**CMATS Tour Sample Agenda**

**Before the Tour:**

Check that you have all necessary materials for the tour

* Cooking Matters participant booklet, participant waivers, participant surveys, participant enrollment forms, and facilitator guides (for your reference only; please bring back the facilitator guides to re-use in future tours). Reusable shopping bags (include pens and calculators).

Arrive at the store 20 minutes early.

* Introduce yourself to store manager and let them know you are present to conduct a Cooking Matters at the Store Tour. Make sure you emphasize that you will be shopping at the end of the tour.
* Do a brief walk around - take time to familiarize yourself with the store.

**During the 2-Hour Tour:**

*15 minutes:*

* Meet participants in front of the store and take attendance if applicable.
* Introduce yourselves to the group and explain the objective of the tour and its components.
* Explain that there will be a $10 challenge at the end of the tour and a brief survey.
* Please do not distribute shopping bags until the end of the tour.

*60 minutes:*

* Begin tour and facilitate conversation with participants about healthy and affordable shopping using the facilitator guide. Go around the perimeter of the store and aisle by aisle throughout the store remaining mindful not to get in the way of shopping customers and being respectful of site or vendor’s facility. Please do not discredit any products available.
* Be sure all objectives are covered – if not covered in the suggested aisle, do it somewhere else:
	+ Identify at least three economical ways of purchasing fruits and vegetables
	+ Practice comparing unit prices
	+ Practice comparing food labels
	+ Practice identifying whole grains.

*30 minutes:*

* Remind participants about how the $10 challenge works (see guidelines below).
* Advise participants to meet you at the designated spot in the store and give them approximately 25 minutes to shop for $10 challenge.
* While participants are shopping, the tour leader purchases exact amount of $10 gift cards for tour participants.

*15 minutes:*

* As participants come back to meet you at the agreed spot, make sure they meet the criteria for the $10 challenge (see guidelines below).
* Distribute surveys and the other forms and ask participants to fill them out in blue or black ink. Be available to answer questions if needed.
* Give participants approximately 10-15 minutes to complete surveys and the other forms and collect them.
* Give participant their $10 gift card and distribute shopping bags.
* Thank each participant for coming!

**After the Tour:**

* Mail completed participation waivers, participant surveys, enrollment forms, original receipt of gift card purchase to:

Solid Ground

Cooking Matters
1501 N 45th Street

Seattle, WA 98103

**Cooking Matters at The Store Tour $10 Challenge Guidelines**

Participants will use all they have learned on the tour to choose food items representing at least 3 out of the 5 MyPlate food groups for $10 or less.

The $10 gift card is to be used to shop for healthy ingredients only. Items such as; prepared foods, lotto tickets, alcohol, cigarettes, and other non-food items are not approved items. Please make sure participants stick to whole foods which are minimally processed as you see fit. If they aren’t, kindly suggest to them to substitute items to avoid foods high in sugar, salt and/or trans/saturated fats etc. while being respectful to all participants.