

## Planning a Cooking Class in Your Community

### Instructions:

- 1) Make a few photocopies these sheets and keep them on file.
- 2) Fill in the right hand column **each** time you plan a cooking class.
- 3) It is a good idea to start filling out this information about a week before the cooking class.
- 4) If you are hosting a cooking class with workers from a different program, complete this form together.

By completing this form, you will have a well-planned cooking class and it will help you keep track of your sessions.

**Fill in your answers here!**

<p><u>Participants:</u></p> <ul style="list-style-type: none"> <li>• Who will be invited? Some examples are: Elders, young parents, people living with diabetes, all community members</li> <li>• How many people are you inviting? How many do you think will come?</li> </ul>	<p>Who will be invited?</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>How many will attend?</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>
<p><u>Date and time:</u></p> <ul style="list-style-type: none"> <li>• When will you host your cooking class?               <ul style="list-style-type: none"> <li>✓ Consider a time when participants will be hungry (lunch or supper)</li> <li>✓ Check to see if this time is convenient for most participants</li> </ul> </li> </ul>	<p>Date: _____</p> <p>Time: _____</p>

<p><u>Location:</u></p> <ul style="list-style-type: none"> <li>• Where will you host your cooking class? <ul style="list-style-type: none"> <li>✓ Choose a location with plenty of space to cook and for an activity.</li> <li>✓ Common areas are: health centre, nursing station, band office, school</li> <li>✓ Are there enough chairs and tables?</li> <li>✓ Do you have all of the equipment you need to make the recipes?</li> <li>✓ Does the location supply the cleaning supplies (soap, towels) or will you?</li> </ul> </li> </ul>	<p>My cooking class location:</p> <p>_____</p>
<p><u>Advertising:</u></p> <ul style="list-style-type: none"> <li>• Will you put up posters, go on the radio, send out flyers or personally invite?</li> <li>• How many days before the cooking class will you advertise?</li> </ul>	<p>How will I advertise?</p> <p>_____</p> <p>_____</p>
<p><u>Recipes:</u></p> <ul style="list-style-type: none"> <li>• Decide how many recipes you need to prepare. This will depend on your budget, whether you are cost sharing with another program, the number of people who will be attending your cooking class and how big the recipes are. Usually 3-5 recipes are a good amount to make</li> <li>• Choose recipes that are: <ul style="list-style-type: none"> <li>✓ Tasty</li> <li>✓ Healthy</li> <li>✓ Affordable</li> <li>✓ Easy to make</li> <li>✓ With ingredients available in the community</li> </ul> </li> <li>• What will you serve to drink? (Water or milk are the best options)</li> </ul>	<p>My recipes for the session</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>I will serve to drink:</p> <p>_____</p>

<p><u>Presentation:</u></p> <ul style="list-style-type: none"> <li>• Choose an educational presentation for the cooking class <ul style="list-style-type: none"> <li>✓ Who will lead the education session? ADI worker or other worker?</li> <li>✓ What resources will be used (Powerpoint presentation, video, games)?</li> <li>✓ What take-home handouts will be used? Choose 1-2 handouts.</li> </ul> </li> </ul> <p><u>Games and activities:</u></p> <ul style="list-style-type: none"> <li>• What kind of “icebreakers” will you do?</li> <li>• What kind of game or activity will you do? (eg. nutrition bingo, sugar shock)</li> <li>• What supplies do you need for the game and activity?</li> <li>• Make sure you have enough time to cook and play games.</li> <li>• Ask your Tribal Diabetes Coordinator (TDC), or FNIHB staff for ideas of presentations, games and activities to do during your cooking sessions.</li> </ul>	<p>My presentation topic is</p> <hr/> <p>My icebreaker is:</p> <hr/> <p>My activity/game is:</p> <hr/>
<p><u>Sign in sheet and evaluations:</u></p> <ul style="list-style-type: none"> <li>• Make a sign in sheet and bring it to the class so that participants can sign in and you can track how many people came to your class</li> <li>• Make an evaluation template and photocopy it for the participants. This will help you improve future cooking classes.</li> <li>• Ask your TDC, or FNIHB staff for sample sign in sheets and evaluation sheets.</li> </ul>	<p>Do I have a sign-in sheet?</p> <hr/> <p>Do I have an evaluation sheet?</p> <hr/>
<p><u>The day before:</u></p> <ul style="list-style-type: none"> <li>• Confirm the location of the cooking class</li> <li>• Make a shopping list and buy all ingredients</li> <li>• Make photocopies of all recipes for each participant to take home</li> </ul>	<p>Check that you do the following:</p> <hr/> <hr/> <hr/>

<p><u>Shopping list:</u></p> <ul style="list-style-type: none"> <li>• Set up the purchase order and keep copies of receipts for finance purposes.</li> <li>• Make your shopping list based on all of the recipes you will be using. Don't forget to buy extra ingredients if you are doubling or tripling recipes.</li> <li>• If you are going to have a draw for prizes, consider food prizes and buy extra food for these prizes.</li> <li>• Include a beverage on your list, if appropriate. (Water or milk are the best options).</li> </ul>	<p>Write out your shopping list on a separate piece of paper.</p>
<p><u>The day of the event:</u></p> <ul style="list-style-type: none"> <li>• Go early to set up</li> <li>• Set out ingredients for participant to see what they will be using</li> <li>• Make sure all participants have a copy of the recipe</li> <li>• Go over food safety - hand-washing, tie long hair back, no tasting, etc.</li> <li>• Go over kitchen rules (cleaning duties, everyone pitches in)</li> <li>• Go over recipe(s) - make sure everyone understands and has a task to do</li> <li>• While cooking (or after) do the presentation and activity planned</li> <li>• At the end of the session have participants fill out the evaluation form or have a discussion about what the participants liked about the session and what can be improved</li> <li>• Clean up as a group</li> <li>• Send participants home with any leftovers</li> </ul>	