

Form Instructions

Programming Summary: FY 2011 Preschool Track

GENERAL INSTRUCTIONS

1. Print a copy of these instructions. Print a copy of the FY 2011 Preschool Track Description.
2. Open the **Programming Summary: FY 2011 Preschool Track**.
3. Complete ***both*** pages of the form.

Refer to the Sample Programming Summary: FY 2011 Preschool Track for additional guidance.

PROGRAMMING SUMMARY: FY 2011 PRESCHOOL TRACK INSTRUCTIONS

Use the instructions, *Important Definitions*, and *Helpful Tip* to guide your completion of each field on the Programming Summary table.

1. **Local Partner Agency:** Enter agency name, e.g. ABC Community Services, Inc.
2. **Local Partner Project Name:** Enter the name your agency has given to its TRACKS project, e.g. Enjoying Activity and Tasty Food (EAT Food). If your agency does not assign a name to its TRACKS project, leave this field blank.

Instructions #3-9 below refer to proposed direct education programming. **Direct Education** is defined by FNS as interventions where a participant is actively engaged in the learning process with an educator and/or interactive media. For an activity to qualify as direct education, information on the number of individuals, SNAP participation, age, gender, and race/ethnicity must be collected.

3. **Subgroup Name.** A subgroup is defined as a major area of programming within a specific track based on programming provided (curricula, strategies, etc.), age of target audience, or other unifying characteristics. Enter a name for one subgroup of Preschool Track programming. Note: A Preschool Caregivers subgroup is required for all programming in the Preschool TRACK.

Tip:

Choose subgroups that encompass major areas of programming; subgroups may be selected based on the programming provided (curricula, strategies, etc.), the age of the target audience, or other such unifying characteristics. Examples of subgroups are: **Preschools, Head Start sites.**

Up to six separate subgroups (one subgroup per row) can be described in the Programming Summary table. Local Partners may designate fewer than six subgroups. If proposed number of subgroups exceeds the capacity of this form, contact the TRACKS Management Entity (TRACKS ME) prior to proposal submission.

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4. **Indirect Only***. Enter an “X” in this box if the programming type for this subgroup is indirect only, then proceed directly to Statement of Work, Section D. Indirect education is defined as the distribution of information and resources, including any mass communications, public events and materials distribution that DO NOT meet the definitions of Direct Education or Social Marketing Campaigns.

5. **Direct Education - Objectives**. Enter the number that corresponds to each objective covered by proposed direct education programming for this subgroup. Separate numbers with a comma.

Tip:

Refer to the Preschool Track goals and objectives on page 1-2 (link to be added) of the Preschool Track Description.

6. **Direct Education - Strategies**. Enter the number that corresponds to each strategy used to implement proposed direct education programming for this subgroup. Numbers that correspond to each strategy are shown in the image to the left of this instruction; e.g. entering the number 1 represents the single class strategy. Separate numbers with a comma.

Important Definitions

Single Class – “stand alone” nutrition education sessions, held during the school day (*single class*) or in an afterschool setting (*afterschool single*), that cover multiple objectives or may present a more in-depth exploration of a single nutrition topic. Single classes are used to generate further interest in nutrition education, or to educate during infrequent events, such as back-to-school nights for caregivers. Single classes may also include hands-on crafts, activities, games, food tastings, or food/cooking demonstrations.

Series Class – two or more consecutive lessons, taught during the school day (*series class*) or in an afterschool setting (*afterschool series*), planned as an orderly progression of information. Each class builds upon material covered in the previous lesson and introduces new subject matter.

One-on-One – an education session to individual members of the target audience. Sessions are generally brief, and focus on one objective.

Assembly –programs presented during the school day that include interaction between the students and presenter. Assemblies can be used to address SNAP-Ed concepts in a stimulating and entertaining format. In order to extend and reinforce messages provided by this strategy, follow up classes integrated with state education standards can be conducted by classroom teachers.

Multimedia – web modules, online activities, computer games, video presentations, music, performance art, podcasts, or other “non-traditional” programming. Note: To be considered direct education, multimedia strategies must be interactive, generate participant responses, and be able to capture required demographic information.

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7. **Direct Education - Curricula.** Enter the number that corresponds to each curriculum used to cover objectives selected for the subgroup. Numbers that correspond to each curriculum are shown in the image to the left of this instruction; e.g. entering the number 2 represents *F.U.N.* Separate numbers with a comma.

Tip:
Refer to the table on pages 5-7 (link to be added) of the Preschool Track Description for information about these curricula.

8. **Direct Education - Supporting Materials.** Enter the number that corresponds to each material used to support selected curricula for this subgroup. Numbers that correspond to each supporting material are shown in the image to the left of this instruction; e.g. entering the number 1 represents *Nutrition in Every Theme.* Separate numbers listed with commas.

Tip:
Review the table on pages 8-9 (link to be added) of the Preschool Track Description for information about these supporting materials.

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9. Direct Education – Estimate of Reach. Enter the estimated number of unduplicated participants reached through all proposed direct education for this subgroup in fiscal year 2011 (October 1, 2010 – September 30, 2011). Enter the estimated number of contacts for all proposed direct education with this subgroup in fiscal year 2011 (October 1, 2010 – September 30, 2011).

Important Definitions:

Unduplicated Participants – refers to different individuals who receive TRACKS direct education during one fiscal year. When an individual (participant) receives direct education a second or subsequent time in one fiscal year, s/he is referred to as a duplicated (repeat) participant.

Nutrition education **Contact** – is an interaction in which a TRACKS participant participates in a direct education activity. The number of unduplicated participants plus the number of times each unduplicated participant has repeated participation in TRACKS programming equals the number of contacts.

Sample Calculation of Unduplicated Participants and Number of Contacts:

The EAT Tasty Food project provides direct education programming to a subgroup of participants entitled **Preschools**.

	UP*	Contacts
A twelve-session series class is planned for this subgroup. Approximately 300 children (unduplicated participants) will participate.	300	3,600
One of the preschool sites receiving the series class also plans to conduct an assembly. Approximately 50 children (duplicated participants) will attend.	0	50
**Totals	300	3,650

*UP = unduplicated participants

** Total unduplicated participants and total contacts are entered in row for corresponding subgroup on the Programming Summary table.

10. Recruitment Methods. In the space provided describe how you will inform potential Preschool SNAP-Ed participants about available direct and indirect education programming. Table will expand as text is entered.

11. Direct Education –Unduplicated Participant Counts. In the space provided describe how you collect and report unduplicated counts of Preschool participants. Table will expand as text is entered.

12. SNAP status/other demographics. In the space provided describe the tools and procedures you will use to identify SNAP participants and to report demographic information (age, gender, and race/ethnicity) of participants. Table will expand as text is entered.