



What Is My Role as a Contact Person For a Cooking Matters Satellite Partnership?



Each satellite partner organization selects one employee as their designated contact person. This employee coordinates the Cooking Matters program in their area by upholding the terms of the Satellite Partnership Agreement and completing the following tasks:

1. **Complete Satellite Partnership training-** Includes online training videos and shadowing a course
2. **Communicate with The Idaho Foodbank throughout partnership-** Conveys questions and reports program highlights
3. **Order curriculum materials-** Uses Satellite Partner Training and Resource blog forms as prescribed by coordinator timeline to secure free materials
4. **Contact host sites and coordinate course scheduling-** Ensures sites have adequate facilities and organizational support
5. **Recruit and check volunteers on the National Sex Offender Registry-** Submits Volunteer Waiver for each individual
6. **Ensure volunteers are trained using blog modules and in-person sessions**
7. **Recruit appropriate participants-** Aims for approximately 12-15 but no less than 8 low-income participants each course; does not allow repeat participants
8. **Source food for cooking and take-home groceries-** Coordinates with food banks or donors to secure food for weekly cooking and take-home groceries (this is required in Adults and Families courses, and recommended in other courses)
9. **Provide support throughout course-** Attends at least the first and last class personally, and designates host site staff person to oversee any courses when not present
10. **Oversee reporting paperwork -** Ensures completion and return of all surveys, waivers, and reporting forms
11. **Ensure that all Satellite Partnership Agreement terms and conditions are upheld**

Questions?

Check the Satellite Partner Training and Resource Blog:

Or contact Alexa Appelman, the Nutrition Education Coordinator: aappelman@idahofoodbank.org