

Guidelines & Considerations for Virtual Session Pilot Program

Food Skills for Families

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

1. Provide participants with a place to gather (virtually) and develop new food skills.
2. Create interest among participants to join an in-person Food Skills for Families program.

We are now extending the offer of piloting this program to all current partners. Please read below to learn more about the program including how to qualify and what support is available from the BCCDC.

Support Provided by the BCCDC Food Skills Program

- Reimbursement of Program Expenses
 - Mileage to/from grocery store
 - Grocery items needed for cooking demonstration
- Participant Kit (1 per participant/household)
 - Participant Handbook
 - \$25 grocery store gift certificate*
 - Shopping list of items needed for the session

*Facilitators will have the option of ordering gift cards from the BCCDC Food Skills team or purchasing gift cards from their local store and submitting cost as an expense.

Facilitators unable to deliver the pilot as part of their regular job may be eligible to receive:

- Contract from the BCCDC for up to **seven hours (\$25/hour)** including
 - .5 hour - grocery shopping
 - 1 hour - "Participant kit" preparation
 - 1.5 hours - Communication + Admin (with BCCDC and Host)
 - 1 hour - V Prep
 - 3 hours - Set-up and facilitation

How to Qualify & Apply

- Qualifying organizations must be an approved Food Skills host; pilots must be led by a certified Food Skills for Families (FSF) Facilitator. Host organizations and facilitators must have all the necessary equipment as outlined in the [Virtual Session Requirements List](#).
- Contact the Food Skills Team (foodskillsBC@bccdc.ca) to request a program. Approved programs will be issued a program ID number and provided a **Virtual Session Program Request Form**.
- Program Request Forms must be submitted at least three weeks prior to session start date.

Group Size, Repeat Participants

- **Group Size**
 - The program operates best with 8-16 participants.
 - A maximum of 16 participants/households are suggested.
 - A minimum of 8 participants is recommended.
- **Repeat Participants**
 - Participants can attend more than one virtual session if sessions are being run as a **Virtual Session Series** (see below for details). Otherwise participants are limited to attending one virtual session each.
 - Virtual participants are encouraged to also sign up for the in-person, six-session program.

Virtual Session vs. Virtual Session Series

Organizations have the option of running a:

- a) **Virtual Session**: one session, or
- b) **Virtual Session Series**: two or three sessions

Running a Virtual Session Series may be particularly attractive to organizations that are not currently in the position to run in-person programs.

Guidelines for setting up a Virtual Session:

- Choose one agenda for the session.
 - Agendas are condensed outlines of topics and discussion points from a specific session.
- Session is offered once as a 60-minute workshop.

Guidelines for setting up a Virtual Session Series:

- A maximum of three virtual sessions may be bundled with the same participant group.
- Each session requires a unique agenda.
 - Agendas are condensed outlines of topics and discussion points from a specific session.
 - Each agenda chosen must be from a *different session* of the *same curriculum*.
- Sessions must run in the same order as they appear in the curriculum.
- Sessions must be offered once a week for two (or three) consecutive weeks.

Program Materials

Agendas

Each virtual session must follow a pre-approved agenda. All content is pulled from the Food Skills Facilitator Manual and is modified to fit a 45-60 minute session. Agendas are condensed outlines of topics and discussion points from one specific session and includes page indications of where to find speaking notes in the Facilitator Guide, when to ask questions, and polls to conduct.

There are two options for choosing agendas:

1. Choose from list of pre-built agendas
2. Build a new agenda

Pre-built agendas have been approved by the Food Skills Team and are ready to use. A list of pre-built agendas can be found in the Appendix A according to curriculum and session. If running a Virtual Session Series, each agenda chosen must be from a *different session* of the *same curriculum*.

To build a new agenda, choose a curriculum and session, then select one recipe. Use the guide in Appendix B.

