

Paperwork Checklist for Satellite Partners

Before Class Starts:

- Complete Class Scheduling Form via Google Forms one month prior to the class start date
- Have all volunteers and class instructors complete the Cooking Matters training with Good Shepherd Food Bank staff. Volunteers must also complete the Cooking Matters Waiver

First Class:

- All participants must complete the Participant Waiver and the “Before Course” Participant Survey

Every Class:

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

Last Class:

- All participants must complete the “After Course” Participant Survey

After Class:

- Fill out the Cooking Matters End of Course Reporting Form via Google Forms
- Send paperwork including: Attendance Sheet, gift card(s) in manila envelope with receipts, Participant Surveys, Participant Waivers and Volunteer Waivers to: **Courtney Kennedy, Good Shepherd Food Bank, 494 US Route 1, Suite 2, Yarmouth, ME 04096**

FRIENDLY REMINDERS

- Scheduling forms should be submitted at least one month prior to the class start date whenever possible to assure arrival of materials in time for your class.
- Course code can be found on the manila envelope containing your gift card; it begins with the letter C and is followed by 6 numbers.
- Return all required paperwork within one week of the class ending.
- Participant Waivers and Volunteer Waivers can be sent back to Good Shepherd Food Bank
- Use the GSFB web portal for the most up to date Cooking Matters forms and paperwork (the link is below).

PAPERWORK DESCRIPTION (all paperwork can be found on the GSFB web portal; the link is below)

Class Scheduling Form: Provides class details need for the database and to order materials for the site.

Volunteer and Participant Waivers: These are for liability purposes and are to be sent back to GSFB upon completion of the course.

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

Surveys: Provide information for evaluation and reporting of Cooking Matters curricula. If you need extra surveys they can be found on the GSFB Cooking Matters web portal.

End of Course Reporting Form: Provides detailed information regarding courses which is needed to track course data and volunteer information.

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