

Nurture Volunteer Training Manual



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I. Introducing Nurture

Nurture’s mission is based on the Chinese proverb: “Give a person a fish and feed him/her for a day; teach a person to fish and feed him/her for a lifetime”.

One in eight Americans, over 36 million people, struggled to feed themselves during 2007.

Our program combines philanthropic giving with hands-on teaching, providing limited-resource parents with tools to help them stretch their food dollars in a meaningful and healthy way.

We seek to empower care givers with time efficient and cost effective means to provide healthy meals for their families. Our program also emphasizes the importance of physical activity as part of a healthy lifestyle. One in eight Americans—over 36 million people—struggled to feed themselves during 2007. Local food pantries have experienced record levels of enrollment in the recent economic crisis. Nurture strives to reduce food insecurity through a combination of education and resources.

Nurture is a non-profit organization incorporated in the State of Illinois in 2008. Nurture received Federal tax-exempt status as a 501(c)(3) organization effective November 2008.

Summary Data - 2008 Pilot Session with the Northfield Township Food Pantry:

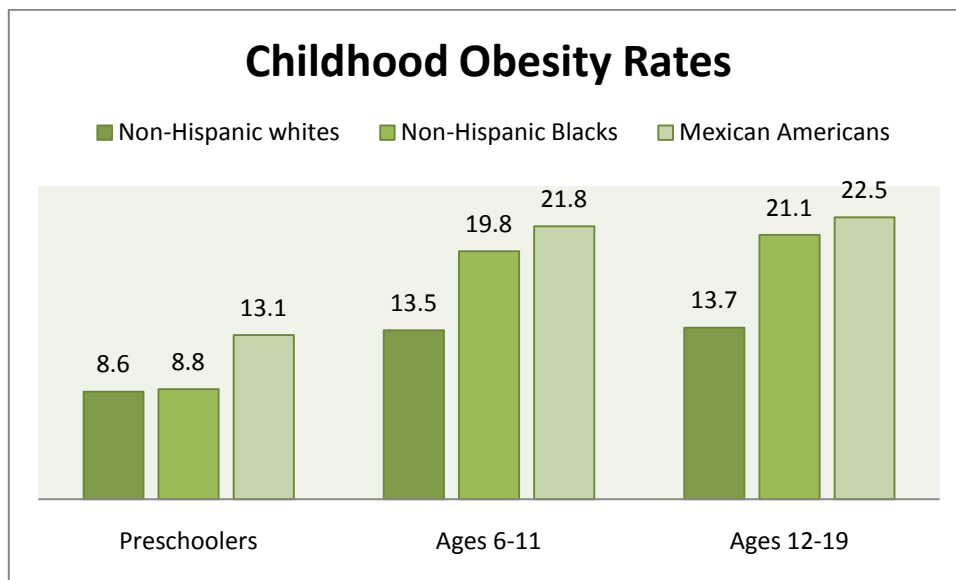
- The biggest behavior changes we saw from the program were: 1) consumption of **more whole grains**, and 2) consumption of **more lentils and beans**. In fact, a majority of the program participants were not eating any lentils and beans on a weekly basis prior to attending the classes. On average, consumption of whole grains, beans and lentils **increased to 3-5 times per week!**
- Two additional behavior changes were reported: 1) an **increase in consumption of fruits and vegetables** (for 80% of the participant families) and 2) an **increase in weekly exercise** (for 80% of the participant families).
- Participant families did feel an impact on their health through the program- the biggest change was an **increase in energy** (70% of families noticed an improvement).
- **100%** of the **kids asked their parents to make the foods** they tasted at Nurture.
- After completing the program, the majority of participant families **prepared and ate a home cooked breakfasts and dinners** more often than before attending the classes.

II. Nurture's Relevance

Health problems, such as obesity and diabetes, are of major concern in our communities today with African American and Latino families experiencing disproportionate morbidity and mortality burdens(1).

The following table illustrates childhood obesity rates across school aged children and the ethnicity they represent.

Limited-resource families may opt for quick, unhealthy meals feeling overwhelmed by the task of finding and preparing healthy home cooked meals.



