

Instructions for filling out *Program Information Forms* to report direct and indirect contacts

This form will be submitted after you end a series of classes with a group, although you may wish to collect some of the information at the beginning of the series.

- Please make sure all information is legible – handwriting is readable, at least 9 pt. font used.

A few notes on some of the information required:

Impact of COVID-19	Please select only ONE option If the programming was not affected (other than class size), leave all options blank
SITE	<p>County: List the county where the class is held. Note that schools are listed in the county where the district is housed (some districts cross county lines, so a few school buildings are located in a different county than the district.</p> <p>Approved site: List the full name of the approved site, as it appears on the current Approved Site List.</p> <p>District: Only complete if the approved site is a school; indicate which school district the approved site (school) is in.</p>
CLASS DETAILS	<p>List the date... <i>For direct contacts: List <u>all</u> dates this group was taught:</i> Indicate the exact date(s) you taught this group (e.g., 9/7/2019, 9/14/2019, 9/21/2019 OR September 2019: 7, 14, 21). <i>For indirect contacts: List the date this event was held:</i> Indicate the exact date of the event (e.g., 9/7/2019). For displays or other multi-day indirect events, <u>only list the first day of the event.</u></p> <p>Nutrition Educator's Name: List name(s) of the Nutrition Educator(s) who taught this group. Multiple NPAs must have supervisor approval.</p> <p>Curriculum Name: Please list the main curriculum you are using, listing the full curriculum name (<u>not</u> the lesson, recipe, or handout name). Please enter the curriculum name as listed on the approved list of curricula. When multiple curricula are used with the same group, please list ONE main curriculum used.</p> <p>Type of contact made (for indirect contacts only): Indicate whether the indirect teaching was done as a health fair OR as another type of indirect contact (e.g., an assembly). Please choose <u>only one</u> type of contact.</p> <p>Teacher / Group leader name: Indicate the name of the group's regular teacher or group leader (the contact person for that group)</p>
PARTICIPANT DEMOGRAPHICS (DIRECT PIFs)	<p>Grade level (for classes of youth): Please indicate the number of youth were in the grade level you are teaching (e.g., 16 Fifth graders). If you are working with a group that includes students from more than one grade level, indicate how many were in each grade (e.g. a class of 13 students that consists of 4 PK, 7K, and 2 First graders).</p> <p>Number in each age group (for classes of adults): Estimate how many in the class are in each age group. You do not have to ask participants their ages.</p> <p>Race (Number of participants by gender/race): Count the number of males and females in the classroom and then estimate the number of males and females for each racial category. Please fill in Total boxes—down and across, checking to make sure numbers add up correctly both ways. <u>The total in the lower right corner should equal the number of participants in the group.</u></p> <p>Ethnicity (Number who are Hispanic?): Of all the participants in the group, indicate the number of males and females who are Hispanic/of Latino ethnicity. <u>This is reported IN ADDITION TO participants' race,</u> and may total less than the number of group participants.</p>
PARTICIPANTS (INDIRECT PIFs)	<p>Total number of youth contacts for this event: Indicate the number of youth (under age 18) who were reached by your indirect teaching during this event.</p> <p>Total number of adult contacts for this event: Indicate the number of adults (age 18 or above) who were reached by your indirect teaching during this event.</p>
OPTIONAL	<p>For Regional use only (indirect PIFs): If the event was a display that was exhibited for multiple days (e.g., three weeks in June), please indicate the dates the display was exhibited (e.g., June 1-21). <i>Note: This information will not be collected or recorded by the state office, and is for regional use only.</i></p> <p>Data tracking: Some units are tracking the dates that paperwork is submitted and reviewed. These spaces offer a consistent place to do so, if your FNEP unit chooses to do so.</p>