

COOKING MATTERS PAPERWORK CHECKLIST

Before Class Starts:

- Send Class Scheduling Form to your Cooking Matters Maine contact one month prior to your class start date
- Have all volunteers and class instructors complete the Cooking Matters training with Good Shepherd Food Bank staff

First Class:

- Have participants fill out: Participant Waivers, Participant Enrollment Forms, Participants Survey (demographic page) and Before Class Survey

Every Class:

- Take attendance on the Attendance Sheet
- Record amount used for groceries on manila envelope for each corresponding class number
- Save receipts in envelope

Last Class:

- Have participants fill out After Course Survey

After Class:

- Fill out End of Course Reporting Form
- Code Surveys
- Send paperwork (*Attendance Sheet, Participant Enrollment Forms, Participant Surveys, End of Course Reporting Form, Participant Waivers and Volunteer Waivers*) and **gift card** (in manila envelope) with receipts and to **Courtney Kennedy, Good Shepherd Food Bank, 62 Elm St., Portland, ME 04101.**

FRIENDLY REMINDERS

- Surveys **MUST** be: single sided, printed (NOT photocopied), and filled out in blue or black ink
- Surveys should arrive to Cooking Matters in their original form (ie. *Participant Survey* (demographic page), *Before Course Survey*, *After Course Survey* all stapled together)
- Course codes are a seven digit number found on the manila envelope containing your gift card
- Return paperwork within one week of class ending
- Participant Waivers and Volunteer Waivers can be sent back to Good Shepherd Food Bank

PAPERWORK DESCRIPTIONS

Class Scheduling Form: Found on GSFB Cooking Matters web portal, this form gives us a projection of class details and allow us to place an order in enough time for materials to arrive at the course site

Volunteer and Participant Waivers: Found on the GSFB Cooking Matters web portal, these are for liability purposes and are to be sent back to GSFB upon completion of the course

Attendance Sheet: Found on the GSFB Cooking Matters web portal, this allows us to know the number of graduates and participants of the class

Enrollment Form: Found on the GSFB Cooking Matters web portal, this form provides a unique participant identifier and geographic data.

Surveys (this includes Participant Surveys (demographics page), Before Course Survey and After Course Survey all stapled into one packet): send with course material, this allows for evaluation and reporting of the Cooking Matters curricula. If you need extra surveys, they can be found on the GSFB Cooking Matters web portal

End of Course Reporting Form: Found on the GSFB Cooking Matters web portal, this form allows us to close out the class and to enter detailed information about volunteers into our database.

GSFB Cooking Matters web portal- www.gsfb.org/cmportal

