


SECTION A	<b>FFY</b>	<b>2019</b>	<b>Single Class</b>	
	<b>SNAP-Ed Program Activity Reporting Form</b>			<b>Nutrition, Gardening and Physical Activity</b>
	County			PEARS site ID <span style="border: 1px solid black; padding: 0 10px;">0</span>
	Extender / Teacher name			
	Site Name			
	Site Address			
UCCE Educator				
<i>These are the names of the educators working with the site or extender, who may also deliver some of the lessons.</i>				

SECTION B	<b>Volunteers or <u>Extenders</u></b>	Number of volunteer/ Extenders	Total hours contributed to SNAP-Ed for the quarter	Youth Peer Volunteers Involved <i>(circle one)</i>	
				YES      NO	
	<i>Volunteers are the extenders who deliver a SNAP-Ed Evidence based curriculum to youth or adults on behalf of UC CalFresh. Volunteer time reported here can be inclusive of all nutrition education, prep time and other materials outside of the SNAP-Ed Curriculum provided by UCCE. Youth Peer Volunteers are Trained SNAP-Ed Youth Extenders.</i>				
	<b>Sessions</b> <i>If this program activity involves multiple meetings or sessions with the same audience, please indicate those below.</i>				
	Do not include prep time, set up or clean up or UCCE Educator time below only record time and sessions spent actively engaged with students providing nutrition, garden or physical activity education from an evidence based curriculum provided by the UCCE/UC CalFresh staff.				
	<i>This would be time spent delivering a lesson from a UC CalFresh curriculum or implementing activities that directly relate to or support the objectives outlined in the curriculum.</i>				
	A.	B.	C.	D.	E.
	Comments	Month	Total time spent teaching SNAP-Ed Curriculum materials	Total number of lessons taught during the month	Average length in minutes of one session
	Add any clarifying comments here	The months of the fiscal year have been pre-populated	Enter the total time for the month spent teaching a SNAP-Ed Curriculum	Enter the number of times in the month a lesson was delivered from a SNAP-Ed Evidence based curriculum	This is for office use and will be entered into PEARS
					-
				-	
				-	

SECTION C	<b>Site Demographic Percentages</b>		<i>If available site demographics will populate in percentages of the total enrollment</i>	
	Male	-	American Indian	-
	Female	-	Asian	-
	Hispanic	-	Black	-
	Not Hispanic	-	Hawaiian / Pacific Islander	-
			White	-

*This material was produced by the University of California CalFresh Nutrition Education Program with funding from USDA SNAP, known in California as CalFresh (formerly food stamps). These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious foods for better health. For CalFresh information, call 1-877-847-3663.*

*This form is only for reporting time for one class or group of students.  
Subsequent forms must be provided for teachers teaching more than one class.*

**To be completed by UC CalFresh Staff**

**SECTION A**

1. Using the drop down listing choose the correct fiscal year for the reporting year
2. Using the dropdown choose the county
3. Enter the teacher/Extenders name
4. Using the dropdown of PEARS Active sites, choose the site where the teacher / extender is teaching
5. If the is an active site in PEARS the address will pre-populate, otherwise enter the correct address
6. Enter the name of the UCCE Educator working with the site or teacher
7. In **section B** using the dropdown, choose the months the extender will be reporting time for in **column B**.

**Prior to printing form**

*The site ID will auto populate if the site is active in PEARS*

**Print the form and distribute to extender**

**SECTION B** **To be completed by the teacher, extender or volunteer teaching the SNAP-Ed**

**SECTION B**

1. Enter the total number of volunteers, extenders or teachers teaching the lesson(s)
2. Enter the total hours spent teaching SNAP-Ed Nutrition, Gardening or Physical Activity - this time may include prep and cleanup of lessons and activities.
4. Sessions are tracked on a monthly basis, and collected by the UCCE staff quarterly in January, April and July and September.
5. Using the chart enter into **Column C**. the total time in the **month (B)** where SNAP-Ed Nutrition, Gardening or Physical Activity was taught to one class or group of students.  
Time may be entered in fractions of an hour  
*(60 minutes = 1, 45 minutes = .75, 30 minutes = .50, and 15 minutes = .25)*
6. In **Column D**. enter the number of lesson/sessions taught to the same class or group of students. All supplemental materials and or reinforcing activities can be reported as part of the lesson, but not as a separate session/lesson.
7. **Column E**. is for office use this will be entered into PEARS as the length in minutes of each session for the month indicated
8. If there are any clarifications to the delivery, please provide those in the space provided in Column A.

*Do not include any time spent preparing for the lesson or cleaning up after the lesson in this section of the form, this may be added to the number of volunteer hours above.*

*Only report time spent actively engaged with students providing an evidence based curriculum provided by UC CalFresh (UCCE). These lesson may include activities or supplemental materials, the time spent on the accompanying activities, and or supplemental materials may be counted as part of the time of the lesson, but are not considered a separate lesson/session.*

**SECTION C**

1. The site demographic section will auto-populate based on the site entered. If the site is linked to CDE data for demographics these cells will be populated with percentages or the total enrollment of the school.
2. If there are no demographics available for this site: Using a visual estimate enter the **number** of students for each of the demographics listed using.

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