

# COMMUNITY FOOD SYSTEMS

## *Train-the-Trainer*

### ***Community Food Systems Trainer Overview***

This document reviews criteria for Community Food System Trainers. Trainers must be certified in Community Food Systems or working with a cohort of individuals certified in Community Food Systems with experience in different sections of the certification.

#### **Contents:**

Page 2-7: Community Food Systems Trainer options for involvement, including clarification on three levels: *Trainer, Host and Contributor*; also includes expenses and revenue generation for each level.

Page 2: Levels of Involvement for Trainers

Page 3: Trainer: Supports workshops as a trainer of in-person curriculum

Page 4-5: Host: Hosts or teaches workshops in their state

Page 6-7: Contributor: Acts as the host and manages the Community Food Systems online Moodle course

Pages 8-10: Community Food Systems Trainer Agreement Form

Page 8-9: Overview of Agreement

Page 10: Agreement form to be returned to Iowa State

Iowa State Contact Information:

Kaley Hohenshell

Certification Program Coordinator

[kaleyh@iastate.edu](mailto:kaleyh@iastate.edu)

515.745.2401



# COMMUNITY FOOD SYSTEMS

## *Train-the-Trainer*

### Levels of Involvement for Community Food Systems Trainers

Community Food Systems trainers can be involved in training and hosting Community Food Systems workshops, as well as contributing and grading online module curriculum. The following sections describe the Community Food Systems Trainer options.

#### Definitions:

**Trainer:** An individual who supports workshops as a trainer of in-person curriculum. Trainers are contracted out by the Host and do not play a role in organizing workshops. Time will be paid for through the Host or Contributor.

**Host:** An individual or organization that hosts the in-person workshops. Hosts are responsible for organizing workshop logistics, registration and paying trainers for each training (*hosts may also be trainers*). Host have the option of organizing and leading cohort check-in meetings for online module curriculum but are not required.

**Contributor:** An individual or organization that takes on the role of Host and managing the Community Food Systems online Moodle course. This includes logistics, teaching and grading of the online curriculum. Contributors are responsible for organizing and leading cohort check-in meetings for online module curriculum.

LEVELS OF CERTIFICATION	TEACHES IN-PERSON WORKSHOPS	HOSTS AND PLANS WORKSHOPS	HOSTS AND GRADES ONLINE CURRICULUM
TRAINER	X		
HOST	X	X	
CONTRIBUTOR	X	X	X

\*\*Iowa State University is the licenser of Community Food Systems curriculum and can act as a Trainer, Host or Contributor for workshops as requested or necessary to launch nationally.

For example, if you would like a workshop to be held in your community, and need additional support for training, you can contact Iowa State to support in the workshop delivery.



# COMMUNITY FOOD SYSTEMS

## *Train-the-Trainer*

### **Expectations for Trainers**

#### ***Trainer***

##### **Trainer Role:**

Supports workshops as a trainer of in-person curriculum. Trainers are contracted and paid by the Host or Contributor and do not play a role in organizing workshops.

##### **Trainer Revenue:**

- *Suggested: Receives \$40/ hour from Host or Contributor for time in workshops*
  - *Trainer will work with host or contributor on a fee for their involvement prior to training*
- *Trainer will rely on host or contributor for all logistics and scheduling on workshops (this may be Iowa State in some cases)- the host or contributor will receive the \$150 workshop registration fee*

#### **Workshop**

*Curriculum:* The curriculum is designed so that trainers can be flexible and responsive to their place-based needs. While ISU Extension and Outreach Farm, Food and Enterprise Development- Food Systems Team (ISU FFED) is interested in collaborating on activity and presentation development, core learning objectives of the curriculum must be followed, and all presentations must continue regarding content. However, slides and activities may shift based on place-based needs. You may choose to add to the content provided, but not take away. Approval from ISU FFED must be confirmed before any edits to activities and presentations are printed or distributed.

#### **ISU Extension and Outreach Farm, Food and Enterprise Development (Food System Team) role:**

##### **Workshop**

If your state or region does not have a Host or Contributor, Iowa State can partner with a community organization to host and offer the workshop. See Partnership Agreement Form for more details.

Upon an agreement with a local sponsor, Iowa State will then pay the trainer \$40/ hour for time in contribution to the workshop. Iowa State will print and assist with logistics with the local community organization.