Limited-resource families often face significant challenges providing healthy, home cooked meals, as families are often headed by a single parent and/or parents who work multiple jobs simply to make ends meet. These parents can be overwhelmed by the time and resources believed to be necessary in order to prepare nutritious, home cooked meals. Often times, they opt for convenience foods which can contain disproportionate amounts of sugar, sodium and unhealthy fats and/or calories. The availability of such convenience foods as well as the ubiquitous nature of fast food chains makes quick and unhealthy meals more often the norm for these families. In fact, low income areas are targeted by fast food chains with a higher presence of such restaurants documented in low income areas(3).

Your Work as a Volunteer Directly Helps People Right Here in our Community

These are the kinds of people you will be helping in your work with Nurture:

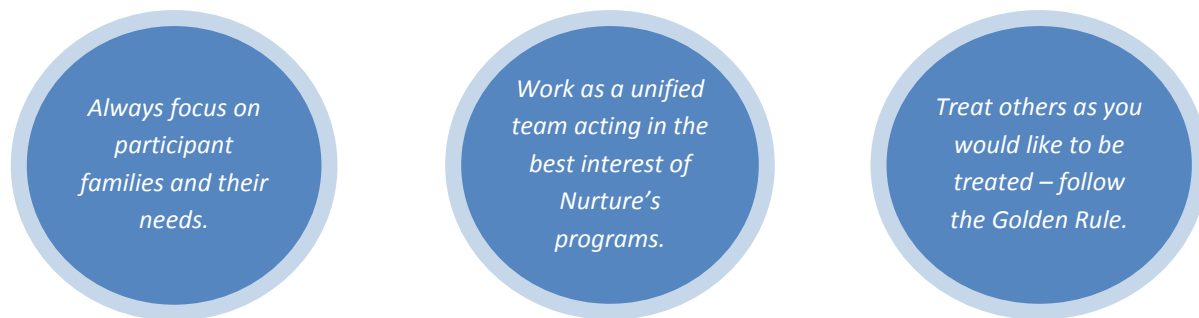
- Diana: a single working mom and young mother of a 10-year old boy, is challenged to find time to prepare foods.
- Sheri: is the teen mom of a 6-month old infant. While not attending high school, working a part time job at Marshalls, helping her mom with chores, and doing homework, she'd like to be able to take care of herself and her baby.
- Antonio: is a 5-year old who doesn't like to try any new foods. He lives with his grandmother because his mother cannot take care of him for physical and emotion reasons.
- Leticia: is a teen mom of a 5-month old infant. She is interested making homemade baby food, but isn't familiar with many vegetables or fruits herself. And what is millet?
- Lisa: has recently lost her job and is looking for work. Between job search appointments, she struggles with her 2 teenage daughters who don't want to eat breakfast because it is too much trouble. She has never heard of quinoa.
- Sophia: is an 8 year old who loves pop-tarts. Her favorite restaurant is McDonalds. She likes to try new foods, but has not been offered many.
- Anita: is a working single mom who lost many of her benefits (i.e., food stamps) when taking her job! She now needs to figure out how to provide meals for her family without a lot of time and within a very tight budget.
- Hetal: is from Liberia and her experience is that recipes can take up to four hours to prepare. How is she supposed to cook for herself and her 9-month old baby when she has school work and so much else to do?
- Sarah: suffers from many health problems and takes many medications. She is constantly exhausted and can't seem to find the time and energy to make healthy meals for her grandkids, who she cares for 24-7. When she makes healthy meals, they won't eat them anyway!
- Georgia: has very little experience cooking; she doesn't have a lot of cooking equipment and she doesn't know where to start.
- Ileana: has Type 2 diabetes and is worried that her 4 children will get it too. She likes to cook, but doesn't know what kinds of foods and eating habits cause diabetes.

III. Vision and Values

Behind every great vision is a set of values and Nurture is no exception. This vision, and the values that support it, is the map guiding Nurture in every aspect of our work.

Nurture’s Vision: Educate limited-resource families on how to prepare healthy, home-cooked meals.

