

CHECKLIST FOR TEACHERS

WHEN	WHAT	DONE
Term before starting FEAST	Welcome to FEAST email received. To make sure you'll receive our emails, please add our sender to your Safe senders list.	
	Organise an introductory meeting with a FEAST Coordinator via the Calendly link in your Welcome to FEAST email.	
	Download the curriculum resources: Teacher Resources: https://education.ozharvest.org/teacher-resources/ Student Resources: https://education.ozharvest.org/student-resources/	
	Order equipment: kitchen kit, electric frypans and aprons (optional). Instructions are in the Welcome to FEAST email.	
	Complete teacher training – online or face-to-face. Contact feast@ozharvest.org to enrol.	
	Develop a FEAST action plan for your school. Who is doing what, when and where! Refer to FEAST Practical Guide p14-16.	
Just before starting FEAST	Recruit practical volunteers from school community or through OzHarvest. Template available in Welcome to FEAST email.	
	Complete a risk assessment for the cooking space. Refer to FEAST Practical Guide p4-8.	
	Ensure you know of any allergies and intolerances and have access to a first aid kit and EpiPen®. Refer to FEAST Practical Guide p9.	
	Unpack your new equipment and print chosen recipes.	
	Ensure electric frypans have been checked and tagged by school's electrical safety officer. Purchase extension cords if required.	

WHEN	WHAT	DONE
Just before starting FEAST	Plan and purchase serving, cleaning and washing up equipment.	
	Complete the Pre-FEAST Student Survey. Teachers will have received an email from the FEAST team with survey links. Contact FEAST@ozharvest.org if you require the link to be resent.	
During FEAST program	Theory lessons	
	Print Student Resources or provide online link www.ozharvest.org/feast/student-resources/	
	Practical Lessons	
	Test electric frypans to ensure classroom has adequate power supply. Tape down extension cords to avoid trip hazards.	
	Purchase food and brief volunteers for the first practical lesson. Refer to FEAST Practical Guide p17-25.	
	De-brief from first practical with colleagues and volunteers. Make changes to plans as required.	
	After the last practical class, thank the volunteers, wash, and dry equipment well and pack away	
	After FEAST program	Complete the Teacher and Student Post-FEAST Surveys. Teachers will have received an email from the FEAST team with survey links. Contact FEAST@ozharvest.org if you require the link to be resent.
Compile completed student recipes into single document and email to feast@ozharvest.org		
Optional: Throw a launch party for your cookbook!		
Provide volunteers with a thank you certificate found in post-program email.		
Re-enroll to deliver FEAST again! education.ozharvest.org/re-enroll/		