

Paperwork Checklist for SNAP-Ed Cooking Matters Maine Courses

Before Class Starts:

- Send Class Scheduling Form to your Cooking Matters Maine contact one month prior to the class start date

First Class:

- Have participants complete the Participant Waiver and Participant Survey
- Take attendance and record participant initials used for the e-Survey in column provided

Every Class:

- Take attendance using Cooking Matters Attendance sheet
- Record amount of money used for groceries on manila envelope for each corresponding class number
- Save receipts in the manila envelope

Last Class:

- Have participants complete After Course Survey

After Class:

- Complete and scan the SNAP-Ed Cover Sheet into the SNAP-Ed Evaluation Dropbox
- Fill out Cooking Matters End of Course Reporting Form
- Send in paperwork including: Attendance Sheet, Cooking Matters End of Course Reporting Form and gift card(s) in manila envelope with receipts to Courtney Kennedy, 62 Elm St., Portland, ME 04101
- If this was a Cooking Matters for Teens class please send completed surveys with the paperwork listed above to Courtney Kennedy

FRIENDLY REMINDERS

- Scheduling forms must be submitted **ONE MONTH** prior to the class start date to assure arrival of materials in time for your class.
- Course code is a seven digit number found on the manila envelope containing the gift card. The course code is required to complete the e-Survey.
- The course code should also be filled in when completing the SNAP-Ed Cover Sheet.
- E-Surveys should be uploaded/entered within 48 hours of completing the survey.
- Post course paperwork should be submitted no more than one week after the class has ended.
- Participant waivers remain with you and are **NOT** sent to Good Shepherd Food Bank.
- Use the GSFB web portal for the most up to date Cooking Matters forms (the link is below).

PAPERWORK DESCRIPTION (all paperwork can be found on the GSFB web portal)

Class Scheduling Form: Provides a projection of class details to enter in the database and order materials.

Volunteer and Participant Waivers: Are needed for liability purposes and are to be kept on file in your office for three years after the class ends.

Attendance Sheet: Used to determine the number of participants and graduates of the class.

Surveys: Provide information for evaluation and reporting of the Cooking Matters curricula.

End of Course Reporting Form: Provides detailed information regarding courses that is needed to close out the class in the database; please be sure to also include all volunteer information.

GSFB Cooking Matters web portal - <https://www.gsfb.org/snap-ed/>