NEA Teaching Checklist

ADULT CLASSES

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

BRING TO CLASS
- Creates Ingredients & Kitchen Supplies
- Creates Handout
- Printed Recipe
- Create Better Health Lesson Book
- Creates Roll
- Food Sense Class Participant Form
- Food Sense Informed Consent Form
- Class Participation Form Script
- Justice For All Poster
- Allergy Warning Poster

AFTER CLASS
- PEARS Reporting
- PCard Service Now – 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
- Food Sense Class Participant Form
- Food Sense Informed Consent Form

AT THE END OF THE MONTH
- Upload Signed Mileage Log for Travel
- Reimbursement into Service Now

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

This material was funded by USDA’s Supplemental Nutrition Assistance Program – SNAP. This institution is an equal opportunity provider. Utah State University is an affirmative action/equal opportunity institution.