##### **Moodle and Cohort Support**

Manages the Community Food Systems online modules, including online registration for cohort, grading coursework, point of contact for course inquiries and technical assistance and updating the course as needed.

- Collects Moodle fee: \$/ participant—dependent on level of certification chosen (see Community Food Systems Fee document)
- Host cohort meetings via Zoom

##### **Materials Provided to Trainer**

- *Trainer binder*
- *Presentation slide deck and notes*
- *Facilitation poster*
- *Tactic posters*



# COMMUNITY FOOD SYSTEMS

## *Train-the-Trainer*

### **Host**

**Host Role:** Hosts teach workshops in their state. Hosts are responsible for organizing workshop logistics, registration and paying trainers for their time during workshops. Hosts are responsible for organizing and leading cohort check-in meetings for online module curriculum.

### **Host Expenses:**

- Teacher payout: \$40 per hour (if applicable)
- Binder fee: \$12 per participant (to Iowa State University Extension and Outreach)

### **Host Revenue:**

- Workshop registration: \$150 per participant  
(suggested rate, may be lowered if grant funding or other support is available)

### **Requirements:**

#### **Workshop**

*Curriculum:* The curriculum is designed so that trainers can be flexible and responsive to their place-based needs. While ISU Extension and Outreach Farm, Food and Enterprise Development- Food Systems Team (ISU FFED) is interested in collaborating on activity and presentation development, core learning objectives of the curriculum must be followed, and all presentations must continue regarding content. However, slides and activities may shift based on place-based needs. As a host, you may choose to add to the content provided, but not take away. Approval from ISU FFED must be confirmed before any edits to activities and presentations are printed or distributed.

*Scheduling:* You can schedule, host and receive registration fees for workshops. You must inform ISU FFED at least one (1) month in advance of the dates of your workshop. You must confirm the number of participants at least two (2) weeks prior to your workshop for accurate and timely printing and delivery.

*Binder:* Iowa State will print all binders for workshops. If you choose to add content or change presentation slides, these presentations must be sent to ISU FFED at least one month before printing of your workshop binders. This allows for any discussion needed between the host/contributor and Iowa State Extension and Outreach regarding workshop changes, agenda, etc.

*Branding:* All co-branding of workshop materials will be done in collaboration with ISU FFED. The binders have several areas for co-branding and partnership resources and can be designed to include those items as needed.

#### **Online Modules**

*Scheduling:* Online modules will be offered through the Iowa State Extension Store, and participants can register following participation in a workshop.

Before hosting the workshop, the Host and ISU FFED will determine the length of time available for participant registration for online modules and the timeline for cohort meetings. This timeline will then be shared with all participants.

Once the online cohort has begun, grading and activities will be shared from ISU FFED with the Host according to the cohort meeting timeline.



# COMMUNITY FOOD SYSTEMS

## *Train-the-Trainer*

**ISU Extension and Outreach Farm, Food and Enterprise Development (Food System Team) role:**

### **Workshop**

*Binder:* Iowa State will print all binders for workshops.

### **Online Modules**

Manages the Community Food System online modules, including online registration for cohort, grading coursework, point of contact for course inquiries and technical assistance and updating the course as needed.

- Collects Moodle fee: \$/ participant—dependent on level of certification chosen (see Community Food Systems Fee document)
- Send module reports to Hosts prior to cohort meetings

### **Materials Provided to Host**

- *Trainer binder*
- *Participant trainer binders*
- *Presentation slide deck and notes*
- *Facilitation poster*
- *Tactic posters*
- *Cohort discussion meeting agenda and talking points*
- *Reports of grades and activities from Moodle of cohort participants*



# COMMUNITY FOOD SYSTEMS

## *Train-the-Trainer*

### **Contributor**

#### **Contributor Role:**

Acts as the host (see above roles and responsibilities) and manages the Community Food Systems online Moodle course for their cohort(s). Management of the online course includes: registering cohort(s), grading assignments and quizzes, being the point of contact for course inquiries and technical assistance and providing support for participants through cohort check-in meetings.

