



# GET INVOLVED

*Take, Host, Teach*



*Classes designed to save you  
Time, Energy, Money & Stress*





## Get Involved

Help yourself  
by helping us fulfill our mission  
to help families live better with less —  
less time, less energy, less money,  
and less stress.

**By:**

*Mary Ann Wilcox*

*(800-269-0213)*

*[www.MaryannsCupboards.com](http://www.MaryannsCupboards.com)*

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# Welcome!



Hello, I'm Mary Ann Wilcox, owner and founder of Mary Ann's Cupboards. I am excited to share with you the knowledge and skills I've learned over my lifetime.

On the **About** page of our website ([MaryannsCupboards.com](http://MaryannsCupboards.com)), I share my story and how I developed a passion for helping others to systemize their lives so they can enjoy the values I grew up with.

Welcome to our program! It is my sincere hope that you find exactly what you are looking for here! We have designed this manual to help you understand everything our company has to offer and what it can do for you.

We will start by sharing with you some basic information about our partner and independent instructor programs. These programs are designed to help people like you develop their ability to teach classes for Mary Ann's Cupboards. Becoming an active instructor allows you the flexibility to create an income for yourself by teaching what you have learned to your friends and neighbors. Becoming a partner provides you with a licensed business model that allows you to be the next Mary Ann in your area.

Then we will share some information with you about our Hostess program. This program is designed to help students learn the skills they seek from a certified instructor like you. If you decide that you are not quite ready to become an independent partner or instructor, you might want to become a hostess. There are a few simple benefits when you are a hostess, so this is another great way to get involved.

I hope as you embark on the path to bettering yourself, your home, and your family, that you will find Mary Ann's Cupboards to be a place where useful and practical information can be found.

Sincerely,

Mary Ann

*Dig in and get your  
feet wet!*



*Visit us online:*

[www.MaryAnnsCupboards.com](http://www.MaryAnnsCupboards.com)

*Contact us online or by phone:*

Toll-Free            800-269-0213

Local                208-376-9773

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*Learn something new!*

*Experience something  
good!*

*Apply what you learn!*





# About Us

## Welcome to Mary Ann's Cupboards

This manual is intended to provide information about our policies, benefits, safety program and other matters related to your position. We want you to understand how we operate, something about our business, and what part you play in the company.

You have become a member of a team, a team that works together to help families live better with less. Because our business is to better our lives and the lives of others, it takes a “team” to reach our goals.

***We are members of an unbelievable team of people who make a difference in the world, one class and one person at a time.***

We want you to be involved in the company, to be excited about what we do, what we are becoming, and the lives we touch. You are important to our company and we want you to succeed, because your success brings success to others. We want and appreciate your ideas and suggestions—your kudos and critiques.

If you have any questions or want more information, contact us through our website or by phone.

## Our Services and Organization

Mary Ann's Cupboards was started in Ridgecrest, California in 1977 as Home Management Institute. Although the offerings and reach of the company has expanded over the years, the original purpose remains—to help families achieve a more abundant life by teaching parents how to manage their resources in a way that saves them time and money. We do this so they can build strong and healthy families.

## Our Mission

Mary Ann's Cupboards provides education and products that help families:

- Organize their surroundings, their time and their resources for maximum efficiency and use.
- Set goals that will enhance family life and provide for healthy relationships and growth.
- Conserve resources so there is time and finances to build memories and develop a strong work ethic.

## Our Success

At Mary Ann's Cupboards, we make continual efforts to fulfill our mission by:

- **Striving to live the principles we teach:** Owners, managers and instructors strive to set an example for student to follow. It is not important to be perfect in what you teach but to continually strive to improve.
- **Being organized** is the key to saving time and money. When everything has a place, we eliminate the stress and energy it takes to clean, cook and find things.
- **Being systematic** increases efficiency. Thinking in terms of work patterns, movement and working against the clock helps us improve each process.
- **Being efficient** means eliminating steps through proper planning, systematic execution and evaluation. We do things smarter not harder.

The growth of every individual, instructor and student alike, is our objective.

## Our Environment

We encourage an environment of progression. Our success, and yours, depends on it.

At Mary Ann's Cupboards, we create an environment that allows for progression in our people and for the company as a whole. The company cannot progress without the employee's continuous effort to progress. There are 4 aspects of a person's progression that need to be considered?

- **Physical Progression:** To take care of our physical needs—get adequate sleep, exercise, nutrition, and play.
- **Mental Progression:** The mind is a muscle of information; if you do not give it the stimulation it needs, it will contract and become weak. Learning new skills and perfecting old ones is the key to success.
- **Character Progression:** Call it integrity, self-esteem, or honesty, etc. When you set a personal moral standard in your life and try continuously to raise that standard, you gain self worth and esteem. When you break your own standards, you let yourself down and halt your progression.
- **Financial Progression:** Because ours is a company of service, it is easy to "give away the store" and feel you can't serve others if you get compensation for your services. It has been proven that those who invest the most—benefit the most. So don't be afraid to charge what is fair exchange for the expertise and help you are to others.