Values



Strive to recall our vision and values as you participate in committee work, sessions and programs. Think of them as the cornerstones of a new program that is already beginning to make a profound and positive difference in lives of families in our local community.

IV. Volunteer Opportunities

As Nurture expands its program base and offerings to other organizations, the need for volunteers becomes even greater. If you enjoy cooking, healthy living, physical fitness, teaching, communicating – whatever your interest and talents may be – Nurture has a position for you! Whether you are able to volunteer on site, from home, one hour per week or several, we need your help!

Definitions:

Program: work with a specific agency.

Session: a series of classes.

Class: a single, one hour and 15 minute course.

Class Leader

Role:

Lead instructors* for the class focusing on prepared topics: food, recipe frameworks, recipes, cooking equipment and fitness tips.

*There are separate Leaders for the adult and children's classes.

Responsibilities:

- Choose from prepared written materials for discussion and/or distribution. **(1 month prior)**
- Solicit two volunteers to be Class Assistants for each class. **(1 month prior)**
- Request necessary food and equipment supplies from Nurture finance committee. **(2 weeks prior)**
- Prepare meals and prep food prior to class. **(Day of class)**
- Arrive ~20 minutes prior to scheduled start time for class to set up. **(Day of class)**
- Oversee clean site upon completion of class. **(Day of class)**

Helpful Hints:

Tips for Working with Children (great for adults and teens too!)

A general/overall rule we follow at Nurture: Get everyone actively engaged! Sitting and listening to talking heads is boring! Also:

1. Get to know your students/audience
 - a. Learn everyone's name and something special about them. Kids are much more cooperative when they feel like you've taken a personal interest in them.
 - b. Remember Your Audience
We do our best work when we know who we're doing it for. So who are our program participants? For the Northfield Township Food Pantry, program participants qualify for food stamps and free school lunches for their children. They are likely to be a single parent out of work or perhaps working two jobs.

They often have health issues such as hypertension, diabetes, and cardiovascular disease. Usually they have a lot of responsibility and very little support which is why our job is so important. Our participants' degree of cooking skills will vary greatly, so listening to them and asking questions about how they cook, who they cook for and what they like to eat will provide further insight into who they are and what their food challenges might be.

2. Set expectations

- a. During the first class, set high expectations. Children are use to being in a structured classroom, and while Nurture is not quite like school, some of the same rules apply. Start off by emphasizing one rule:
 - i. Respect
 1. Respect each other
 - a. Do not talk over one another
 - b. No put downs
 - c. Keep your hands to yourself
 2. Respect the equipment/space
 - a. Use caution with all kitchen equipment
 - b. Clean up after yourself
 3. Respect yourself
 - b. Establish a procedure for how you will handle difficult behavior- and stick to it! Consistency is key.
 - i. If a child is engaging in disrespectful behavior, address the child privately. Do not embarrass him/her by publicly reprimanding.
 - ii. Publicly praise the child that is following directions; it will help get everyone on track.

3. Give clear and precise directions

- a. Keep directions short and concise
- b. Break directions down and have a pause every two to three steps.

For example:

-“Please wash your hands, put on your aprons, and take a seat so I know you’re ready. Once everyone is seated, I will explain what we’re going to do next.”

4. While your directions should be stated in simple vocabulary, you do not need to talk in a ‘baby’ voice, or in a condescending manner. Children are able to see thru this tactic and do not appreciate being spoken down to.
5. Allow children to be creative. They will probably do things differently when in the kitchen. As long as they are being safe, allow them freedom to modify with

judiciousness. Having said that, they should still follow the recipe. You don't want them preparing foods that are inedible.

6. Avoid the negative. Think of the lifeguard at the pool who screams "don't run!" Rather than telling kids what not to do, ask them what you would like them to do, "can you walk, please?"
 - a. If a child is not being compliant with your request, simply state an explanation. I'm asking you to walk so you don't fall and hurt yourself. If you get hurt, you won't be able to enjoy this gorgeous day at the pool.
 - b. A simple framework:
 - i. Ask to engage in a positive behavior
 - ii. If not complying, explain why his/her chosen behavior needs modification
 - iii. Follow up with a potential consequence if the behavior continues
7. Master the compliment. Many adults praise by saying "good job" or "that's great". Try to be more specific when complimenting and always follow up with a question.

