# CM_horiz_cmyk_new

# Agreement between

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#  and {Insert Organization Name Here} and Cooking Matters of The Idaho Foodbank

This Agreement is made this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, by and between {Insert Organization Name Here} and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as “Host Agency”), as it pertains to implementing Cooking Matters courses. This Agreement should be renewed every year, unless the host agency coordinator or primary contact for Cooking Matters courses changes first.

# In offering Cooking Matters to your agency,

# The {Insert Organization Name Here} To:

1. Train instructors in teaching the Cooking Matters curriculum.
2. Provide course instructors, if the Host Agency is not able to provide their own.
3. Provide class materials, such as textbooks, handouts, incentives, and graduation certificates.
4. Provide cooking equipment for use in class for agencies that do not have adequate equipment.
5. Provide a Cooking Matters Nutrition Education Specialist who will be easily reachable by phone and e-mail to provide guidance, answer questions, and assist the Host Agency with class planning as needed.
6. Not charge participants for the class. Cooking Matters must be offered without cost to the participants.
7. Leave the teaching space as clean and orderly as it was found.

# The Host Agency Agrees To:

1. Serve students/clients who are low-income (low-income guideline set at 185% of the Federal Poverty Guidelines, or a student population with at least 50% enrollment in the free/reduced lunch program)
2. Provide a teaching space that is clean and can safely and reasonably accommodate the class, unless an agreement is made with The Idaho Foodbank to operate the class at a location other than the Host Agency.
	1. The teaching area should be accessible at least 45 minutes before class begins, to allow for set up, and 45 minutes post-class to allow for clean-up.
	2. The agency contact is responsible for making sure the stove/oven and refrigerator work and that those areas which will be used for food preparation and washing dishes are cleared and cleaned before the start of each class.
3. Recruit between 12 to 20 participants who will be committed to attending each of the 6 classes in the series.
4. Maintain a participant attendance rate of at least 85% per class.
5. Explain to participants the importance of consistent attendance, and encourage regular class participation.
6. Provide a head count of the number of persons enrolled in the class at least 5 business days prior to the start of the first class.
7. Not allow smoking within the facility, *as outlined in the Pro-Children Act of 1994 (20 USC 6081-84).*
8. Remind participants each week about their scheduled class. The person responsible for this is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
9. Turn in children’s paper work (signed waivers and completed enrollment forms for participants under 18) to the Cooking Matters Coordinator at least 3 business days before the start of the course.
10. Designate a primary site contact who will be reachable by phone throughout the class series, particularly on days when classes are scheduled.
	1. It is mandatory that the primary contact or their representative be present or easily reachable by phone during each class session.
	2. The primary contact must be aware of the schedule for other programs, events, or activities going on at the facility to avoid time complications and conflicting use of space.

Staff Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Promptly communicate any changes in the site contact to the CM coordinator.
2. Not make changes to the class schedule, location, curriculum, participation requirements, or any other core changes to the courses, without first receiving written approval from the Cooking Matters Coordinator.
3. Not charge participants for the class. Cooking Matters must be offered without cost to the participants.
4. Post the “And Justice for All” sign in a conspicuous place throughout the duration of the 6-week class.

# Attendance and Graduation Policy:

1. Cooking Matters does not offer a drop-in program. New participants will not be allowed after the second week.
2. A Cooking Matters graduate is defined as a participant who attends at least 4 classes of a 6-session series or at least 8 of the 10 hours of training provided in *Cooking Matters for Child Care Professionals*.
3. Participants are not allowed to repeat a Cooking Matters class series, unless they did not graduate the first time.
4. Except in extenuating circumstances, The Idaho Foodbank will not continue to offer Cooking Matters courses to a site with less than an 85% graduation rate.

# Cancellation Policy:

1. If it is necessary for the host agency to cancel a class or a class session, notification to the Idaho Foodbank’s Cooking Matters coordinator must be given as soon as possible.
2. The Idaho Foodbank reserves the right to cancel the class series if fewer than 10 participants attend for 2 weeks in a row.

# Class Implementation Policy:

1. The teaching area must be available and accessible at least 45 minutes before class begins to allow for set-up, and at least 45 minutes after each class session to allow for clean-up.
2. Any participants who are obviously disruptive to the class will be asked to leave.
3. Participants who are not present in class will not receive take-home groceries.
4. Participants and staff are not permitted to bring outside food into the class. Only water and the food provided by Cooking Matters will be allowed during class.

# Shared Course Support:

The Host Agency agreesto provide the following in-kind support (please initial next to each applicable item):

\_\_\_\_ **Funds for grocery purchases**. The amount that we are able to contribute is: $\_\_\_\_\_\_\_ (*note: the cost of groceries for Kids courses is approximately $20 per participant for the 6-week course, and for Adults courses the cost is approximately $50 per participant for the 6-week course.)*

\_\_\_\_ Child care for children of the class participants

\_\_\_\_ Transportation for participants to attend the course

\_\_\_\_ Transportation for participants to attend the grocery store challenge (Week 5 of 6-week class)

\_\_\_\_ Weekly supply of bottled or other drinking water

\_\_\_\_ Kitchen equipment to use during each class session: large pots and pans, graters, mixing bowls, chef’s knives, cutting boards, vegetable peelers, spatulas, cooking/stirring spoons, can openers

\_\_\_\_ Consumables (bowls/plates/cups/cutlery, disposable aprons, soap, sponges, paper towels)

\_\_\_\_ Washable bowls/plates/cups/cutlery

\_\_\_\_ Office supplies (name tags, pens, markers, tape)

\_\_\_\_ Linens and laundry service (aprons and towels used during each class session)

\_\_\_\_ Gifts for class graduates (i.e. - basic kitchen utensils/equipment, grocery store gift card)

\_\_\_\_ Translator

\_\_\_\_ One or more staff to help teach the course

\_\_\_\_ Staff to shop for the weekly groceries

I have read and agree to comply with all policies and responsibilities outlined in the above Program Agreement. I understand that failure to comply may result in withdrawal of the Cooking Matters program from this site. If I have any follow-up questions or comments, I can contact the Cooking Matters Nutrition Education Specialist at

(208) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e-mail). I also certify that I am authorized to enter into this agreement on behalf of the applying Host Agency.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature – Host Agency class coordinator Date

I value this partnership with and agree to comply with all responsibilities outlined above. I understand that failure to comply may result in the Host Agency terminating their relationship with the Cooking Matters program and a loss of this valuable resource to participants.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{Satellite Partner Coordinator insert name and title} Date