.
	Connect with Food Skills for Families team to request funding for The Introduction program. Fill out <i>Program Request Form</i> (in funding Support Note) and email to FoodskillsBC@bccdc.ca two weeks prior to program start.
	Work with Facilitator to determine program details; format, curriculum & agenda(s), etc.
	Register participants (recommended group size of 6-16 participants).
	Ensure all necessary equipment is available (adequate kitchen and teaching space, 60 min. virtual conferencing platform if needed, etc.).
<input checked="" type="checkbox"/>	ACTIVITY
FACILITATOR RESPONSIBILITIES	
	Review guidelines on “The Introduction Program”.
	Work with Host Organization to determine program details; format, curriculum and agenda etc.
	Purchase grocery items for food demonstration. Apply safe food handling.
	Deliver The Introduction program.
	Encourage participants to fill-in Post-Program Feedback Survey during session, and participate in Facilitator Feedback Survey.
	Submit invoice, receipts, and post-program paperwork to the Food Skills for Families team. Upon receiving receipts and invoice, BCCDC to cover reimbursement of program expenses as outlined in this document. <i>*See section on support for more details.</i>

About the Pilot

In 2020, the BC Center for Disease Control (BCCDC) Food Skills for Families (FSF) program, in partnership with Robert Lee YMCA, began pilot testing a shorter online version of the program. The intent was not to replace the existing three-hour food skills curriculum, but rather provide a sixty-minute mini experience of the program with the following goals:

1. Provide participants with a place to gather and connect safely (virtually) and to share food knowledge, skills, practices, and traditions with each other.
2. Create interest among participants to join an in-person Food Skills for Families program.

After two years of piloting the “Virtual Program”, Community Facilitators and Hosts have indicated that offering this Virtual Program has been a good bridge for community connection and have found the option of gathering virtually to be a benefit to many community members.

In response to the positive feedback, the one-hour program will continue using a virtual format with the additional option of an in-person format. A few changes have been implemented to cater to the two different formatting options and the pilot program is re-named as “The Introduction Program”.

Why Run “The Introduction”

There are several instances where a Host Organization and/or a Community Facilitator may choose to run The Introduction, including:

- To introduce the experience of participating in a healthy cooking skill-building program.
- To inspire an already existing community group to consider engaging in a full in-person program.
- To help recruit individual community members to participate in a full in-person program.
- Leading a demonstration at a community festival or event, where the audience number will be over 16, or generally unpredictable (*support may differ in this option; connect with the Food Skills team to discuss*).

Requirements & Steps for Program Request

Requirements for Program Request:

☐ **Led by Food Skills for Families (FSF) Facilitators**

The Introduction program will be led by trained FSF Facilitators. If you do not have a FSF Facilitator on staff, we will work to connect you to a trained Facilitator in your community.

☐ **Partnering Host Organization**

All partnering Host Organizations are able to request funding to run this program. To become a partner organization, submit a [New Host Application Form](#) to the Food Skills Team (foodskillsBC@bccdc.ca) prior to requesting a program.

Steps for Program Request:

1. Host Organizations and Facilitators will confirm kitchen readiness (i.e. have the necessary kitchen equipment and tools as outlined in [The Introduction Program Requirements](#)).
2. Contact the Food Skills Team (foodskillsBC@bccdc.ca) to request a program. If funding is allocated, a Support Note will be issued with a program ID number and a Program Request Form to fill out.
3. Send back Program Request Form, informing Food Skills Team of Introduction Session date and chosen curriculum and recipe two weeks before the session.

Support Provided by the BCCDC Food Skills Program

Participant Handbook and grocery list sent out to all participants in PDF format.

Reimbursement of program expenses, including:

- Grocery items needed for Facilitator to run the cooking demonstration.
- Contract for Facilitator to lead program (typically includes wage for 5 hours).

Format Options & Time Allocations

Guidelines for format option:

Introduction Session <i>Consists of one 1 hr. session</i>	
Virtual or in-person format available	
<ul style="list-style-type: none"> Choose one agenda* for the session. The session is offered <i>once</i> to a group as a 60-minute workshop. 	
<i>*Agendas are condensed outlines of topics and discussion points from a specific curriculum session.</i>	

Time Allocation for delivery per session:

1 hr.	Grocery shopping
1 hr.	Communications & Admin (with BCCDC and Host)
1 hr.	Prep & practice on virtual platform
2 hrs.	Set-up and facilitation of session (0.5 hr set-up + 1 hr. facilitation + 0.5 hr. clean-up)

Group Size & Repeat Participants

Group Size

- A minimum of six participants is suggested to help create fruitful discussions that lead to a more enriching learning experience for all participants.
- A maximum of sixteen participants is recommended to ensure the group stays focused on the activity at hand.

