

Appendix 8: “How To” plan and implement activities in your community

Prior to starting any activity or program in your community, it is strongly recommended to hear from community members, leadership and partners to learn about their interests, priorities and needs as it relates to the ADI program. Activities implemented within the ADI program should be those that have been identified as important activities by community members. You may choose to have an in-person meeting or have community members complete a questionnaire to find out about their needs and interests.

Your program’s success depends on input and participation of community members, so make sure to engage them throughout the planning, development and implementation of your ADI activities.

The following section includes tips to plan for the following activities:

- Cooking class
- Breakfast, lunch or snack program at the school
- Grocery store tour
- Kids in the Kitchen cooking club
- Hosting a cooking/sampling demonstration
- School nutrition and physical activity presentations
- Lunch and Learn session in your workplace
- Diabetes education class
- Diabetes support group
- Gardening program

Tips for planning a cooking class (for a worksheet on planning a cooking class, see the ‘planning a cooking class in your community’ at the end of this appendix.)

- Meet with other community programs if you are running a joint cooking class and identify interest, discuss purpose and decide who will be your target audience (young parents, people at risk for diabetes, etc.).
- Adapt your session to meet your participants’ needs by making sure the recipes are appropriate for your target audience and location is easy to access.
- Set a date, time and arrange a location with a kitchen.
- Determine your budget.
- Advertise the class through flyers, posters, local radio & TV, social media.
- Arrange transportation, if required and available.
- Prepare your presentation well in advance and rehearse it.
- Prepare a Purchase Order, if needed.
- Make a shopping list and buy ingredients and supplies the day before.

- If you are giving door prizes, consider giving dry ingredients for the recipe in a basket or basic cooking supplies, like pots, pans, cutting boards, measuring spoons, etc.
- Bring a copy of the recipe for each participant.
- Arrive early to set up the room and set out ingredients.
- With participants, go over food safety guidelines and rules such as tying back long hair, washing hands, being respectful of one another, etc.
- Review the recipes to make sure everyone understands and has a task to do.
- While the food is cooking, tell participants about the key nutrients and why they are important.
- When all the food is prepared, enjoy the meal as a group.
- Clean up as a group.
- Evaluate its successes and seek feedback for improvements in the future.

Tips for planning a breakfast, lunch or snack program at the school

- Develop a committee and identify a coordinator.
- Meet with the principal and school staff to identify interest, discuss purpose and delegate responsibilities.
- Assess the facility. Make sure it has a functional stove, fridge, sink and equipment needed for preparing food.
- Determine your budget.
- Explore and secure potential funding sources such as: Child Nutrition Council, Breakfast Clubs of Canada and Canadian Feed the Children.
- Have the school send home a consent form and determine if any of the children have food allergies.
- If available, have a dietitian assist in developing a flexible menu plan that is within the budget.
- Contact the store to see if they are able to offer any discounts for the school or if they are able to partner on this program in other ways.
- Prepare a Purchase Order, if needed.
- Ask for volunteers and school staff to help with the nourishment program.
- Ensure that the cooks who will be preparing the food have their safe food handling course. Talk to your Environmental Health Officer to arrange for a course, if necessary.
- Develop a time schedule for volunteers that allows for some flexibility.
- Advertise the nourishment program through a letter going home to parents.
- Make a shopping list and buy ingredients and supplies the day before.
- Clearly advertise when the program will start and what will be available.
- Evaluate its successes and seek feedback for improvements in the future.

Tips for planning a grocery store tour

- Meet with other community programs to identify interest, discuss purpose and delegate responsibilities.
- Decide who will be your target audience (young parents, people at risk for diabetes, etc.).
- Set a date, time and location (what community store if there are multiple stores in your community) and contact the store manager for permission.
- Advertise the session through flyers, posters, local radio & TV and social media.
- Ask the store manager for samples of healthy foods for participants to taste, coupons or gift certificates.
- Familiarize yourself with the store prior to the tour.
- Aim for the tour to last about one hour.
- Prepare for the tour well in advance, including choosing activities that participants can do at the store such as a scavenger hunt.
- Arrive early to set up a table for your starting point including sign-in sheet, coupons, handouts, pens, food samples, evaluation sheets, etc.
- At each section discuss some of the important points about the food group or item (see **Appendix 15 & 16: Grocery Store Tour Key Messages and Tour Guide** for ideas).
- Evaluate its successes and seek feedback for improvements in the future.

