



New Host Application

Food Skills for Families

This document package contains:

Host Requirements
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New Host Application Form

If you work for an organization interested in hosting a Food Skills for Families program, please review the Host Requirements outlined on the following pages.

Food Skills for Families programs are instructed by certified Community Facilitators who have each attended a 3.5-day Train-the-Trainer program. Organizations are encouraged to have staff certified as Community Facilitators. If your organization does not have a staff member trained there may be local Community Facilitators who can lead a program for you.

Funding

Funding is awarded throughout the year and includes the following:

- **Groceries:** BCCDC covers food costs related to the running of this program. Food eligible for reimbursement is listed on the grocery shopping lists found in the Facilitator Guide. Shopping should be done by the Facilitator. The Facilitator is required to submit an invoice and all food receipts directly to BCCDC for reimbursement.
- **Participant Handbooks:** Each participant (max 12) will be provided a Participant Handbook. It contains all the recipes cooked in class as well as helpful tips, tricks and recipe modifications.
- **Program Materials:** Session One forms (includes Participant consent forms), Session Six forms, Canada's food guides, Certificates of Completion, grocery store gift bags and nametags.
- **Support:** BCCDC Food Skills for Families program staff are available by phone and email to provide additional support and guidance throughout the length of your program.

Facilitators

Funding for a Facilitator is available **ONCE per year** if no staff member is trained. Partners hoping to run more than one program per year should consider training a staff member as a facilitator.

Returning Organizations

If your organization has previously hosted a program contact the Food Skills team directly to set up your next program. The Food Skills Team can be reached at foodskillsBC@bccdc.ca.

Host Requirements - Food Skills for Families

Facility Requirements

- Space to Cook**
Kitchen with space for 6-12 individuals to cook comfortably or a smaller kitchen with a teaching room/area attached that can also be used for food preparation.
- Space to Teach, Discuss and Dine Together**
Teaching area with table and chairs that can comfortably accommodate at minimum six individuals.
- Ability to Book a Kitchen**
There are six sessions in the program; session five is held at a grocery store and may or may not be held in the kitchen. Sessions run in four-hour blocks (1 hour set up + 3 hours program + 1 hour cleanup). Sessions should be held once a week for six consecutive weeks or twice a week for three consecutive weeks.
- Equipped Kitchen**
Ensure good functioning of required equipment (listed on the next page).

Facility Staff Requirements

- Participant Registration, Commitment & Confirmations**
Host Organization staff are responsible for registering participants as outlined in the requirements listed below. Host will communicate with participants at time of registration to ensure they understand the program's time commitment of attending a three-hour session for all six sessions. Host will provide a list of participants to Facilitator prior to program and provide reminder calls/emails to participants prior to the first session.
- Post Program Survey**
Following the final session, a representative of the host organization will complete a post-program survey.

Participant Requirements

- Ability to Reach Priority Populations**
The Host Organization must be a community-based organization able to reach at least one of the five priority groups; Indigenous, Punjabi, newcomer, people living with limited income or seniors.
- Registration of 6-12 Participants**
The program is optimal for 8-12 participants. Programs may begin with 6-12 registered participants. Over registration is encouraged if there is a history of registrant dropouts among participants.
- Ability to Meet Participant Age Requirements**
All participants are adults (ages 19 and over) unless the following criteria is met:
 - Minors aged 13-18 are allowed to participate if a parent or legal guardian is participating with them or;
 - Minors aged 13-18 are allowed to participate unaccompanied if the Facilitator is a staff member of the organization hosting the program and the organization has satisfied all the requirements outlined in the [BCCDC Youth Guidelines](#) document.

Safety Requirements

- First Aid & First Aid Procedures**
First aid kit located in or near kitchen, and first aid procedures shared with Facilitator and participants.
- COVID-19 Communicable Disease Prevention Plan**
[Communicable disease prevention: A guide for employers](#) describes a four-step process to help employers reduce the risk of communicable disease in their workplace.

