



Guidelines for Hosting an Operation Frontline Class

Share Our Strength's Operation Frontline is a nutrition education, cooking and financial management program. Operated locally 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.

Site/Participant Qualifications

A local agency can qualify as an Operation Frontline 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 if one of the participants does not come to class. 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).** As 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 good location.** 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 Food Bank's Nutrition Outreach Manager to set up a class time and date. A site visit may be conducted, during which guidelines and paper work will be reviewed and a Agency Collaboration Agreement will be signed.
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 cleaning supplies, as well as drinking water and/or 100% juice for the participants.