

# Guidelines & Considerations for The Introduction – Pilot Program

## Food Skills for Families

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## EXECUTIVE SUMMARY

The Introduction is a one-hour pilot program that serves as a sampler to the full in-person Food Skills for Families program. Host Organizations and Community Facilitators can choose to run this pilot in one session, or in a series of up to three sessions, and it can be delivered 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"/>	<b>ACTIVITY</b>
<b>FOOD SKILLS FOR FAMILIES RESPONSIBILITIES</b>	
	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; including a budget of \$125* for partial participant recipe ingredient(s) for up to 16 people per session, for a maximum of three sessions. <i>*See section on support for more details.</i>
<input checked="" type="checkbox"/>	<b>ACTIVITY</b>
<b>HOST ORGANIZATION RESPONSIBILITIES</b>	
	Review guidelines on “The Introduction – Pilot 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 <a href="mailto:FoodskillsBC@bccdc.ca">FoodskillsBC@bccdc.ca</a> four weeks prior to program start.
	Work with Facilitator to determine program details; format, curriculum & agenda(s), partial participant recipe ingredient option(s), etc.
	Register participants (recommended group size of 6-16 participants).
	Communicate with participants & coordinate Participant Kit pick-up. Apply safe food handling practices if food items are part of the Participant Kits.
	Ensure all necessary equipment is available (adequate kitchen and teaching space, 60 min. virtual conferencing platform if needed, etc.).
<input checked="" type="checkbox"/>	<b>ACTIVITY</b>
<b>FACILITATOR RESPONSIBILITIES</b>	
	Review guidelines on “The Introduction – Pilot Program”.
	Work with Host Organization to determine program details; format, curriculum & agenda(s), partial participant recipe ingredient option(s), etc.
	Purchase grocery items for food demonstration. If opting for the partial participant recipe ingredient(s), purchase items & include in the individual Participant Kits. Apply safe food handling.
	Deliver The Introduction pilot.
	Encourage participants to fill-in Post-Program Feedback Survey during last session, & 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; including a budget of \$125* for partial participant recipe ingredient(s) for up to 16 people per session, for a maximum of three sessions. <i>*See section on support for more details.</i>

## About the Pilot

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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 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 pilot 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”.

## Why Run “The Introduction”

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

- A way to compliment, support, and enhance other community programs you offer.
- 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*).
- To inspire your community to share food knowledge, skills, practices, and traditions.
- To pique interest in sharing and learning more about increasing the use of whole foods and how to incorporate new and delicious flavours.

## Requirements & Steps for Program Request

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### Requirements for Program Request:

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

The Introduction pilot 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 pilot. To become a partner organization, submit a [New Host Application Form](#) to the Food Skills Team ([foodskillsBC@bccdc.ca](mailto: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 Pilot Requirements](#)).
2. Contact the Food Skills Team ([foodskillsBC@bccdc.ca](mailto:foodskillsBC@bccdc.ca)) to request a program. If funding is allocated a Support Note will be issued with a program ID number and The Introduction Program Request Form.
3. Submit Program Request Forms at least four weeks prior to session start date.

## Support Provided by the BCCDC Food Skills Program

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### Reimbursement of program expenses, including:

- Mileage to/from grocery store
- Grocery items needed for Facilitator to run the cooking demonstration
- Participant Kit (1 per participant/household to a maximum of 16 participants)
  - Participant Handbook
  - Shopping list of all grocery items needed for the recipe, for each session
  - *\*Optional – partial participant recipe ingredient(s) up to a maximum of \$125 per session. The Food Skills Team strives to support equitable funding. We recognize food costs differ across regions and communities. Contact the Food Skills Team to receive an increased maximum of \$150 per session if you live in a rural, remote and/or northern area.*

*\* Purchased within the guidelines set out in this document. See Program Materials for details.*

## Format Options & Time Allocations

Organizations have the choice of running an:

- a) **Introduction Session**
- b) **Introduction Series**

### Guidelines for format options:

Introduction Session <i>Consists of one 1 hr. session</i>	Introduction Series <i>Consists of two or three 1 hr. sessions</i>
Virtual or in-person format available in both options	
<ul style="list-style-type: none"> <li>• Choose one agenda* for the session.</li> <li>• The session is offered <i>once</i> to a group as a 60-minute workshop.</li> </ul>	<ul style="list-style-type: none"> <li>• A maximum of three sessions may be bundled with <i>the same</i> participant group.</li> <li>• Each session requires its own agenda*.                             <ul style="list-style-type: none"> <li>○ Choose up to three agendas from the same curriculum.</li> <li>○ It is recommended that the session agendas run in the same order as they appear in the curriculums to continually build on previous session knowledge (i.e. run Banana Oat Muffins from Session 1 before Black Bean Quesadillas in Session 4).</li> </ul> </li> </ul>
*Agendas are condensed outlines of topics and discussion points from a specific curriculum session.	

