



VOLUME 2, ISSUE 1

A 3 W I N T E R W O R K S H O P S

JANUARY—MAY 2011

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WHAT IS YOUR TOP SHELF?

For “Top Chef” fans, this announcement will come as a pleasant surprise: The CAFB is in the process of developing a “Top Shelf” training program! Unlike the TV reality show, however, the “Top Shelf” program is not a competition. The Capital Area Food Bank recognizes that each organization is unique and, as such, has different strengths and weaknesses. So, instead of asking “What is the one and only Top Shelf?”, the question becomes: “What is my organization’s Top Shelf?”

Perhaps your organization envisions incorporating nutrition education to your programs, or perhaps your organization envisions opening a second site. Whatever the nature of your Top Shelf, the Capital Area Food Bank encourages you to strive to take your program to the next level!

Save The Date!

Friday, April 29, 2011

Top Shelf workshops will be featured at this year’s
Metropolitan Area Hunger Conference

SPOTLIGHT ON OUTSIDE TRAINING OPPORTUNITIES

Take advantage of your CAFB membership and access two extra sources for training:



Center for Nonprofit Advancement

CNPA offers a wide variety of high-level workshops. See page 6 for current workshop listings.



Restaurant Association of Metropolitan Washington

RAMW offers their reduced rate for trainings to partner agencies – 3 times per month—in a variety of settings.

See the insert current training dates.

*Partner agencies of the Capital Area Food Bank have access to CNPA and RAMW trainings at their discounted member rates.

A3 HAS A WEBSITE!

Check out A3’s
website:

[http://www.Capital Area-
aFood Bank.org/a3](http://www.CapitalAreaFoodBank.org/a3)

Online registration available, as well as resources and funding announcements!

INTRODUCTORY WORKSHOPS

Shopping 101

Learn how to order food bank products online at Shopping 101. Required for all new shoppers, this training will demonstrate the online ordering process and will explain how to submit the Quarterly Service Reports. Invoicing issues will also be discussed.

Please bring a letter from executive director, stating any additions or changes to the authorized shopper list. Each program may have up to four authorized shoppers – all of whom must attend a Shopping 101 training before they are added to the authorized shoppers list.

Offered 10am-12pm, at both DC and NOVA facilities, on the following dates:

February 7	February 22	March 7	March 21	April 4
	April 18	May 2		

Partnership 101

Come learn about all of the programs and services provided by the Capital Area Food Bank! A brief overview of all programs will be provided, as well as details about the membership application process. This training is a good opportunity to meet other food program directors, as well as have all your questions about hunger and food distribution answered. This training is required of all pastors/executive directors of programs applying to be a partner agency of the food bank.

Offered 10am-12pm, at both DC and NOVA facilities, on the following dates:

January 31	February 14	February 28	March 14	April 11
	April 25	May 9		

Locations for Shopping 101 and Partnership 101 courses:

DC: 645 Taylor Street, NE	AND	NOVA: 6833 Hill Park Drive
Washington, DC 20017		Lorton, VA 22079

Pantry Tour

Ever wonder how other food pantries *really* operate? Attend a pantry tour and learn from fellow food pantry directors how to distribute food, work with clients, manage volunteers, and more. Offered quarterly, pantry tours are a great chance to see a food pantry in operation and learn from the experts. This pantry tour is led by Otis and Theresa Gabriel, Directors of Israel CME Metropolitan Church’s food pantry and breakfast program.

Wednesday, March 30: 10am-12pm*

Israel CME Metropolitan Church
557 Randolph St NW
Washington, DC 20001

*Individuals interested in observing and participating in the breakfast program may arrive at 8:30am. The official tour will begin promptly at 10am.

“The workshop was great, and [the activities were] simple enough to duplicate with the families we serve.”

-Participant from the \$16 Holiday Bag workshop



TECHNOLOGY

Excel: Beyond the Basics

Are you looking to expand your skills in Microsoft Excel? Perhaps you have created a few spreadsheets on your own but you are looking for more functionality. Join Maryanne Anthony, the Town Manager from North Brentwood, to learn how to move data, create formulas, and sort results. Additionally, participants will learn to update their spreadsheets with professional formatting. *This workshop is best suited for individuals who are comfortable with basic computer applications and have a basic knowledge of Microsoft Excel.*

Wednesday, February 16, 10:00am-12:00pm

Wednesday, February 23, 10:00am-12:00pm

Martin Luther King, Jr. Memorial Library, Computer Lab 311

901 G Street, NW

Washington, DC 20001



FOOD SAFETY

Online Safe Food Handling Training

<http://sites.google.com/site/safefoodhandling>

Need a refresher on basic safe food handling practices? [Head online](#) for a review of food contamination, cleaning, and food storage. Since CAFB partner agencies are required to possess safe food handling, this online training is a great way for food pantries to complete this training requirement. Programs that prepare/cook food will need to obtain ServSafe certification. See insert for more information.

