### Before Class
- Enter Class on Google Calendar
- Shop for Ingredients
- Gather Paperwork & Handouts
- Eligibility Waiver Form Signed by Principal

### Bring To Class
- Creates Ingredients & Kitchen Supplies
- Creates Handout
- Recipe
- Create Better Health Lesson Book
- Creates Roll
- Food $ense Class Participant Form (Adults)
- Food $ense Informed Consent Form (Adults)
- Class Participation Form Script
- Justice For All Poster
- Allergy Warning Poster
- Creates Youth Lesson Book
- Youth Class Roll
- Parent MyPlate Evaluation Cards (Youth)

### After Class
- PARES reporting
- PCard Workflow – 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 State Office at End of Month
- Creates Roll
- Food $ense Class Participant Form (Adults)
- Food $ense Informed Consent Form (Adults)
- Youth Class Roll
- Eligibility Waiver Form Signed by Principal

### Send to Supervisor at the End of the Month
- Sign & Date Mileage Log

### Throughout the Month
- 1st Monday-10 am-Statewide Staff Meeting
- 3rd Monday-10 am-Statewide Staff Meeting
- 4th Wednesday-10 am-Zoom Inservice Training
- PEARs Success Stories
- PEARs PSE Site Activities
- PEARs Partnerships and/or Coalitions Entries
- Qualitrics PSE Activity Survey

### Other Items