

# **Bulk Buying Club Best Practices Toolkit:**

A Guide for Community Organizations in  
Newfoundland and Labrador



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and Labrador

In collaboration with the Poverty Reduction Division, Department of Human  
Resources, Labour and Employment and the Health Promotion & Wellness  
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## Preface

This toolkit is designed to assist community organizations in Newfoundland and Labrador who want to start a Bulk Buying Club in their community. It outlines key steps to starting a club, and provides a range of tools and supports that will help you organize a Bulk Buying Club that suits your particular group's needs.

The toolkit is based on best practices research drawn from a review of existing reports, resources, and guides on Bulk Buying Clubs in Canada, with particular attention to resources from Newfoundland and Labrador. The bibliography at the end of this toolkit lists the materials consulted in this review. This research was enhanced by key informant consultations with Bulk Buying Club organizers and participants from across Newfoundland and Labrador and elsewhere in Canada.

The research, development, and writing of this toolkit was completed by Deborah Capps on behalf of the Food Security Network of Newfoundland and Labrador. This toolkit is one in a series of best practices toolkits, which also cover community gardens, farmers' markets, and community kitchens, available through the Food Security Network of Newfoundland and Labrador.

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## Introduction

### What is a Bulk Buying Club?



A bulk buying club is a group of people with similar food preferences who come together to buy food in bulk. All participants of a bulk buying club are involved in the planning, shopping, sorting, and delivering of food. These clubs enable individuals to work with a group of like-minded people to get more with their food dollars.

All Bulk Buying Clubs have the same underlying purpose: to provide nutritious food at a lower cost for a group of people.

#### **Note: A Focus on Bulk Buying Clubs**

There are three common types of bulk buying programs: Food Box Programs, Food Cooperatives, and Bulk Buying Clubs.

**Food box programs** are typically managed by a third-party agency that buys food in bulk and distributes food boxes to members for a fee.

**Food cooperatives** are legally incorporated cooperative organizations where members are owners, which gives them access to lower priced food purchased in bulk by the cooperative.

**Bulk buying clubs** are often smaller, more informal groups of friends or neighbours that come together to buy food in bulk to save money.

This toolkit is focused on the bulk buying club model and highlights examples from the Brighter Futures Level Best Bulk Buying Clubs across Newfoundland and Labrador.

See **Appendix N: Important Links and Resources** (page 49) for more information about Brighter Futures Coalition St. John's and District.

## **Why Start A Bulk Buying Club?**

A bulk buying club can help improve food security for participants by increasing physical and economic access to adequate amounts of healthy food. Bulk buying clubs can provide economic, health, educational, and social benefits to participants. By being involved in a bulk buying club, participants can:

- Save money on healthy foods by purchasing with others
- Learn about the benefits of healthy eating and low cost cooking
- Develop important health and food safety skills
- Learn how to read food labels
- Build organizational, budgeting, and shopping skills
- Learn how to use Canada's Food Guide
- Get to know other families and learn about new foods, recipes, and cultures
- Get more with their food dollar by purchasing large quantities as part of a group
- Try new foods and learn about new recipes
- Work in a social atmosphere and meet new friends!

## Getting Started: Steps for Success

There are many different models of bulk buying clubs and although there is no right or wrong approach to starting one, the following is a list of steps your organization will want to consider in establishing your own bulk buying club.

**Appendix A: Are You Ready? Checklist** (page 27) provides a checklist based on the following steps that will help evaluate your readiness when starting a bulk buying club.

### **Step 1: Identify a Group**

The first step is to organize a group of like-minded people who want to work together to save money and buy similar, nutritious foods.

Many community organizations are already involved with groups of like-minded people who may be interested in joining a bulk buying club, such as families, students, seniors, single parents, youth groups, or members of a local church. The size of a bulk buying club can range from as small as 5 people to as large as 100. The size of your group will depend on the community, their needs, and the type of bulk buying club the group plans to develop. It is a good idea to start small and simple with a group of 7 to 10 members.

If you do not already have a group, you will need to recruit participants. It is a good idea to hold a community meeting to discuss the idea of a bulk buying club and recruit participants. When scheduling a public or community meeting, think about other events or meetings happening that you could partner with, or attend to promote the bulk buying club. Send personal invitations to anyone you know who may be interested in joining. **Appendix B: Sample Bulk Buying Club Brochure** (page 28) provides a sample promotional brochure that can be used to recruit participants.

Take the time to get to know the group you will be working with and think about how you will design and structure your bulk buying club to meet your participants' unique needs and circumstances. For example, if the bulk buying club is for single parents, food purchases will need to be child-friendly and the shopping, packaging, and delivery schedule will need to be organized around day-care and work schedules.





## **Step 2: Define Roles & Responsibilities**

Once the group is formed, you will need to get together and decide who will take on which roles in organizing and operating the bulk buying club.

A coordinator is a very important role for a bulk buying club. Coordinators can help establish the bulk buying club and organize ongoing activities. A coordinator should be a caring person who has some experience facilitating groups and working with a diverse group of people. This position may be filled by a volunteer from the community, or may be a paid employee.

There are many other important roles in a bulk buying club that the group will have to decide how to share. It is important that members with the right skill sets fill each role and that the responsibilities are shared fairly among the group. Sharing responsibilities equally will increase member engagement and prevent volunteer burnout.

### ***At a Glance: Member Roles***

#### **Coordinator**

- Responsible for overall organization of the group
- Coordinates communication with members
- Arranges educational workshops or other special events.

#### **Membership Coordinator**

- Keeps membership list up to date
- Orients and trains new members and volunteers

#### **Job Coordinator**

- Makes sure jobs are fulfilled
- Keeps track of members and volunteers

#### **Order Manager**

- Collects food orders from members
- Compiles order lists for each distributor or store
- Keeps track of what comes in on each order

#### **Packaging Coordinator**

- Organizes the unpacking and re-packaging of food for members

#### **Invoice Coordinator**

- Ensures member and distributor invoices are organized and paid.

#### **Treasurer**

- Keeps track of the budget and money

### Step 3: Establish Partnerships

Partnerships with community agencies, non-profit organizations, and businesses can help support your bulk buying club. These might include:

- **Stores and distributors** which can offer discounts or donations for food, materials, and space.
- **Regional Nutritionists (Dietitians)** with your **Regional Health Authority** who can provide expert knowledge about healthy food and nutrition.
- **Churches, service clubs and non-profit organizations** which can offer resources, guidance, donations, and networking opportunities.
- **Funding agencies** which can cover expenses for materials, programming, or sometimes staffing.
- **Adult educators or professional facilitators** who can offer support for group education and facilitation, although a basic understanding of adult education may be sufficient. See **Appendix C: Basic Adult Education Principles** (page 30) for more information on adult education.



Partner agencies can provide space, staff time, storage facilities, transportation, volunteers, and food at discount prices. Partnerships can also be in the form of professional expertise, such as that of a dietitian, nutritionist, food safety officer, adult educator, or experienced bulk buying club participant or staff member.

Working with a partner organization can offer the benefits of accessing space, staff, storage, participants, experience, and resources that can ease the development of your program. There are many local organizations across the province which you can contact for more information about partnerships and current programming. See **Appendix N: Important Links and Resources** (page 49) for contact information for the Food Security Network, Family Resource Centres, Regional Health Authorities, and Regional Wellness Coalitions, who may be able to identify potential partner organizations for your bulk buying club.

The **Case Study** (page 10) highlights the benefits of working closely with an organization through the story of the Brighter Futures Level Best Program.

## **Case Study**

*Bulk buying club – Brighter Futures Coalition, St. John's, NL*

The Brighter Futures Coalition in St. John's received funding from the Wellness Coalition to carry out a three year bulk buying club pilot project.

The club was a strengths-based program called "Level Best"; it recognized that parents are doing their 'level best' to feed their children healthy foods. A staff member from Brighter Futures who was caring, non-judgmental, and knew the community well, recruited local families through flyers and word of mouth.

Each family met with the Brighter Futures staff person to fill out a family profile and develop a plan for the foods they would like to buy once the club started. Families were pleased that they knew ahead of time what they would buy, and how much it would cost them for each item.

The parents and staff person gathered for mini workshops on nutrition, taste comparisons, label reading, and pricing, while making up the group shopping list. Parents signed up to take turns to shop for the group with the staff person once a month. The food was brought back to the Community Centre, sorted, and packaged for families to pick up.

The program was developed not only to enhance the food security of families but for participants to learn and develop personal skills, to share experiences, and to provide mentorship to each other, as well as to build the capacity of the community. Such capacity-building led to individuals becoming more independent, and to the group becoming more autonomous. Parents began to lead sessions on baking, making up the shopping lists, and buying the foods.

## Step 4: Look for Funding and Sponsors

Many bulk buying clubs in Newfoundland and Labrador purchase food costing a total of \$30 per participant per month. Bulk buying clubs use a number of different approaches to get the financial support they need to run their program. This can be done through participant fees, sponsorships, fundraising, grants, or a combination of approaches.



### 1. Participant Fees

The amount of money a participant pays will depend on the program. The Brighter Futures Level Best Bulk Buying Club participants are expected to contribute \$15 per month, which is matched by a sponsoring agency, giving each participant a total budget of \$30 per month for food. These participant payments are used to cover the cost of food purchased. Other expenses, such as rent, transportation, equipment, and staff time are found through grants and fundraising or are donated in-kind.

Other bulk buying clubs may rely entirely on membership fees to cover both the cost of food purchased and operating costs. These groups would need to charge a higher rate.

It is important that fees are clearly presented in your group's membership form. See **Appendix D: Sample Membership Application** (page 32) for an example.

### 2. Sponsorship

Sponsors can be community organizations, service clubs, or local companies that provide both monetary and in-kind support. Sponsors can be sought to match the funds participants pay each month to cover the cost of purchasing food. Brighter Futures provides matching funds of \$15 per month per participant for the Level Best Bulk Buying Clubs. This allows for each participant to receive \$30 worth of food per month.

Sponsors can also contribute by donating space for sorting and distributing food; providing money to purchase equipment; lending staff or volunteers; providing participant training or expertise; or providing transportation for shopping days.

### 3. Fundraising

Most groups, organizations, and programs have to fundraise at some point. Fundraising is most successful when money is being raised for a clear and tangible purpose, such as fundraising to purchase a specific piece of equipment. Successful fundraising initiatives include flea markets,

bake sales, Bingo and card games, recipe book sales (compiled from recipes collected within the group), and community events.

#### 4. Grants

Some bulk buying clubs also receive funding from grants. There are numerous agencies, both governmental and non-governmental, that provide funding to non-profit organizations. These opportunities generally require an organization to submit an application for funding, maintain financial and activity records, and provide a final report at the end of the funding period. If your bulk buying club is not part of an already incorporated agency, you may need to consider incorporation in order to apply for grants. **Appendix E: Incorporation for Non-Profit Organizations** (page 33) provides information on incorporation in Newfoundland & Labrador. Two potential grant opportunities include:

- **Regional Wellness Coalitions** across the province offer a Regional Wellness Grant of up to \$1,000 for initiatives focusing on community wellness promotion, and are accepted 2-4 times per year.
- **Department of Health and Community Services** offers Provincial Wellness Grants in the amounts of \$5,000 to \$50,000 to community initiatives focusing on improving health and wellness, and are usually accepted once a year in the fall.