Repeat Participants

- Participants are welcomed and encouraged to also sign up for the in-person, six-session program.

Program Materials

Tech Equipment for Virtual Format

If running The Introduction as a virtual program, the Host Organization should ensure that all necessary equipment is on-hand for the Facilitator. This might include:

- ✓ Laptop or computer
- ✓ Webcam and microphone (can be built into laptop)
- ✓ Extension cords(s)
- ✓ Video conferencing platform (i.e. Paid Zoom account)
 - Zoom is an easy and low-barrier platform to host sessions. A **paid** account is required in order to host meetings over 40 minutes.

Agendas

No matter which format is being used, in-person or virtual, each Introduction Session follows a Food Skills for Families Introduction Agenda. All content reflects the Food Skills Facilitator Guide and is modified to fit a 45-60 minute session. Agendas are condensed outlines of topics and discussion points from one specific session in one specific curriculum (i.e. Food Sense or Cooking in Canada). Agendas include page indications of where to find speaking notes in the accompanying Facilitator Guide, and suggested questions. These suggestions are intended to support the Facilitator's efforts in relaying key healthy eating messages and to facilitate the sharing of food knowledge and practices amongst, and between, participants.

Pre-built agendas are ready-to-use and can be found in [Appendix A](#) according to curriculum and session.

Participant Kits

Hosts/Facilitators will be provided with a shareable PDF of the Participant Handbook and grocery list that can be emailed to participants ahead of the workshop.

Evaluations

Feedback for The Introduction is invaluable for the program evaluation. This will help determine what has worked, what can be improved upon, and if the program should be made permanent.

- **Participant Evaluation:** An online survey has been created for participant feedback. The link will be shared with Facilitators by the Food Skills Team when notice of material send-out is given. Facilitators are asked to share this link at the end of the session/series by way of email to participants.
- **Facilitator Feedback:** A short evaluation will be emailed to Facilitators after completion of the Introduction Session.

Additional Considerations for Running a Successful Introductory Program

Groceries

- **Facilitators** will purchase groceries needed for the recipe demo portion of the session. Apply safe food handling.
- **Host** will share handbook and shopping lists with participants.
- **Participants** may use the recipe found within their Participant Handbook if they wish to cook the recipe alongside the Facilitator. It will include the shopping list for the session's recipe for them to purchase on their own. Participants are invited to consider their own food choices when shopping. For example, using soy vs dairy or gluten-free vs wheat.

Utensils & Equipment

Participants may not have specific kitchen utensils and/or equipment listed in the recipe. Be sure to suggest alternative methods as needed (i.e. if there is no blender for the black beans to make the Quesadillas, suggest using a potato masher or fork, or finely chop carrots if there is no grater, etc.).

Kitchen Helper for Virtual Format

- To support a successful virtual presentation, a kitchen helper is highly recommended. They can help with passing the Facilitator items off camera or collecting items from the fridge or stove. They can also act as IT support and moderate the chat box and queue up any questions so that the facilitator can focus on delivering the content.
- The kitchen helper is not required to be a trained Food Skills for Families Facilitator and is not eligible to receive wages/expense reimbursement from BCCDC.

Zoom Training

If running the virtual format and you are unfamiliar with ZOOM, ZOOM's website provides many pre-recorded tutorials to support virtual delivery.

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Appendix A - List of Pre-Built Agendas

The agendas listed below are ready to use. Click on the recipes to see full agenda details.

Food Sense (Limited Budget Curriculum)	Cooking in Canada (Newcomers Curriculum)	Cooking Connections (Active Seniors Curriculum)
Session One: Banana Oat Muffins	Session One: Hummus Roasted Vegetables	Session One: Banana Oat Muffins
Session Two: Veggie Fritters	Session Three: Black Bean Quesadillas Chocolate Pudding	Session three: Apple Cabbage Slaw Fudgy Chocolate Brownies
Session Three: Apple Cabbage Slaw	Session Six: Veggie Pizza	Session Four: Smoothies Black Bean Quesadillas
Session Four: Smoothies Black Bean Quesadillas		Session Six: Spinach Party Dip Party Water
Session Six: Oatmeal Cookies		