We will accomplish great things together if we help each other progress.

## **Show Me**

At Mary Ann's Cupboards, we operate with the motto, "Show and Tell". Explain to your students what you are going to demonstrate. Demonstrate the skill. Explain what you have done and allow them to experience the process or the results.

## **Your Rights**

We believe that our instructors and employees have the following rights:

- **To be paid according to your performance.** You have the right to fair exchange, according to your investment of time and your expertise. Don't be afraid to charge for what you do.
- **To be trained.** When you don't know what to do or how to do it, it is your right to ask for direction and to get the training you need.
- **To be heard.** You have the right to be heard by someone who has the power to give you a clear future on any of your suggestions, solutions, or situations that happen. If your supervisor does not give you a clear future or is showing apathy, you have the right to request an audience with their supervisor.
- **To the authority and responsibility of your position.** You have the right to make changes that will benefit the position or hold as long as they are within the guideline of our job description and with the support of your supervisor. You have the responsibility to perform the duties that you have been trained to do.
- **To a clear future.** You have the right to receive a clear understanding of what is expected of you and others. You have the right to ask clarifying questions until you get the answers to who, what, when, where, and why.

## **Supervision**

Since supervisors have the overall responsibility for their instructors, they play an important role at our company. They are sincerely interested in you and will do everything they can to see that you get the training, experience and tools to learn the skills needed.

The relationship between the supervisor and the people who work for them is very important. It is based on trust and respect, and is at its best when everyone works together as a team.



## ***Become Part of Our Team***

We are looking for motivated individuals to spread the reach of our message. We want as many people as possible to take our classes to improve their lives. If you would like to become an instructor and enrich your own life and the lives of others, we would love to talk to you about what our program has to offer.

# Business Partners

## *Here is how it works:*



- **Take a class from an instructor** or one of our on-line classes, if an instructor is not available in your area to acquaint yourself with the program.
- **Contact us by email or phone** to receive our company profile and independent partner packet.
- **Complete an application** and submit it along with your licensing fee and contract.
- **Receive the training modules selected.** You will receive the 5 basic modules listed in the business start-up kit, along with any others you have selected. You will need to become familiar with these modules before you begin your training. We offer you the option of learning to teach one class at a time through our virtual classroom, or all at once in our training facility in Boise, Idaho.
- **Use the DVD, Manual, and Online Instructor Tools** provided with your kit to practice teaching the class you have selected. Weekly and Month Mentoring meetings are held via web classroom. You can ask questions and get advice from other instructors and our Training specialist. We have an instructor only message board for you to post questions that are answered daily by our staff. There are lots of ways to get the support you need as you are starting out.
- **Select a format** to teach your first class. There are lots of hints and helps in this manual that will help you with this part. However, you are given the flexibility to decide how you want to teach the class.
- **GO FOR IT!** There are suggestions in your kit materials that will help you get people to come to classes. Start by inviting your friends so that you can have a practice audience before you branch out.

# Partner Kits

## **\$2499 — INDEPENDENT PARTNER BUSINESS START-UP MODULE**

**Curriculum Manuals:** Contains all the materials needed to teach each of the lessons within the curriculum module.

- Individual lessons plans
- Student handouts — worksheets and recipe cards
- Power point presentations with scripts
- DVD presentations
- Instructor manuals in large format for taking notes:
  - Cooking with Basics: Eat Better for Less Manual
  - Managing Home & Family: Clutter Free Living Manual
  - Practically Prepared: On the Run or Having Fun Manual

### **Teaching Supplies:**

- 10 classroom copies of each curriculum manual (30 total)
- Communication board for Managing Home and Family Curriculum
- Portable bookcase for carrying and displaying books
- 10 course outlines
- 10 product catalogues
- 10 product order forms

### **Business Resources:**

- Marketing resource manual
- Business Management resource manual
- Free online class advertising on our website calendar.

### **Training:**

- New instructor training course—40 hours of training on-line or with our founder in Boise, Idaho
- Weekly and monthly support webinars, and virtual meetings.
- Direct access to our corporate trainer
- Monthly newsletter with hints and helps just for instructors.

**Benefits:**

- Earn 20% commission on any products you sell—including books, DVD's, any products from the catalogue, and monthly company sale items (excludes bulk orders).
- Charge a price that you think is fair for your classes and keep it all! (we recommend \$5-\$10 per person, but it's up to you!)
- 5% discount on personal bulk order purchases (discount based on total personal customer orders).
- Ability to recruit other instructors to help you facilitate your business.
- \$250 finders fee for referrals that become partners in our program.

**\$299-399 — ADDITIONAL INSTRUCTION MODULES**

Modules are listed under each of the three curriculums. They include the instructor curriculum manual, 10 classroom copies of the student manual, a complete supply kit for each module and 10 hours of no line training or with the corporate trainer.

