# The purpose of this form is to provide [Insert Your Organization] with information about your host site location so that we can adequately prepare for classes and select appropriate recipes based on your host site location’s available equipment. Please complete this form and return via mail, fax or email to:

**[CM Class Coordinator Title; Email Address]**

**[Mailing Address]**

**[Phone Number & Fax Number]**

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Host Site Name Agency

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

Host Site Address City Zip Phone

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

Host Site Contact Title Today’s Date

# Does your site have access to a working kitchen facility for cooking demonstrations *and* a classroom area?

Yes No (if no, this *does not* automatically disqualify you for classes)

1. What is the maximum number of people that your kitchen or classroom area can fit? \_\_\_\_\_\_\_\_\_
2. What is the approximate size of your kitchen? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Check off all functioning/working appliances that your kitchen has available.

Sink with hot water StoveOvenRefrigerator Microwave

Additional Appliances\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does your host site have a locked or protected space where we can keep one or two large plastic storage containers with class materials and equipment?

Yes No

1. Is there public transportation available to and from your host site?

YesNo

1. What parking is available for our volunteers (3-4 cars) during classes?

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

1. Does your host site have an affiliated garden? (This is *not* a requirement for the class)

YesNo

If yes, would the Cooking Matters class be able to access the garden (e.g., harvest produce, compost)?

YesNo

Please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. How would you rate participation levels for community service programs offered at your facility?

High (100% - 80%) Moderate (79% - 50%) Low (49% - 20%)

1. What months, days, and times are convenient for hosting a Cooking Matters class series at your host site in order to get the most participants? Please circle/indicate ALL options that would work for your site. *\*Note we do not start class after 6pm\**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 9am-12noon | 9am-12noon | 9am-12noon | 9am-12noon | 9am-12noon |
| 12noon-3pm | 12noon-3pm | 12noon-3pm | 12noon-3pm | 12noon-3pm |
| 3pm-5pm | 3pm-5pm | 3pm-5pm | 3pm-5pm | 3pm-5pm |
| 5pm-8pm | 5pm-8pm | 5pm-8pm | 5pm-8pm |  |

1. The [Insert Your Organization] requires host sites to provide childcare for children of adult participants when necessary. Does your agency currently have this capability?

Yes No N/A

1. Your commitment to hosting a Cooking Matters class series is important to the overall success of this program at your agency. Are you willing and able to be **actively involved in recruiting** participants, **be present during classes,** and assist with class preparation and other class needs?

Yes No

\*Please note, the following things are **REQUIRED** of sites:

1. Commitment to **recruit** a minimum of 12 participants for each class series

3. A **staff/volunteer coordinator** on site and in class every week

2. **Storage** space (protected or locked closet/pantry) for class materials and tools

**Thank you for your interest in the [Insert Your Organization] Cooking Matters program!**