

CREATE BETTER HEALTH

TEACHING CHECKLIST - YOUTH CLASSES



BEFORE CLASS

- Enter Class on Google Calendar
- Shop for Ingredients
- Gather Paperwork & Handouts
- Get Eligibility Waiver Form Signed by Principal
If Necessary

BRING TO CLASS

- Curriculum Lesson Book
- Class Handouts
- Roll
- Youth Evaluation Forms
- Justice For All Poster
- Allergy Warning Poster

AFTER CLASS

- 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
- Eligibility Waivers
- Evaluation Forms

AT THE END OF THE MONTH

- Create Travel Reimbursement

THROUGHOUT THE MONTH

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



Extension
UtahStateUniversity

