



Youth Curriculum Toolkit Assembly Steps

Nutrition Educators should assemble curriculum materials into ready-to-use toolkits for agency staff who implement nutrition lessons.

1. Assemble toolkit folders

Label the front of the toolkit with the curriculum name to avoid a mix-up with toolkits for other curricula. Each lesson contains visuals and handouts. Make labels for each category. For example:

- Lesson 1: Visuals
- Lesson 1: Handouts



2. Print visuals and handouts

3. Cut out visuals

Tip: cut out the visuals before laminating to get rid of any extra white space and to minimize the amount of laminate paper used. Consider using a paper cutter to ensure straight lines.

4. Laminate visuals

Tip: laminating visuals helps to ensure that it can be used year after year.

5. Cut out laminated visuals

6. Place visuals and the handouts in the toolkit folders behind their designated tabs.

More Tips:

- Create a Master Toolkit for each curriculum that can be used for reference.
- Always print visuals in color.
- If there are 5 toolkits to make, do one lesson at a time (ex: print out 5 copies of lesson 1 first, then 5 copies of lesson 2, and so on).