**Class Zero Agenda:**

\*Bring copies of volunteer waivers for any volunteers who’ve not yet completed it (for example, volunteers recruited by host agency). *All of our trained volunteers should have already completed one at volunteer training.*

1. Introductions
2. Learn about the agency and who the participants are.
	1. How many participants?
	2. Any food allergies or restrictions?
	3. Any special circumstances to know about?
3. Class Management and Volunteer Roles
	1. Importance of team teaching and communication
	2. Chef-planning, menu, lead for class management
	3. Nutrition Instructor-provide materials and instruction for nutrition lesson
	4. Assistant-General class assistance; Paperwork/Attendance; Weekly Reports
	5. Shopper-provide ingredients and materials for class; keep receipts, provide receipts at end of each month to coordinator
	6. Coordinator- provide assistance in lesson/menu planning, making shopping list, providing extra materials, as needed; helps facilitate communication between all parties
	7. Any planned absences for volunteers?
4. Weeks 1 and 6-survey administration
5. Review course folder contents and paperwork requirements
	1. Importance of paperwork and attendance sheet!
6. Week 5 Shopping Tour
7. Class Planning
	1. Chef does lesson plan each week, sends out to entire team
	2. Agency contact makes reminder phone calls each week, notifies shopper how many participants to expect each week
	3. Shopper communicates with agency contact to get weekly participant numbers, makes shopping list accordingly
	4. Agency contact makes copies of any handouts and recipes needed for class each week
8. Tour space/Materials Available
	1. Use of onsite kitchen items
		1. \*Check onsite equipment against IFB equipment bin list so you have an idea of what to bring for class on week 1.
	2. What materials/equipment will you provide? Review of bin lists.
	3. Where will bins be stored?
		1. Class Folder
	4. Laundry
9. Planning for Week 1!