**Cooking with Basics:**

- Baking with Sourdough
- Beans—the Protein Booster
- Growing & Using Sprouts
- Quick & Easy Meals —Cooking from a Can, Just Add Water, Super Simple Soups
- Make it with Powdered Milk
- Meat from Wheat
- Money Saving Substitutions
- Mixing it Up with Grains

**Managing Home and Family:**

- It's About Time
- Clean House in Minutes a Day
- Money Matters
- Paring Down Paper
- Teaching Children to Work
- Wardrobe Management

**Practically Prepared:**

- Alternative Cooking
- Emergency Living
- Creating Family Adventures
- Home Health

# Curriculum Program

## **\$999 — INDEPENDENT PARTNER CURRICULUM START-UP MODULE**

**Curriculum Manuals:** Contains all the materials needed to teach each of the lessons within one curriculum module.

- Individual lessons plans
- Student handouts — worksheets and recipe cards
- Power point presentations with scripts
- DVD presentations
- Instructor manuals in large format for taking notes (choose one of the following):
  - Cooking with Basics: Eat Better for Less Manual
  - Managing Home & Family: Clutter Free Living Manual
  - Practically Prepared: On the Run or Having Fun Manual

### **Teaching Supplies:**

- 10 classroom copies of one curriculum manual
- 10 course outlines
- 10 product catalogues
- 10 product order forms

### **Business Resources:**

- Marketing resource manual
- Business Management resource manual
- Free online class advertising on our website calendar.

### **Training:**

- New instructor training course—20 hours of training on-line or with our founder in Boise, Idaho
- Weekly and monthly support webinars, and virtual meetings.
- Direct access to our corporate trainer
- Monthly newsletter with hints and helps just for instructors.



# Curriculum Kits

## **Benefits:**

- Earn 20% commission on any products you sell—including books, DVD's, any products from the catalogue, and monthly company sale items (excludes bulk orders).
- Charge a price that you think is fair for your classes and keep it all! (we recommend \$5-\$10 per person, but it's up to you!)
- 5% discount on personal bulk order purchases (discount based on total personal customer orders).
- \$250 finders fee for referrals that become partners in our program.

## **\$299-399 — ADDITIONAL INSTRUCTION MODULES**

Modules are listed under each of the three curriculums. They include the instructor curriculum manual, 10 classroom copies of the student manual, a complete supply kit for each module and 10 hours of on-line training with the corporate trainer.

### **Cooking with Basics:**

- Baking with Sourdough
- Beans—the Protein Booster
- Growing & Using Sprouts
- Quick & Easy Meals —Cooking from a Can, Just Add Water, Super Simple Soups
- Make it with Powdered Milk
- Meat from Wheat
- Money Saving Substitutions
- Mixing it Up with Grains

### **Managing Home and Family:**

- It's About Time
- Clean House in Minutes a Day
- Money Matters
- Paring Down Paper
- Teaching Children to Work
- Wardrobe Management

### **Practically Prepared:**

- Alternative Cooking
- Emergency Living
- Creating Family Adventures
- Home Health

# Instructor Program

## *Here's how it works:*



- **Take a class from an instructor** or one of our on-line classes, if an instructor is not available in your area to acquaint yourself with the program.
- **Contact us by email or phone** to receive our company profile and independent partner packet.
- **Complete an application** and submit it along with your licensing fee and contract.
- **Receive the training modules selected.** You will receive the training modules you have selected with all the materials needed to teach classes. You will need to become familiar with these modules before you begin your training. We offer you the option of learning to teach one class at a time through our virtual classroom, or the whole module in our training facility in Boise, Idaho.
- **Use the DVD, Manual, and Online Instructor Tools** provided with your kit to practice teaching the class you have selected. Weekly and Month Mentoring meetings are held via web classroom. You can ask questions and get advice from other instructors and our Training specialist. We have an instructor only message board for you to post questions that are answered daily by our staff. There are lots of ways to get the support you need as you are starting out.
- **Select a format** to teach your first class. There are lots of hints and helps in this manual that will help you with this part. However, you are given the flexibility to decide how you want to teach the class.
- **GO FOR IT!** There are suggestions in your kit materials that will help you get people to come to classes. Start by inviting your friends so that you can have a practice audience before you branch out.

# Instructor Kit

## **\$299-399 — INDEPENDENT INSTRUCTOR START-UP MODULE**

**Curriculum Manuals:** Contains all the materials needed to teach each of the lessons within the curriculum module.

- Individual lessons plans
- Student handouts — worksheets and recipe cards
- Power point presentations with scripts
- DVD presentations
- Instructor manuals in large format for taking notes:

### **Teaching Supplies:**

- 10 classroom copies of each curriculum manual
- 10 course outline brochures
- 10 product catalogues
- 10 order forms
- Product kit (cooking classes only)

### **Business Resources:**

- Free online class advertising on our website calendar.
- Get Involved booklets

### **Training:**

- New instructor training course—10 hours of training on-line or with our corporate trainer in Boise, Idaho for each module selected.
- Weekly and monthly support webinars, and virtual meetings.
- Direct access to our corporate trainer
- Monthly newsletter with hints and helps just for instructors.