- ✓ Write out all six components and be sure to reference the speaking notes in the corresponding Facilitator Guide. *If you are unsure whether you have the most updated guide, please check with the Food Skills Team.*
- ✓ A minimum of two questions to help encourage participant engagement must be included.
- ✓ Send the proposed agenda to the BCCDC Food Skills team for approval.

Participant Kits

Facilitators will prep kits for registrants to pick-up from the host organization so that participants can virtually cook along with them. Kits include:

- Participant Handbook (1 per participant)
- \$25 grocery store gift certificate for each participant/household*
- Shopping list of items needed for the session

*Facilitators will have the option of ordering gift cards from the BCCDC Food Skills team or purchasing gift cards from their local store and submitting cost as an expense.

Tech Equipment

- Lap top or computer
- Webcam and microphone (can be built into lap top)
- 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.

Considerations for Running a Successful Program

Groceries

- **Facilitator's** will purchase groceries needed for the demo portion of the session.
- **Participants** will purchase their own groceries based off the shopping list they are provided.
 - Participants are welcome to take their own food choices into consideration when shopping. For example, using soy vs dairy or gluten free vs wheat.
 - Participants will use the grocery gift card to purchase the main ingredients listed for the recipe, but they may choose to purchase additional items on their own to “make it their own” (i.e. chopped nuts or chocolate chips for the Oatmeal Cookies).

Participant Kits

- Submit the **Program Request Form** at least three weeks prior to session.
- BCCDC will send participant handbooks, grocery lists, and gift cards (as requested).
- If the Facilitator is purchasing gift cards, the allowance is \$25 per participant/household.
- Build kits and coordinate with host organization on when participants can pick them up.
 - Ensure kits are available **at least five days prior to the session** to allow participants enough time to do their grocery shopping.
 - If choosing to run a Virtual Session Series, it is recommended to provide gift cards and grocery lists each week (instead of giving it out all at once). This helps to remind participants of the upcoming session, and to ensure that the gift cards are used for the session.
- Ensure pick up details are communicated with participants.

Kitchen Helper

- To have a successful Zoom presentation a kitchen helper or co-facilitator is required. This person 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 que up any questions so that the facilitator can focus on delivering the content.
- The kitchen helper is not required to be a trained FSF facilitator and is not eligible to receive wages/expense reimbursement from BCCDC.

The Presentation

Invitation: A few days prior to the session schedule the meeting on the chosen platform and send participants the invitations. Keep in mind that whatever platform you use, must be able to accommodate a session time of 45 – 60 minutes.

Polls: Facilitators will also need to build polls into the meeting. These may differ depending on the agenda.

Two tutorials for polls are below if using ZOOM:

- **Polling for Meetings** (*Official Zoom Instructions*): <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>
- **Polls Video Tutorial** (*Part 1: Conducting a poll as a host, Part 2: Building the Poll*): <https://www.youtube.com/watch?v=qN57sZ5qy6k>

Questions: These are built into the agenda to involve participants and can be asked verbally. Participants can write answers into the chat or unmute themselves to respond.

Timeline Considerations

- **Starting on Time:** Keep in mind that registrants may login late.
- Recommendation: Designate a “login window”
 - Log in window: 9:45-9:59 am
 - Program Start: 10:00 am
- Sessions are scheduled to be a maximum of 60 minutes.

Room Prep & Layout

- Allow at least 60 minutes to prepare your presentation space in the kitchen.
- Set-up camera/computer. Ensure that there is enough light so that participants can clearly see your face and your cooking space.
- Test out your mic to make sure it works.
- Prevent interruptions. If other people might come into the room, put up a sign to say you are doing a live program.
- Collect all the kitchen equipment you will need ahead of time.
- Pre-measure ingredients when possible.
- Pre-heat oven (if needed).

During the Demonstration

Helper to provide assistance by;

- Help with food demo.
- Mute/unmute participants as needed.
- Moderate the chat.
- Control functions like polling.
- Hand facilitator items when needed

Cooking Demonstration

- Invite participants to cook along with you or to try making the recipe on their own after the session.
- Note: During the early pilots, about 50% of youth participants cooked along, this was higher in the adult groups.

