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COOKING  
MATTERS™  
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## Grocery Shopping Instructions for CM Courses

### **Step One: Determine foods needed.**

- Discuss plans for the upcoming week with the culinary and nutrition instructors, noting the recipe(s) to be prepared in class, along with any in-class activities for which food is needed.
- Note any changes to the recipe or foods used in the activity requested by the instructors.

### **Step Two: Make your shopping list.**

- Call the host agency coordinator to confirm the number of participants attending class for the upcoming week.
- Using the 'Template Shopping List' at the end of this document, follow the instructions below:
  - At the top of your list, write the following: host site name, course type (e.g., *Eating Right, Kids Up Front*), week of class, and number of participants.
  - Using the recipe(s) and activity instructions, write down each ingredient needed (Column A) and the amount called for (Column B).
  - Determine how many portions of the recipe you will need for the number of participants in your group. For example, if the recipe serves 6 and there are 9 people in your class, you will need 1.5 portions. Write this number in Column C.
  - For each ingredient that will also be included in take-home grocery bags (see page 5), write down how many additional portions are needed. For example, if there are 9 people in your class and you will be providing enough of the ingredient for each person to make the full recipe at home, you will need 9 extra portions for take-home bags. Write this number in Column D. Enter "0" if the ingredient will not be included in the take-home grocery bags.
  - Add Columns C and D to get the total portions needed for each ingredient, and enter this number in Column E. Continuing the example above, for our class of 9 participants we would need 10.5 total portions for any ingredients that will be provided in take-home grocery bags ( $1.5 + 9 = 10.5$ ), and 1.5 total portions for ingredients that will only be used in-class ( $1.5 + 0 = 1.5$ ).
  - Determine the total amount of each ingredient needed by multiplying the amount called for in Column B by the total portions needed in Column E. Enter this amount in Column F. For example, if our recipe calls for 1 cup of barley, and we need 10.5 total portions, we will need 10.5 total cups of barley ( $10.5 \times 1 = 10.5$ ).
  - Next, check to see which ingredients you already have on hand, and write down the amount in Column G.
  - Subtract the amount on hand (Column G) from the amount needed (Column F) to get your total purchase amount, and enter that number in Column H. For example, if we need 10.5 cups of barley, and we already have 2.5 cups on hand, we will only need to purchase 8 cups ( $10.5 - 2.5 = 8$ ).
  - Compare your list to store circulars for sale items that week. Determine if you can substitute an ingredient in the recipe for an item on sale, and note that on your list in Column I. You may also wish to note any other potential substitutions that would be acceptable at the time of purchase, such as seasonal ingredients, shopper card savings items, etc.
  - If you will not be the person doing the shopping, be sure to write down any special instructions for the shopper in Column J. For example, you could note the location

of any difficult-to-find ingredients, or a particular low-cost brand of ingredient the shopper should look for.

**Step Three: Purchase groceries.**

- Plan to shop for foods no more than 1-2 days in advance of the class, to prevent spoilage or overripe produce.
- Allocate more than enough time for shopping to allow for traffic, long check-out lines, or missing ingredients at the first store you try.
- Bring the following items with you to the store: shopping list, store gift cards, coupons, store saver cards.
- Shop for each item on your list, following the 'Guidelines for Purchasing Healthy, Inexpensive Ingredients' on page 4 of this document.
- As you check out, remember to pick up enough bags to package up take-home groceries.
- Purchase the items using only the store gift cards – do not use your own cash, even for small amounts. Be sure to use up the entire card before moving on to the next card, and do not get any remaining amounts on the card in cash.
- Save your receipt.

**Step Four: Bring groceries to class and package take-home grocery bags.**

- Make sure you arrive with groceries no later than 30 minutes prior to class.
- Upon arrival, separate the food used for in-class cooking and activities, and be sure it is easily accessible for the culinary and nutrition instructors.
- Prepare take-home grocery bags for each participant following the instructions below:
  - Divvy up each recipe ingredient that will be sent home with participants according to the amount needed to make the entire recipe. Each take-home bag should contain the same ingredients.
  - Label other broken-down bulk items as needed.
  - Include a copy of the recipe in each take-home bag.