### **Benefits:**

- Earn 20% commission on any products you sell—including books, DVD's, any products from the catalogue, and monthly company sale items (excludes bulk orders).
- Charge a price that you think is fair for your classes and keep it all! (we recommend \$5-\$10 per person, but it's up to you!)

# Suggested Class Formats

## LEARNING STYLES

People learn in different ways, that is why we allow you (the instructor) the flexibility to tailor your classes to the needs of your students. We have a few suggested formats that we have found to work very well for both teacher and student. These formats are designed to simplify preparations for the teacher, and maximize the experience for the student.

Some of our teachers prefer to mix and match pieces from different formats to make their own hybrids. That is totally up to you and what you think is best. The sky is the limit!

### Format #1: Mini Classes

Each of the classes in our curriculum can be broken down into smaller classes. These mini classes can be taught in 30-90 minutes, depending on how long you have to teach them. For example, the Make It with Milk class can be broken down into 4 mini classes (liquid milk, yogurt, cheese, and ice cream). With the mini class option, you could teach a class just on making your own yogurt products and spend as much time as needed to help your students learn everything there is to know about yogurt.

### Format #2: Make & Take Classes

This format is a hands-on approach to a mini class. You start by introducing the students to the subject matter. Then they get to make their own and take some home. This component is very successful in bridging the gap for more kinesthetic learners.

### Format #3: Survey Classes

This format allows a large group of people to get together and learn about an entire course in a series. Using our Make It with Milk scenario, you would teach an overview of every mini class within that course in a 2 hour block of time. You pass around samples from each mini class and discuss all of the pieces in one sitting. These classes create interest in the other formats because they widen the reach of the teacher and the potential for new students, while they peak the curiosity of those in attendance.

#### **Format #4: Hostess Classes**

This format is explained in full detail, but in short, it is a format that allows for new students to help the teacher increase their reach. If a student wants to take a class, he/she can do so by gathering a group of 5 or more friends and scheduling a class with you. Each friend pays the regular class fee and the hostess comes for free. Many teachers also supply a copy of the manual to their hostesses as a thank you for booking a class, but those additional benefits are up to the instructor.

#### **Format #5: Time-Out Classes**

This format follows the criteria for the hostess program but provides the opportunity for a group of friends to meet together on a monthly basis to complete a series of classes. They rotate hostesses and meet until everyone has had the benefit of being the hostess. They can rotate homes to meet in, or just map out who the hostess is each time they meet. See the full description on page 18.

#### **Format #6: Saturday Seminars**

These are all day (6-8 hour) workshops that follow a theme and combine various mini-classes into one day of instruction. Instructors from a geographical area can combine their expertise to facilitate these seminars. The recommended fee for the seminar is \$50 per person or \$75 per couple. Lunch and snacks for break times during the day are provided.

Books and materials could be optional or provided with an increase in the seminar cost. (books, workbooks, etc. are ordered from corporate. Package options and advanced ordering available.) Here are some sample themes:

- **Emergency Living** combines all the mini-classes in the series
- **Eat Better for Less** combines all the mini-classes.
- **Waste Not Want Not** combines the Financial Freedom and Paring Down Paper classes.
- **It's About Time** combines all the mini-classes.
- **Dress Better for Less** combines all the mini-classes in the series.

#### **Format #7: Boot Camps**

A five day, four hour per day camp that combines mini-classes from two or four of the curriculum disciplines. Instructors from a local geographical area can combine their expertise to facilitate these camps. The recommended fee for these camps is \$100 per person or \$150 per couple. Lunch and snacks for breaks during the day are provided. Books and materials could be optional or provided with an increase in

camp costs.

This could also be setup as a weekend retreat or 5-day resident camp for couples. The fees would have to reflect the cost of meals and lodging for the camp as well as instructional materials, break activity fees and instructor compensation. Here are some samples of themes that would work really well in a retreat or resident setting:

- **It's About Time:** This would facilitate couples learning how to set goals for their families and put together a year-long or 5-year plan to implement those goals.
- **Emergency Living:** In this setting, couples could actually make all the tools they would need to survive a disaster and practice living in that environment.
- **The Food Storage Meal Plan:** This camp would cover all the classes in the Cooking with Basics curriculum from a meal planning perspective.

As you can see, there are lots of ways to teach our classes, but you get to choose what the benefits should be and how you want things to work for you. We want you to succeed in this endeavor, so we will provide support for you when you ask for it, and then get out of your way. There's no need for micro-managing!



*Host a class !!!*

*Laugh and learn with your  
friends*

*Take home the savings*



# Hostess Program

All of our classes are designed to save you time and money. As you implement these principles in your life, you will save up to 25% on the budget you use for household goods, groceries, clothes, etc. You will also save yourself 2 or more hours a week. Your time has monetary value and is worth saving. Host a class, laugh and learn with your friends and take home the savings.