#### **Contributor Expenses:**

- Trainer payment: \$40/ hour (paid to trainer)
- Binder fee: \$12/ participant (paid to Iowa State University Extension and Outreach)
- Moodle: variable based on salary/time dedicated to Moodle cohort grading

#### **Contributor Revenue:**

- Workshop registration: \$150/participant (suggested rate, may be lowered if grant funding or other support is available)
- Moodle registration: half of \$/participant—dependent on level of certification chosen (see Community Food Systems Fees document)

*The online module certification fee of \$X is divided evenly between ISU Extension and Outreach Farm, Food and Enterprise Development- Food Systems Team (ISU FFED and the Contributor organization. Half of the fee per participant covers the cost for ISU FFED to manage registrations and a Moodle platform hosting fee. The goal is that the half paid back to the Contributor will offset the cost for Contributors' time for grading. ISU FFED will still collect a registration of \$X from participants for access to Moodle. However, at that time, ISU FFED will pay the contributor's organization half of the fee/participant for people registered in their cohort. For example, if the Contributor has 5 participants going through the full online program (\$550/participant), a total of \$5,500, \$2,750 would stay with ISU FFED, and \$2,750 would be paid to the Contributor's organization.*

### **Requirements:**

#### **Workshop**

*Curriculum:* The curriculum is designed so that trainers can be flexible and relative to their place-based needs. While there is high interest from ISU FFED to collaborate on activity and presentation development, core learning objectives of the curriculum must remain, and all presentations must continue regarding content. However, slides and activities may shift based on place-based needs. As a contributor, you may choose to add to the content provided, but not take away. Approval from the ISU FFED must be confirmed before any edits to activities and presentations are printed or distributed.

*Scheduling:* You can schedule, host and receive registration fees for workshops. It is required to inform ISU FFED at least one (1) month in advance of the dates of your workshop. It is required to confirm the number of participants at least two (2) weeks prior to your workshop for accurate and timely printing and delivery.

*Binder:* ISU FFED will print all binders for workshops. If you choose to add content or change presentation slides, these presentations are required to be sent to ISU FFED team at least 1 month before printing of your workshop



# COMMUNITY FOOD SYSTEMS

## *Train-the-Trainer*

binders. This allows for any discussion to occur between the host/ contributor and ISU FFED regarding workshop changes, agenda, etc.

*Branding:* All co-branding of workshop materials will be done in collaboration with ISU FFED. The binders have several areas for co-branding and partnership resources and can be designed to include those items as needed.

### **Online Modules**

*Scheduling:* Online modules will be offered through the Iowa State Store, and participants can register following participation in a workshop.

Before hosting the workshop, the Contributor and ISU FFED will determine the length of time available for participant registration for online modules and the timeline for cohort meetings. This timeline will then be shared in the Moodle platform with all participants.

*Branding:* All co-branding of online modules will be done in collaboration with ISU FFED. Partnership logos can be added to the Moodle platform. In addition, if you wish to create a local presentation and welcome, that can be added to your Moodle page.

*Grading:* Online modules will be required to grade in a timely fashion as it applies to your cohort meeting timeline.

### **ISU Extension and Outreach Farm, Food and Enterprise Development (Food System Team) role:**

Hosts the Community Food Systems online modules and supports the Contributor on necessary technical assistance as related to course content

- Collects Moodle Fee: \$X/ participant—dependent on level of certification chosen
- Pays Contributor: half of \$X/ participant

### **Materials Provided to Contributor**

- *Trainer binder*
- *Participant trainer binders*
- *Presentation slide deck and notes*
- *Facilitation Poster*
- *Tactic Posters*
- *Provide access to Moodle*
- *Support in editing Moodle for branding*
- *Cohort discussion meeting agenda and talking points*



# COMMUNITY FOOD SYSTEMS

## *Train-the-Trainer*

### **Community Food Systems Trainer Agreement**

This form serves as an agreement for one year as a Community Food Systems Trainer. In the sections below, you will be able to determine the level of trainer at which you would like to participate. Please send your completed agreement form to Courtney Long, Food Systems team manager with the Farm, Food and Enterprise Development Program of Iowa State University Extension and Outreach.

Contact: [court7@iastate.edu](mailto:court7@iastate.edu) | 515.460.3227

### **Terms**

Final acceptance to participate as a trainer of the Community Food Systems program is contingent upon the submission of this signed partnership agreement. By submitting the signed agreement, you are agreeing to the requirements and expectations of a Community Food Systems Trainer, Host or Contributor, respectively. After reviewing this agreement, you must fill in and sign accordingly. Please email a copy to or the full agreement to Courtney Long ([court7@iastate.edu](mailto:court7@iastate.edu)) and also retain a personal copy for reference.

