## UC Cooperative Extension UC CalFresh Fresno/Madera Counties Program Manual

### Youth Program

#### 3. Youth Curricula and Teaching Tools:

- a. Youth Curricula:
  - i. Youth Curricula are researched- based and approved by the California Department of Education.
  - ii. Distribute appropriate grade level curriculum to teachers once they are enrolled in program.
  - iii. Collect back from teacher if discontinuing program.
- b. Teaching Tools:
  - i. Teaching tools are used for all lesson delivery. These tools help facilitate lessons to both youth and adults.
  - ii. Teaching Tools can be found in the workroom and are to be checked-out before use.
  - iii. Use appropriate check-out binder.
  - iv. Example: if checking out a fruit group lesson, look for the "Fruit" Binder to sign tool out.

#### Newsletters and Tasting Time:

- a. Newsletters and Tastings are distributed to enrolled teachers monthly/bi-monthly.
- **b.** Newsletters come in packets of 30 and 40 sheets.
- c. Projects Coordinator will send out a survey for each tasting:
  - i. Staff are to complete the tasting order survey by the deadline set by the Projects Coordinator.
  - ii. Staff are to complete the survey with their classroom information.
    - 1. Example: total number of classrooms with 40 students.
  - **iii.** Project Coordinator will order tastings, and allocate the number of tastings ordered to each individual staff's workstations in the workroom.
  - iv. If staff fail to order the correct number of tastings needed by the deadline given, they will not be ordered a new tasting.
- **d.** Label and prepare enrolled teachers tasting and newsletters according to the information on his/her enrollment form.
- e. Deliver tastings and newsletters as part of a meaningful visit.
  - i. Staff may ship tastings to teachers if needed.
- f. Remind teachers to fill out the TTT with their tasting.

nn and Narral Bassana. 1993 - Colomba	Tasting Tim
February 2014 This Month • Botty gas song bott year	Lave your Dairy! Dairy foods are a great source of calcium During the childhood and adolescent years
Delivered Tel: 100-200 Second Tel: 100-200 Second Tel: 100-200 Activity, Dear Group Meet Scale or QL sole for the sceles is our without	bones are growing fast! Dary products provide growing bones with calcium, vitanain D, potnessium, protein and other essential nativents.
The area of a solution of a solution of the so	Switch to fat-free or low-fat (1%) dain <u>How mach dairy to yau used?</u>
Additional Accession, Examp dephysions http://www.sey.tite.blook-on- writer	Older children, seens, a adults need 3 cups Children ages 4-8 need 2 1/2 cups
EMART Read	Children ages 2-3 need 2 cups



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#### School File/Folder:

Each school will have its own yellow folder. Please maintain records of your work inside of each folder.

- g. School files should include:
  - i. Copies of completed enrollment agreements
    - ii. School map(s)
  - iii. Bell schedule
  - iv. NARFs with zero hours (if turned in)
  - v. Lesson sign-up sheets
  - vi. School Tracking Tool
  - vii. Adult Education Checklist/Flyers/Adult Education Interest Sheet
  - viii. Other relevant documents related to events and schedules at school sites
    - 1. Examples: school academic calendar, open house flyers, etc...