## WHAT TO DO:

- **Choose a Class:** Help the hostess choose a mini class she'd like to host. Help her select the format, samples to serve, or items to make during the class.
- **Schedule a Date:** It is best to have the hostess call her friends and find a time that works for everyone before scheduling the class.
- **Help Hostess Invite Friends:** Many hostesses do this all on their own, but some might require your help.
- **Prep the Class:** You can use the course outlines included with your kit, or make up your own. Try to eliminate any items from the class that are really time consuming.



**THE INSTRUCTOR PROVIDES:**

- **Tasting samples** for all cooking classes, or a snack for all other classes.
- A **one-page handout** for those who do not wish to buy the manual that goes with the class. Discounted class manuals should be made available for purchase at class. (Instructors purchase these manuals at a discount )
- **Clipboards** for taking notes or just something hard for each person to write on.
- **Classroom copies of the manual** (to be returned at end of class if not purchased)
- **All equipment needed** to present the class

**THE HOSTESS PROVIDES:**

- **Seating** for the number of friends invited
- A **counter** bar or table for the presentation

**THE HOSTESS RECEIVES:**

(these benefits are up to the instructor)

- **Free class admission**
- A free manual of their choice

**THE GUESTS RECEIVE:**

- A **sample** of all the products presented in a cooking class or refreshments in other classes.
- A **one-page handout** of class outline or recipes
- **Greater efficiency** that gives them an additional 2 hours a week.

**SUGGESTED CLASS FEES:**

- \$5-10 per person (based on format. Make & Take classes are usually a little bit more expensive to prepare)
- 5 person minimum for classes helps you get the most out of your efforts to prepare the class.

# Time-Out Program

The “Time-Out ” program is a personal enrichment program that follows the same criteria as the “Hostess” program with the following exceptions:

- A group of 5 or more friends **choose a series** they would like to take from one of the curriculums.
- The group makes a commitment to **meet once a month** until everyone in the group has had an opportunity to host a class and the series is complete.
- They **rotate homes** each month so that each person in the group has a chance to be the hostess and receive the benefits as outlined in the hostess program.
- Classes that involve **cooking skills** are designed to be an hour of instruction and an hour of practice.
- The classes that involve **home management skills** are designed to be an hour of instruction, followed by an hour of group brainstorming with the group on a topic of the hostess’s choice. For example: If the group has chosen the “Clutter Free Living” class, the hostess would choose a problem area in her house that she needs help with. It might be how to organize her closet or the children’s playroom, or how to handle the wash in a walk-through laundry room. The group and the instructor would share ideas and options for solving the problem (\$50 value).
- Some **emergency living** classes are instruction along with hands on construction (tin can stove and slow cooker), others are instruction only, and a couple of classes involve cooking (Dutch oven and tin can stoves).
- **Wardrobe management** classes, except the field trip, involve an hour of instruction and an hour closet assessment for the hostess (\$50 value).



- It is recommended that the group **have a set schedule** (for example: the first Thursday of the month from 10-12pm) so there is continuity and time to implement the lessons learned.

*Plan*

*Practice*

*Perform*



# Class & Series Catalogue

All classes are designed to help you systemize your duties while you decrease the amount of money needed for your living expenses and increase the amount of money and time available to build family memories and live an abundant life.

## Curriculum #1: COOKING WITH BASICS

**Eat Better for Less:** A food management system that allows you to increase your food reserves while you decrease your grocery budget and prepare well rounded, nutritious meals for less. There are three mini-classes in this series:

- **A Grocery Store in Your Home:** how to build your food reserves for \$5 a person per week while you decrease your grocery budget; how to do it without couponing or complicated inventory systems
- **Eat Better for Less:** how to plan, shop for and prepare meals in record time and cut your budget 50% at the same time.
- **Waste Not, Want Not:** how to recycle and repurpose food and build reserves for future use while you eliminate growing science projects in your refrigerator. Freezer meal techniques, meal starters and composting will be emphasized.



**Dairy-- Make it with Powdered Milk:** Every commercial dairy product can be made with powdered milk at 50-300% savings. Four taste pleasing mini-classes are available in this series:

- **Liquid milk** – drinking milk, evaporated milk, whipped topping, and sweetened condensed milk (take home product sweetened condensed milk)
- **Yogurt** –how to make and flavor yogurt; how to make buttermilk, sour cream and cream cheese from yogurt (take home product—yogurt start)
- **Cheese** – how to make, flavor and develop various consistencies of cheese (take home



product—cheese spread)

- **Ice Cream** —uses of various ice cream makers, how to make and flavor the mix, how to conserve ice

**Gluten - Meat from Wheat:** Whole wheat berries and gluten are easy to make, a great meat substitute and extremely economical—1 pound cooked (gluten) hamburger costs 14 cents. There are four money saving mini-classes:

