COOKING PROGRAMS VOLUNTEER INFORMATION

- Cooking classes are **2 hours long** (about 15 minutes for participant’s arrival and presentation, **1.5 hour of actual cooking time**, and 15 minutes of eating and chatting).
- Class size is restricted to **20 participants** due to space limitations of the IC’s kitchen.
- Keep in mind that we try to have **high participation** in our programs, so the more people that can be involved in preparing your recipes, the better.
- The IC covers the cost of all supplies. **Grocery shopping** should be done at least one day before the class and items may be stored at the IC. There are 3 options for purchasing the food.
  - You may shop on your own and be reimbursed if you are affiliated with UVA (you must give us your receipts, signed and dated).
  - You may schedule a time to meet the Program Coordinator at the grocery store and s/he will pay for the grocery items at check-out.
  - You may provide a list of ingredients and quantity needed and the IC Program Coordinator will shop for them.
- The budget for the class should be about $150.
- Try to **limit the recipe list to 1-3 recipes**. This does not have to be a full meal, but rather a sampling of the specific cuisine you are introducing. (Alcohol cannot be served but may be used in cooking your dish.)
- **Please give us a rough draft of your recipe list at least one week in advance of your class and let us know which method you prefer for grocery shopping.**
- While you are planning the recipe list, it is a good idea to arrange a time to come see the IC kitchen, especially if you have never been here before, in order to review equipment and kitchen basics to make sure the IC has everything you will need.
- Please be **at least 30 minutes early** on the day of your class, you may come earlier if needed.
- In addition to explaining the cooking, if you can tell any **cultural information** during the class it is always appreciated. People love learning about different ways to serve food, what time people eat in your home country, the significance behind a particular dish, traditional clothing, etc. Feel free to bring along any **extras but note this is not expected.** Examples: slide show (must be very short!!), photo album, music from your country, glossary of food terminology in language of origin, etc. **If you have a new idea** you’d like to add to your cooking program please let us know and hopefully we can incorporate it into the plan!
- We will print a handout of the recipe list to be distributed on the day of the class. After the class, we may post the recipe on the IC’s cooking program web page. **Do not worry** about creating a **perfect draft** of the recipe list; the Program Coordinator will do any necessary edits, formatting, etc.