COOKING MATTERSTM

# AGREEMENT FORM

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# This agreement is between\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Agency) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Site) and Gleaners Community Food Bank Cooking Matters Program.

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, by Gleaners Community Food Bank Cooking Matters Program and the above mentioned agency and site as it pertains to implementing Cooking Matters courses. This agreement should be renewed annually, or at the time of a new agency contact/site coordinator.

Attendance and Graduation Policy:

1. Cooking Matters does not offer a drop-in class 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 in the *Cooking Matters* series. Cooking Matters maintains the expectation of a minimum 85% graduation rate.
3. Participants are not allowed to repeat the same Cooking Matters series except when they did not graduate the first time.

Cancellation Policy:

1. If a class is cancelled by the site less than 24 hours in advance and the food for the class has already been purchased, the site will owe GCFB for the cost of the perishable foods (extreme weather and major emergencies are accounted for by Cooking Matters).
2. Cooking Matters requires a minimum of 10 and a maximum of 18 participants per class.
3. The class series will be cancelled if less than 10 participants attend for the first two classes.
4. In the case of cancelation Cooking Matters will then offer a Cooking Matters at the store tour as the next and final class and/or work with the site to reschedule the class series.

Class Implementation Policy:

1. Cooking Matters staff and volunteers will be granted access to a clean, organized and reserved program-free classroom/kitchen at least 1 hour prior and after the Cooking Matters class, for a total of 4 hrs.
2. All outside food must be consumed outside of the classroom and before the class begins. Only 100% juice, water, and the food provided by Cooking Matters are allowed in the classroom.
3. All cell phones should be turned off or kept on vibrate during class and only used in the case of an emergency.

# Participants:

1. Any participants who are obviously disruptive to the class will be asked to leave.
2. Participants who are not present in class within the first hour of class commencement may not receive the take-home groceries.
3. Upon enrolling into a Cooking Matters class participants will be made aware of the expectation that they commit to attending all 6 classes of the series.
4. Efforts should be made to ensure participants of Cooking Matters programming are of low income, based on site guidelines. Participants will be recruited without discrimination based upon race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military, and/or status as a protected veteran.
5. According to funding guidelines and Gleaners policies, participants cannot be required to perform work services, or become a part of or a witness to, religious teachings or worship services, to participate in the program.

# Cooking Matters Agrees To:

1. Recruit and train volunteer instructors (culinary, nutrition, and class assistants) to lead classes. In the case that volunteers cannot be allocated to a class series the Cooking Matters Coordinator will act in the place of a Chef and/or nutritionist.
2. Provide demonstration groceries and cooking equipment for classes.
3. Provide a sample tasting of each lessons recipe strictly for class participants only.
Please note, this will not substitute a meal for the participants.
4. Provide take-home groceries for *Cooking Matters for Adults, Cooking Matters for Child Care Professionals, Cooking Matters for Families,* when applicable.
5. Provide class materials such as Cooking Matters workbook, handouts, incentives, and graduation certificates.
6. Administer paperwork, including participant waivers, enrollment forms and pre and post surveys.
7. Leave the classroom/kitchen areas as they were found.
8. Ensure that the Cooking Matters national standards are adhered to in a quality learning environment.
9. Communicate with agency contact, site coordinator and other applicable site staff in a timely manner.

## Agency Contact and Site Coordinator agrees to:

1. Complete and sign all Cooking Matters paper work as well as carry out a site visit with the Cooking Matters Coordinator no less than 2 weeks prior to the commencement of the class series.
2. Maintain contact with Cooking Matters staff and site coordinators prior to and throughout the series.
3. Communicate and reinforce all Cooking Matters policies among all staff involved with the series.
4. All staff are expected to reiterate Cooking Matters policies to participants.
5. Recruit a minimum of 15 and a maximum of 18 participants.
6. Finalize participant enrollment no less than 7 days prior to class commencement. A Cooking Matters Coordinator will make contact to confirm enrollment numbers.
7. Use appropriate discretion when enrolling participants into a Cooking Matters series.
8. Make a weekly phone call, the day prior to class, to remind participants of their expected attendance in class, every week over the 6 week series. The person responsible for making this weekly call/touch base will be, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (person), every \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (day) each week of the class series.
9. For first time Cooking Matters sites it is strongly suggested that the site coordinator or other staff member be a participant in the 6 week class series.
10. For first time CM sites or new site coordinators a staff member is required to attend all classes. For returning sites a staff member must attend the first class and be on site and available if required for each consecutive class.

This designated in class staff member will be;

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

Office Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Back up in class staff member. Can they step into the first class briefly?

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

Office Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. When not in class the site coordinator/designated staff member must be easily accessible to the Cooking Matters Coordinator at all times.
2. Ensure site staff and volunteers with direct repetitive contact with children pass a national background check.
3. Provide childcare during the class time and supervise the childcare provider (if applicable).
4. Provide transportation for the grocery store tour of *Cooking Matters for Adults* (if applicable).
5. No participants can be charged for Cooking Matters courses.

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 termination of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (site) relationship with the Cooking Matters program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Contact Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Coordinator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cooking Matters Coordinator Date

It is mandatory that the site have a completed and signed copy of all site visit paperwork for their records. Cooking Matters Coordinators are responsible for ensuring that this occurs.

Please contact Sarah Mills at (313) 923-3535 ext. 256 with any follow-up questions or comments.

Funding Agreement (if applicable):

Primary contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (organization) agrees to pay $ \_\_\_\_\_\_\_\_\_\_\_\_ to fund Cooking Matters programming. An invoice will be provided today, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Payment is due by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will be received by way of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Person authorized to commit funds on behalf of the organization

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date