See **Appendix N: Important Links and Resources** (page 49) for a list of the Regional Wellness Coalitions and Regional Health Authorities.

### ***At a Glance: Funding and Sponsorship Sources***

When seeking monetary and in-kind support there are many organizations to consider:

- Regional Health Authorities
- Regional Wellness Coalitions
- Department of Health and Community Services
- Department of Human Resources, Labour and Employment
- Single Parent Association of Newfoundland and Labrador
- Community and Recreation Centres
- Local service clubs like the Lions' Club and Women's Institutes
- Church groups
- Neighbourhood businesses
- Town councils

## Step 5: Find a Location

Funding, partnerships, size of the group, accessibility, and the desires of the participants will all influence where your bulk buying club will be located. Bulk buying clubs do not need an industrial kitchen, so long as the space has all the appliances and equipment you need. A club can operate out of a home, a community centre, or a large specially-designed building.



### Locations to Consider:

- Community centres
- Community halls
- Churches
- Family Resource Centres
- Seniors' residences
- Long term care facilities
- Schools
- Neighbourhood homes
- Grocery stores with cooking facilities
- University and College residences

### Storing, Sorting, and Distributing Food

When looking for a location, keep in mind the need for adequate space for safe food storage, sorting, and packaging.

It will be important that your location has appropriate **storage facilities** in case food needs to be stored for even a short while. To store food safely, dried goods need to be kept in a cool, dry, and well-aired space. Vegetables and fruits should be stored in a fridge to ensure freshness. If you have meats, dairy, or other perishable foods you will need to store them in a fridge or freezer that will maintain appropriate temperatures. See **Appendix F: Food Safety Guidelines** (page 34) for the proper storage temperatures of hot and cold foods.

You need to make sure that your location provides adequate space and counter tops or tables to set up a '**sorting centre**'. This space will be where food is dropped off, sorted, re-packaged and prepared for pick-up or delivery. A large space with lots of counter tops will make the sorting and re-packaging process of your club much easier.

The **distribution or pick-up** of foods can be made easier if you have trolleys or carts waiting at a large door near your sorting centre. Although these are not necessary they can relieve the weight of carrying packages and make distribution and pickup quicker and easier. A location that provides a main floor

entrance with a large door will allow participants to easily access the space and pick up boxes.

### ***At a Glance: Choosing a Location***

It is important to keep in mind the types of activities that the space will need to accommodate when choosing a location:

- **Meeting Space:** Make sure there will be adequate room for club meetings, planning sessions, and educational activities.
- **Office Space:** This will be useful for administrative tasks such as collecting money and copying forms. An office is not a necessity for the location, and can be located somewhere separate from the main meeting space.
- **Storage Space:** This will be useful if groups need to store food items bought in bulk on sale that will be divided up month by month.
- **Refrigeration Space:** You will need to have a fridge available for storing foods that require refrigeration even if only for a short time.
- **Food Sorting Space:** Make sure there is adequate space for dividing up and repackaging bulk items for distribution.
- **Child care Facilities:** Do your participants require child care for their children? It may be important to have enough room to set up a children's area.
- **Kitchen Facilities:** The location should have all the basic tools for sorting, dividing up, and repackaging food. A kitchen with basic kitchen appliances and cooking equipment may be useful if the group wants to cook together or hold workshops on proper food handling and nutrition.

## Step 6: Hold an Orientation Meeting

Now that you have your group organized and the basics in place, you are ready to host an orientation meeting. This meeting will provide the opportunity for important introductions and planning, and all participants, sponsors, and partners should be invited to attend.

Prior to the orientation meeting, it is a good idea for the coordinator to meet with each of the participants on a one-on-one basis. This gives participants a chance to get to know the coordinator, learn more about the club, and ask questions. This is also a good time to have participants fill out a family profile form. See **Appendix G: Sample Family Profile Form** (page 36) for an example.



The purpose of an orientation meeting is to host introductions of staff, sponsors, and professional resources such as Regional Nutritionists who may lend support to the group; determine a common purpose for the bulk buying club; and complete some important collective planning.

Some key questions you may want to consider at the orientation meeting include:

- **What kinds of food will you purchase?** (e.g., low-cost food, healthier food options, specialty food)
- **How will the responsibilities be shared amongst the group?** (e.g., shopping, dividing, and distributing food)
- **When will these tasks take place?** (e.g., shopping list development, shopping, re-packaging, distribution)
- **Who are your suppliers? Will they be able to meet your needs?** (e.g., grocery stores, bulk food stores, wholesalers, farms, farmers' markets, catalogues, online stores)
- **How often will the group meet?** (e.g., monthly, bi-monthly, bi-weekly)
- **How and when will money be collected?** (e.g., before or after shopping or distribution)
- **When and what workshops will be offered?** (e.g., food safety, reading food labels, nutrition)

Although it is up to the group to decide how often it can manage to collect money and place orders, many bulk buying clubs purchase food once a month.



These groups make up their shopping lists and collect the money a week or two before the shopping or ordering day.

It is important to always consider the needs of the participants in your group. For example, if your group has families that are living with low income, it may be helpful for participants to pay for their food on the day their child tax cheque comes out, or on pay day.

### **Quick Tip**

Meetings are a great opportunity to draw prizes and offer giveaways for participants. These can include gift certificates or healthy food items, and can be used as prizes for group activities such as a guessing game: "How much of this food can you buy for \$30?"

Many bulk buying clubs, including the Brighter Futures Level Best Bulk Buying Clubs, meet monthly prior to the shopping and distribution days. These meetings consist of an information session, shopping list development (each participant lists their desired items on a central shopping list), fun activities, money collection and snacks. Participants are also assigned tasks, such as shopping, which happens the week following. A second meeting usually takes place either the day of or day after shopping to sort and prepare the goods for pick-up. It is important to sort and distribute food immediately following the shopping day to ensure the freshness and quality of the food delivered.

## Step 7: Develop Procedures



Before your Bulk Buying Club is up and running it is important to establish some basic operating procedures around:

- Food Ordering & Shopping; and
- Food Packaging & Delivery.

### Shopping and Ordering Guidelines

Participants can order food together from a pre-set list or from a list that the group has developed, based on family preferences, Canada's Food Guide, and sale flyers. The shopping and ordering of food can be carried out by the group, or by individual participants taking turns.

#### Quick Tip

It is important when developing the group shopping list that a focus remains on healthy food. Canada's Food Guide is a great tool that provides recommendations for healthy eating and should be used to help guide the shopping list development. **Appendix H: Canada's Food Guide** (page 38) highlights the key recommendations from Canada's Food Guide.

See **Appendix I: Food Labels** (page 39) for information on choosing healthier foods by comparing nutrition information on food labels.

**Appendix J: Sample Record Keeping Forms** (page 41) provides a sample price comparison, group tracking record and family tracking record form. Compare prices from a number of stores on items that your group has identified as priorities; this is an activity the group can do together before developing the shopping list. Following shopping, record how much was spent for each family and for the group. These are important records to keep on file.

### Food Sorting and Packaging Procedures

An important part of a bulk buying club is participant engagement and education. Many programs encourage participants to be actively involved in

the food sorting process, as it provides an opportunity to become familiar with measurements, re-packaging, and kitchen equipment.

It will be important to discuss how bulk foods will be divided up when shopping lists are made up. If, for example, five members want to share two 11 lb blocks of cheese, you will need to divide up the product evenly in a manner that meets food safety requirements. This process of dividing foods will require the use of scales, packaging, kitchen supplies (such as knives, cutting boards, scissors, etc.), and other tools or equipment.



Different food items require different approaches for sorting and packaging. The following are some sample food items and the sorting approaches that will be required:

- **Cheese** will need to be divided by size or weight. This will require the initial bulk amount of cheese to be weighed, cut into equal amounts per person or family, and re-packaged.
- **Apples** will need to be divided by number. This will require the initial bulk bag of apples to be counted, divided by the number of participants and then re-packaged equally per person or family.
- **Cartons of milk** will simply need to be divided by unit. Each participant will receive an equal number of milk cartons.

### **Quick Tip**

An easy way to save money and care for the environment is by choosing reusable packaging, such as cloth bags and plastic containers. It is important to be sure that these are properly cleaned between uses to ensure that the food is packaged safely.

### **Food Pick-Up and Delivery Practices**

Food may be picked up by participants if your group is small and informal. Many groups need transportation to a store or wholesaler, unless the order is big enough for the company to deliver the goods. A community centre or non-profit organization may have a vehicle that can be used by the staff, volunteers, and participants who are purchasing food.

## **Step 8: Source Food**

One of the most important things a bulk buying club will need to determine is where the food will come from.

Many potential food suppliers exist – including grocery stores, supermarkets, wholesalers, co-operative suppliers, farms, and online retailers - and you can shop from more than one. The first thing you should do is find out as much information as you can about the possible suppliers for your group, to allow you to make an informed decision.



It is useful to develop an agreement with your supplier that provides your group with discounts on prices, delivery, and sale items to help you maintain your budget. Farmers and other food producers may be interested in selling their products directly to your group, which will ensure that you are receiving the freshest, healthiest food possible.

### **What to Order**

The decision about what sort of food to order may have been agreed upon in your initial group meetings. Different bulk buying clubs can focus on different foods; some clubs may focus on local, organic, or allergen-free food, while others may specialize in large quantities of dried goods such as rice, lentils, milk powder and flour.

Be sure to keep healthy local options in mind when you're sourcing vegetables, fruit, dairy, fish and meat. A wholesaler or other supplier may be willing to offer reduced prices or transportation rates if your group will commit to buying a certain amount of food each month. You need to consider time for transportation, whether goods are shipped fresh or frozen, best before dates and maximum shelf life of all the foods you order.

### **Supplier Conditions**

Each store, supplier or distributor will have conditions that your group will have to follow. These might include opening an account with the supplier, committing to a minimum order, agreeing on how orders are placed, how often they are placed, shipping costs, return policies, and shipping methods. Make sure the ordering conditions are spelled out clearly for your members from the beginning.

## **Step 9: Source Equipment**

There are some basic pieces of equipment that every Bulk Buying Club should have in order to run effectively. These include:

- **Cash box** and **receipt book** for keeping and recording money as it comes in. The money should then be given to the community agency, taken to the bank, or used for shopping.
- **Calculators** to add up monies given, to total each person's account, to calculate spending while at the store, and to determine if any money will be left after each shopping trip or order.
- A **first aid kit** which is approved by St. John Ambulance or the Red Cross, and is kept filled at all times. It is recommended that one or more people in your group have first aid and CPR training.
- **Cleaning materials** for counters, utensils, food containers and hands will be needed to keep your food cutting and sorting areas, and hands sanitized.
- **Scales** for dividing up bulk packages between participants fairly.
- **Knives, cheese wires, cutting boards** etc., for cutting foods. All items and counters must be washed and disinfected before and after each use.
- **Hair nets** and **gloves** for any food handling, particularly cutting of foods.
- **Cloth bags, plastic boxes or bins, paper bags, or cardboard boxes** for putting food in once it is sorted. To be environmentally friendly, re-usable boxes, bins or bags are the best choices. You will need to make sure they are all cleaned after each use by each participant or by a designated volunteer in the group.
- **Food containers or plastic wrap** for wrapping cut foods such as cheese, meat, etc.
- A **filing cabinet** where personal records, money, receipts books, and other information may be securely kept.

