



..... Group Swap **Assessment Worksheet**

As the administrator of your group, you need to evaluate the answers from the survey and decide how your group will operate. You will never be able to satisfy the entire group, but the purpose of the swap is to create community and help to meet each others' needs. Remember you can ask for more feedback from your group as needed.

You may want to have a meet-up where you discuss the questions in the survey and reach a group consensus, or you may just need to make executive decisions based on members' input. This will depend on the size of and relationships among your group.

If you don't feel comfortable making the final decisions, then you may want to pass on the task of administrator to someone else and just enjoy participating!

1. **Make it a date**

If you have not already determined a time and location, consult your group's survey answers and fill in the following:

Date	
Time	
Place	

2. **Full or Mini Menu?**

Here is an overview of a full menu versus a mini menu. Read these over, evaluate your survey responses for questions #1 – #3 as directed in the *Survey Evaluation Examples* section below, then mark which meets your group's needs.

Full Menu:

- Includes 15 recipes (12 for Whole Foods Menu); each menu doubles the portions yielding 30 meals (24 for Whole Foods)
- Contains 3 breakfast recipes, 3–4 lunch recipes, 6–8 dinner recipes
- 12–18 hours for grocery shopping, prep, and cooking
- \$150–\$300 for all of the ingredients (or about \$2.50–\$6.00 per entree) for 4 servings (varies by region, sales, seasonal produce, etc.)

Mini Menu:

- Includes 5–6 recipes; each menu doubles the portions yielding 10–12 meals
- Meals included vary by theme. Most are dinners only, but you can also select menus that have only breakfast/lunch, seasonal crops, etc.
- 3–6 hours for grocery shopping, prep, and cooking (This will vary considerably by menu theme, for example an Easy Assembly Mini is designed to for those with less time while a Whole Foods Mini may require extra time for preparing add ons made from scratch.)
- \$75–\$125 for all of the ingredients (or about \$2.50–\$6.00 per entree) for 4 servings (varies by region, sales, seasonal produce, etc.)

3. Choose a freezer cooking diet

Here is an overview of the diet types we offer. Read these over, evaluate your survey responses for question #4 as directed in the *Survey Evaluation Examples* section below, then mark which meets your group's needs.

See this post for help choosing: <http://onceamonthmeals.com/pick-your-healthy-freezer-cooking-diet/>

There is so much variation here as everyone's tastes are a little bit different. There is some overlap in the categories; for example all Paleo recipes will also fit the Whole Foods and GFDF criteria, *but* Whole Foods and GFDF recipes are not automatically Paleo.

Pay close attention to food allergies and sensitivities. Be sure to have a conversation with these members, letting them know that other members will be careful, but cannot prevent cross contamination 100%.

<input type="checkbox"/> Traditional	Conventional grocery items, family and kid friendly.
<input type="checkbox"/> Whole Foods	Unprocessed foods, whole grains, seasonal produce; often homemade add-ons such as broth, spice mixes, and baked goods.
<input type="checkbox"/> Paleo	Unprocessed foods, grain free, dairy free, "clean" meats and seasonal produce.
<input type="checkbox"/> Vegetarian	Meatless meals based on seasonal produce and various protein sources.
<input type="checkbox"/> Gluten Free, Dairy Free	Traditional, family friendly meals that contain no gluten or dairy for those with allergies or sensitivities.
<input type="checkbox"/> Diet	Low calorie, low fat, weight watcher friendly.
<input type="checkbox"/> Baby, Toddler	Purees, finger foods, and kid friendly meals and snacks.
<input type="checkbox"/> Mini Menus	Most are mini versions of the menus above featuring dinners only; but also include breakfast only, side dishes only, school lunches, special events (appetizers, picnics, grilling), slow cooker only, or seasonal produce like pumpkin and apple, etc. See our site for a full list of mini menus: http://onceamonthmeals.com/menus/mini/

4. Organize subgroups (optional)

If your group comes in at or under 24 servings total, you can remain one group. If you need more than 24 servings total you should consider splitting into subgroups to keep your swap manageable (you may have already done this on your planning worksheet). Evaluate your survey responses for question #5 as directed in the *Survey Evaluation Examples* section below and consider the following as you organize your groups:

- Do you have a great difference of opinion when it comes to choosing menu type? Consider dividing into groups based on menu type (ex. One group is Whole Foods and one is Traditional).
- Are there different times/places that are more convenient for some in the group than others? Group by meeting time and/or drop off location.
- If there is a great difference in availability of time, maybe one group will do a full menu while the other does a mini.

