

CSU Extension Cooking Matters at the Store Collaboration

Monthly, CSU Extension Nutrition Program Supervisors (NPS) will email the local Cooking Matters at the Store coordinator a spreadsheet of upcoming CSU Extension *Eating Smart • Being Active* lesson 8 classes. The NPS will provide the name of the educator teaching the class, date of final lesson, scheduled class time, exact class location, number of expected participants and the language the class is conducted in.

Educator	Date of 8 th and final CSU Extension lesson	Scheduled Class Time	Class Location	Estimated # of Participants	Language
Erika Lopez	May 8 th , 2013	9:00-10:30	Jefferson County WIC- Lakewood Office Room 105 260 South Kipling Street Lakewood, Co 80226	7	Spanish

The spread sheet will also include the contact information for the CSU Extension nutrition educators:

CSU Extension Educator	Email Address	Office Phone	Cell Phone
Araceli Sanchez	asanchez@jeffco.us	(303) 271-6651	(720) 275-2078
Erika Lopez	elopez@jeffco.us	(303) 271-6640	(303) 246-2871

This information is only to be used for confirming CSU Extension NPS coordinated Cooking Matters at the Store presentations **the day before the presentations**. All other Cooking Matters and Cooking Matters at the Store inquiries and requests will be handled directly by the CSU Extension NPS.

Cooking Matters at the Store will call the CSU Extension nutrition educator the day before the scheduled Cooking Matters at the Store presentation to confirm class time, location and number of expected participants. On scheduled day for Cooking Matters at the Store presentation, the CSU Extension nutrition educator will inform the hosting agencies front desk and/or security personnel that they have invited a guest speaker to attend the last 30 minutes of their class. The nutrition educator and will provide the agency representative with the Cooking Matters at the Store representative's name and as well as remind the agency personnel of the exact classroom number and location. At the beginning lesson 8, the CSU Extension nutrition educator will inform the class participants that a Cooking Matters at the Store representative will be joining the last few minutes of to tell them about the opportunity to register for a Cooking Matters at the Store tour. Cooking Matters at the Store representative will arrive 30 minutes prior to the end of the class. Upon completion of the lesson, CSU Extension nutrition educator will introduce the Cooking Matters at the Store representative. The presentation will include an informational flyer on Cooking Matters at the Store program and detailed information for a tour scheduled for a grocery store in close proximity to the completed CSU Extension *Eating Smart • Being Active class* series. To promote participation, Cooking Matters at the Store will offer the tour for CSU Extension graduates on the same day of the week and time of day that the CSU Extension class series was held on.

CSU Extension NPS will track the number of participants who were at the Cooking Matters at the Store recruitment presentation. An additional column has been added to all CSU Extension Class Attendance lists for the purpose of the CSU Extension educator to note the number of participants who received/participated in the Cooking Matters at the Store presentation during lesson 8.

Cooking Matters at the Store will track the number of CSU Extension class participants/recruits who attend the tours.

CSU Extension *Eating Smart* • *Being Active* classes held at private residences:

- Upon completion of lesson 4, CSU Extension Nutrition educator and NPS will assess the participants comfort with outside guests and having Cooking Matters at the Store representative attend lesson 8 in their home to present to the small home group. If class participants are interested, NPS and Cooking Matters at the Store coordinator will follow the above protocol.

CSU Extension *Eating Smart* • *Being Active* revolving classes

- Due to the structure of this type of class series, CSU Extension will not offer Cooking Matters at the Store presentations and recruitment.
 - If graduated participants inquire about additional nutrition education, CSU Extension nutrition educator will refer the participant to Cooking Matters at the Store coordinator.