Some larger pieces of equipment may be needed as well, which should be considered when finding a location:

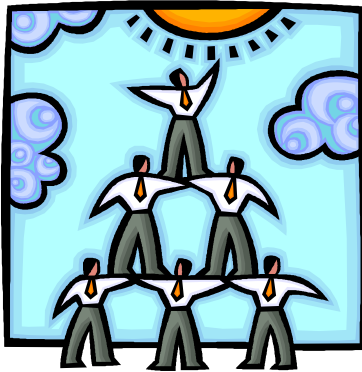
- A **fridge** for storing food (even briefly);
- Separate **sinks** for washing food and hands; and
- **Shelving** for storing items off the floor. Many clubs need shelves temporarily while food is waiting to be picked up, but other clubs routinely buy non-perishable items in bulk which are then stored and distributed from month to month. Shelves do not need to be fancy. Shelves that are sturdy, easily cleaned, and safe will work.



### ***Step 10: Start your Bulk Buying Club***

You are now ready to start your Bulk Buying Club! The following sections provide further information to help you in this process.

## Education & Skills Development



One of the greatest benefits of bulk buying clubs, beyond increasing participants' access to healthy foods at lower prices, is that they create a venue for education and skills development. It is important to consider how your program can provide educational and training opportunities throughout its activities.

By offering educational opportunities on a variety of related topics, participants will gain important skills and build knowledge and will find the bulk buying club experience to be rewarding and worthwhile.

Educational opportunities can be included as short presentations at planning meetings prior to shopping and distribution days. Try to find local experts to lead the session on various related topics. Regional Nutritionists who can provide expert knowledge about healthy eating and nutrition, and environmental health officers who can provide information on food safety and health, are both good examples of potential partners that could lead a session.

Some topics may include:

- How to use Canada's Food Guide (See **Appendix H: Canada's Food Guide**, page 38);
- The basics of healthy eating (See **Appendix H: Canada's Food Guide**, page 38);
- How to read food labels (See **Appendix I: Food Labels**, page 39);
- Basics of food safety (See **Appendix F: Food Safety Guidelines**, page 34);
- Meal planning and budgeting (See **Appendix K: Tips to Save Money and Eat Healthy**, page 42);
- How to properly store and freeze foods; and
- Basic cooking skills.

### **Quick Tip**

Provide nutrition education materials to participants that are user-friendly, visual, and easy to read. Some examples are included in the **Appendices**.

## Food Safety

Food-borne illness is a widespread and potentially dangerous threat, which can be reduced with some basic awareness and education. Some training will be required for participants on food safety and hygiene while shopping, sorting, and distributing food.

Every bulk buying club will have participants handling foods, dividing up orders, re-packaging items, and storing food for pick-up or delivery. There are a few simple guidelines that will help your group in addressing food handling and food safety issues that can arise:



- All food handlers must wash their hands with soap and hot water prior to handling food.
- Cold foods need to be stored at or below 4°C.
- Surfaces where food is prepared must be smooth, non-absorbing materials without cracks that are easy to clean and sanitize.
- All surfaces must be sanitized before and after food preparation.
- All foods must be stored in proper containers, and at the appropriate temperatures.

It is recommended that at least one person in your group has Food Safe Certification, level one. **Appendix F: Food Safety Guidelines** (page 34) provides details on food safety guidelines for not-for-profit organizations in Newfoundland and Labrador.

To obtain a copy of the brochure and complete guidelines see **Appendix N: Important Links and Resources** (page 49) for a link to the division of Health Promotion and Wellness of the Department of Health and Community Services. Copies are available online or from your local Health Promotion Resource Centre/Literature Depot.



## Support Your Members

Continually consider the special needs of your participants when organizing a bulk buying club. Be sure to provide solutions for any barriers that may prevent members from participating, such as child care and transportation.

**Child care** may be required by some people in your group when it is their turn to shop, pack boxes, or sort food. Because some parents prefer not to take their children along on shopping trips, encourage members to support each other by taking turns with child care on shopping days. You might also consider providing child care at the community centre or space where food will be sorted.

**Transportation** can be one of the greatest barriers for bulk buying activities. In order for members to fully participate in the program (e.g., assisting with shopping, helping with food delivery), your group may need to provide transportation, or help cover the costs of transportation.

It is important to make participants feel as though they are part of a bulk buying club community. You can achieve this by keeping in contact with the members even during times while you are not buying food.

There are a number of ways your bulk buying club can give feedback, receive information, take part in decision making, and keep up to date on what is happening. These include suggestion boxes, weekly meetings, frequent phone calls or e-mails, and a regular newsletter.



### Quick Tip

A great way to keep in contact with members is by publishing a short newsletter with updates about the group, nutritious recipes, upcoming events, and information. Other sections of a newsletter could include information about healthy eating, new foods people might want to try, or food preservation and storage techniques. See **Appendix L: Sample Newsletter** (page 43) for a sample bulk buying club newsletter.

## Evaluation

It is good practice to check with participants regularly to find out if the bulk buying club is meeting their needs.

Two sample evaluation forms are provided in **Appendix M: Sample Evaluation Forms** (page 47) which can be used to provide feedback on the effectiveness of your bulk buying club.

There are five key questions that can guide your group in evaluating its success:



1. **Did we do what we set out to achieve?**
2. **What did we learn about what worked and what didn't work?**
3. **Did we see any positive change in our community due to having a bulk buying club?**
4. **What could we do differently next time?**
5. **How do we plan to use these evaluation findings to learn about our program?**

Some measures of success can include finding out the number of boxes distributed, number of repeat orders, number of volunteers, number of complaints, number of enquiries, and savings of each participant. A bulk buying club should follow a regular record keeping routine to gather this information.

The information you gather from evaluation can be used to improve your program, inform reports to funders, and add to requests for funds.

### **Quick Tip**

Evaluation is a great tool for promoting your Bulk Buying Club to the community, to funders, and to potential sponsors – be sure to share your successes!

## Tips for Successful Buying Clubs

- Start small and simple; it is easiest to start with 7 to 10 members.
- If a new group is being formed, meet with prospective members to develop guidelines.
- Work with participants to develop a name for the program.
- Get commitment from farmers and distributors.
- Programs should aim for self-sufficiency.
- Encourage members to be on the look-out for good deals on foods. Check store flyers together to compare prices on the items on your club's shopping list.
- Study what is cheaper to buy in bulk (look at unit prices), but do not assume that larger quantities are always cheaper.
- Nutrition and healthy eating are a real benefit of food buying programs. Use your community resources to gather information about healthy foods.
- Consider offering child care on a rotating basis.
- Be sure to organize an easy way to collect money.
- Keep a little extra money on hand if there are great buys or short term sales.
- Open communications and on-going feedback can make a good program into a great one.
- Share recipes and try to eat together as a group sometimes.
- Develop a Wish List for extra shelving, new coolers, etc.
- Put some FUN in all the group's activities!

## Appendix A: Are You Ready? Checklist

### 1. Identify a Group

- Have you decided who your members will be?
- Have you identified a common purpose for the group?

### 2. Define Roles & Responsibilities

- Have you defined the roles needed for your group?
- Do you have a coordinator in place?

### 3. Establish Partnerships

- Have you identified partners to provide support for your program?

### 4. Look for Funding and Sponsors

- Have you decided how much participants will pay for food?
- Have you decided if your group will have a sponsor?
- Have you applied for external funding if required?

### 5. Find a Location

- Do you have a space for sorting, storing and distributing food?
- Is it accessible?

### 6. Hold an Orientation Meeting

- Have you decided how often the group will meet?
- Have you decided what sorts of food you will purchase?

### 7. Develop Procedures

- Have you developed food sorting, packing, and storage procedures?
- Have you developed food pick-up and delivery procedures?

### 8. Source Food

- Do you know where you will purchase food?
- Have you established an agreement with at least one supplier?

### 9. Source Equipment

- Do you have all the necessary supplies and equipment purchased, gathered, or donated?

### 10. Start your Bulk Buying Club!

# Appendix B: Sample Bulk Buying Club Brochure

Contact the Food Security Network NL ([www.foodsecuritynews.com](http://www.foodsecuritynews.com)) for a copy of this brochure that you can modify and use.

## JOIN OUR BULK BUYING CLUB!

Your Name or  
Logo Here

## WHAT IS A BULK BUYING CLUB?

A bulk buying club is a group of people with similar food preferences who come together to buy food in bulk.

All participants of a bulk buying club are involved in the planning, shopping, sorting, and delivering of food.

These clubs enable individuals to work with a group of like-minded people to get more with their food dollars.

## WHY JOIN A BULK BUYING CLUB?

- Save money on healthy foods by purchasing with others;
- Learn about healthy eating and low cost cooking;
- Learn important health and food safety-related skills;
- Get to know other families in your club and learn about new foods, recipes, and cultures;
- Support local farmers; and
- Gain experience in budgeting and organization.



Information about  
your organization

Address  
Phone Number  
Website

## HOW DOES A BULK BUYING CLUB WORK?

1. A group gets together because they want to buy foods in bulk.
2. They find a farmer, store or wholesaler who will give good prices on the foods the group wants to buy.
3. The group decides how much of which foods to buy.
4. Orders are placed, food is paid for, and food is picked up or delivered to the club.
5. Foods are separated and packed ready for delivery to or pick-up by each family.



## HOW TO GET INVOLVED

In addition to being a member of the bulk buying club, volunteer opportunities include:

- Membership Coordinator
- Order Manager
- Packaging Coordinator
- Grocery Shoppers
- Food Sorters



If you are interested in joining our Bulk Buying Club please contact us and fill out a family profile form and membership application (see reverse side for contact information).

## LEARN ABOUT...

The Bulk Buying Club isn't just about buying food together. As a member of our club you will have opportunities to learn about:

- How to use Canada's Food Guide;
- Basics of healthy eating;
- How to read food nutrition labels;
- Basics of food safety;
- Meal planning and budgeting;
- How to properly store and freeze foods; and
- Basic cooking skills.



## Appendix C: Basic Adult Education Principles

If instructing bulk buying club participants about food safety and nutrition is going to be part of your group's focus, keep in mind the ways that your group members learn. The foundation of adult education is the belief that all individuals are unique in their experiences, knowledge, views, abilities, skills and talents. Each individual learns in a unique way; this uniqueness is an opportunity for sharing and growth. Keep these key adult education principles in mind as you plan, facilitate, and evaluate education sessions:

### **Involve learners in all aspects of the process**

Ask people about their education needs and how they learn best. You can determine their needs formally through a needs assessment or informally through dialogue with an individual or a group. Needs assessments can be especially useful for long-term planning or large projects.