***Note: This online training does NOT result in ServSafe certification.** Certification courses are now held with the Restaurant Association of Metropolitan Washington (see insert for upcoming training dates.)



GARDENING

Getting the Most Bang For Your Buck –Through Gardening!

Ever walk into the grocery store and think, “Wow those tomatoes are expensive!” “Why are red, yellow and orange peppers so much more expensive than the green ones?” Gardening is a wonderful way to get exercise and grow healthy, delicious food, but let’s be honest, it takes time. Unfortunately, time is what most of us don’t have. This workshop will help you focus your energy and time, by teaching you which fruits and vegetables are expensive to buy, but easy to grow. The time you spend in this short class is guaranteed to save you \$\$ at the grocery store this summer!

Friday, February 25, 10:00am-12:00pm

Gethsemane United Methodist Church

910 Addison Road South

Capitol Heights, MD 20743

TWO SPECIAL SERIES OF WORKSHOPS

Individuals interested in participating in either the Garden Series or the Health Ambassador Series must submit an application to participate. Applications are available online at <http://www.CapitalAreaFoodBank.org/a3> or by request at aaa@capitalareafoodbank.org

Garden Series

“The classes were informative. I learned a lot, got good sound advice, and really enjoyed the classes’ presentations and experts.”

- Participant from 2010 Garden Series

The goal of the Garden Series is to educate community organizations on the basics of starting and maintaining a garden. Participants in the Garden Series will receive hands-on education on how to enhance their current feeding programs with a garden, as well as receive numerous resources that will enable them to sustain their garden into the future. **Attendance at all three workshops is required. Application is due on Monday, March 7th.**

#1 Garden Series: Barren to Bountiful

Discover how to design and build a garden from the ground up! This workshop kicks off the Garden Series and will include an introduction to basic mapping, layout and elements of garden planning and design. Resources will be provided for sources of seeds, plants, tools available for use in your garden.

Wednesday, March 16th

2pm-4pm

Capital Area Food Bank, 645 Taylor St, NE, Washington, DC 20017

#2 Hands-on construction session:

This hands-on workshop will take place outdoors, so dress warmly! We will learn how to make raised beds, salad tables and container gardens that will work in any space. We will also sow seeds and plants using the Square Foot Gardening Method

Thursday, March 31st

10am-2pm

Location TBD

#3 Finalize your garden plans

The concluding workshop will allow participants to receive assistance from experts as they review and update garden plans. Participants will also meet local Master Gardeners who can help your garden dreams become a reality, as well as have the opportunity to connect with local gardeners who can offer their garden help in future projects.

Wednesday, April 6th

2pm-4pm

Capital Area Food Bank, 645 Taylor St, NE, Washington, DC 20017

Health Ambassador Series

“I learned a great deal—it was eye opening! All of the workshop modules were easily relatable to all ages; they will be great tools to use in the future.

-Participant comment from 2010 Health Ambassador Series

The goal of the Health Ambassador program is to train community leaders to be a nutrition resource in their communities. Using a train-the-trainer format, Health Ambassadors receive in-depth training on best practices and dynamic activities in nutrition education that will enhance their nutrition education activities at their emergency food pantries, soup kitchens, or other feeding programs. **Attendance at all three workshops is required. Application is due on Monday, April 25th.**

#1 Nutrition Messaging at Your Organization

Jodi Balis, Director of Nutrition, will kick off the Health Ambassador series with an interactive session on nutrition messaging - an education approach that illustrates how to simplify nutrition information and incorporate it into a food pantry setting.

Wednesday, May 4th

11am-2pm

Allen Chapel AME Church, 2498 Alabama Avenue Southeast, Washington, DC 20020



#2 How to Conduct a Cooking Demonstration

This workshop is an interactive “train-the-trainer” cooking class that will walk participants through the steps of organizing and conducting a cooking demonstration.

Wednesday, May 11th

10am-2pm

Allen Chapel AME Church, 2498 Alabama Avenue Southeast, Washington, DC 20020

#3 Grab-n-Go Nutrition Lessons

In this session, participants will engage in nutrition activities that are portable, equipped with instructions and educational materials, and can be conducted in a variety of settings.

Wednesday, May 18th

11am-2pm

Allen Chapel AME Church, 2498 Alabama Avenue Southeast, Washington, DC 20020



NUTRITION EDUCATION

The \$16 Bag

This workshop will provide you with teaching tools to show your clients what foods that they can purchase with the minimum food stamp allotment of \$16. In this interactive workshop, Director of Nutrition Education Jodi Balis will introduce a “\$16 Bag” shopping list that is designed to stretch food dollars and create healthy and economical meals. Participants will sample recipes and will also be provided with: 1) a web-based cooking demo video, 2) a “\$16 Bag” of groceries, 3) a cooking demonstration planning guide and script, and 4) recipes.

