



## What Is My Role as a Contact Person for a *Cooking Matters at the Store* Satellite Partnership?



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

1. Communicate with Idaho Foodbank - Conveys questions and reports program highlights
2. Request tours and order materials - Uses Satellite Partner Training and Resource blog forms as prescribed by coordinator timeline
3. Communicate with grocery store managers:
  - All Grocery Store Tours: Seeks approval from local managers for tours
4. Recruits and checks volunteers on the National Sex Offender Registry - Submits Volunteer Waivers for each individual
5. Ensure volunteers are trained using blog modules
6. Recruit appropriate participants - Aims for 6-10 low-income participants each tour; does not allow repeat participants
7. Oversee reporting paperwork - Ensures completion and return of all papers, unused gift cards, and receipts
8. 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](mailto:aappelman@idahofoodbank.org)