### **Let everyone be a learner and a teacher**

Everyone has something special to contribute to a one-on-one teaching session or to a group. Some individuals may ask questions, others may be able to provide answers to questions; everyone has experiences which they may be willing to share. Even in a one-on-one situation, both individuals involved can be both learners and teachers. The educator can walk away from the experience richer in knowledge as can the person who is seeking the education.

### **Create a learning environment**

Most people need to be comfortable to participate and to share thoughts and experiences. It is important to create a learning environment in which everyone feels respected. In addition, it is essential that all learners have the opportunity to participate as they feel comfortable.

In a one-on-one situation, good listening skills and a sincere interest to engage the learner are critical. In a group setting, the environment can be created subtly by the educator setting his or her own example, or it can be created formally by asking the group to identify what is the ideal learning environment for them. One way of doing this is to ask the group to define group participation guidelines. This is a helpful way to create a culture of respect that does not require a great deal of input from the educator, except to facilitate the discussion.

## **Use relevant materials**

Use education materials which are meaningful to the individual or the group. It is important to consider literacy, cultural, socioeconomic and lifestyle issues. In addition to being familiar with the community, dialogue with the individual and group will help to determine what is appropriate. In cases where relevant materials are not available, one option is to have the group develop the materials as an activity.

## **Check in**

Ask the individual or group how the session is going. Don't wait until the end of the session. Ask during the session so changes can be made to the process if the learners' needs are not being met.

## **Check out**

At the end of the session, find out how it went. There are a number of good tools which you can use. One tool that may be of benefit is called "Head, Heart and Feet". Using this tool, the educator draws the outline of a body and labels the relevant parts: head, heart and feet. For the head, ask the individual or the group what they learned. For the heart, ask how they felt about the learning process. For the feet, ask what actions they will now take.

Educating is also a learning process for the educator. Ongoing evaluation, informal and formal, is a really helpful way to find out how the process can be improved. Remember, true educators never stop learning!



## Appendix D: Sample Membership Application

Adapted with permission from the Level Best Bulk Food Buying Program, Brighter Futures  
(note that this form is for a Bulk Buying Club with sponsorship from another organization)

**Date:** \_\_\_\_\_ **Site:** \_\_\_\_\_ **Coordinator:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_ **Other Numbers:** \_\_\_\_\_

(Please initial each statement below regarding membership privileges and expectations.) I understand that:

\_\_\_\_ The purpose of the Bulk Buying Club is to assist families in buying vegetables, fruit, meat and alternatives, and other items which contribute to the families' over-all health and well-being.

\_\_\_\_ An initial \$5.00 membership fee is required and is not refundable.

\_\_\_\_ Each member will work with the coordinator to develop an individual family profile, which provides information about the family's food preferences for the purpose of buying as a group.

\_\_\_\_ The family will pay \$15.00 per month in advance of when the shopping is expected to take place. This will be matched with \$15.00 monthly stipend from the Bulk Buying Club for a total of \$30.00 per month, which can be used to purchase items in bulk.

\_\_\_\_ If the family is unable to put in their full \$15.00, the Bulk Buying Club will match the amount put in by the family. The Program does not loan money or put in more money than the family.

\_\_\_\_ The Bulk Buying Club is designed to provide the most food to the most families at the best cost. It may not be feasible to provide some of the items an individual family requests.

\_\_\_\_ Each family is expected to attend monthly meetings, help with shopping and share information about sales, recipes and other things to help members get the most for their money.

\_\_\_\_ A family may resign from the Bulk Buying Club at any time.

\_\_\_\_ Every six months members will participate in a formal evaluation session to provide feedback on how the Food Buying Program can be improved.

## Appendix E: Incorporation for Non-Profit Organizations

If your bulk buying club initiative is not a program of an already incorporated organization, you may want to consider becoming incorporated. It is important to review the benefits and expectations of incorporated organizations prior to incorporating, to ensure that incorporation is a good fit for your group.

There are three main steps when becoming incorporated:

- 1. Get the information and Forms:** The Companies and Deeds Online website of the Department of Government Services, Commercial Registration Division provides the required forms for incorporation. Visit <https://cado.eservices.gov.nl.ca/Company/ArticlesOfIncorporationMain.aspx>

Staff of the Registry can help go through the forms and requirements:

### Department of Government Services

P.O. Box 8700

Confederation Building

St. John's, NL A1B 4J6

Telephone: (709) 729-3316

Fax: (709) 729-0232

<https://cado.eservices.gov.nl.ca/Company/CompanyMain.aspx>

- 2. Select a Name:** Prior to incorporation, a name for the organization will need to be selected and cleared with the Registry of Companies. There are a few conditions that apply to name selection. Contact the Registry of Companies for more information.
- 3. Fill out Incorporation Documents:** In order to become incorporated, the group will need to fill out **Articles of Incorporation**, **Notice of Directors**, and **Notice of Registered Office** forms and submit them to the Commercial Registrations Division along with the organization's by-laws. All documents must be signed by the directors and submitted in hard copy.







Once incorporated, an organization must complete an annual return with the Registry to update its information including its address and directors.

The Community Sector Council of NL (CSC) is a great resource for information on incorporation and grant opportunities. Find out more about CSC and get in touch with your regional office by visiting their website at: [communitysector.nl.ca](http://communitysector.nl.ca)

*Adapted from the Community Sector Council website at:*

*<http://communitysector.nl.ca/voluntary-sector-resources/starting-nonprofit-or-charity/how-incorporate-non-profit-organization> accessed on Dec. 17<sup>th</sup> 2010*

# Appendix F: Food Safety Guidelines

<h2 style="text-align: center;">Food Safety</h2> <hr/> <h2 style="text-align: center;">HEALTH GUIDELINES</h2> <hr/> <p style="text-align: center;">FOR THE OPERATORS OF</p> <h2 style="text-align: center;">Not - for - Profit ORGANIZATIONS</h2> <div style="text-align: center;">  </div> <div style="text-align: center;">  <p>GOVERNMENT OF NEWFOUNDLAND AND LABRADOR</p> </div>	<h3 style="text-align: center;">FOR MORE INFORMATION</h3> <p>If you have any questions about food safety, please contact an Environmental Health Officer at the Government Service Centre, or the regional Health and Community Services Board nearest you.</p> <p><u>Government Service Centre Locations:</u></p> <p>Happy Valley-Goose Bay Corner Brook Grand Falls-Windsor Gander Clarenville Harbour Grace St. John's</p> <p><u>Regional Health &amp; Community Services Board Locations:</u></p> <p>St. John's Holyrood Gander Corner Brook St. Anthony Happy Valley-Goose Bay</p> <div style="text-align: center;">  </div> <p style="text-align: right;">Department of Health and Community Services Department of Government Services Regional Health and Community Services Boards July 2004</p>	<h3 style="text-align: center;">EQUIPMENT</h3> <p>To safely prepare food for the public, the premises you use to prepare food should have:</p> <ul style="list-style-type: none"> <li>▶ <b>dishwashing equipment</b> consisting of either a mechanical dishwasher or a sink with 2 or 3 compartments.</li> </ul> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>▶ <b>ample refrigeration space</b> with the ability to keep foods at or below 4 °C.</li> <li>▶ <b>hand washing facilities</b> in the food preparation area that consist of :             <ol style="list-style-type: none"> <li>i) a sink with hot and cold running water</li> <li>ii) liquid soap dispenser</li> <li>iii) paper towel dispenser</li> </ol> </li> <li>▶ appropriate cooking equipment</li> <li>▶ <b>washroom facilities</b> for guests (if catering is performed on the premises).</li> <li>▶ an adequate supply of <b>hot and cold running water</b> from a source approved by the Government Service Centre.</li> </ul> <div style="text-align: center;">  </div>	<h3 style="text-align: center;">CONSTRUCTION OF FOOD PREMISES</h3> <p>The location used for food preparation should be constructed with:</p> <ul style="list-style-type: none"> <li>▶ <b>Walls, ceilings and floors</b> in the food preparation and storage areas made of <b>tight, smooth, non-absorbent, easily cleanable material</b> and should be kept clean at all times.</li> <li>▶ Surfaces on which food is prepared made of a <b>smooth, non-absorbing material, that contains no cracks or crevices</b> and is easy to clean and sanitize.</li> <li>▶ Openings to the outside screened or fitted with devices to keep out flies, insects, and rodents.</li> <li>▶ Dishware and cutlery stored in closed cupboards.</li> </ul> <div style="text-align: center;">  </div>
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## PURPOSE

Food can make people ill, if it has not been prepared in a way that prevents contamination. Contamination can be from germs, chemicals, or objects. Information in this pamphlet will help you and others in your not-for-profit group prepare food that is safe to eat.

## REGISTRATION

Your not-for-profit group should register with the Government Service Centre. Please fill out a registration form. This helps us:

- monitor food preparation that may impact upon the health of people in our province.
- respond to any problems or complaints that may be received.

## FOOD HYGIENE

The following tips are useful for protecting food and preventing illness:

- Cook and prepare all food in one location, preferably a licensed food premises.
- All ingredients and food should be from approved sources.
- Ample refrigeration space should be provided to separate raw foods and cooked foods.

## THE DANGER ZONE

Do not store any perishable foods in the danger zone between 4 °C and 60 °C, where bacteria can grow.

- Cold foods need to be stored at or below 4 °C (40 °F). (e.g., keep cold plates in refrigerator until ready to serve).

- Hot foods need to be stored at or above 60 °C (140 °F).

- Chill all leftovers quickly to 4 °C or less. Shallow pans, and stirring can help speed up the chilling time.

- Cook all meats, poultry and eggs to proper internal temperatures: e.g. 85 °C for poultry, 71 °C for ground meat, and 63 °C for eggs.

- Use thermometers to check food and storage temperatures.

- Cook all roasts and poultry in one step. Avoid partial cooking on different days.

- Cook dressing outside of poultry.

- Keep cooked and ready-to-eat foods separate from raw foods, and surfaces that come into contact with raw foods.

- Sanitize surfaces after they come into contact with raw food. Use a mild bleach and water solution.

- Fruits and vegetables should be washed before being eaten.

- All prepackaged food should be labeled, naming ingredients and manufacturer.

- All food should be stored at least 15 cm (6") off the floor.

- All foods and utensils should be kept covered.

- Meals being delivered should be kept covered in hinged, Styrofoam containers, and out of the 'danger zone'. Insulated coolers or ice may be used. Deliver within 1 hour of preparation.

## THAWING

Thaw frozen foods in one of these ways:

- in a refrigerator at 4 °C or less

- under cold running water

- in cold water that is changed often

- in a microwave



## PERSONAL HYGIENE

All food handlers must wash their hands with soap and hot water

before:

- ✓ setting tables
- ✓ preparing or serving food

and after:

- ✓ using the toilet
- ✓ smoking
- ✓ handling raw food
- ✓ cleaning & wiping tables
- ✓ sneezing and coughing



- No person should work with food if he/she has an illness which can be spread through food.