- **Wheat Berries** – how to use cooked, whole wheat berries as a meat extender (take home product—ground, cooked wheat berries)
- **Making Gluten --** how to make ground gluten from vital gluten flour and use it in your own recipes. (take home product—fresh gluten)
- **Ground Gluten --** Using ground gluten to extend and use as a substitute for hamburger and sausage will be demonstrated and sampled. (take home product—ground gluten)
- **Steamed Gluten** – how to steam gluten for use as steaks, roasts, pulled pork—any solid meat (take home product—beef jerky)



**Grains – Mix it up with Grains:** You can increase the nutritional level of your bread products by using whole grains in baking and for quick mixes. There are six mini-classes in this series:

- **Basic Bread --**Learn how to make whole wheat bread that rivals store bought in texture and taste (take home product—mini bread loaf)
- **Artisan Bread** – no knead bread that makes baguettes, ciabatta and pita bread (take home product Artisan bread)
- **Quick Breads from Mixes** – how to make a variety of muffins, biscuits, and cookies including granola bars from your own mixes (take home product—biscuit mix)
- **Bagels**—how to make and flavor bagels (take home product—bagels)
- **Specialty Products**—how to make snack crackers that will stay fresh for a year and the best ever flour tortillas (take home product—flour tortilla dough)
- **Cereals**—A variety of hot and cold cereals will be demonstrated and



**Substitutions – Money Saving:** Out of an ingredient you need or just want to save money on costly commercial items. Learn to make your own with little cost n time or money. There are five mini-classes in this series:

- **Butter** – how to substitute butter buds, dehydrated butter and butter spray in all your cooking. Also how to extend butter or margarine for half the cost. (take home product—liquid butter buds)
- **Condiments** – how to make your own condiments such as mayonnaise, mustard, catsup and salad dressing from scratch at half the cost.
- **Potatoes** – how to use dehydrated sliced, shredded, and flakes for all your potato needs including potato chips (take home product—potato chips)
- **Eggs** – how to substitute cornstarch, flour and gelatin for eggs in all your cooking (take home product—cookies)
- **Specialty Products** – how to make expensive commercial products such as marshmallow cream, Chinese noodles, and chocolate chips from scratch with little time investment and for half the cost. (take home product – marshmallow cream)



**Sprouting – The Fool-Proof Garden:** Learn how to grow and use sprouts and add mega-nutrition to everything you cook for pennies a serving. There are four mini-classes in this series:

- **Sprouting Basics** – how to store, sprout and harvest all types of seeds, their nutritional level and shelf life (take home product—nutrition chart)
- **Leafy Sprouts** – proper care and uses all leafy sprouts with emphasis on alfalfa (take home product—alfalfa seed)
- **Bean Sprouts** – proper care and uses for all types of legumes (take home product—high protein blend)
- **Wheat Sprouts** – proper care and uses for wheat (take home product—wheat)



**Beans—the Protein Boosters:** Homemade soups, beans and soybeans are the money saving giants of any food budget. Learn how to use them in a variety of ways to add protein in your diet for pennies a serving. There

are two mini-classes listed:

- **Beans**— are a great budget booster. They add protein without fat and can be used in a variety of ways—as a flour, a paste or whole. Come learn how to cook them, use them, store them and extend their shelf life. (take home product—bean soup mix)



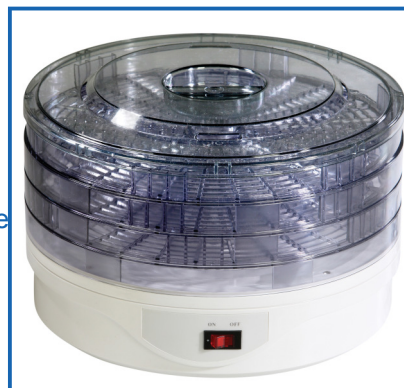
- **Soybean Success** — There are many soybean products on the market today. Learn how to use whole and ground soybeans and soy flour to make soy milk, nuts, and a variety of high-protein dishes. (Take home product—pumpkin pie)

**Sour Dough – Everlasting Yeast:** This is a great alternative bread class for those who are on a low fat diet. There are three mini-classes in this series:

- **The Basics--** how to make and care for a sour dough. Pancakes, waffles and desserts will be demonstrated (take home product—sourdough start)
- **Quick Breads**—how to make, biscuits and English muffins. (take home product—English muffin dough)
- **Yeast Breads**—how to make French bread, cinnamon rolls and sourdough bread. (take home product—cinnamon rolls)

**Quick and Easy Meals:** Make your own fast and emergency foods from dehydrated and freeze-dried products; cans goods you can mix, heat and serve; and freezer meals and baked goods that put food on the table in a flash.

- **Just Add Water**— How to use and prepare meals from dehydrated and freeze-dried food products (take home product—sample products)
- **Super Simple Soup**— Soup is the foundation of food storage. It is easy and reduces the number of meat dishes needed in a weekly menu. Learn a system using soup





that will drastically cut your grocery bill and time in the kitchen. (take home product—potato soup).

- **Quick and Easy Meals —**

Save time, money, and energy by making heat and serve meals from a can as well as freezer meals, TV dinners from scratch and baking items in quantities.