Examples:

- a. I really enjoyed the dip you made; how did you make it?
- b. I love how you set the table, can you show me how you folded the napkins!

Children love to show and tell. When you combine a compliment with an action, you are reinforcing their special skill set and effectively improving self esteem.

8. Listen! There are going to be activities that don't go over so well. It's okay! Listen to what the kids have to say; their feedback is what makes our program stronger!

Notes: _____

Class Assistant

Role:

Assist Class Leader with prepared topics: food, recipe frameworks, recipes, cooking equipment and fitness tips.

Note: There are separate Assistants for the adult and children's classes.

Responsibilities:

- Operate a recipe station making recipes during class. **(Day of class)**
- Arrive ~20 minutes prior to scheduled start time for class and assist Class Leader with set up. **(Day of class)**
- Assist with food and equipment distribution to families. **(Day of class)**
- Help clean site upon completion of class. **(Day of class)**
- Act as Class Observer when one is not present. **(Day of class)**

Notes: _____

Class Observer

Role:

Offer insights on successes and improvement opportunities using the Class Observation Form. (Appendix)

Responsibilities:

- Arrive 15 minutes prior to the start of class and choose a discrete spot for observation. Please bring copy of Class Observation Form (Appendix). **(Day of class)**
- Observe and take notes on processes, tastings, equipment use and general progress of class. **(Day of class)**
- Help clean site upon completion of class. **(Day of class)**
- Complete form upon class dismissal and turn in to Class Leader. **(Day of class)**

Notes: _____

Class Historian

Role:

Takes pictures/ video footage of both kids and adults in class.

Responsibilities:

- Ensure that all camera equipment is in proper working order. *(Day prior to class)*



- Arrive 15 minutes prior to the start of class. Consult with Class Leader regarding specific shots or footage she would like taken. *(Day of class)*
- Help clean site upon completion of class. *(Day of class)*



- Upload photos and video footage to Class Leader. *(Within 1 week after class)*

Notes: _____

Registered Dietician

Role:

Present nutritional information during class and answer nutritional questions of class participants.

*** Position must be filled by a licensed R.D. or a student studying to become a R.D.***

Responsibilities:

- Operate a recipe station during class and help prepare food. *(Day of Class)*
- Ensure site is appropriately cleaned during class. *(Day of Class)*
- Help clean site upon completion of class. *(Day of class)*
- Perform nutritional analysis on recipes presented by food committee. *(As needed)*
- Communicate with Nurture Board on current nutritional information and societal nutritional trends. *(Ongoing)*

Notes: _____

Committees

Communication – External

Here's what we do:

- update website as needed (**As Needed**)
- design invitations to events (**Twice Annually**)
- prepare annual report/ updates to Nurture donors and supporters (**Annually**)
- interface with media to get Nurture coverage (**Ongoing**)
- coordinate Nurture graduate/alumni newsletter (**Quarterly**)

Here's what we need:

- Creativity with attention to detail.
- Ability to work remotely with access to internet.
- Proficiency working in Word, Adobe and PowerPoint.
- Comfortable working under deadlines.
- Excellent communication skills and ability to represent Nurture professionally to external resources.
- Proficient writing skills.

Communication – Internal

Here's what we do:

- prepare class handouts (recipe frameworks, recipes, and Nurture “reference guide”) (**Ongoing**)
- prepare/update training manual for volunteers (**Ongoing**)
- document/ update Nurture policies and procedures (**Annually**)

Here's what we need:

- Creativity with attention to detail.
- Ability to work remotely with access to internet.
- Proficiency working in Word, Adobe and PowerPoint.
- Comfortable working under deadlines.

- Excellent communication skills and ability to represent Nurture professionally to external resources.
- Proficient writing skills.

