

# 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.



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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...