



Youth Program Activity Tracking Form

CFHL-UC Educator Instructions

Directions for UCCE Educator to share with extender:

*Note: all forms can be completed on smartphone or tablet with the **FREE Adobe Reader App**.*

1. Send email to extenders with the following suggested text *“Included in this email is a fillable PDF document (or print form) to record time spent teaching CalFresh Healthy Living – UC curricula by month.”*
2. Open the PDF on a computer, tablet, or mobile device.
3. Complete all fillable sections.
 - a. *Note: “For Office Use Only” section will auto-calculate, so you will not need to fill in this section.*
4. Include teacher/extender name, school or site name, and grade.
 - a. *Note: Educators may complete header components in advance (FFY and County Name).*
5. By month, record the number of times you taught CalFresh Healthy Living – UC curriculum lessons.
 - a. *Note: Do not include prep time or other support activities that are not part of the curriculum lesson.*
6. Enter the total time in hours spent teaching curriculum lessons that month.
 - a. Enter time in fractions of an hour for minutes; for example:

15 minutes = .25 hours	45 minutes = .75 hours
30 minutes = .50 hours	60 minutes = 1 hour
7. For each month, record the month and number of times teaching along with the total time teaching for each month.
8. Did the extender spend additional time addressing curriculum objectives and/or doing physical activity breaks during any of the months you are reporting on? *(e.g., discussing food groups on the lunch menu, reviewing nutrition labels, brain breaks, energizers, etc)*
 - a. If “yes” mark the box; if “no” do not mark the box.
 - b. Enter the additional time spent addressing curriculum objectives and/or physical activity breaks outside of lesson delivery for that month.
 - i. Enter time in fractions of an hour for minutes; for example:

15 minutes = .25 hours
30 minutes = .50 hours
45 minutes = .75 hours
60 minutes = 1 hour
9. Once the form is completed, click the **“Submit Form”** button in the lower left-hand corner.
 - a. It may prompt you to proceed with sending the form as an email to the CalFresh Healthy Living Educator.

Note: The form does not need to be saved prior to submitting/emailing to the UCCE Educator.