Community Outreach

Here's what we do:

- act as liaison between Nurture and other organizations related to children's cooking, nutrition, gardening, and health ***(Ongoing)***
- act as liaison between Nurture and other local clubs (Women's Clubs, etc.) ***(Ongoing)***
- act as liaison between Nurture and other philanthropic organizations (churches, clubs, etc.) ***(Ongoing)***

Here's what we need:

- Outgoing, friendly, professional personality.
- Established networks will help facilitate the work tremendously.
- Ability to work very independently checking in on occasion with Board.
- Strong written and oral communication skills.

Food and Recipes

Here's what we do:

- develop and test recipes ***(Ongoing)***
- document new recipes, including nutritional analysis, cost analysis and photo ***(Ongoing)***
- develop shopping lists per recipe and per class ***(1 month prior)***
- develop prep instructions and supplies needed for each recipe ***(1 month prior)***
- Solicit feedback via Recipe Feedback Cards (Appendix) ***(Every Class)***
- plan chef's demonstration activities/ interaction with farmers markets or other groups ***(Seasonally)***
- contribute to Nurture graduate/alumni newsletter ***(Quarterly)***

Key Points:

- Balance macronutrients (protein, carbohydrates and good fats).
- Use Nurture cooking equipment to make preparation easier.
- Apply Recipe Frameworks (Appendix) when developing recipes.

- Emphasize the importance of breakfast.

Finance/Accounting

Here's what we do:

- run overall nurture budgets (***Ongoing***)
- run session budgets (***As Needed***)
- deposit money in bank (***Ongoing***)
- write reimbursement checks (***Ongoing***)
- keep check register (track all \$\$ in and out) (***Ongoing***)
- handle filings: IRS Fed and State (***As Needed***)

Here's what we need:

- Finance background or enjoys managing budgets.
- Strong attention to detail.
- Access to computer/tracking software (Excel).

Legal/Policies

Here's what we do:

- interface with legal pro-bono team (***Ongoing***)
- ensure all waiver forms are up to date (***Ongoing***)
- create/update policies and procedures to ensure safety in classes (***Ongoing***)
- handle paperwork with agencies and satellite nurture chapters (***As needed***)
- review insurance needs and make recommendations on insurance policies (***As needed***)
- ensure all waivers are signed and filed (***Ongoing***)
- handle filings: Attorney General Annual Report (***Annually***)
- review and update nature by-laws as necessary (***Annually***)

Here's what we need:

- Legal background helpful but not necessary.
- Strong attention to detail.
- Access and familiarity with Word, Excel, etc.

Fundraising

Here's what we do:

- plan annual spring benefit (oversee committees including solicitations, corporate sponsorship, individual sponsorship, advertisements, etc.) **(Annually)**
- plan additional fundraisers (e.g. Fall) **(As needed)**
- plan additional fundraising activities (equipment drives, supplies drives with churches, etc.) **(Ongoing)**
- interface with communications committee on feedback to donors/ supporters **(As Needed)**
- update donor database and update website based on donation level **(Ongoing)**
- track monies as related to fundraising activities **(As Needed)**
- keep list of possible grants **(As Needed)**
- apply for grants **(Ongoing)**
- keep list of possible corporate supporters (especially community support programs) **(Ongoing)**
- follow up with corporate supporters on financial donations, gift certificates and/or physical donations **(Ongoing)**

Here's what we need:

- Prior fundraising experience helpful but not necessary.
- Program/project management experience.
- Great collaboration skills.
- Solid communication skills.
- Attention to detail.

Historian

Here's what we do:

- create a Nurture video presentation to be shown at the annual spring benefit **(Annually)**
- create additional videos as needed to get word out about Nurture **(As needed)**
- create a photo journal of our classes **(Ongoing)**
- create photo slide shows that tell Nurture's story **(Ongoing)**

Here's what we need:

- Must be familiar with video technology, editing, etc.
- Enjoy taking pictures that tell a story.
- Enjoy interviewing people to bring out their best.
- Access to necessary equipment, ability to make slides, videos. Access to projector would be helpful.