## Curriculum #2: MANAGING HOME & FAMILY

### Clutter-free Living – More Space without Remodeling:

Learn principles of organization that can be applied throughout your home in a systematic way that eliminates clutter, saves space and minimizes cleaning. Class includes a guided tour of Mary Ann's cupboards or a slide presentation if held at another location.



- **Principles of Organization**—how to save time and space while you organize your home for maintenance free living.
- **Macro-Organizing**—how to sort through the clutter in a room and convert it from disaster to dream.
- **Organization Tools**—all the bins, buckets, tools and tricks that not only pick-up quicker, but create an eye-appealing view.
- **Micro-Organizing**—the process of sorting, categorizing and compartmentalizing drawers, closets and shelves.

**Housekeeping-- A Clean House in Minutes a Day :** Learn the principles, techniques and systems that allow you to minimize all your cleaning duties to minutes a day and still have your home company ready at all times. There are two mini-classes in this series:

- **Higher and Deeper Duties**— Anti-clutter principles and systems for handling laundry, clutter, dishes and other basic chores that can require slum clearance if not held in check will be emphasized.
- **Minimal Maintenance Living**—\_This class focuses on setting up time saving routines that will streamline your maintenance and deep cleaning activities.





**Live Better with Less:** This series discusses how to determine your financial needs, establish a life-style that conserves resources and increases discretionary funds.

- **Resourceful Living—** how to refurbish, recycle, and repurpose food, clothes and household items to decrease your flexible spending budget and increase your quality of life.
- **Financial Strategies—** how to set goals that will allow you to manage a budget and provide for the fun things in life that build family values and stability.

**Paring Down Paper:** Minimizing the paper trail in the home is a major concern of most families. If not handled in an efficient way to can over run your home. There are two mini-classes in this series to help you eliminate the problem:

- **Clutter Culprits—** Paper is one of the biggest clutter culprits in any home. Learn time tested tricks that will help you organize your way to paper control in order to run a home efficiently
- **Minimizing the Paper Shuffle:**  
The paper trail needs to be handled like any business. Minimizing the paper shuffle, establishing a filing system, and organizing a functional office space will be emphasized .



**Teaching Children to Work:** Is a very important part of developing self-confidence and a good adult work ethic, but it takes time and training. The two mini-classes in this series will help you identify the abilities of your children and provide methods for teaching them to do a task correctly the first time:

- **Creating A Positive Work Environment:** The objective of this course is to create a positive atmosphere in the home that will encourage children to cooperate and fulfill the responsibilities that are required to have a home function efficiently. Methods for teaching children to invest in the family, care for personal possessions and learn obedience while building confidence, dependability, initiative and lifetime work ethics will be presented



- **Teaching Children to Work:** This class will concentrate on assessing a child's readiness for work, assigning appropriate tasks for their development stage and using methods of teaching that meet the maturity level of each age group.

**It's About Time:** In order to have a "Fortune 500" family it is important to set goals, establish the time to accomplish those goals and create a void of time for personal development and enrichment. The three mini-classes in this series are designed to accomplish this:

- **Making Time for Me :** It is frustrating to balance the many roles you play (mother, wife, teacher, cook, housekeeper, accountant, nurse, community leader, personnel director, counselor, daughter) and still have time to meet your personal needs and goals. This class focuses on scheduling for success at any energy level and finding personal time to keep your "cup full."
- **Finding Time for Everything Else:** A time management class that helps you establish a one year strategy for managing all the aspects of your family and personal life.
- **Implementing Your Goals:** Once you have established your yearly goals they need to be broken down on a monthly and weekly basis in order to accomplish them. This class will take you through the steps of scheduling and creating time voids in your daily life.



**Dress Better for Less:** A series of five mini-classes to help you dress better for less:

- **Color Coordination:** Learn how to choose colors that compliment your own personal hair, skin and eye color and how to use them to select clothes that help you look great, feel great and draw lots of compliments.
- **Your Personal Style:**  
By determining your body type and face shape, you will be able to select hairstyles, jewelry and clothing that flatters your figure. You'll learn how to camouflage your figure challenges with the styles that *"accentuate the positive and eliminate the negative"* in your clothing selections



- **Wardrobe Coordination:** Learn to choose 12 basics wardrobe pieces that fit your personality, lifestyle, and personal color preferences; then how to make those 12 basic items of clothing and make 102 combinations that will service you for every occasion. You'll never be bored with your clothes again and think what money you'll save!
- **Accessorizing:** Double your clothing options by adding basic accessories to your wardrobe. Learn how to choose inexpensive accessories (shoes, purses, scarves, and jewelry) that fit your personality and mood and make real "look changers" in your basic wardrobe.
- **Dress Better for Less:** This is a field trip experience to learn how to shop thrift stores and end of season sales for great buys on quality clothing.