Equipment List - Food Skills for Families

Quantity	Measures
2 Sets	Measuring Cups – Dry
2 Sets	Measuring Cups - Liquid
2 Sets	Measuring Spoons
Quantity	Kitchen Tools
1	Can Opener
10	Cutting Boards
1	Food Thermometer
1	Garlic Press
2	Graters
3 Sets	Mixing Bowl Set
1	Salad Spinner
1	Potato Masher
1	Sieve (fine mesh colander)
2	Strainers/Colanders
1 Box	Toothpicks
3	Vegetable Peelers
2	Water jugs
2	Whisks
1	Knife Sharpener
Quantity	Stove Top Equipment
2	Frying Pans (large)
2 Sets	Pots (sauce pans) with Lids <i>small, medium and large</i>
1	Wok (or deep-sided skillet)

Quantity	Appliances
1	Blender or Food Processor
1	Microwave
1	Stove Top - 4 Burner
1	Oven
Quantity	Baking Equipment
1	Baking Dish – Square <i>9" X 9" or 8" X 8"</i>
1	Baking Dish – Rectangular <i>9" x 13"</i>
3	Cookie Sheets
2	Cooling Racks
2	Muffin Tins
Quantity	Utensils
10	Chef's Knives
13 Sets	Cutlery
10	Paring Knives
2	Spatulas
5	Wooden Spoons
Quantity	Other
13 Sets	Dishes
2 Sets	Oven Mitts
1	Dish Soap
1	Hand Soap
2	Dish Towels
3	Hand Towels
1	Bleach

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BC Centre for Disease Control
Provincial Health Services Authority

FOOD SKILLS HOST APPLICATION

Organization Name	
Program/Group Name	
Organization Address	Address City BC Postal Code
Contact Person Name	
Job Title	
Work Email	
Work Phone	

<p>Do you meet ALL the program's Host Requirements listed on the previous page?</p> <p>Yes</p> <p>No</p> <p><i>Comments</i></p>
<p>Where is the Kitchen where the program will be held?</p> <p>Kitchen is on-site + contains all equipment listed on Master Equipment List.</p> <p>Kitchen is off-site + contains all equipment listed on Master Equipment List.</p> <p><i>If off-site provide name and address of kitchen.</i></p>

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Briefly describe your organization's Vision and Mission.

Indicate which Food Skills **priority population(s)** you work with.

Indigenous

Lower income

Seniors

Punjabi

Newcomers to Canada

Other

Do you work with any **Indigenous** groups?

Yes

No

If yes, please list groups.

Will the program be held at an on-reserve location?

Yes

No

Briefly describe who your Food Skills for Families participants would be?

Example: Participants of the Best for Baby's program, newcomers group, registration open to all clients.

If approved, when would you like to deliver your first Food Skills for Families program.

First Program (ex. Fall 2020):

If Facilitator is known, please indicate.

Facilitator's Name (if known):

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Please read and check the boxes below to indicate you understand and meet the requirements.

- My organization is able to reach one of the above stated priority populations.
- My organization has access to a kitchen that meets the host requirements and contains all equipment listed on the Master Equipment List below.
- My organization would like to offer at least one Food Skills for Families programs per year.
- I understand that programs are designed for 8-12 participants.

SIGNATURE

Applicant Signature

Applicant Name

Applicant Title

Date

Once completed, email form to FoodskillsBC@bccdc.ca

BC Centre for Disease Control (BCCDC) Privacy Statement

BCCDC respects your privacy. The information we collect ensures that our Food Skills for Families program staff can respond to subsequent inquiries and can continue to provide the best possible programs and services appropriate to your individual needs. The information gathered is also used to help guide BCCDC to inform future program updates. Your personal information is collected in accordance with section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the Food Skills for Families program, please contact: foodskillsBC@bccdc.ca.