### Time Allocation for delivery per session:

Virtual Introduction Session (Approx. 6 - 6.5 hrs.)		In-person Introduction Session (Approx. 6 – 6.5 hrs.)	
1hr.	Grocery shopping	1 hr.	Grocery shopping
1 hr.	Communications & Admin (with BCCDC and Host)	1 hr.	Communications & Admin (with BCCDC and Host)
1.5 hrs.	Prep & practice on virtual platform	1 hr.	Prep & practice
2.5 hrs.	Set-up and facilitation of session (1 hr. set-up + 1 hr. facilitation + 0.5 hr. clean-up)	3 hrs.	Set-up and facilitation of session (1 hr. set-up + 1 hr. facilitation + 1 hr. clean-up)
30 min.	Participant Kit preparation*	30 min.	Participant Kit preparation*
*Participant Kits with partial participant recipe ingredients are optional. If partial participant recipe ingredients are not included, this time cannot be invoiced.			

## Group Size & Repeat Participants

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### 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 may attend more than one introductory session if the program is being run as an *Introductory Series* (see below for details) or if each session is different.
- Participants are welcomed and encouraged to also sign up for the in-person, six-session program.

## Program Materials

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### Tech Equipment for Virtual Format

If running The Introduction as a virtual pilot, 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. If running an Introduction Series: choose up to three agendas, with each agenda from a different session, within the same curriculum (i.e. choosing the Food Sense curriculum and running the Banana Oat Muffins from session 1 and the Black Bean Quesadillas in session 4. It is recommended that the session agendas run in the same order as they appear in the curriculums to continually build on previous session knowledge.

## Participant Kits

Facilitators will prep Participant Kits for registrants to pick-up from the Host Organization. In the event that the Host Organization is contracting an outside Facilitator, the Host Organization, and not the Facilitator, will conduct the distribution of Participant Kits. Apply safe food handling practices if partial recipe ingredients are included in the Participant Kits as required.

Participant Kits (1 per participant/household to a maximum of 16 participants) include:

- Participant Handbook
- Shopping list of all grocery items needed for the recipe, for each session
  - *\*Optional – partial participant recipe ingredient(s) up to a maximum of \$125 per session. The Food Skills Team strives to support equitable funding. We recognize food costs differ across regions and communities. Contact the Food Skills Team to receive an increased maximum of \$150 per session if you live in a rural, remote and/or northern area.*

### *\*Option of partial participant recipe ingredient(s)*

Depending on the intention of delivering the Introduction Session/Series, Host Organizations and Facilitators may, or may not, wish to include partial participant recipe ingredient(s).

- Host Organizations and Facilitators *may not* want to include partial participant recipe ingredient(s) if running The Introduction 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*).
- Host Organizations and Facilitators *may wish* to include partial participant recipe ingredient(s) to provide an incentive to their participants as an encouragement to make the recipe at home at a later time/day.

### *Option of partial participant recipe ingredient(s) continued ...*

If choosing the option to provide partial participant recipe ingredient(s), Facilitators need to:

- Purchase ingredients found in the recipe from the selected agenda.
- Keep partial participant recipe ingredient(s) costs to a maximum of \$125 for *each session* for the group (up to a maximum of 16 participants).
- Keep all receipts, and invoice as usual for reimbursement of up to a maximum of \$125 for partial participant recipe ingredient(s).
  - It is recommended to purchase non-perishable ingredients in case of non pick-up

Partial Recipe Ingredient Example: If selecting the Banana Oat Muffins Agenda from Food Sense, the Facilitator may consider purchasing one bulk bag of whole-wheat flour and one bulk size of ground cinnamon for distribution, *or*, individual spice bottles (for a maximum of 16 participants), whichever fits within the \$125 budget. *The Food Skills Team strives to support equitable funding. We recognize food costs differ across regions and communities. Contact the Food Skills Team to receive an increased maximum of \$150 per session if you live in a rural, remote and/or northern area.*

*Note: Participant Kits with partial participant recipe ingredients are optional. If partial participant recipe ingredients are not included, the additional thirty minutes (30 min) cannot be invoiced.*

## Evaluations

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Feedback for The Introduction 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 way of email to participants.
- **Facilitator Feedback:** A short evaluation will be emailed to Facilitators after completion of each Introduction Session/Series.



## Additional Considerations for Running a Successful Introductory Program

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### Groceries

- **Facilitators** will purchase groceries needed for the recipe demo portion of the session. If opting for the partial participant recipe ingredient(s) purchase those items & include in the individual Participant Kits. Apply safe food handling.
- **Host** will communicate with participants & coordinate Participant Kit pick-up. Apply safe food handling practices if food items are part of the Participant Kits.
- **Participants** Will pick up their Participant Kits before the program. It will include the shopping list for the session's recipe for them to purchase on their own and, if included, the partial recipe ingredient(s) that were pre-bought by the Facilitator. Participants are invited to consider their own food choices when shopping. For example, using soy vs dairy or gluten-free vs wheat.

### Participant Kits

- Submit the **Program Request Form** at least four weeks prior to the program.
- BCCDC will send up to 16 participant handbooks, gift cards for Facilitator, and participant grocery lists.
- The Host Organization will coordinate Participant Kit distribution with the Facilitator and apply safe food handling practices if food items are part of the Participant Kits.
  - Ensure Participant 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 The Introduction Series (three one-hour sessions), consider providing the grocery list and optional partial participant recipe ingredient(s) each week, instead of giving it out all at once. This may help to remind participants of the upcoming session and incentivize them to return.

### 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

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

If running an Introduction Series, choose one agenda from a different session, within the same curriculum (i.e. choosing the Food Sense curriculum and running the Banana Oat Muffins from Session 1 and the Black Bean Quesadillas in Session 4).

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