

Leader's Checklist

The following checklist will help make sure you have all necessary details in place before your YTC Program begins at your school.

- ☒ Discuss your ideas and plans with the school leader or alternate contact to make sure your plans will work.
- ☒ Recruit students. Work with your school contact or administrator to determine the best way to recruit students. YTC sessions work best with groups of 4-6 students. The maximum number of participants will depend on how much help you have, your food budget, your space, and the amount of equipment you have access to.
- ☒ Use posters (smdhu.org/ytctools) or show this [short video](#) to help promote YTC at your school. Contact your School Leader or alternate contact to get copies of the posters, or print more at your school.
- ☒ Arrange a suitable classroom for the "You're The Chef" sessions. This requires tables, desks or counters that can be used as cooking surfaces; two sinks (one for hand-washing and one for food preparation); and at least 4 electrical outlets for plugging in appliances (e.g. blender, electric skillet).
- ☒ Secure funding to support food ingredients costs. It will cost a minimum of \$30 for four participants and up to \$60 for 16 participants to prepare weekly recipes. The price range is dependent on the number of groups preparing recipes.
- ☒ Arrange for necessary cooking supplies (e.g. utensils, measuring spoons, plates, cutting boards, paper towel, etc.) small equipment (e.g. blender, electric skillet, cooler for transporting and storing refrigerated food). Refer to the [equipment list](#) found at smdhu.org/ytctools.
- ☒ Ask someone to help you. It will make it easier for you during the YTC cooking sessions to have an extra set of hands and eyes, to help coordinate the students. This helper does not need to attend the leader training session. They can simply attend the sessions and act as your helper.
- ☒ Get permission from parents or guardians. Send home the [parent letter and permission form](#) found at smdhu.org/ytctools and ask participating students to return in advance of your first YTC cooking session.