Tips for planning a Kids in the Kitchen cooking club

- Review the Kids in the Kitchen manual.
- Meet with health staff, school and various partners to identify interest, discuss purpose and delegate responsibilities.
- Identify partners including funders and volunteers who are willing to assist.
- Determine your budget.
- Set a date and time and arrange a location with a kitchen.
- Decide how often, what age group, and the maximum number of children will be accepted in each class.
- Advertise your session to parents and children.
- Prior to the session, get signed permission for the children to join the program and find out if there are any food allergies.
- Arrange transportation, if required and available.
- Select healthy, tasty and age appropriate recipes and activities for the session.
- Review the recipes.
- Prepare a Purchase Order, if needed.
- Rehearse the planned activities.
- Make a shopping list and buy ingredients and supplies the day before.
- Bring a copy of the recipe for each child to take home.
- Arrive early to set up the room and set out ingredients.
- With the kids, develop the ground rules, such as tying back long hair, washing hands, being respectful of one another.

- With the kids, review the recipes to make sure that everyone understands and has a task to do.
- While the food is cooking, do the healthy eating or physical activity that you planned with the kids.
- When all the food is prepared, enjoy the meal as a group.
- Clean up together as a group.
- Evaluate its successes and seek feedback for improvements in the future.

Tips for planning school nutrition and physical activity presentations

- Meet with the principal and school staff to identify interest, discuss the purpose and delegate responsibilities.
- Set a date, time and topic.
- Choose what activities you would like to do and that are age appropriate. For example, you would probably not have grade one students do the same activity as grade 12 students.
- Prepare your presentation and activities well in advance and rehearse them. Look through the Healthy Bodies, Healthy Minds manual for ideas.
- Make your activities fun and interactive – use games or visuals for teaching.
- Call the FNIHB dietitians for help with the presentation and activities, if needed.
- Evaluate its successes and seek feedback for improvements in the future.

Tips for hosting a cooking/sampling demonstration in your community

Before the event:

- Meet with other community programs to see if there is interest in planning a joint cooking/sampling demonstration. If so, identify interest, discuss purpose and delegate responsibilities.
- Set a date and time for your event.
- Contact the local store manager to set up a meeting to discuss this activity.
- During the meeting with the manager, set the final date and time of the event.
- Ask the store manager for samples of healthy foods for participants to taste, coupons or gift certificates.
- Ask the store manager if a discount can be given to all community members purchasing ingredients that will be used in the cooking/sampling demonstration.
- Advertise the session through flyers, posters, local radio and TV and ask the store manager if you can put posters and flyers in their store.
- Review your recipe and become familiar with it and think of some tips you will share with community members regarding the healthy ingredients used in the cooking/sampling demonstration.
- Make the recipe at least once before to ensure it tastes good and to become familiar with how to prepare it.
- Inform the store manager of what ingredients will be needed for the cooking/sampling demonstration and ensure that the store will have plenty available on the day of the activity.

- Confirm who will pay for the ingredients that will be used for the cooking/sampling demonstration.
- Prepare a Purchase Order, if needed.
- Make a list of all other items needed for the cooking/sampling demonstration including cooking equipment, utensils, table, dishes, napkins, hand sanitizer, garbage can, etc.

Day before the event:

- Confirm the cooking demo with the store manager.
- Make copies of the recipe for community members to take home.
- Have other teaching resources available, as appropriate.
- Make sure that the food and equipment you need for the event is available.

Day of the event:

- Be early - you will need time to set up and get all your ingredients.
- Ask the store manager where to set up.
- Keep the area clean and tidy. Make sure to bring cleaning supplies.
- During the event tell participants about the key nutrients and why they are important.
- Before leaving: clean up, put away items and pay any amount owing.
- Evaluate its successes and seek feedback for improvements in the future.
- Thank the manager.

