


SECTION A	FFY	2019	Multiple Classes	
	SNAP-Ed Program Activity Reporting Form			Nutrition, Gardening and Physical Activity
	County			PEARS site ID 0
	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	Volunteers or <u>Extenders</u>	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>				
	Sessions <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.				
	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.				
	A.	B.	C.	D.	E.
	GROUP	Month	Time teaching SNAP-Ed Curriculum	Total number of times teaching this group during the month	Average length in minutes of one session
	USE A SEPARATE LINE FOR EACH GROUP TAUGHT	The months of the fiscal year have been pre-populated	Enter the total time for the month spent teaching a SNAP-Ed Curriculum to a group	Enter the number of times in the month a lesson was delivered from a SNAP-Ed Evidence based curriculum to a group	This is for office use and will be entered into PEARS
	GRP/CLASS 1				-
GRP/CLASS 2				-	
GRP/CLASS 3				-	
GRP/CLASS 4				-	
GRP/CLASS 5				-	
GRP/CLASS 6				-	

SECTION C	Site Demographics	Class/Grp. 1	Class/Grp. 2	Class/Grp. 3	Class/Grp. 4	Class/Grp. 5	Class/Grp. 6
	0 - 4						
	5-17						
	Male						
	Female						
	Hispanic						
	Not Hispanic						
	American Indian						
	Asian						
	Black						
	Hawaiian / Pac. Isl.						
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

Prior to printing form

1. Using the drop down listing choose the correct fiscal year for the reporting year
2. Using the dropdown choose the county *The site ID will auto populate if the site is active in PEARS*
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**.

Print the form and distribute to extender

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

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.
3. If youth extenders are involved please circle **"Yes"**.
4. Sessions are tracked on a monthly basis, and collected by the UCCE staff quarterly in January, April and July and September.
5. **Column A** indicates a separate line for each group or class of students taught.
6. Using the dropdown, indicate the month SNAP-Ed was taught in **Column B**
7. In **Column C**, enter the total time in the **month (B)** SNAP-Ed Nutrition, Gardening or Physical Activity was taught to the class or group of students indicated in Column A.
Time may be entered in fractions of an hour
(60 minutes = 1, 45 minutes = .75, 30 minutes = .50, and 15 minutes = .25)
8. 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.
9. **Column E**, is for office use this will be entered into PEARS as the length in minutes of each session for the month indicated

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 lessons 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.

1. 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.