

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).
- Please be **at least 30 minutes early** on the day of your class, you may come earlier if needed.
- Class size is restricted to **30 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 provide a list of ingredients and quantity needed and the IC Program Coordinator will shop for them.
 - 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.
- 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, rather a sampling of the specific cuisine you are introducing.
- **Alcohol cannot be served, but may be used in cooking your dish.**
- 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.
- 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, 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 hand-out of the recipe list to be distributed on the day of the class. After the class, we 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.
- **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.**