

# *Lorna Sundberg International Center*

## *Cooking Programs Volunteer Information*

- Cooking classes are **2 hours long** (about 1.5 hours for prep and 30 minutes for 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 usually **20-30 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.
- We send out the IC Events and Announcements far in advance, so as soon as possible, **please send us an image you'd like to have to advertise your cooking class**. This can be a picture of a particular dish, a picture from your home country, etc.
- 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. 1. If you are a U.Va. student or staff, you may shop on your own and be reimbursed (you must give us your receipts, signed and dated and the reimbursement will be deposited in your account within a week). 2. You may provide a list of ingredients and quantity needed and the IC program coordinator will shop for them. 3. You can shop with the program coordinator at the grocery store and he will pay for the items at check-out.
- 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. The budget for the class should be about \$100-150.
- 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 add photos to the recipe list and post it on the IC's cooking class 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.*

*Thank you!*