Nutrition

Here's what we do:

- run nutritional analyses of new recipes **(As needed)**
- incorporate latest nutritional advice into materials and class discussions **(As needed)**
- ensure adequate volunteer support for RD presence in each class **(Ongoing)**
- contribute to Nurture graduate/alumni newsletter **(Quarterly)**

Here's what we need:

- A R.D, R.N., Masters, PHD or other appropriate education/ certification in the nutrition field (or student).

Program Evaluation

Here's what we do:

- session evaluations: update evaluation forms for both kids and adult programs (***As Needed***)
- session evaluations: distribute and collect forms at final class (***Per session***)
- session evaluation: analyze data and report key findings (***Per session***)
- long term evaluation: keep in touch with our graduates: Alumni dinners, graduate newsletters (***Quarterly***)
- long term evaluation: develop survey instrument and methodology to track appropriate progress on a long term basis (***Ongoing***)

Here's what we need:

- Should enjoy applying metrics/ measurements to evaluate programs.
- Should be able to interpret data to tell the story of Nurture and to report feedback appropriately.
- Must have computer access to be able to disseminate information.

Physical Fitness

Here's what we do:

- develop and test physical fitness routines (**Ongoing**)
- document fitness tips to be included on the recipe pages we use in class (**As needed**)
- ensure adequate volunteer support for fitness tips to be presented in each class (coordinate with personal trainer volunteers, etc.) (**Per session**)
- contribute to Nurture graduate/alumni newsletter (**Quarterly**)

Key Points:

- Any activity or exercise needs to be simple and able to be done in a home with “every-day” equipment (basketball, jump rope, gallon of milk, etc.).
- A complete fitness program should include three types of exercises – aerobic (2-3 x per week for 20 minutes), strength (1 -2 times per week for 20 minutes) and flexibility (ideally every day for 5 minutes after any kind of movement).
- A child and adult should be able to use the same fitness program with each performing repetitions and/or resistance at their appropriate level.
- Every little bit counts – if someone cannot do an entire program, doing something is better than nothing.
- Remember to explain why physical activity (sleep better, weight control, more energy, healthy heart, lungs and muscles) is good for you and that it can be fun.

Volunteer Recruitment

Here's what we do:

- identify groups that Nurture can partner with to gain awareness with volunteers (Volunteer centers, schools, etc.) (**Ongoing**)
- identify individuals and groups that would be interested in volunteering for Nurture (**Ongoing**)
- hold coffees/ informal gatherings to increase awareness of Nurture volunteer opportunities. (**Quarterly**)
- update profiles for volunteer positions (responsibilities and time commitments) (**As needed**)
- communicate with groups and individuals about volunteer opportunities with Nurture (**Ongoing**)
- help coordinate the volunteer training class(es) (**As needed**)

Volunteer Recruitment Cont'd.

Here's what we need:

- Enjoy working with external groups to solicit volunteers.
- Be able to creatively think of methods and ways to attract new volunteers.
- Great communication skills when meeting with others as a representative of Nurture.
- Thorough understanding of Nurture to be able to attract potential candidates.
- Training background would be a bonus!

V. Nurture – Standard of Conduct and Ethics

1. PURPOSE

Nurture is committed to conducting its work with the highest level of integrity. As such, Nurture is adopting this Standard of Conduct and Ethics for its directors, volunteers, and interns. An uncompromising commitment to this Standard of Conduct and Ethics is essential to the maintenance of the strong ethical foundation of Nurture.

This Standard of Conduct and Ethics highlights some of the more frequent ethical questions that you may face during your work with Nurture. The items set forth in this Standard of Conduct and Ethics are not intended to be exhaustive and are, in fact, intended to serve only as a minimum standard of conduct.

If you are uncertain as to whether a particular situation may violate this Standard of Conduct and Ethics or are otherwise concerned about any particular action or scenario, please contact one of the Nurture Board members (see Section 9).

2. COMPLIANCE

Each director, volunteer, and intern of Nurture must comply with this Standard of Conduct and Ethics, as well as all federal and state laws, rules and regulations affecting Nurture's work. The failure to comply with any of the foregoing will give rise to disciplinary measures up to and including immediate dismissal from Nurture.

