CalFresh HEALTHY LIVING | UNIVERSITY OF CALIFORNIA

Program Activity Tracking Form Instructions
Early Childcare and Education (ECE)
CalFresh Healthy Living, UC

Directions for UCCE Educator to share with extender:

1. Included in this email is a fillable PDF document (or print form) to record time spent teaching CalFresh Healthy Living – UC curricula. There is one PDF document per lesson of the curriculum.
2. Open PDF on computer, tablet, or mobile device.
    a. *Note: PDF can be completed on smartphone or tablet with the FREE Adobe Reader App.*
3. Complete all grey, fillable sections.
    a. *Note: "UC Staff Use" section will auto-calculate, so you will not need to fill in this section.*
4. Include site name, extender/teacher name, and date.
    a. *Note: Educators may complete header components in advance (FFY and County Name).*
5. If an activity for that lesson was completed, check the box.
6. Indicate the number of times that activity was taught.
    a. *Note: Do not include prep time or other support activities that are not part of the curriculum.*
7. Continue checking the boxes for each activity completed and indicate the number of times each activity was delivered.
8. Did the extender spend additional time addressing curriculum objectives and/or doing physical activity breaks during the time this lesson was delivered? *(e.g., discussing food groups on the lunch menu; go, glow, and grow foods; nutrients; brain breaks; energizers; etc)* If so, select "yes" and then indicate the total additional time conducting activities supplemental to the curriculum.
    a. Select the "yes" or "no" box to reflect any additional time for that lesson.
    b. Record the total additional time in minutes spent addressing curriculum objectives and/or physical activity breaks outside of lesson delivery during the reporting period.
    c. *Note: If the extender is delivering CATCH® Lessons, they will need to complete the CATCH® Reporting Form and a separate Program Activity for their CATCH® Lessons will need to be created in PEARS. For more information please see the CATCH® Reporting Form Instructions.*
9. Did the extender use and/or distribute lesson support materials?
    a. Select "yes" or "no" for each lesson support material.
10. Add any comments. This is optional.
11. Once the PDF is completed, click the "SUBMIT" button in the lower right hand corner.
    a. It should prompt you to proceed with sending the form as an email to the UCCE Educator.
    b. The form does not need to be saved prior to submitting/emailing to the UCCE Educator.

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