Survey Evaluation Examples

As you choose, take all of the responses into consideration, and use the following survey evaluation examples to help with your decision. Remember that Swappable (a Pro Membership feature) can be used to customize menus.

RESPONSE #1

What does your calendar and budget look like?

Example 1: Full Menu

Most members in your group eat at home 5–6 days out of the week, and they like to count on leftovers for an easy meal. They have an average budget and are willing to buy in bulk.

Example 2: Mini Menu

Most members in your group have 3 or more commitments outside of the home per week. They are trying to save money on the meals they do eat at home.

RESPONSE #2

How many meals would you like to be able to pull from the freezer each week?

Example 1: Full Menu

Your group is interested in serving a variety of freezer meals (breakfast, lunch, and dinner).

Example 2: Mini Menu

Your group is interested mostly in freezing dinners for easy evening prep (or customize a full menu using Swappable, based on response #1).

Example 3: Mini Menu

Your group is interested in cooking a specific meal or food item (ex. breakfast only or ground beef).

RESPONSE #3 (VERY IMPORTANT!)

How many hours are you willing and able to devote to the swap?

Example 1: Full Menu

Each member of your group is fully committed to a full day of cooking for each swap.

Example 2: Mini Menu

Most members of your group work full time or do not have access to child care on cooking day. If your group is really pressed for time, consider an Easy Assembly Mini Menu or use Swappable to replace more difficult recipes with easier ones.

RESPONSE #4

What kinds of food does your family enjoy?

Example 1:

Answers vary among Whole Foods, Gluten Free / Dairy Free, and Paleo.

Check with all members and see if they are willing to go Paleo since that serves everyone.

Example 3:

Many in the group are trying to lose weight, but they like traditional foods (i.e. not Paleo, which excludes grains).

Diet.

Example 2:

Many members participate in farmers markets or a CSA and prefer to eat less meat.

Vegetarian (or customize a Whole Foods menu with Swappable for a menu with less meat.)

Example 4:

Members all have school aged children and would like to simplify the process of packing lunches.

Toddler (full and mini menus available).

RESPONSE #5

How many servings of each meal will you need?

Example 1:

A church group that has families of various sizes. Traditional and Diet are the favorite food type choices.

Group 1	Group 2	Group 3
.....16..... servings22..... servings servings
<p>TITLE Diet Group</p> <p>NAMES / SERVINGS</p> <p>Colemans - 4 Smiths - 4 Allens - 4 Johnsons - 4</p>	<p>TITLE Traditional Group</p> <p>NAMES / SERVINGS</p> <p>Jones - 8 Callahans - 6 Woods - 6 Browns - 2</p>	<p>TITLE</p> <p>NAMES / SERVINGS</p>

Example 2:

A work group is doing a healthy eating challenge, but they live in different places around town.

Group 1	Group 2	Group 3
.....24..... servings18..... servings servings
<p>TITLE East Side Group</p> <p>NAMES / SERVINGS</p> <p>Colemans - 6 Smiths - 4 Allens - 4 Johnsons - 6 Millers - 4</p>	<p>TITLE West Side Group</p> <p>NAMES / SERVINGS</p> <p>Jones - 8 Callahans - 4 Woods - 4 Browns - 2</p>	<p>TITLE</p> <p>NAMES / SERVINGS</p>

If you need to finish or update your planning sheet, do so now. Otherwise, pick menus, assign recipes and get cooking!