Program End

Sessions end with a ‘Dining and Discussion’ portion where participants are asked to talk about a recipe they make at home. It might be related to what was cook that day or on theme with the session. This is a moment to re-engage participants with discussion after the cooking demo and finish class on a high note.

Evaluations

Feedback for Virtual Session/Virtual Session Series is invaluable for the pilot evaluation. This will help determine what has worked, what can be improved upon, and if the pilot 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 pasting it in the chat or emailing participants.
- **Facilitator Feedback:** A short evaluation will be emailed to facilitators after each virtual session/series.

Additional Considerations

Utensils & Equipment

Participants not having specific kitchen utensils and/or equipment may be an issue. Be mindful and if needed suggest an alternative method (i.e. if there is no blender for the black beans to make the Quesadillas, use a potato masher, or finely chop carrots if there is no grater).

Menti Application (for advanced user groups)

An option for participant groups and facilitators that are very comfortable using technology is an additional application called **Menti**. The YMCA pilot had success using Menti which asks participants a question and then displays answers anonymously as a word cloud on the screen. Polling is also an option on this platform.

- Works best when participants log onto Zoom on their computer and Menti on their phone.
- If used, a few minutes during the welcome should be taken to go over how Menti will be used and allow a bit of time for participants to pull it up on their phone/computer. Can be done at start of presentation with housekeeping items for Zoom.

Zoom Training

There are a multitude of pre-recorded guides on the ZOOM website.

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

Appendix A - List of Pre-Built Agendas

The agendas listed below have been approved by the Food Skills Team and are ready to use.

If running a Virtual Session Series, each agenda chosen must be from a *different session* of the *same curriculum*.

Food Sense (Budget Curriculum)	Cooking in Canada (Newcomers Curriculum)	Traditions in the Kitchen (Indigenous Curriculum)
Session One: Banana Oat Muffins	Session One: Hummus Roasted Vegetables	Session One: Hummus
Session Three: Apple Cabbage Slaw	Session Three: Black Bean Quesadillas Chocolate Pudding	
Session Four: Smoothies Black Bean Quesadillas	Session Six: Veggie Pizza	
Session Six: Oatmeal Cookies		

Appendix B – Guide to Building a New Agenda

To build a new agenda choose a curriculum and session, then select one recipe. Ensure to:

- ✓ Write out all six components and be sure to reference the speaking notes in the corresponding Facilitator Guide. *If you are unsure whether you have the most updated guide, please check with the Food Skills Team.*
- ✓ A minimum of two questions to help encourage participant engagement must be included.
- ✓ Send the proposed agenda to the BCCDC Food Skills team for approval.

There are six components to complete an agenda:

1. **Intro/welcome:** This is a good place to go over any housekeeping rules with participants and demonstrate how to use the chat box and/or (un)mute microphone.
2. **Part One:** First learning activity. Choose a learning activity from the Facilitator Manual to present, making sure to reference the speaking notes in the corresponding Facilitator Guide.
 - The learning activities: you would choose the learning activities based off the specific session of the recipe you have chosen to demo (i.e. if choosing to do hummus from Session One in Food Sense, choose learning activities outlined in session one)
3. **Part Two:** Cooking demo outline (15-25 min max).
4. **Part Three:** Second learning activity from the same session.
5. **Questions:** Incorporate a minimum of two questions in the agenda to help encourage participant engagement
6. **Grocery List:** Use the shopping list in your Facilitator Guide or follow the recipe itself to create the list. Divide the ingredients by grocery section to make it more readable and include suggestions for participants to “make it their own”.

Tip: Use one of the pre-built agendas as a foundation to build the new agenda.

Smoothies

Food Skills for Families - Virtual Session

The following agenda uses materials from session four of the Food Sense curriculum.

POLLS: Create polls in Zoom prior to starting the session.

QUESTIONS: Ask aloud and invite participants to share their answers in the comment box.

