

## **Collaboration Gold Standards for Cooking Matters and Course Partner Organizations**

Cooking Matters collaborates with strong community partners in order to deliver highly effective food skills education in the community. The “gold standards” are a resource to guide partnership opportunities and collaboration between Cooking Matters and course partner organizations, as they work together to deliver successful programming.

<b><i>Standard I: Partner organization understands and promotes the mission of Cooking Matters</i></b>	
<b><i>Dimension</i></b>	<b><i>Indicators</i></b>
<input type="checkbox"/> Informs all relevant/involved staff in organization as to what Cooking Matters is and demonstrates understanding of the partnership.	<input type="checkbox"/> Delegates primary contact person who communicates expectations of Cooking Matters partnership to all key people. This designated site contact recruits Cooking Matters participants, is present during Cooking Matters programming, makes reminder phone calls, etc.
<input type="checkbox"/> Recognizes the benefit of providing food skills education	<input type="checkbox"/> Integrates Cooking Matters programming as part of larger organizational health and wellness programs.
<b><i>Standard II: Partner organization allocates adequate staff resources</i></b>	
<input type="checkbox"/> Designates a primary contact person to communicate with Cooking Matters staff and oversee implementation of courses at the site	<input type="checkbox"/> Messages or makes reminder calls or to all course participants the day before class each week. Uses alternate communications if participants are unresponsive to phone calls. Ensures that out of service phone numbers are updated. <input type="checkbox"/> Communicates with Cooking Matters staff regularly regarding course logistics (e.g. number of participants expected at next class session). <input type="checkbox"/> Assigns a staff person to be present at the site during each class. For Cooking Matters for Kids and Cooking Matters for Teens courses, a designated partner organization staff person is present in the classroom for the entirety of each class. Staff person should be available to help with classroom management, and discipline, if necessary.
<input type="checkbox"/> Markets program	<input type="checkbox"/> Appropriately refers to program as Share Our Strength’s Cooking Matters® in all communications materials (printed and social media). <input type="checkbox"/> Positively communicates among all stakeholders, including participants, that programming emphasizes healthy cooking, nutrition education, and shopping on a budget (e.g. a six-week course cannot be described only as a “cooking class”).
<input type="checkbox"/> Follows designated process to ensure key program tasks are completed	<input type="checkbox"/> Completes appropriate paperwork in a timely manner (e.g. partnership application, collaboration agreement, participant permission slips, participant waivers, etc.) <input type="checkbox"/> Notifies Cooking Matters staff of any site contact changes, vacations, etc. <input type="checkbox"/> Delegates tasks to other staff, as needed. Ensures that staff receives understands tasks and receives all pertinent materials (e.g. phone call list, Cooking Matters contacts, etc.).
<b><i>Standard III: Partner organization recruits intended audience</i></b>	
<input type="checkbox"/> Recruits priority populations for courses	<input type="checkbox"/> Recruits clients that are low-income and are currently or have the desire to cook for themselves and their families. <ul style="list-style-type: none"> <li>○ An example of how “low income” could be defined is: at least 50% of the clients served by organization must be eligible for or receiving SNAP benefits.</li> </ul> <input type="checkbox"/> Recruits participants that are primarily parents, guardians, or caretakers of children between the ages of 0-5. <input type="checkbox"/> Recruits participants best suited for agreed-upon course type (based on guidance from Cooking Matters staff). <input type="checkbox"/> Recruits 8-16 regularly attending participants who have not previously graduated from

	<p>the same Cooking Matters course.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recruits participants at least 4-6 weeks before course start.</li> <li><input type="checkbox"/> Provides participant enrollment status to Cooking Matters staff at least one week prior to course start.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Successfully communicates course enrollment participant expectations to participants</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Understands that Cooking Matters does not offer a drop-in program. All classes build on each other and are part of a complete course. Participants are asked to attend all of the classes within the series, and must attend at least four of six classes to graduate.</li> <li><input type="checkbox"/> Understands that new participants are not allowed to start a course after week 2.</li> </ul>

**Standard IV: Partner organization provides physical space and resources necessary to run a successful Cooking Matters course.**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides kitchen/meeting space conducive for delivering Cooking Matters courses</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Makes sure the room/kitchen is available for at least 3 hours, to include time for set-up and clean-up.</li> <li><input type="checkbox"/> Makes sure the room/kitchen is set up, free of clutter and clean at least 30 minutes prior to the start of each class.</li> <li><input type="checkbox"/> Ensures that space is safe, accessible by all and accommodates ability to engage all participants in food preparation and a shared meal (e.g. has an adequate amount of tables and chairs, offers enough working space for each person to actively participate in the course, etc.).</li> <li><input type="checkbox"/> Ensures that space has hot running water from a sink that is separate from the bathroom.</li> <li><input type="checkbox"/> Ensures that space has live, 3-prong electrical outlets.</li> <li><input type="checkbox"/> Ensures that distractions are minimized (e.g. does not share space with another concurrent program; childcare is not in same room, etc.).</li> <li><input type="checkbox"/> If a kitchen is not available, explores possibility of using a different space that has a kitchen such as local community center or church or, at a minimum, ensures capability to set up portable kitchen equipment.</li> </ul>
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**Standard V: Partner organization proactively addresses barriers to ensure a successful program**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Schedules courses to best meet the needs of participants and partner organization</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Considers the best time of day, day of week, and time of year to maximize participant attendance.</li> <li><input type="checkbox"/> Considers other organization and participant obligations (holidays, events, school vacations, cultural celebrations, etc.).</li> <li><input type="checkbox"/> Reviews calendar at the site to make sure there are no date conflicts.</li> <li><input type="checkbox"/> Communicates unexpected changes to schedule to all appropriate people including participants, volunteers, and Cooking Matters staff.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Offers support services that make it easier for people to participate in programming</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides childcare (identifies and recruits a licensed child care provider if site requires).</li> <li><input type="checkbox"/> Provides interpreter (identifies and recruits individual that is not a course participant).</li> <li><input type="checkbox"/> Provides transportation (for grocery store trip and for individuals, as needed).</li> <li><input type="checkbox"/> Communicates any special circumstances (e.g. illiterate participant(s), need for Spanish materials, etc.) to Cooking Matters staff.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Participates in follow-up and evaluation</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Works with Cooking Matters staff to give and receive feedback and identify areas for improvement for future programming.</li> </ul>