- Whenever possible use utensils to handle food.

- Wear clean clothing and a hair covering.

- Do not smoke in food preparation or storage areas.

- Keep all work areas clean.

## Appendix G: Sample Family Profile Form

(From Level Best Buyers' Club, Brighter Futures Coalition, St. John's and District)

### FAMILY PROFILE

Name: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Address: \_\_\_\_\_

Number of People in Family: Adults \_\_\_\_\_

Name and Ages of Children: \_\_\_\_\_

**(1) Transportation.** The Level Best Club will meet around once a month as a group, where we will share ideas and plan what we want to buy. The following week the groceries will be purchased and delivered to your house, or to a central location. What kind of help will you need for transportation to the meetings and to get your groceries?

**(2) Planning what we want to buy.** The purpose of the buyer's club is not to replace your normal food purchases, but to provide a little extra to help you extend your food dollars. The categories in this pilot project are limited to three types of things: (1) Vegetables and fruits; (2) Egg, milk and cheese and (3) Essential household products. Household products are provided as an option because these items are usually much cheaper when purchased in bulk through a buyer's club. For example, if you can pay less for soap and toilet tissue, this gives you more money to spend on food.

As you know, the amount of money provided through the buyer's club, it very limited. Families will pay \$15.00/ month in advance and the Buyer's Club will match that for a total purchase of \$30.00. Level Best is a pilot project intended to work with families to introduce them to the idea of a buyer's club and to how families can use this opportunity to make things better for their children. Since we only have \$30.00 per month per family to spend, we will organize our buying very carefully to reflect what families want. This family profile will help us do that.

**(3) A Single Priority.** If you could have a few items above and beyond the groceries that you normally buy for your family, what kind of things would they be?

**(4) Vegetables and Fruits:** What vegetables and fruits do you buy most often? What else would you buy, if you had an opportunity? How much would you say that you spend now, each month, on vegetables and fruits? If you could name one item that you absolutely would not buy, no matter what - what would it be?

**(5) Eggs, Cheese and Milk.** How often and what kind of things do you buy in this category on a monthly basis? What else would you buy if you had the opportunity/ money? What would you absolutely not buy, no matter what?

**(6) Household Products.** What kind of household products (not food) do you buy on a regular basis? Where? How would you handle things differently, if we could provide these things more cheaply through bulk buying?

**(7) Stores:** Tell us something about how/where you normally get the food for your family? What kinds of things would you normally get at each place? How often would you buy there?

- Corner convenience store
- Large grocery stores such as Sobeys/ Dominion
- Wal-Mart/ Costco
- Middle size store such as Coleman's or Foodland
- Pharmacy or drug store
- Food bank

**(8) Buying on Sale:** One of the things we hope to do with the Level Best Club is to buy things on sale. When you see food you would like to buy on sale, what are the barriers that would keep you from buying?

- Transportation
- Money
- Child Care

**(9) Do you or your family have any special needs around food (such as allergies)?**

**(10) How Families Can Help.** When we find out what all of the families need/want on a regular basis, we will set up a list of things which we will try to arrange to buy on a regular basis. We hope to buy wholesale, so things will be a little less expensive. We will look at cost as well as convenience in organizing things so families can share some items, such as a block of cheese or a purchase of 24 rolls of toilet paper. Then, we will provide a shopping list for you to choose what you want. We will be working together all the time, to get the best deals for our level best members. We hope our families will be active participants in this. If you know of upcoming sales, you can let us know and we might be able to purchase it in bulk for all of the families.

**(11) Confidentiality**

I understand that this information will be used for planning buyer's club purchases and that the information about my family will be combined with that of other families for developing reports for the funders, but that my name and the name of family members will not be included.

\_\_\_\_\_  
Level Best Buyer's Club Member

\_\_\_\_\_  
Date

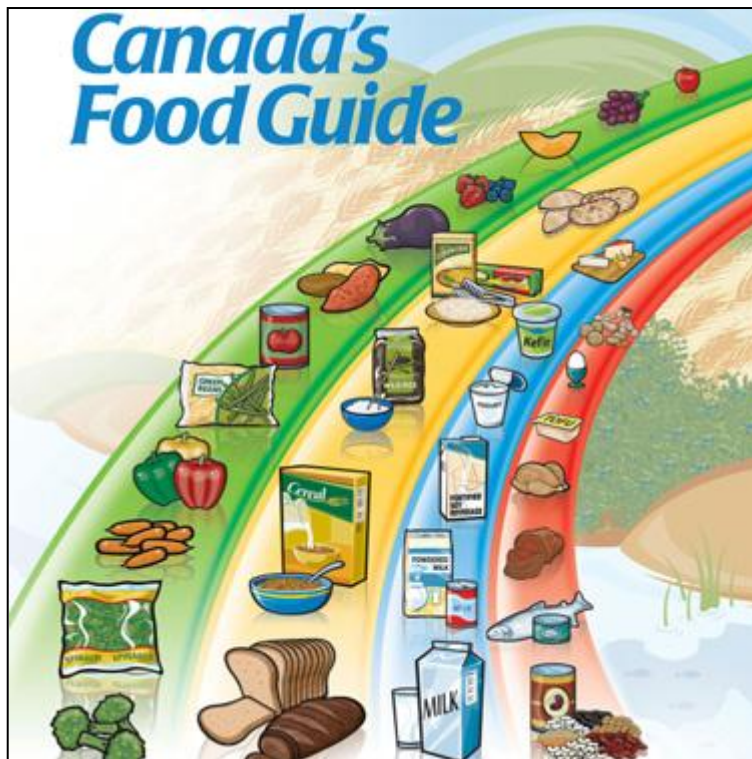
\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## Appendix H: Canada's Food Guide

Learning about affordable, healthy eating is one of the main benefits of bulk buying clubs. All shopping lists prepared should follow *Canada's Food Guide*. The skills and knowledge that participants learn can be used in everyday life to make healthy, tasty and affordable meals.

### Canada's Food Guide



Canada's Food Guide provides recommendations on daily consumption from each of the four food groups: Vegetables and Fruits, Grain Products, Milk and Alternatives, and Meat and Alternatives.

To download or print your own copy of Canada's Food Guide visit Health Canada website. For a paper copy visit your local health promotion resource centre/literature depot. See **Appendix N: Important Links and Resources** (page 49) for more details.

### Key messages from Canada's Food Guide

- Eat at least one dark green and one orange vegetable each day.
- Choose vegetables and fruit prepared with little or no added fat, sugar or salt.
- Have vegetables and fruit more often than juice.
- Make at least half of your grain products whole grain each day.
- Choose grain products that are lower in fat, sugar or salt.
- Select lower fat milk alternatives.
- Have meat alternatives such as beans, lentils and tofu often.
- Eat at least two Food Guide Servings of fish each week.
- Select lean meat and alternatives prepared with little or no added fat or salt.

# Appendix I: Food Labels



Health Canada Santé Canada

Your health and safety... our priority.

Votre santé et votre sécurité... notre priorité.

## Using the Nutrition Facts Table: % Daily Value

### How to CHOOSE

The Nutrition Facts table gives you information on calories and 13 core nutrients. Use the amount of food and the % Daily Value (% DV) to choose healthier food products.

Follow these three steps:

**1 LOOK at the amount of food**  
Nutrition Facts are based on a specific amount of food. Compare this to the amount you actually eat.

**2 READ the % DV**  
The % DV helps you see if a specific amount of food has a little or a lot of a nutrient.

5% DV or less is a **LITTLE**  
15% DV or more is a **LOT** } This applies to all nutrients.

**3 CHOOSE**

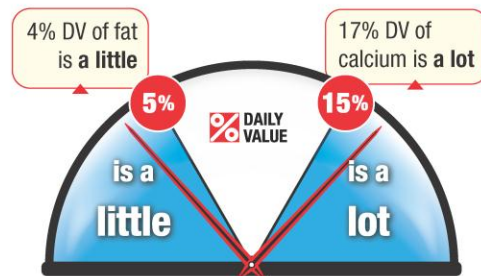
Make a better choice for you. Here are some nutrients you may want...

- |                            |                |
|----------------------------|----------------|
| <b>less of</b>             | <b>more of</b> |
| • Fat                      | • Fibre        |
| • Saturated and trans fats | • Vitamin A    |
| • Sodium                   | • Calcium      |
|                            | • Iron         |

Nutrition Facts	
Per 3/4 cup (175 g)	
Amount	% Daily Value
<b>Calories</b> 160	
<b>Fat</b> 2.5 g	4 %
Saturated 1.5 g	8 %
+ Trans 0 g	
<b>Cholesterol</b> 10 mg	
<b>Sodium</b> 75 mg	3 %
<b>Carbohydrate</b> 25 g	8 %
Fibre 0 g	0 %
Sugars 24 g	
<b>Protein</b> 8 g	
Vitamin A 2 %	Vitamin C 0 %
Calcium 17 %	Iron 0 %

Here is an example of how to choose:

You are at the grocery store looking at yogurt. The small container (175 g) of yogurt you pick has a **little** fat (4% DV) and a **lot** of calcium (17% DV) – this is a better choice if you are trying to eat less fat and more calcium as part of a healthy lifestyle!



© Her Majesty the Queen in Right of Canada, represented by the Minister of Health, 2010.  
Également disponible en français sous le titre: Utilisez le tableau de la valeur nutritive: % de la valeur quotidienne.

HC Pub.: 100539  
Cat.: H164-127/2010E-PDF  
ISBN: 978-1-100-16994-1





## How to COMPARE

Use the amount of food and the % Daily Value (% DV) to compare and choose healthier food products.

Follow these three steps:

### 1 LOOK at the amounts of food

Compare the amounts of food in the Nutrition Facts tables.

**Cracker A** has 9 crackers and weighs 23 grams. **Cracker B** has 4 crackers and weighs 20 grams.

Because the weights are similar, you can compare these Nutrition Facts tables.

Cracker A

Nutrition Facts	
Per 9 crackers (23 g)	
Amount	% Daily Value
<b>Calories</b> 90	
<b>Fat</b> 4.5 g	7 %
Saturated 2.5 g	13 %
+ Trans 0 g	
<b>Cholesterol</b> 0 mg	
<b>Sodium</b> 275 mg	12 %
<b>Carbohydrate</b> 12 g	4 %
Fibre 1 g	4 %
Sugars 0 g	
<b>Protein</b> 3 g	
Vitamin A 0 %	Vitamin C 0 %
Calcium 2 %	Iron 8 %

Cracker B

Nutrition Facts	
Per 4 crackers (20 g)	
Amount	% Daily Value
<b>Calories</b> 85	
<b>Fat</b> 2 g	3 %
Saturated 0.3 g	2 %
+ Trans 0 g	
<b>Cholesterol</b> 0 mg	
<b>Sodium</b> 90 mg	4 %
<b>Carbohydrate</b> 15 g	5 %
Fibre 3 g	12 %
Sugars 1 g	
<b>Protein</b> 2 g	
Vitamin A 0 %	Vitamin C 0 %
Calcium 2 %	Iron 7 %

### 2 READ the % DVs

Since you are comparing crackers, you may want to look at the % DVs for saturated and trans fats, sodium and fibre.