POST SESSION PARTICIPANT SURVEY: Provide the link in the chat at end of program.

NOTE: page numbers referenced in this document may be different if you are not using the Food Sense curriculum.

Welcome (10 min)

- Introduce yourself
- Land acknowledgement
- **QUESTION: Where do you live?**
 - Ask participants to write in the chat
 - *Tip: Remind participants not just to the host/you*
- **Zoom Orientation**
 - Let participants know about background noise.
 - **Show how to raise their heads:** Open the participant list by clicking on the "participants" button located on the bottom center of the screen. Beside your name will be a few options, including raise hand.
 - **Location of the chat box:** Can type questions in here and can send question just to facilitator or to all participants, get participants to check that messages are set to send to everyone.
- **POLL: How did you hear about Food Skills?**
 - I have taken the program before
 - From a friend
 - Online
 - From a local organization
 - Other – tell us in the chat
- **Schedule for today**
 - Explain this is a sampling of activities and recipes from the Food Skills for Families: Food Sense curriculum.
 - Explain standard session set up of three hours and five recipes cooked, today will be about 50 minutes and we will demo one recipe.

Introduction & Welcome

Part One - Learning Activity: (10 min)

What's in Your Glass

- **QUESTION: What do you usually drink?**
- See [Sugary Drink Demo Ideas](#) document
- Refer to Food Sense Facilitator Guide
- Ask participants to turn to **page 52** of the Food Sense curriculum tool. This page number may be different if you are not using the Food Sense curriculum.

Part Two - Recipe Demo (15 min)

Smoothies

- Refer participants to page number 56 in the Food Sense Participant Handbook for recipe.
- Ask participants to gather ingredients.
- Discuss the recipe and the nutritious choices in it.
 - Yogurt and soy beverage are both lower in fat and sugar.
 - Fruit is whole and no added sugars.
 - Green smoothie contains spinach.
- **Demo how to make tropical green smoothie**
 - Invite participants to cook along
 - To make the demo go smoothly, have a timer for the session.
- **Substitutions**
 - Discuss that this (and all Food Sense recipes) can be personalized and creativity.
 - **QUESTION: What will you would add to your smoothie when you make it again?**
 - Discuss the suggestions.
 - Also look at the "Tip" boxes for more discussion ideas and **page 55** "Make your own smoothie" in the participant handbook.
- **If time allows:** If you are running ahead of schedule, you can have participants ask questions...

Part one: Learning

Part Two: Cooking

Questions

Part Three - Learning Activity (10 min)

Label Reading

- Refer participants to **pages 63-65** in the Food Sense Participant Handbook.
- See page 81 of the Food Sense Facilitator Guide for speaking notes.

Part Three: Learning

- **Survey:** Link participants to Food Skills 101 session survey.

Grocery List

Smoothies

Food Skills for Families - Virtual Session Shopping List

Prior to the virtual session, visit your local store and pick up the items listed below. Purchase items using \$25 gift card provided.

Note: Smoothies are best with frozen bananas. To freeze bananas, peel and chop then place in a freezer safe container. If you do not have time to do this step, you can add ice to the smoothie.

VEGETABLE + FRUIT	
Ingredient	Quantity
<input type="checkbox"/> Bananas, ripe	4
<input type="checkbox"/> Pineapple	1
<input type="checkbox"/> Spinach	2 cups
<input type="checkbox"/> Frozen strawberries	1 ½ cups

REFRIGERATED SECTIONS	
Ingredient	Quantity
<input type="checkbox"/> Soy milk, unsweetened, fortified	2 Cups
<input type="checkbox"/> Plain Greek Yogurt, 0%	2 Cups

All the ingredients listed above are needed to make the recipe in the Virtual Session; if you feel adventurous, you are welcome to add your favourite ingredients to make it your own!

Here are a few ideas...

Citrus · Cinnamon · Dates · Peanut/Nut Butter · Fruit · Avocado · Kale