

# FACILITATOR CHECKLIST

The following is a list of the resources you will need to acquire and the tasks you may need to perform as you prepare to facilitate each module.

If in doubt, or if you have any questions at all, please email the Food Families Program Coordinator. They will work with you to ensure you have everything you need to be successful in moving forward.

Contact:

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Time Frame	Description Of Activities	Resources Needed
Pre-Program	<input type="checkbox"/> Read through all curriculum	• Code to access toolkit on website
	<input type="checkbox"/> Watch curriculum videos	
	<input type="checkbox"/> Ensure kitchen equipment is available	• Kitchen Inventory (toolkit)
	<input type="checkbox"/> Recruit participants and volunteers	• N/A
	<input type="checkbox"/> Set tentative dates for each module	• N/A
	<input type="checkbox"/> Confirm budget and look into sponsorship opportunities or subsidy	• Food Families Program Coordinator
Prior to "Getting To Know You" Module	<input type="checkbox"/> Decide which modules may need a guest facilitator	• Food Families Program Coordinator
	<input type="checkbox"/> Ensure kitchen equipment is available and prepare to bake Black Bean Brownie recipe	• Kitchen supplies
	<input type="checkbox"/> Purchase binders for participant guide	• Budget
	<input type="checkbox"/> Print all handouts	• Toolkit/curriculum
Prior to "Healthy Eating" Module	<input type="checkbox"/> Purchase and prepare snack for group	• Budget
	<input type="checkbox"/> Watch video, "What's The Best Diet? Healthy Eating 101" by Dr. Mike Evans	• Computer/YouTube
	<input type="checkbox"/> Prepare all handouts	• Curriculum
	<input type="checkbox"/> Decide which recipe(s) to prepare and purchase ingredients – ensure kitchen equipment is available	• Curriculum
	<input type="checkbox"/> Decide if you want a guest speaker	• Food Families Program Coordinator
	<input type="checkbox"/> Purchase and prepare snack for group	• Budget



Time Frame	Description Of Activities	Resources Needed
Prior to "Couponing 101" Module	<input type="checkbox"/> Collect many coupons from various sources	• Curriculum
	<input type="checkbox"/> Purchase materials/tools for organizing coupons (binders, highlighters, etc.)	• Budget
	<input type="checkbox"/> Organize a binder with coupons to show participants	• Curriculum
	<input type="checkbox"/> Sign up for and begin to use Rewards Programs	• Computer/phone
	<input type="checkbox"/> Access/borrow 2 to 4 laptops or iPads to have participants sign up for Rewards Programs online	• Computers
	<input type="checkbox"/> Recruit 1 or 2 volunteers to help assist with Rewards Program sign-up	• N/A
	<input type="checkbox"/> Print handouts	• Curriculum
	<input type="checkbox"/> Purchase and prepare snack for group	• Budget
Prior to "Price Matching/Meal Planning" Module	<input type="checkbox"/> Prepare "Price Is Right" Icebreaker activity	• Curriculum
	<input type="checkbox"/> Collect current and local grocery store flyers	• N/A
	<input type="checkbox"/> Obtain Harvest Bucks	• Food Families Program Coordinator/budget
	<input type="checkbox"/> Download Reebee and Flipp apps on your phone and try price matching if you have never done it before	• Smart phone (can view apps on computer as well)
	<input type="checkbox"/> Prepare your own meal plan to share as an example	• Curriculum
	<input type="checkbox"/> You may want to have a computer and projection machine to show grocery flyer apps on a big screen (not mandatory)	• Community connections
	<input type="checkbox"/> Print handouts	• Curriculum
	<input type="checkbox"/> Purchase and prepare snack for group	• Budget
Prior to "Kitchen Safety/Knife Skills" Module	<input type="checkbox"/> Decide if you wish to invite guest speakers (e.g. Registered Dietitian/ local chef) to facilitate session	• Food Families Program Coordinator
	<input type="checkbox"/> Borrow, rent, or purchase black light and cream/powder for Icebreaker activity	• Food Families Program Coordinator • PA Shop • MLHU