**Step Five: Organize and turn in receipts.**

- At the end of the course series, label receipts for each week (e.g., Week 1, Week 2, etc.)
- Organize the receipts in order of week and place them in a manila envelope.
- Add any remaining gift cards to the manila envelope.
- On the outside of the envelope, write the following: total amount spent each week, total amount issued on the gift cards, total amount used on the gift cards, and total amount remaining on the returned gift cards.

## **Guidelines for Purchasing Healthy, Inexpensive Ingredients**

Please follow the same guidelines for purchasing healthy, inexpensive ingredients as we teach our participants. It's important for participants to see that they can truly make these recipes themselves on a limited budget!

### **Purchase inexpensive ingredients:**

- When take-home groceries are provided, groceries should cost no more than \$115.
- When take-home groceries are not provided (Kids), groceries should cost considerably less.
- Use a shopper savings card to take advantage of store sales.
- Shop with flexibility in mind. Note which recipe ingredients could be substituted with less expensive sale items. For example, substitute out-of-season produce for in-season or sale produce whenever possible.
- Buy store brands instead of name brands, unless the name brand turns out to be cheaper.
- Buy in bulk when it is practical and you are sure all the food can be used before spoiling (e.g., bulk spices, bulk produce that will be separated and provided in take-home grocery bags).
- Buy whole instead of pre-packaged produce (e.g., whole carrots instead of baby carrots).
- Compare unit prices to be sure you are getting the best deal.
- Keep an "CM pantry" at the site. Purchase larger packages of items commonly used in CM recipes that you can take with you each week (e.g., oil, cooking spray, salt, pepper, spices, canola oil, etc.).

### **Purchase healthy ingredients:**

- Look for whole grains instead of refined grains whenever possible.
- When purchasing canned goods, look for "no salt added" or "reduced salt" varieties.
- When purchasing canned fruits, look for fruits canned in light syrup or in their own natural juices.
- When purchasing frozen fruits, look for "no sugar added" varieties.
- Look for dairy products made with nonfat or reduced-fat milk.

## **Guidelines for Determining Which Ingredients to Send Home**

1. Ideally you will send home all recipe ingredients in take-home grocery bags except small quantity items that you can assume are on hand at home. For example:

- Butter
- Salt and pepper
- Common herbs and spices, like parsley or cinnamon
- Eggs
- Condiments, such as oil, sour cream, ketchup, and mustard

2. You should send home small quantity items that are less common and are not likely to be on hand at home. For example:

- Fresh herbs
- Specialty condiments like soy sauce

3. If you are unable to provide all major recipe ingredients, think carefully about how to select ingredients to maximize your program's grocery budget. For example:

- If a recipe calls for 3 different produce items, provide the two that may be more difficult for participants to afford or locate.
- Provide the specific amount called for in the recipe, rather than a full package. For instance, provide a Ziploc bag with 1 cup of rice measured out, instead of a full bag of rice.

### Template Shopping List

Host Site: \_\_\_\_\_  
 Course Name: \_\_\_\_\_

Week (circle):    1    2    3    4    5    6  
 Number of participants: \_\_\_\_\_

A	B	C	D	E	F	G	H	I	J
Ingredient	Recipe Amt	In-Class Portions	Take-Home Portions	Total Portions	Amt Needed	Amt On Hand	Purchase Amt	Possible substitutions	Special Instructions
<i>Ex) Pearl barley</i>	<i>1 cup</i>	<i>1.5</i>	<i>9.0</i>	<i>10.5</i>	<i>10.5 cups</i>	<i>2.5 cups</i>	<i>8 cups</i>	<i>Quick cook barley</i>	<i>Find in the rice aisle</i>