**Cracker A** has 13% DV for saturated and trans fats, 12% DV for sodium and 4% DV for fibre.

**Cracker B** has 2% DV for saturated and trans fats, 4% DV for sodium and 12% DV for fibre.

**Remember: 5% DV or less is a little and 15% DV or more is a lot.** This applies to all nutrients.

#### Did you know?

You may be able to compare products that don't have similar amounts of food.

For example, you could compare the % DVs of a bagel (90 g) to the % DVs of 2 slices of bread (70 g) because you would most likely eat either amount of food at one meal.

### 3 CHOOSE

In this case, **Cracker B** would be a better choice if you are trying to eat less saturated and trans fats, less sodium and more fibre as part of a healthy lifestyle.

Use the Nutrition Facts table and *Eating Well with Canada's Food Guide* to make healthier food choices.

 **DAILY VALUE** [healthcanada.gc.ca/dailyvalue](http://healthcanada.gc.ca/dailyvalue)



## Appendix J: Sample Record Keeping Forms

### Price Comparisons from Stores

Date \_\_\_\_\_

Food Item	Dominion	Sobeys	Wal-Mart	Price Club	Cash & Carry

### Family Tracking Record

Family Name \_\_\_\_\_

Community \_\_\_\_\_

Date	Opening Balance	Sponsor \$\$	Family \$\$	Additional	Total	Purchase	Balance	Initials
October								
November								
December								
January								
February								
March								
April								

Coordinator \_\_\_\_\_

### Group Tracking Record (Total Food Cost)

Date	Family 1	Family 2	Family 3	Family 4	Family 5	Family 6	Total
Week 1 Feb 1 <sup>st</sup>							
Week 2 Feb 8 <sup>th</sup>							
Week 3 Feb 15 <sup>th</sup>							
Week 4 Feb 22 <sup>nd</sup>							
Week 5 Feb 29 <sup>th</sup>							
Week 6 Mar 7 <sup>th</sup>							

Coordinator \_\_\_\_\_

## Appendix K: Tips to Save Money and Eat Healthy

1. **Use a menu:** Develop a menu or menu cards that you can use each week. Have variety so that you can choose meals based on sales in the flyers.
2. **Make a shopping list:** Use your menu to develop your shopping list and keep a “to buy” list of staple food items such as flour and milk. As you run out of a staple, add it to a staple list. Then you can decide every week which staples you need to buy.
3. **Have back up foods:** These can prevent you from having to run out to the store more than once a week. For example, keep powdered milk and canned fruit and vegetables on hand. These foods will also come in handy in bad weather.
4. **Use flyers and coupons:** Watch for sales days – some stores mark down their meat, fruit and vegetables on certain days of the week to allow space for new foods.
5. **Check out prices in the store:** More expensive food is usually at eye level. Non brand name food is often the same as leading brands, except that it's cheaper. Check out the price per unit listed on the shelves. It's an easy way to see if you are getting the best buy.
6. **Ask for mark downs:** Many stores will offer a reduced price on produce that is past its prime but still safe to eat. For example, older tomatoes may be too wilted for a salad, but are perfect for a tomato sauce.
7. **Use dried beans, lentils, and rice:** Dried beans and lentils are cheaper than canned beans and lentils, and have no added salt. They should be soaked and cooked prior to use. Similarly, dried rice is cheaper than instant or dehydrated rice.
8. **Hunt, fish and forage:** Game, fish, foraged berries and home-grown vegetables can reduce the strain on the family budget.
9. **Make food from scratch:** When you make something yourself you control how much sugar, oil, and salt goes in. Many processed foods can be made at home in a healthier way and at a lower cost.
10. **Recycle:** Waste from one meal can often become the base for the next. Leftover chicken bones, for example, can be used to make chicken soup.

# Appendix L: Sample Newsletter



## Sharing our Story

We are delighted to have been invited to share our story of the Level Best Club and hope through our experience we can encourage others to offer this very worthwhile program.

The Community Action Committee for Southwestern Newfoundland (Family Resource Program) was selected to participate in the Provincial Wellness Project sponsored by

Brighter Futures of St. John's and District and funded by the Department of Health and Community Services Provincial Wellness Grants Program. The components of the program included the planting, tending and harvesting of a Community Garden, the Level Best Club and the developing and piloting of Healthy Eating Tool Kits.

The Family Resource Program and local Women's Centre in Stephenville teamed up to facilitate a Community Garden and Level Best Club for families. The Garden Plot was selected and developed on land behind the local Women's Centre and the Level Best Club was facilitated at the Women's Centre in the spacious and warm kitchen facility.

### Key Learnings

- collaborative partnerships
- Ensure Sponsor/Advisory Group Involvement
- Review program resources
- Determine community's food access
- Informal/formal needs assessment
- Prepare Proposal/ Access Funding
- Recruit dedicated and experienced Program Coordinator and Volunteers
- Allow adequate time for recruitment and screening of families
- Address Families Needs (Transportation/Child Care)
- Encourage participation and involvement of participants to help build self-esteem
- Strengthen participant's social support networks
- Facilitate continuous feedback/ program evaluation
- Be Flexible



## The Level Club

Enhancing food security is the primary goal of the program. The purpose of the Level Best Club is to help parents and caregivers provide nutritious food for their families. The program is inexpensive, community-based and flexible.

The Level Best (Buying and Cooking) Club is a merger of two existing programs – The Level Best Buying Club (The Wellness Project - Brighter Futures/MacMorran) and the Basic Shelf Cooking Program (City of York Health Unit). These two programs help to address the issue of food security while enhancing social support networks and providing an environment for

sharing of information and ideas during discussions and group activities.

The Level Best Buying Club helps families provide nutritious food for their families. Level Best families come together to develop a Level Best Shopping List from local grocery store flyers and/or farmers markets. Each family contributes \$15 a month which is matched by the project for a total of \$30 per month per family. Food purchases take place once a month in bulk from the Level Best Shopping List which can include fresh fruits and vegetables; meat, fish or poultry; cooking/baking supplies and household essentials.

The Basic Shelf Cooking Program helps families to utilize limited food resources more effectively. On a monthly basis, families come together to prepare and share a meal. Through facilitated group activities, families increase their knowledge of nutrition and meal preparation.

More details about the *Level Best Buying Club* and *Basic Shelf Cooking Program* are provided on their websites.



## Partnerships

The program is community-driven and relatively inexpensive. Community support and involvement are crucial. You will need a project sponsor/advisory group, dedicated and experienced project coordinator, adequate space, and funding/donations for the program.

Community partnerships are key to the success of your Level Best Club. These partners may include community groups such as Women's and Youth Groups; town councils, local businesses, government agencies, etc.

Our program was sponsored by the

local Family Resource Centre in conjunction with the Women's Centre. The Women's Centre provided referrals, space and facilitation for the program. Funding was provided through the Provincial Wellness Grants. Local businesses, community groups and individuals donated kitchen and food items for the program. Take some time to identify potential partnerships in your community. Individuals, groups and agencies who have a vested interest in addressing the issue of food security.



### **The Basic Shelf Cookbook:**

Canadian Public Health  
Association  
400-1565 Carling Avenue,  
Ottawa, Ontario K1Z 8R1  
Phone: 613-725-3769  
Fax: 613-725-9826  
Website: <http://www.cpha.ca>

### **Level Best Buying Club:**

The Wellness Project  
Brighter Futures of Coalition of St.  
John's and District  
Suite 200 Nuport Bldg  
44 Torbay Rd.  
St. John's, NL A1A 2G4  
Phone: 709-739-8096  
Fax: 709-739-8097  
Website: [www.thewellnessproject.ca](http://www.thewellnessproject.ca)

# Program Schedule

The program operates for 4-6 months depending upon budget and participate needs and interests. Recruitment of families can take from one to four weeks or even longer. A flyer may be distributed to the local Family Resource Centre, Women's Centre, Public Health and HRLE, etc. and families will often self refer. An Orientation Session to introduce families to one another and to provide information on the program is recommended. Transportation and Child Care needs should be discussed at this time and addressed if possible. This is followed by two two-hour sessions facilitated once a month for a total of 8-12 sessions. During each month the two sessions are facilitated in the same week. Session One involves the selection of the Level Best Shopping List while Session Two focuses on meal preparation using the Basic Shelf Cooking Program and distribution of the food purchased from the Level Best Shopping List.

**Week 1 – 4:** Recruitment and Selection of Families. Recommend 6-8 families depended upon space, human resources and budget. One or two

parents may participate or a parent/grandparent or other support person depending on interest and family structure.

**Week 5:** Orientation/Information Session for families on the components of the program. May distribute information on Canada's Food Guide and Food Labeling, etc. At a later date an information session may be facilitated by a Dietician, Nutritionist or Public Health Nurse.

**Week 6:** Session I – Selection and purchasing of groceries (Level Best Shopping List) from local grocery store flyers or farmers markets (if available) including fresh fruits and vegetables; meat, fish and poultry; baking supplies and household essential items. Each family contributes \$15 which is matched by the project. Families are provided with an inexpensive pocket calculator to calculate their share of the groceries purchased in bulk. This section of the program increases budgeting skills, food knowledge and helps families living on a modest income sketch their monthly food

budget. Families also select a meal from the Basic Shelf Cookbook to prepare at the next session.

**Week 6:** Session II – Project Coordinator and Volunteer Project Participant pick up groceries from the Level Best Shopping List. Groceries are distributed during Session II. Families prepare and share a meal from the Basic Shelf Cookbook. Vegetables from a Community Garden can also be used. Leftovers are packaged and distributed among families. This component of the program helps families to utilize their food budget more effectively and increase cooking skills. Sharing of information and skills is encouraged.

**Week 10, 14, 18, 22,** - Session I and II offered each week. Schedule will depend on availability of families. (i.e.: mornings, afternoons, or evenings). The facilitation of verbal and written feedback is recommended after each session. If time and the budget allow, an evaluation focus group is recommended at the end of the program facilitated by a community



**Sample Budget**

Budgets will vary greatly depending upon in-kind contributions and volunteer services available in your community as well as the duration and of your program and needs of participants. Here are the basic expenses for the Level Best Buying and Cooking Club.

Coordinator Stipend	\$1200
Level Best Shopping (6 Sessions)	600
Basic Shelf Cooking Program (6 Sessions)	600
Transportation	300
Child Care	300
	\$3000



**For more information contact:**

Bernice Hancock, Program Director  
Sheila Felix, Site Coordinator  
Community Action Committee for South-western Newfoundland  
P.O. Box 421  
Stephenville, NL A2N 2Z5  
Phone: 709-643-5399  
Fax: 709-643-5490  
E-mail: bsgcacnf@nfld.net

# Impact

The impact for families has been very positive. At a community level, the project raised awareness of importance food security. At the family level it increased knowledge and skills related to food purchasing, budgeting and meal preparation. The Level Best Buying Club provided families with the opportunity to provide nutritious food for their families and stretch their food budget through collective bulk buying. The addition

of the Basic Shelf Cooking Program helped families living on a limited budget utilize their food resources more effectively skills. "The Level Best (Buying and Cooking Club) is an example of an effective, low-cost, grass-roots initiative which effects meaningful long-term change in the lives of families and children by addressing the issue of food security."



