



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

- PEARS 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

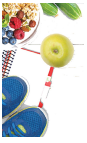
- Sign & Date Mileage Log

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
- Qualtrics PSE Activity Survey

Other Items

-
-
-



CREATE
BETTER HEALTH

NEA CHECKLIST

