

CREATE BETTER HEALTH

TEACHING CHECKLIST - ADULT CLASSES



BEFORE CLASS

- Enter Class on Google Calendar
- Shop for Ingredients
- Gather Paperwork & Handouts

BRING TO CLASS

- Creates Ingredients & Kitchen Supplies
- Class Handouts
- Printed Recipe
- Create Better Health Lesson Book
- Creates Roll
- CBH Class Evaluation Form
- Justice For All Poster
- Allergy Warning Poster

AFTER CLASS

- Enter PEARS Reporting
- PCard Dashboard – Class Roll with Receipt
- Mileage Logged on Monthly Mileage Sheet
- Hours Entered into AggieTime

AT THE END OF EACH WEEK

- Add Any Missing Hours into AggieTime
- Double Check that PEARS is Up to Date

SEND TO THE STATE OFFICE AT END OF EACH MONTH

- Creates Roll
- CBH Evaluation Forms

AT THE END OF THE MONTH

- Complete Travel Reimbursement

THROUGHOUT THE MONTH

- Enter PEARS Success Stories
- Enter PEARS PSE Site Activities
- Enter PEARS Partnerships and/or Coalitions
- Enter PEARS Indirect Activities
- Enter PEARS Program Activities



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