Wednesday, March 23, 11:00am-2:00pm

Covenant Baptist Church
3845 South Capitol Street SW
Washington, DC 20032

CENTER FOR NONPROFIT ADVANCEMENT COURSES

Speak and Be Heard: Communicating as a Dynamic Leader!

Successful communications plays a defining role in your personal leadership style. In this interactive workshop, you will sample practical strategies for commanding listeners' attention, decreasing nervousness and achieving greater connection with your audience, as well as other valuable tips that will help you communicate with the energy, passion, and commitment that are the hallmarks of a dynamic leader.

Thursday, January 27th, 1:30pm-3:30 pm

Maximizing Income from Fundraising Events

The focus of every fund-raising event should be on income, but it's other details that can consume you. Learn how to develop an event budget and timeline, market an effective fund-raising message, present a compelling program, create sponsorship opportunities and ticket prices, and handle arrangements and logistics.

Friday, January 28th, 9:30 am - 11:30 am

Advocacy 101- What You Can Do And Why

What is lobbying and who is a lobbyist? What can you do if you are a 501(c)(3), (4), or even a (6)? How do you keep all the requirements straight and what happens if you make a mistake? This session will try to answer all these questions and discuss what recordkeeping is necessary to establish you are in compliance with the rules.

Wednesday, February 9, 9:30 - 11:30 am

Developing and Making the Best Use of Collaborative for Community Change

This training will explore the benefit of creating positive community change through collaboration. Communities that collaborate recognize the multiplicity of factors that shape issues, as well as the impact of dwindling resources. Participants will learn how to form a collaborative to tackle a specific community problem and how to get the best from the collaborative members and meetings.

Thursday, April 28, 9:30 - 12:30 pm

<p>Discounted Rate for CAFB Partners: \$49 per workshop instead of \$89/workshop</p>
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<p>Locations for all Center for Nonprofit Advancement courses: 1666 K Street, NW, Suite 440, Washington, DC 20006</p>
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**RESTAURANT ASSOCIATION OF
METROPOLITAN WASHINGTON**



Register online at
www.ramwtraining.org

ENGLISH Food Safety training & certification

9AM–5PM on these Wednesdays:

January 19, 26

February 9, 16, 23

March 9, 16, 30

April 13, 20, 27

SPANISH Food Safety training & certification

2-day training Attendance required both days

Call for information on the Spanish Class.

How do YOU prepare for a great
class & score higher on the exam?

REGISTER in advance!

PICK-UP your book!

STUDY, STUDY, STUDY...

CLICK on CAFB logo

Scroll down the page for

SPECIAL DISCOUNTED rate

- Food Safety
- Alcohol Awareness
- Training at your location



**SE HABLA
ESPAÑOL**

For more details contact:

Jennifer Lehman

at 202-331-5990

training@ramw.org

Restaurant Association Metropolitan Washington
1200 17th Street NW, Suite 110
Washington DC 20036
202-331-5990 (Tel)



A3 JANUARY-MAY 2011 WORKSHOP REGISTRATION

Name:		
Organization:		
Mailing Address:		
City:	State	Zip
Phone:	Fax:	
Email:		

Check the A3 workshop or series you are registering for:

Shopping 101: February 7 February 22 March 7 March 21 April 4 April 18
 May 2

Partnership 101: January 31 February 14 February 28 March 14 April 11
 April 25 May 9

Pantry Tour: March 30

Microsoft Excel: Beyond the Basics: February 16 February 23

Getting the Most Bang...Gardening! February 25

\$16 Bag: March 23 Pantry Tour: March 30

I'm interested in applying to the following workshop serie(s). Please send me the application.

Garden Series (March-April):

Health Ambassadors Series (May):

Register for Center for Nonprofit Advancement workshops:

1. A3 website: <http://www.capitalareafoodbank.org/a3-workshop-calendar> OR

2. CNPA website: <http://www.nonprofitadvancement.org> (Click Professional Development & Events tab. Register as a *Capital Area Food Bank Partner* to get the discounted rate.)

Register for ServSafe certification courses through the Restaurant Association of Metropolitan Washington:

1. A3 website: <http://www.capitalareafoodbank.org/a3-workshop-calendar> OR

2. RAMW website: <http://www.ramwtraining.org> (Click on "Food Safety Manager," then scroll down and click on CAFB logo. Please include your organization's CAFB account number to get the discounted rate.)

Please return this form to the Capital Area Food Bank. Questions? Call Kristin Boehne at 202-526-5344
 645 Taylor St NE, Washington, DC 20017 // aaa@capitalareafoodbank.org // Fax: 202-529-1767