3. GENERAL STANDARD OF CONDUCT

The Nurture General Standard of Conduct applies to all Nurture directors, volunteers, and interns. Each Nurture director, volunteer, and intern is expected to conduct his or her affairs with uncompromising honesty and integrity. Each Nurture director, volunteer, and intern is expected to:

1. be honest and ethical in dealing with the class participants, agency contacts, community members, and other contacts of Nurture;
2. be respectful of the rights of your fellow Nurture directors, volunteers, and interns by refraining from actions that may be construed as discriminatory, libelous, slanderous or harassing;
3. provide equal opportunity to all other Nurture directors, volunteers, and interns, regardless of age, race, sex, sexual preference, color, creed, religion, national origin, marital status, veteran's status, handicap or disability; and
4. alert the Board whenever an illegal, dishonest or unethical act is discovered or suspected.

4. CONFLICTS OF INTEREST

You may not engage in any conduct that represents a conflict of interest. Conduct that represents a conflict of interest includes (i) any investment, activity or association that makes it difficult to perform work for Nurture in an objective and efficient manner or (ii) any investment, activity or association that causes you to receive improper personal benefits as a result of your work with Nurture.

5. ALCOHOL/ SUBSTANCE ABUSE

Nurture is committed to environment free of substance abuse. We jeopardize ourselves and each other if we report to work impaired by the influence of alcohol or drugs. The use, possession, or distribution of unauthorized drugs or alcohol on Nurture time is prohibited.

6. IMPROPER USE OF NURTURE PROPERTY

You must use Nurture assets only for a legitimate purpose. You must safeguard Nurture property from loss or theft, and may not take such property for personal use.

7. PROTECTION OF NURTURE PARTICIPANT INFORMATION

You may not use or reveal Nurture class participant confidential information to others. Additionally, you must take appropriate steps to prevent unauthorized access to such information.

8. RECORD KEEPING

Nurture records must be maintained in accordance with the guidelines established by the Nurture Board. Records may be destroyed only at the expiration of the pertinent period.

9. REPORTING QUESTIONS, CONCERNS OR ALLEGED VIOLATIONS OF THE STANDARD OF CONDUCT AND ETHICS

If you have a question or concern regarding any aspect of this Standard of Conduct and Ethics, you may contact any member of the Nurture Board below.

BOARD OF DIRECTORS

<u>First Name</u>	<u>Last Name</u>	<u>Email</u>	<u>Phone</u>
Beth	Busch	bethbusch@comcast.net	847-784-8601
Cindy	Dooley	cindy@dooley.org	847-251-9148
Julia	Goodhouse	goodhouse3@mac.com	847-441-7596
Kathryn	Guylay	kathryn@guylay.com	847-784-1237
Emily	Hadley	emily_hadley@yahoo.com	847-446-6045
Stacey	Patillo	healthcounselor@staceypatillo.com	574 -286 -2169
Juliette	Britton	juliettepomey@yahoo.com	303-594-0511
Tia	Rains	saltt@ameritech.net	847-853-9088
Colleen	Scopacasa	colleen.scopacasa@comcast.net	847-549-8515
Heather	Sullivan	hshealthsolutions@gmail.com	773-259-4809
Jennifer	Weigel	jenweigel@gmail.com	847-864-7676

Appendix

Form	What it is used for	page
Class Supplies List	Prior to each class, the leader must determine if she/he has all the supplies needed for the class. Here is an example.	26
Class Observation Form	gather more feedback on the quality of our classes.	27
(Adult) Recipe Feedback Form	ask participants to rate the recipes for each class. This process makes sure that we serve only the yummiest of foods.*	28
Class Print Out List	Prior to each class, the leader must determine if she/he has all the materials printed out for the class. Here is an example.	29
Blank Recipe Card	encourage families to create their own recipes at home, we have them fill out blank recipe cards and turn them in for a raffle ticket (a chance to win a gift basket on the last class).	30

*Kids use a different form called a Tasting Passport. Please contact Juliette Pomey for more information. For both kids and adults, the program content is evaluated at the end of the session with a comprehensive form to assess quality of program, adaptation rate of cooking equipment, and behavior and health impact. Please contact Kathryn Guylay for more information about these evaluation forms.