*This is an annual agreement form and must be renewed as such. Each year Iowa State University Extension and Outreach will reach out to confirm participation.*

Upon filling out the agreement form, a meeting will be scheduled with the full training team from your organization to review the expectations and answer any questions. At this time, a plan for use of the Community Food Systems curriculum will be discussed in terms of support needed from Iowa State University Extension and Outreach, roles, etc.

### **Fees**

By signing this agreement, you are agreeing to the fee structures for the certification. Please reference the expense and revenue sections for Trainers, Hosts and Contributors.

Participation Fees:

Workshop fee: \$150 (suggested rate, may be lowered if grant funding or other support is available)

Online module fees:

Full: \$550

Facilitator: \$300

Assessor: \$200

Mapping 101: \$100

Design Thinking: \$30

Feasibility Studies: \$30

Economic Impact Analysis: \$75

### **Evaluation**

Community Food Systems Trainers, Hosts and Contributors will be asked to participate in semi-annual cohort meetings to discuss curriculum, trainer needs and general information and updates. Meetings will happen via Zoom or other online communication platforms. This will be scheduled through Doodle in the future. We will also administer a post-workshop evaluation on successes and challenges of the workshop, and conduct an annual evaluation of needs, successes, challenges etc. for future program development.





# COMMUNITY FOOD SYSTEMS

---

## *Train-the-Trainer*

### **Payment and Contracts**

Following the signing of the agreement form and meeting with trainers, Iowa State University Extension and Outreach will assist in the development of appropriate contracts for payments and fees as needed between trainers, hosts and contributors.

For questions regarding the Local Food Leader Trainer Agreement, please contact Courtney Long: [court7@iastate.edu](mailto:court7@iastate.edu).



# COMMUNITY FOOD SYSTEMS

## *Train-the-Trainer*

### Community Food Systems Trainer Agreement

#### Contact Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

#### 1. Please select the level of involvement at which you will participate in the Community Food Systems Trainer program:

- Trainer:** An individual who supports workshops as a trainer of in-person curriculum. Trainers are contracted out by the host and do not play a role in organizing workshops. Time will be paid for through the Host or Contributor.
- Host:** An individual or organization that hosts in-person workshops. Hosts are responsible for organizing workshop logistics, registration and paying trainers for each training (*hosts may also be trainers*). Host would also be responsible for organizing and leading cohort check-in meetings for online module curriculum.
- Contributor:** An individual or organization that takes on the role of Host and managing the Community Food Systems online Moodle course. This includes logistics, teaching and grading of the online curriculum.

#### Trainer Program Fees:

Trainers, Hosts and Contributors agree to pay Iowa State University a one-time per trainer fee of \$300 in the first year of participating in the training program. After the initial payment Trainers, Hosts and Contributors agree to pay Iowa State University an annual base fee of \$150 each year of participation in the training program. Fees are requested to be paid within 30 days of invoice from Iowa State University.

#### 2. Please select whether you will be participating as an individual or on behalf of an organization:

- I am participating as an **individual**
- I am participating on behalf of an **organization**

Organization name: \_\_\_\_\_

#### 3. Please select whether you will be participating with a training team in your state:

- Yes, I am participating as a part of a state training team
- No, I am not participating as a part of a state training team



# COMMUNITY FOOD SYSTEMS

## *Train-the-Trainer*

### Acceptance of Trainer Program Fees

I understand the fees associated with participating in the Local Food Leader training program.

- I agree to pay Iowa State University a one-time per trainer fee of \$200 in the first year of participating in the training program** (a contract for the fee will be sent following agreement to terms)
- I agree to pay Iowa State University an annual base fee of \$100 each year of participation in the training program**

### Acceptance of Agreement

I understand the requirements and expectations of the Community Food Systems Trainer program. I agree to work cooperatively with program partners and fulfill the responsibilities of my identified level of participation.

---

(Printed Name)

(Signature)

(Date)

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to [www.extension.iastate.edu/diversity/ext](http://www.extension.iastate.edu/diversity/ext).