Time Frame	Description Of Activities	Resources Needed
	<input type="checkbox"/> Acquire food and fridge thermometers (purchase, sponsorship)	<ul style="list-style-type: none"> <li>• MLHU</li> <li>• Local stores</li> </ul>
	<input type="checkbox"/> Acquire basic knives or sets for distribution to participants	<ul style="list-style-type: none"> <li>• Local stores/online order</li> </ul>
	<input type="checkbox"/> Acquire cutting boards for participants	<ul style="list-style-type: none"> <li>• Local stores/online orders</li> </ul>
	<input type="checkbox"/> Purchase food for knife skills activity (chicken & vegetable stir-fry)	<ul style="list-style-type: none"> <li>• Local store</li> </ul>
	<input type="checkbox"/> Print handouts	<ul style="list-style-type: none"> <li>• Curriculum</li> </ul>
	<input type="checkbox"/> Purchase and prepare snack for group	<ul style="list-style-type: none"> <li>• Budget</li> </ul>
Prior to "Collective Kitchen(s)" Module	<input type="checkbox"/> Schedule date with participants well in advance	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	<input type="checkbox"/> Read through all guidelines in curriculum	<ul style="list-style-type: none"> <li>• Curriculum</li> </ul>
	<input type="checkbox"/> Recruit enough volunteers to help lead at various stations	<ul style="list-style-type: none"> <li>• Personal connections</li> <li>• Food Families Program Coordinator</li> </ul>
	<input type="checkbox"/> Make decisions on which recipes to prepare	<ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Food Families Program Coordinator</li> </ul>
	<input type="checkbox"/> Ensure all kitchen equipment is available and secure any resources/ tools you might need	<ul style="list-style-type: none"> <li>• Based on recipes chosen</li> </ul>
	<input type="checkbox"/> Develop list of food items needed (how much food do you need?)	<ul style="list-style-type: none"> <li>• Food Families Program Coordinator</li> </ul>
	<input type="checkbox"/> Shop for all ingredients (use coupons and price matching techniques)	<ul style="list-style-type: none"> <li>• Local stores</li> </ul>
	<input type="checkbox"/> Print recipes for each station and for each participant	<ul style="list-style-type: none"> <li>• Curriculum</li> </ul>
	<input type="checkbox"/> Set up a process for registration (need to confirm in advance who will be attending)	<ul style="list-style-type: none"> <li>• Facebook</li> <li>• Email</li> </ul>
	<input type="checkbox"/> Prepare a rotation schedule so each participant experiences various stations	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Prior to "Money Sense" Module	<input type="checkbox"/> Decide if you would like to invite a guest speaker to facilitate the module	<ul style="list-style-type: none"> <li>• Food Families Program Coordinator</li> </ul>
	<input type="checkbox"/> Prepare ideas for stretching a budget	<ul style="list-style-type: none"> <li>• Curriculum</li> </ul>
	<input type="checkbox"/> Complete your version of "Laura's" budget from the case study	<ul style="list-style-type: none"> <li>• Curriculum</li> </ul>
	<input type="checkbox"/> Print handouts	<ul style="list-style-type: none"> <li>• Curriculum</li> </ul>



Time Frame	Description Of Activities	Resources Needed
	<input type="checkbox"/> Purchase and prepare snack for group	• Budget
	<input type="checkbox"/> Play "Bringing Home The Bacon" game to prepare for Icebreaker activity	• Computer
Prior to "Food Preservation" Module	<input type="checkbox"/> Decide if you would like to have a guest facilitator lead this session	• Food Families Program Coordinator
	<input type="checkbox"/> Prepare "Loaded Questions" Icebreaker activity	• Curriculum
	<input type="checkbox"/> Purchase/gather "Water Bath" and "Freezer" method equipment/items	• Curriculum • Local stores
	<input type="checkbox"/> Purchase food items based on recipes for food preservation	• Curriculum • Local stores
	<input type="checkbox"/> Print handouts	• Curriculum
	<input type="checkbox"/> Purchase and prepare snack for group	• Budget
Prior to "Cooking With And For Your Kids" Module	<input type="checkbox"/> Decide if you would like to have a guest facilitator lead this session	• Food Families Program Coordinator
	<input type="checkbox"/> Prepare food for Icebreaker activity	• Curriculum
	<input type="checkbox"/> Choose two or three recipes, purchase the ingredients, and prepare for cooking together	• Curriculum • Local stores
	<input type="checkbox"/> Print handouts	• Curriculum
	<input type="checkbox"/> Purchase and prepare snack for group	• Budget
Prior to "Growing Your Own Food" Module	<input type="checkbox"/> Decide if you would like to have a guest facilitator lead this session	• Food Families Program Coordinator
	<input type="checkbox"/> Prepare cards for "Vegetable Garden" Icebreaker game	• Curriculum
	<input type="checkbox"/> Purchase gardening tool set and seeds	• Local stores
	<input type="checkbox"/> Obtain containers for participants	• Personal connections • Local stores
	<input type="checkbox"/> Print handouts	• Curriculum
	<input type="checkbox"/> Purchase and prepare snack for group	• Budget
Prior to "Group Celebration" Module	<input type="checkbox"/> Prepare certificates of completion	• Curriculum
	<input type="checkbox"/> Prepare a few kind thoughts about each participant	• Curriculum
	<input type="checkbox"/> Prepare questions for trivia game	• Curriculum
	<input type="checkbox"/> Purchase small gifts for each participant	• Budget
	<input type="checkbox"/> Purchase and prepare "party snacks"	• Budget

