Caregiver Appreciation Month

Step-by-Step Guide to Organizing This Community Event

COOKING FOR A NEIGHBOR!

GOALS

- Encourage community solidarity and mutual care.
- Provide homemade meals to elders and individuals who are isolated or vulnerable in your community.

STEP 1: FORM A SMALL TEAM & HOLD A PLANNING MEETING

Bring together 2–3 people (e.g., wellness workers, interpreters, social workers, family house workers, elder coordinators) to discuss logistics and assign roles.

Key planning tasks include:

- List of Households: Identify homes to cook for. Reach out to the elder coordinator and social services to complete your list.
- Recruitment: Promote the activity on local radio to recruit volunteer cooks. They can cook at home or in a community kitchen if available.
- Set a Date: Choose a specific date or week in November for meal distribution.
- Funding: Contact the NRBHSS agent to request funding for groceries. They can reimburse your expenses. You may also approach the COOP or Northern for donations.
- Promotion: Use the Caregiver Appreciation Month communication package sent to CLSCs. Display campaign posters around the community.

STEP 2: OUTREACH

Put your plan into action:

- Visit the FM station to advertise and recruit volunteer cooks.
- Contact local partners (Coop, Northern, family houses, Northern Village, etc.).
- Inform NRBHSS about the activity and confirm funding.
- Collect a list of volunteer cooks and ask what they plan to prepare to help with grocery planning.
- Finalize the list of households to receive meals.



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STEP 3: SECOND PLANNING MEETING

Agenda:

- Match each volunteer cook with a household.
- Create a grocery list to support the cooks.
- Decide where and when cooks will pick up ingredients and receive household assignments (they may also suggest a household themselves).
- Confirm the activity date and assign roles to your team.

STEP 4: GROCERY DISTRIBUTION

- After purchasing groceries (don't forget to keep your receipts!), invite volunteer cooks to pick up ingredients to support their meal preparation.

STEP 5: MEAL DISTRIBUTION

It's time for your volunteer cooks to deliver their homemade meals!

- If a vehicle is available, offer transportation support.
- Keep a record of the households where meals were delivered.

STEP 6: AFTER THE ACTIVITY

- Hold a short debrief with your team: What went well? What could be improved?
- Submit receipts and complete the short activity report for NRBHSS to process reimbursement.
- Share the list of volunteer cooks with NRBHSS so they can be entered into the regional draw.
- Celebrate your team's efforts and the success of the event!

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