Guidelines for Program Activities Naming - PEARS Program Activity Module

For review or additional reporting, Program Activity entries can be filtered by a number of the data fields included in the activity entry: 1) start date, 2) end date, 3) delivery person, 4) delivery site, 5) SNAP-Ed curriculum, and 6) unit. In addition, the "Program activity name" is a flexible field programs can use to identify a program activity entry (see PEARS excerpt below).

Program Activities track information about direct education meetings or interventions. Each activity should represent a unique intervention but may include multiple sessions or meetings with the same audience.

Program activity name *

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This is a name you give the program activity for your reference.

Suggestions for Program Activity Name

Based on the FFY2017 piloting of the Program Activity module, the following naming conventions are suggested for the "program activity name". However, programs can also choose to add additional information to the name based on their specific needs and interests.

Focus Audience and single vs. series format

Most programs deliver direct education focused on specific audiences – youth, adult and/or family – and either in a single or multi-session format. See below for suggested short-form program activity names based on these common types of direct education.

Type of Direct Education	Short-form name to be entered
• Youth Education – series • Youth Education – single session/workshop	• YE – series • YE – single
• Adult Education – series • Adult Education – single session/workshop	• AE – series • AE – single
• Senior Education –series • Senior Education – single session/workshop	• SE – series • SE - single
• Family Education – series • Family Education – single session/workshop	• FE – series • FE – single
• General/All ages Education – series • General/All ages – single session/workshop	• GE – series • GE - single

Additionally, programs might want to include other specific information in the program activity name that is not already available as one of the filtering options i.e. **language session delivered in, classroom number or volunteer teacher's name, other education formats such as garden-based or store tours or topic focus such as physical activity.**   This can help more quickly find Program Activity entries over the reporting year. Suggested examples for UCCE programs are:

- YE-series Ms.Smith-4th Grd

[YE=Youth Education-Series - Name of teacher/extender-Grade]

- AE-series PSSC-Gospel Mission

[AE=Adult Education-Name of series-site]