Before the facilitator training session 10/16/2017 **Facilitator training session** 10/23/2017 Before the workshop 10/24/2017

2017 October November Communicated with Community Partner (Joanne During workshop (date of workshop TBA) After workshop (date of workshop TBA) McKinnon) via email with which we Take photos Results Received the login and password for the Conduct survey Compile survey results Plan: Obtain a camera and print out the surveys so they can be Plan: Input the data into an Excel spreadsheet to better analyze Hastings-Sunrise Community Blog Obtained contact information of the handed out at the end of the workshop 11/5/2017 - 11/10/2017 and incorporate the feedback into the final deliverables. 10/9/2017 - 10/13/2017 community agency member that will be **Final Deliverables** Post photos on blog and Instagram hosting the first workshop Confirmed the location and time (Monday, Plan: Create a photo gallery post on the blog to showcase the photos and upload a series of photos onto Instagram as well. October 23 at 5 pm at the Hastings Community Centre) in which the facilitator training session Finalize Recipe Book will be held Plan: Continue using the photo editing software to finish the recipe book where feedback from the participants will be **Contacted Food Box Donors** 11/13/2017 - 11/17/2017 included. Send and confirm final version of the book with Joanne Contacted Greater Vancouver Food Bank via email on Oct.11, 2017. and the agency member for the first workshop before printing out marketable copies. Contacted Van-Whole Produce via email on Oct. 11, 2017. We asked them about the contents of the food box, as it is different every **Food Knowledge Platforms and Recipe Publication** month for each agency. Create Instagram and recipe email account We will be using the responses from donors to Post recipes on blog and Instagram better cater our recipes with the food provided by Compile previously researched recipes and draft a semi-final recipe book with a cover page its format is consistent. The email account is where community members can send in their own recipes and/or ingredient Research Recipes substitution ideas for recipes, which will be added to the recipe section of the blog. The Instagram account will have posts Focusing on easy and cost-effective reproducible recipes at home 6 recipes in total photo editing software like Adobe Photoshop Online. Plan: Each member will search for one recipe that includes the food items in the

food box. The blog and recipe book will contain these recipes as a starting point. Research Specific Cooking methods

Food Canning

Food Dehydration

Food Preservation

Plan: These three methods will be included in the workshops. Therefore, we will research them by using online resources and published cook books to gain a better understanding before we help facilitate the workshop.

10/24/2017 - 11/3/2017

10/16/2017 - 10/20/2017

Plan: Access the HSCFN blog and create a tab for the recipes. We will also edit the recipes into a uniform orientation so that that introduces the project, recipes, weekly food boxes, and produce information. As for the recipe book draft, we will use a

Participant Survey

• Create a survey that captures the success of the workshop

Plan: Make a survey format that is easily understood and answered using measures such as a ranking scale. We will utilize available resources to help us ensure that the survey is of good quality and is consistent in its questions.

Consent Form

Consent form for the survey and for pictures to be taken during workshop for the food circle's Instagram account and

Plan: Research the proper information from the Tri-Council Policy Statement: Course on Research Ethics to put into the consent form as well as the process in how the form is supposed to be given.