Nurture – Class Supplies List (Class #1)

Item	Needed for Class?	Who will bring? Example
water pitcher	Y	Kathryn
paper products (bowls, plates, napkins, paper towels)	Y	Kathryn
cutlery	Y	Kathryn
name tags	Y	Julia?
pens	Y	Julia?
hair nets	Y	Julia?
gloves	Y	Julia?
counter cleaner	Y	Kathryn
hand soap	Y	Kathryn
dish soap	Y	Kathryn
sponge	Y	Kathryn
colander	Y	Stacey
Props for dinner prep	Y	Kathryn
can openers	Y	Stacey
sharp knife	No- we must pre-cut	-
butter knife	Y	Stacey
Tin foil	Y	Kathryn
Non-stick spray	Y	Kathryn
mixing spoons (2)	Y	Stacey
Spatulas (2)		Stacey
mixing bowls (2)		Stacey
oven mitts	Y	Kathryn
1st aid kit	Y	Kathryn
cutting board	?	
fork to de-bone	N	-
Platters	Y	Kathryn
power strip/ extension cord/ duct tape	Y	Stacey?
Recipe cards/ observe forms	Y	Kathryn
Bags for take home stuff	Y	Kathryn
Cookie sheets	Y	Kathryn
camera	Y	Kathryn
tupperware	Y	Kathryn
aprons	Y	Julia

Nurture- Class Observation Form



DATE: _____ **OBSERVER'S NAME:** _____

DIRECTIONS: Please share your comments to allow us to constantly improve our program. Please use reverse side if you need additional space to write.

QUESTION	COMMENTS
What aspects of the class worked best?	
What aspects of the class could be improved?	
Please comment on the recipes made in class: <ul style="list-style-type: none"> • visual appeal • flavor • presentation • ease of preparation • participant responses 	
Please comment on the cooking equipment demonstrated in class: <ul style="list-style-type: none"> • ease of use • likelihood that it will be used in participant's home 	
Please comment on any topics that would assist Nurture's progress with its classes/programs.	

Thank you for your input!

Please rate the recipes you tried today:



1-not so good

2-4-sort of good

5-OK

6-8-defintely make again

9-yummy

10-a favorite recipe of mine

(circle the number that applies for each recipe)

Please comment on how the food looked, smelled, tasted, how it was to prepare, or provide any feedback that may be helpful for future classes:

Fiesta Casserole	1	2	3	4	5	6	7	8	9	10
Comments										
Quesadillas	1	2	3	4	5	6	7	8	9	10
Comments										
Breakfast Muesli	1	2	3	4	5	6	7	8	9	10
Comments										

Thank you for your input!

Nurture – Class Print-Out List (Class #1)

Item	Needed for Class?	Who will bring?
Agenda	Y	Stacey
Recipes/ Recipe Frameworks	Y	Stacey
Reference Guide	Y	Kathryn
(Blank) Legal Waivers	Y	Kathryn
(Blank) Media Waivers	Y	Kathryn
Observation Form	Y	Kathryn
Recipe Feedback Card	Y	Kathryn
(Blank) Recipe Cards	Y	Kathryn
3 Ring Binders	Y	Kathryn

All items are needed for classes 2-5 except:

- 1) the reference guide which will be returned by the participants to be passed along each week, and
- 2) The 3 ring binders, which the participants keep




Grain recipe name _____ Breakfast/Lunch/Dinner (circle one(s) that apply)

	+		+		+	
Grain		Fruits/ Vegetables		Seasoning(s)		Protein source

Directions: _____

Thoughts: _____

Prepared by: _____ 



Grain recipe name _____ Breakfast/Lunch/Dinner (circle one(s) that apply)

	+		+		+	
Grain		Fruits/ Vegetables		Seasoning(s)		Protein source

Directions: _____

Thoughts: _____

Prepared by: _____ 