After the event:

- Come back to the store to talk with the store manager soon after the event as this helps keep the partnership going and is a great way to start talking about the next event.

Tips for planning lunch and learn sessions in your workplace

- Meet with the Health Director to identify interest, discuss purpose and delegate responsibilities.
- Ask employees what they would like to learn about and then choose a topic.
- Set a date, time and location.
- Advertise the session in your office.
- Send out invitations - this may be sent with the pay stubs, if possible.
- Prepare your presentation well in advance and rehearse it.
- If interested, contact a FNIHB dietitian to host a lunch and learn session for your workplace through telehealth.
- Gather participant handouts.
- Arrange equipment that you may need, such as a laptop, projector, speakers, television, DVD player, posters, handouts, etc.
- Buy and prepare healthy refreshments and snacks.
- Make your session fun and interactive.
- Evaluate its successes and seek feedback for improvements in the future.

Tips for planning a diabetes education class

- Meet with the community health staff and other partners to identify interest, discuss purpose and delegate responsibilities.
- Set a date, time and arrange a location.
- Determine your budget.
- Prepare the agenda.
- Organize speaker(s) if needed.
- Advertise the class through flyers, posters, local radio & TV and social media.
- Call potentially interested community members and/or send personal invitations to them.
- Arrange transportation, if required and available.
- Prepare your presentation well in advance and rehearse it.
- Contact your Tribal Diabetes Coordinator or regional ADI team at the FNIHB office if you need support. They can provide PowerPoint presentations for you or may be able to come out and help you.
- If interested, contact a FNIHB dietitian to host an educational session for your community through telehealth.
- Buy and prepare healthy refreshments and snacks.
- Gather participation handouts.
- Arrange any equipment that you may need, such as: laptop, projector, television, DVD player, posters, models, etc.
- Make your class fun and interactive – you may want to start with an energizer.
- Evaluate its successes and seek feedback for improvements in the future.

Tips for planning a diabetes support group

- Meet with community health staff to identify interest, discuss purpose and delegate responsibilities.
- Set a date, time and arrange a location.
- Find out what topics participants want to cover.
- Prepare the agenda.
- Organize resources needed such as Elders, smudging, talking stick/stone.
- Arrange for appropriate support such as a nurse or mental health therapist, if necessary and available.
- Advertise the support group through flyers, posters, local radio & TV and social media.
- Call potentially interested community members and/or send personal invitations.
- Arrange transportation, if required and available.
- Buy and prepare healthy refreshments and snacks.
- Arrive early to set up the room and greet guests.
- With the support group participants, develop guidelines to follow, such as being respectful of one another, keeping the stories shared confidential.
- Evaluate its successes and seek feedback for improvements in the future.

Tips for planning a gardening program

- Decide how you want to implement your program. Will it be one large community garden? Individual gardens for interested community members? School gardens? All of the above?
- Inquire about working in partnership with the school, Aboriginal Head Start on Reserve, CPNP, community Elders, Jordan's Principle, CFS, etc.
- Meet with volunteers to identify interest, discuss purpose and delegate responsibilities.
- Contact gardening experts such as the Manitoba Food Security Coordinator.
- Determine your budget.
- Chose location(s).
- Build or purchase boxes for the gardens, if necessary. It does not need to be fancy.
- Identify what support you will provide, such as seeds, tiller, expertise, etc.
- Advertise the program through posters, flyers, on the radio, television and through social media.
- Hold a "How to" gardening workshop prior to the gardening season.
- Secure volunteers to assist with the gardening program.
- If you plant seeds indoors, start planting in March.
- When planting seeds outdoors, plant them the last week of May, or later.
- Throughout the summer, gather tips or hold mini-workshops to help people learn how to maintain their gardens until it is time to harvest.
- Consider starting a community composting program at the same time.
- Host a community feast in the late summer/early fall with garden produce.
- Evaluate its success and seek feedback for improvements in the future.