## Curriculum #3: PRACTICALLY PREPARED

**On the Run or Having Fun:** Eliminate the stress that goes with planning and executing family outings, camping trips and vacations and reduce the cost of these adventures at the same time. Or—apply these same principles in case of an evacuation

- **Cooking from Your Car:** Learn how to prepare camping, vacationing and in route meals from the convenience of your car, with appliances that can be plugged into your car's 12 volt power source, or used on your propane stove. A variety of menus, cooking methods and equipment will be demonstrated that use basic food items from food storage for a quick and hassle free getaway. This information also applies to cooking needs during a disaster evacuation.



- **Prepare for Family Fun:** Organize now for carefree and fun-filled family activities regardless of the weather. Learn how to plan for every outdoor experience that opportunity affords you, with a minimum of equipment, preparation time, and plenty of food for a day, weekend, or extended family vacation.

- **Creating Family Adventures—** This class will help you make any day at home or nearby a family adventure. Attend this class and discover great things to do with your family, where the only cost is a little imagination, an eye for fun, and the only cost is enough gas to get you there and food for the days you'll be gone.



- **Boise Adventures—** A virtual tour on places to hike, climb, swim, float and bike within 50 miles of Boise. Couple this class with the Prepare for Family Fun class and you are set for a carefree spring, summer or fall experience with your family.
- **Adventure Day Camps—** Tried and true theme resources and detailed instructions for daycare centers, day camp facilities and backyard co-op groups.

**Emergency Living:** This series will show you how to conserve resources and provide for sanitation, heat, light and shelter when services have been suspended.

- **Water Conservation & Usage—** How would your family adapt to living in quarantine for several weeks or months, or stay in your home after a national disaster until utilities and water are restored? How to maintain sanitation while conserving water will be emphasized. Come learn what you need to survive and how to conserve this valuable resource.
- **Heat, Light & Shelter—** What do you need to cook, heat and light your home during an extended power outage, ice storm or national disaster. A variety of solutions will be presented.
- **Sanitation—** How to maintain sanitary conditions while conserving water will be emphasized. Disposal of food, human waste and recycled goods will be discussed. Various methods for personal hygiene and care of clothes will be demonstrated.
- **Evacuation—** Learn how to organize your car for a carefree getaway. Learn how to plan for every experience or opportunity that life hands you with a minimum of equipment, preparation time and plenty of food to get you through.

- **Emergency Living**—Learn how to secure your home after a national disaster, keep your family from going stir -crazy during a quarantine, and survive at home without normal services.

**Home Health:** In case of a disaster health personnel, supplies and facilities are usually at a premium. Having the knowledge and supplies needed to handle infectious diseases and family health needs will be paramount. Be prepared to handle health at home..



- **Pandemic**—Learn what items you need to have on hand during a quarantine and how to handle individual family members who might be infected without exposing the rest of the family to disease.
- **Homeopathy**—what is it, where did it come from and how can it be used to keep your family healthy when prescription drugs are not available.
- **Homeopathic Process**—Learn what resource materials and processes are available for determining your health needs.
- **Homeopathic Remedies**— learn how to make homeopathic remedies from household items and essential oils.

**Alternative Cooking Methods:** Whether you are in an emergency situation where service are temporarily disrupted, on a camping trip and want to experiment with different cooking methods or just want a fun activity with your children; you will find the six mini-classes in this series a real kid pleaser:

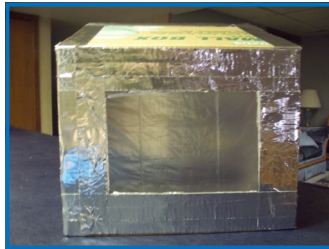
- **Solar Oven**— The inexpensive Cook-it solar oven will be demonstrated with various samples to taste. (Take home product--Instructions for making one).
- **Tin Can Stovetop**— Is a stove top cooker made from a number 10 can with a buddy burner fuel source. The top of the can may be used as a griddle or a pan can be placed on top of the can for stove top cooking. Tin can ovens will also be made from additional number 10 cans and used for baking. This is a hands-on class. All materials for making both the stove and the oven are provided. Making





and cooking on the stove is a great activity for children (take home product—tin can stove)

- **Slow Cooker—** Any size ice chest lined with a solar blanket and stuffed with shredded paper becomes a slow cooker. How to make and use one will be demonstrated. (Take home product—solar blanket).
- **Dutch Oven—** Learn how to select, cure, clean and cook with Dutch ovens. Desserts, rolls and main dishes will be demonstrated (Take home product—instruction and recipe handout)
- **Cardboard Box Oven—** This oven uses charcoal as it's fuel source. It bakes as evenly as an electric or gas oven. All materials for making the oven are furnished except the thermometer, cookie sheet and baking rack. This is a hands-on class. (Take home—box oven).



- **Barbeques—** Gas or charcoal barbeques can be used as a grill, a griddle, a stovetop or an oven. Learn how versatile your barbeque and be and sample a variety of foods made with the various cooking methods.



[www.MaryAnnsCupboards.com](http://www.MaryAnnsCupboards.com)