# Recipes

*Recipes from the  
Basic Shelf Cookbook*

*Spinach and Cheese Pas-  
srole*



*Apple Oatmeal Crisp*

Basic Shelf + Spinach, Cheese and Eggs

Servings 6  
Cost \$0.71 per serving

- 1 package (10 ozs/284g) fresh spinach
- 2 Tbsp Margarine
- 8 Slices Bread
- 1/4 cup Finely chopped onion
- 1 cup grated cheese
- 3 eggs
- 1 1/2 cup milk (made from skim milk powder)
- 1 tsp Salt
- 1/2 tsp Ground pepper

1. Cut the coarse stems off the spinach. Put the trimmed spinach into a medium saucepan. Add about 1/4 cup hot water. Turn the stove on to medium-high heat. Cover and cook for 2 to 3 minutes. Rinse spinach with cold water. Put in a strainer to drain.
2. Meanwhile, lightly grease an 8x8x2-inch (2L) baking pan.
3. Spread margarine lightly on both sides of bread slices. Place 4 slices on the bottom of the baking pan.
4. Next, chop drained spinach and put into a medium bowl. Add onion and cheese. Mix together. Spread mixture over bread.

Basic Shelf + Apples  
Servings 8  
Cost \$0.43 per serving

- 1 1/2 lbs Cooking apples (eg. MacIntosh)
- 3 Tbsp White sugar\*
- 1/4 tsp Ground Cinnamon
- 1 1/3 cups Rolled oats
- 3/4 cup Lightly packed brown sugar
- 1/4 tsp Baking powder
- 1/4 tsp Baking soda
- 1 cup skim milk powder
- 1/3 cup Flour
- 1/2 cup Margarine, divided


*\* Add more, or decrease the sugar according to the type of apples used and your preference.*

1. Peel apples. Cut apples lengthwise into quarters. Cut out core with seeds. Cut pieces of apples into thin slices. Add sugar and cinnamon and toss lightly. Set aside.
2. Combine oats, brown sugar, baking powder and baking soda in a large bowl. Divide mixture in half. Add the skim milk powder to one half of the mixture. Add the flour to the other half.

# Appendix M: Sample Evaluation Forms


## Level Best Bulk Food Buying Program Evaluation Form, Brighter Futures


Do you want this program to continue? Why/ why not?

Did you like the food? 


not at all                      very much  
1      2      3      4      5


What did you learn from this program?



I liked... 

Would you tell a friend about this program? Why?



I did not like... 

Comments



## Sample Evaluation Forms Continued

Dear Food Buying Program Member

We need your feedback to make sure our program meets your needs, and is working at its best. Please share your experiences with us by taking a few minutes to fill in this form.

### What things do you like about the food buying program?

- Being able to buy fresh foods
- Meeting other people
- Volunteering with the program
- Accessing health and nutrition information
- Working with a community organization
- Having other people do your food shopping
- Saving time and energy
- Other \_\_\_\_\_

### What things do you not like about the food buying program?

- Poor quality food
- Prices
- Unhelpful staff
- Meeting other people
- Range of foods
- The way food gets to your home
- Other \_\_\_\_\_

### How do you find the quality of the food?

- Excellent
- Good
- Fair
- Poor

### How would you compare the price of your food to that at the stores?

- More expensive
- The same
- Cheaper

**Do you have any comments or suggestions on how we can improve the bulk buying club?**

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**Thank You**

## **Appendix N: Important Links and Resources**

### **Brighter Futures Coalition St. John's and District**

Brighter Futures has been involved in a number of bulk buying clubs throughout the province: <http://www.brighter-futures.net/>

### **Canada's Food Guide**

Health Canada's guide to healthy eating is available for download at: <http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/order-commander/index-eng.php>

### **Community Sector Council Newfoundland and Labrador (CSC)**

CSC has a number of resources for non-profits including a list of funding sources and tips for writing grant proposals: <http://communitysector.nl.ca/>

### **Department of Health and Community Services**

The Department of Health Community Services website offers many resources related to food safety. <http://www.health.gov.nl.ca/health/>

- Standard Food Safety Guidelines for Not-for-Profit Organizations: <http://www.health.gov.nl.ca/health/publichealth/envhealth/notforprof.pdf>
- Brochure based on the above guidelines: [http://www.health.gov.nl.ca/health/publichealth/envhealth/not\\_for\\_profit.pdf](http://www.health.gov.nl.ca/health/publichealth/envhealth/not_for_profit.pdf)
- Detailed overview of proper steps to dishwashing: <http://www.health.gov.nl.ca/health/publications/manualdishwashingataglance.pdf>
- List of health promotion resource centres/literature depots: <http://www.health.gov.nl.ca/health/department/contact.html#depots>

### **Dietitians of Canada**

To access the Dietitians of Canada Recipe Analyzer Tool go to

[http://ww2.dietitians.ca/public/content/eat\\_well\\_live\\_well/english/recipeanalyzer/recipeanalyzer.asp](http://ww2.dietitians.ca/public/content/eat_well_live_well/english/recipeanalyzer/recipeanalyzer.asp)

## **Employment and Funding**

**Career Focus** provides funding for employers to help post-secondary graduates obtain work to support the development of advanced skills, to help them make links to the job market, and to assist them in becoming leaders in their field. For more information contact the Service Canada Centre in your area (visit <http://www.servicecanada.gc.ca/> for a list of Service Canada Centres).

**Grants to Youth Organizations** is a program of the Newfoundland Labrador Department of Human Resources, Labour and Employment that provides funding to support youth-serving organizations in Newfoundland and Labrador whose focus is on self-reliance, leadership and citizenship development. Website: <http://www.hrle.gov.nl.ca/hrle/students/grants.html>

**Job Creation Partnership (JCP)** is a program of the Newfoundland Labrador Department of Human Resources, Labour and Employment that supports projects that provide eligible individuals with work experience. Website: <http://www.hrle.gov.nl.ca/hrle/lmda/jcp.html>

**New Horizons for Seniors** is a program of Human Resources and Skills Development Canada that funds projects that help improve the quality of life for seniors and their communities. Website: [http://www.hrsdc.gc.ca/eng/community\\_partnerships/seniors/index.shtml](http://www.hrsdc.gc.ca/eng/community_partnerships/seniors/index.shtml)

**Student Work and Service Program (SWASP)** is a program of the Newfoundland Labrador Department of Human Resources, Labour and Employment that provides funding to organizations to create summer job opportunities for students attending post-secondary institutions. Website: <http://www.hrle.gov.nl.ca/hrle/students/swasp.html>

**Targeted Initiative for Older Workers (TIOW)** is a program of Human Resources and Skills Development Canada that provides employment assistance services and employability improvement activities (such as skills upgrading and work experience) to unemployed older workers aged 55 to 64. Website: [http://www.hrsdc.gc.ca/eng/employment/employment\\_measures/older\\_workers/index.shtml](http://www.hrsdc.gc.ca/eng/employment/employment_measures/older_workers/index.shtml)

## **Family Resource Centres**

Family resource centres provide a variety of community-based activities and resources for children and families: <http://www.gov.nl.ca/cyfs/familyresource.html>

## **Food Security Network of Newfoundland and Labrador**

The Food Security Network of Newfoundland and Labrador (FSN) is a provincial non-profit organization with the mission to actively promote comprehensive and community-based solutions to ensure physical and economic access to adequate and healthy food for all. FSN may be able to provide helpful resources and networking support in the process of establishing a bulk buying club. For more information contact:

44 Torbay Rd, Suite 110  
St. John's, NL, A1A 2G4  
Tel. (709) 237-4126, Fax. (709) 237-4231  
Email: [info@foodsecuritynews.com](mailto:info@foodsecuritynews.com)  
Website: [www.foodsecuritynews.com](http://www.foodsecuritynews.com)

FSN has developed a Food Security Initiative Inventory which lists community food security initiatives from across the province. Find it online at:

<http://www.foodsecuritynews.com/Publications/FSN%20Inventory.pdf>

## **Health Canada**

- To learn more about nutrition labels visit Health Canada's website at: [http://www.hc-sc.gc.ca/fn-an/alt\\_formats/hpfb-dgpsa/pdf/label-etiquet/inl-eni-eng.pdf](http://www.hc-sc.gc.ca/fn-an/alt_formats/hpfb-dgpsa/pdf/label-etiquet/inl-eni-eng.pdf)
- Download or print your own copy of Canada's Food guide at <http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php>

## **Regional Health Authorities**

To find a Regional Nutritionist in your region contact your Regional Health Authority:

### **Central Regional Health Authority**

Gander: (709) 256-2500  
Grand Falls-Windsor: (709) 292-2500  
Central Health Corporate Office: (709) 292-2138

### **Eastern Regional Health Authority**

St. John's: (709) 752-4800  
Rural Avalon: (709) 759-3354  
Bonavista, Clarenville: (709) 468-5243  
Burin: (709) 891-5025

### **Labrador / Grenfell Regional Health Authority**

St. Anthony (709) 454-3333

Happy Valley-Goose Bay (709) 897-2000

Labrador City (709) 944-2632

### **Western Regional Health Authority**

Corner Brook: (709) 637-5000 x 5257

Stephenville: (709) 643-8700

### **Regional Wellness Coalitions**

There are six Regional Wellness Coalitions that operate across the province. They provide leadership, coordination and support for local wellness initiatives.

- **Wellness Coalition Avalon East** [www.wellnesscoalition-avaloneast.ca](http://www.wellnesscoalition-avaloneast.ca)
- **Eastern Regional Wellness Coalition** [www.easternwellnesscoalition.com](http://www.easternwellnesscoalition.com)
- **Central Regional Wellness Coalition** [www.centralwellnesscoalition.com](http://www.centralwellnesscoalition.com)
- **Western Regional Wellness Coalition** [www.westernwellnesscoalition.com](http://www.westernwellnesscoalition.com)
- **Northern Regional Wellness Coalition** (not available at time of printing – see <http://www.health.gov.nl.ca/health/wellneshealthyiving/wellnesscoalitions.html> for more information)
- **Labrador Regional Wellness Coalition**  
<http://www.labradorregionalwellnesscoalition.ca/>

## Annotated Bibliography

### Handbooks, Toolkits & Online Resources

Associated Buyers. **Guidelines for Starting a Buying Club, or So You Want to Start a Buying Club (Some Things to Consider)**. Retrieved March 2010 from <http://www.assocbuyers.com/ordering.asp?cid=6>

*The guidelines address many areas of focus and concern for new buying clubs. Associated Buyers is a privately owned company whose origins are deeply rooted in co-operative business principles and ethics that complement a long-standing tradition of serving Buying Club accounts throughout New England.*

Biberstein, Rene and Daalderop, Mark-Jan. (2008). **The Good Food Box: A Manual How To Start A Program In Your Community**, Second Edition. Retrieved March 2010 from <http://www.foodshare.net/download/GFBManual-2ed.pdf>

*The second edition of the Good Food Box Manual tells the story and experiences of the Toronto-based food box program. This manual gives groups who want to start a good food box program all they will need to get established. FoodShare's Good Food Box is the model program in which all others across the country are based. The respectful way in which the staff and volunteers have worked within the Toronto community, while providing an excellent program, demonstrates the way programs should work.*

Bossano, Maresa, and Dalmeny, Kath. **Food Co-op Toolkit**. Retrieved March 2010 from <http://www.sustainweb.org/pdf2/Foodco-opstoolkit.pdf>

*Written for SUSTAIN, the alliance for better food and farming. A co-operative is a great option for many people or groups who are concerned over the high cost and quality of food. This toolkit provides all the information a group would need to set up a food co-operative. The tools can be copied for use within groups.*

Brighter Futures Coalition of St. John's and District. (2007) **Level Best Guidelines**.

