



Guidelines for Hosting an Operation Frontline Class

Share Our Strength's Operation Frontline is a nutrition education, cooking and financial management program. Operated locally in the DC Metro Area by the Capital Area Food Bank, Operation Frontline promotes short- and long-term solutions to hunger by mobilizing volunteer chefs, nutritionists and financial planners to teach people nutrition information and the cooking, food safety and household budgeting skills they need to make healthy food choices and good financial decisions on a limited budget.

Program Location: Host sites are non-profit, community-based organizations in the DC Metro Area (including Montgomery & Prince Georges County, Northern Virginia) that serve clients with limited resources, who are interested in and can benefit from attending nutrition-based cooking classes.

Site/Participant Qualifications

A local agency can qualify as an Operation Frontline (OFL) class site if it is a community-based center that serves low income clients and it generally meets the following additional criteria:

1. **An enthusiastic site coordinator.** Each site must have one person who is the OFL staff's contact for organizing classes. The site coordinator recruits participants and must be willing to get involved in the program to do reminder calls and follow-up calls to ensure consistent attendance. The site coordinator is also expected to be present and available at each class session.
2. **The ability to recruit participants.** The site coordinator needs to be able to recruit enough qualified, reliable participants to make a complete class (generally 12 to 15 people).
3. **Adequate kitchen and classroom spaces (if cooking & nutrition classes).** Adequate table/counter space, a refrigerator and non-bathroom sink with hot & cold running water are essential. The program emphasizes hands-on experience, it is important the kitchen or classroom space be large enough for the entire group or at least have an adjoining room to a smaller kitchen.
4. **Related programs and on-going services.** An ideal site provides a comprehensive set of services where Operation Frontline logically fits in. It is easier to get consistent attendance if the program already has participants who consistently attend.
5. **Flexible schedule and location accessible by public transportation.** Due to busy schedules, it is preferable to offer classes at various times when both volunteers and Operation Frontline coordinators are available.
6. **Setting Up a Class.** The Host Agency site coordinator will work with the Capital Area Food Bank's Nutrition Manager to set up a class time and date. A site visit may be conducted so OFL staff can see the kitchen and classroom spaces and review the Agency Collaboration Agreement.
7. **Program Cost.** The Capital Area Food Bank does not charge for delivering the Operation Frontline program. Sites are welcome to identify volunteers who are willing to assist with the class or who want to help translate for non-English speaking participants. We do request that you provide utensils for the class (plates/cups/silverware) and paper towels & cleaning supplies, as well as drinking water and/or 100% juice for the participants.

To host an Operation Frontline Class Series at your site, visit www.capitalareafoodbank.org/OFL and download an Agency Application