*This introductory manual to the Level Best Bulk Bulk Buying Club details the process of developing a club with the assistance of a sponsor in order to help low-income families supplement their family food choices. This toolkit includes the forms used in the Level Best program in its appendices.*

**Cooperative Grocers Information Network.** Retrieved March 2010 from <http://www.cgin.coop/public>

*This website has a list of helpful resources for groups or individuals wanting to start a food co-op.*

**Cooperative Grocer.** List of Topics. Retrieved March 2010 from [http://www.cooperativegrocer.coop/articles/index.php?view\\_all=topics](http://www.cooperativegrocer.coop/articles/index.php?view_all=topics)

*This web site was set up to meet the information needs of co-operative grocers and retailers. The articles section has many resources that a group wanting to become a cooperative may find useful. They include: Linking Buying Clubs and Retails for Co-op Development, Buying Clubs: Competition or Opportunity?, and Small Co-op Realizes Larger Vision.*

Dietitians of Canada. **Great Food, Fast Shopping Tips.** Retrieved March 2010 from [http://ww2.dietitians.ca/public/content/eat\\_well\\_live\\_well/english/menuplanner/AppendixC.asp](http://ww2.dietitians.ca/public/content/eat_well_live_well/english/menuplanner/AppendixC.asp)

*This website has some excellent resources on shopping, nutritious foods, and a healthy lifestyle.*

Kimberly, Stefanie. (n.d.). **Good Food Box Profiles: Presentation for Food Security Network.**

*This paper outlines the strengths and challenges of a good food box program.*

Maynard, Deb (January-February 1997). **Linking Buying Clubs and Retails for Co-op Development.** The Cooperative Grocer Newsletter 68. Retrieved March 2010 from <http://www.cooperativegrocer.coop/articles/index.php?id=212>

*This article looks at why people participate in buying club co-ops today, and what challenges and difficulties buying clubs face.*

Moody, John. (2009). **Building a Local Food Buying Club**. Retrieved March 2010 from <http://www.westonaprice.org/news/1415.html>

*This article says the time is right to set up a bulk buying club because of the high cost of food, and the growing number of unsafe foods making their way into the market place. The Weston Price Foundation has experts in nutrition and farming on-stream to advise groups or individuals. They wrote the guide to help build new bulk buying clubs in communities.*

Ontario Natural Food Co-op. **Tips for a Successful Buying Club**. Ontario Federation of Food Co-operatives and Clubs. Retrieved March 2010 from <http://www.onfc.ca/btips.php>

*This large co-op promotes alternative distribution of natural foods. The tips include using software designed for bulk buying clubs and setting high standards for communication between members.*

United Natural Foods Buying Club. **The Coop Handbook Workbook**. Retrieved March 2010 from [http://www.unitedbuyingclubs.com/RESOURCES/BCHelp/Coop\\_Handbook.htm](http://www.unitedbuyingclubs.com/RESOURCES/BCHelp/Coop_Handbook.htm)

*This handbook is a complete guide for people setting up a new bulk buying club. National Buying Club is a co-operative distributor in the United States.*

Watkins, Lucy. **A Cooperative Food-Buying Club Primer**. *Vegetarian Baby and Child Magazine* 3(3). Retrieved March 2010 from <http://www.vegfamily.com/articles/coop-food-buying.htm>

*This article gives prospective co-op members a good grounding in setting up a co-operative.*

Williamson, Lionel and Stegelin, Forrest. (n.d.). **The Farmer's Cooperative Yardstick: Cooperative Food Buying Organizations**. Retrieved March 2010 from [http://www.uky.edu/Ag/AgriculturalEconomics/pubs/ext\\_ca/aec61.pdf](http://www.uky.edu/Ag/AgriculturalEconomics/pubs/ext_ca/aec61.pdf)

*This article is a basic handbook on starting a co-operative bulk buying club. It was put out by the extension department of the University of Kentucky.*



Yes We Can. **How to Create a Neighbourhood Food-Buying Club.** Retrieved March 2010 from [www.grassrootsgrantmakers.org/](http://www.grassrootsgrantmakers.org/)

*Funded by the W.K. Kellogg Foundation, "Yes we can!" is a collaboration between Battle Creek residents and organizations working to help kids achieve in school and build a solid economic future for the people of Michigan.*

Zimbelman, Karen. (2002). **How to Start a Food Coop Manual.** Retrieved March 2010 from [www.cgin.coop/how\\_to\\_start](http://www.cgin.coop/how_to_start)

*This publication offers nine steps towards developing a co-op.*

### **Existing Programs & Organizations**

**Aids Community Care Montreal (ACCM).** Retrieved March 2010 from [http://www.accmontreal.org/en/support\\_buyers\\_club.html](http://www.accmontreal.org/en/support_buyers_club.html)

*The ACCM has a buying club for people with AIDS. The information and questions section highlights, in a very straightforward way, what new buying clubs should think about. The consumer puts in \$10 to \$40 each month to buy from the list of products available. Foods, vitamins and other nutritional supplements are available. This program has a large number of sponsors who support the program.*

Camrose Family Resource Centre. **The Good Food Box.** Retrieved March 2010 from <http://www.camrosefrc.com/the%20good%20food%20box.htm>

*The Camrose Family Resource Centre (FRC) in Alberta has a Good Food Box program for families involved in their programs. The website offers information about how the program works and offers a perspective on program assessment.*

**Ontario Natural Food Cooperative.** Retrieved March 2010 from <http://www.onfc.ca/index.php> on 22/03/2010.

*Ontario Natural Food Co-op (ONFC) was organized in 1976 and is now a full-line food distributor. ONFC operates as a member-owned and directed wholesaler whose customers include natural food stores, retail co-ops, buying clubs, local independent community grocery stores, day cares, and non-profit organizations. Its website provides*

*technical assistance and tips for individual members and co-operatives.*

## **Academic Research & Articles**

Ciccarelli, L. (1997). **Reducing food insecurity in Kingston: an evaluation of the good food box program.** Kingston: Queen's University. Retrieved March 2010 from <http://www.collectionscanada.gc.ca/obj/s4/f2/dsk2/ftp04/mq20615.pdf>

*This thesis studied the Good Food Box Program in Kingston, ON, which was based on Toronto's FoodShare program. It found that the target population of lower income people was being reached by the program. The participants felt more food secure after being part of the program for only two months. There were many families not involved in the program who were still at risk of becoming food insecure. The program participants were generally happy with their food boxes, but a few would have liked more fruit, and more choice. The study also suggests that the committee overseeing the program look for ways to gather feedback from consumers, widen the scope of the program, and look for on-going input from participants.*

Northeast Cooperatives Management Team. (1992). **Buying Clubs: Competition or Opportunity?** *The Cooperative Grocer Newsletter.* Retrieved March 2010 from [http://www.cooperativegrocer.coop/articles/index.php?view\\_all=topics](http://www.cooperativegrocer.coop/articles/index.php?view_all=topics)

*This website was developed to support co-operative grocers and retailers. The list of resources they provide has many articles on co-operative grocery stores and food co-ops. "The Co-operative Grocer" is the newsletter that goes out to co-op grocery members in Canada and the United States.*

Provincial Health Services Authority British Columbia & ACT NOW BC. (2006). **Perspectives on Community Based Food Security Projects: A Discussion Paper.** Retrieved March 2010 from <http://www.phsa.ca/NR/rdonlyres/76D687CF-6596-46FE-AA9A-A536D61FB038/16876/PHSA002reportWEB.pdf>

*This handbook was put out by the British Columbia Regional Health Authority. The document includes a checklist for Community Food Security Programs to guide them in applying for funding. The document points towards the benefits and challenges of food security*

*programs, and offers ideas for program planning, evaluation and best practices for a variety of food programs.*

Scharf, Kathleen. (2000). **The Good Food Box A Case Study of an Alternative Non-Profit System for Fresh Fruit & Vegetable Distribution.** In *Toward Hungerproof Cities* (IDRC). Edited by Mustafa Koc, Rod MacRae, Jennifer Welsh. Retrieved March 2010 from <http://www.foodshare.net/goodfoodbox12.htm>

*This article is a case study of the FoodShare Good Food Box Program upon which many other programs across Ontario have modeled themselves.*

## **Food Safety**

**Canadian Partnership for Consumer Food Safety Education.** Retrieved March 2010 from <http://www.canfightbac.org/cpcfse/en/> and <http://www.befoodsafe.ca/en-home.asp>

*These two websites developed by the group above, includes great resources on food safety, and safe food handling practices.*

Government of Newfoundland and Labrador, Department of Health and Community Services (DHCS). **Food Safety Information.** Retrieved March 2010 from <http://www.health.gov.nl.ca/health/publichealth/envhealth/foodsafetyinfo.htm>

*This web site has many resources relating to food safety. The “Fight Bac” and “Food Safety is Everyone’s Business” handouts are particularly useful to a group setting up a bulk buying club.*

Department of Health, Government of Newfoundland. **Standard Health Guidelines for Not-For-Profit Organizations.** Retrieved March 2010 from <http://www.health.gov.nl.ca/health/publichealth/envhealth/notforprof.pdf>

*This set of guidelines, from the Government of Newfoundland, Department of Health, applies to bulk buying clubs. As food buying groups are usually not for profit, they are exempt from Food Premises Regulations.*

Partnership for Food Safety Education (PFSE). **Fight BAC Materials**. Retrieved March 2010 from <http://www.fightbac.org/>

*This American organization is made up of groups in the health, education, government, nutrition, and scientific fields, working to provide good information on safe food handling to the public. Their Fight Bac campaign focuses on the Clean, Separate, Cook, and Chill steps of food safety, and it has become internationally recognized.*

### **Project Evaluation**

Public Health Agency of Canada. **Guide to Project Evaluation: A Participatory Approach** . Retrieved March 2010 from <http://www.phac-aspc.gc.ca/ph-sp/resources-ressources/guide/index-eng.php>

*This guide is designed for groups interested in designing evaluation of their projects. The guide takes you through the process of planning, developing, and carrying out the evaluation. There are practical examples of evaluation tools that have been, or could be used, as well as a detailed bibliography.*