

UC Cooperative Extension UC CalFresh Fresno/Madera Counties Program Manual

Youth Program

5. Training Newly Enrolled Teachers:

- a. Schedule a “Teach and Train” appointment with new teachers following enrollment.
- b. If possible, schedule with them immediately after receiving their enrollment form.
- c. Consider bringing a lesson sign-up sheet to the enrollment meeting with date(s) and time(s) you are available.
 - i. Lesson sign-up sheets are kept in each school’s educator tracker, and need to be updated at the beginning of the year. Make changes as needed throughout the year.
- d. **Teach and Train (T&T):**
 - i. “Teach and Trains” typically involve two UC CalFresh staff. One person teaches a MyPlate lesson to students while the other person works with the teacher to review educational materials and paperwork.
 - ii. Refer to the Material Inventory checklist to ensure teachers receive all materials during the “Teach and Train”.
 - iii. Explain tastings, lesson scheduling, and the general program “routine.”
 - iv. Explain adult program offerings.
 - v. Explain how to complete the Nutrition Activity Reporting Form (NARF) and the quarterly collection dates.

Lesson Sign- Up Sheet

Material Inventory Checklist

- vi. Ask teachers to sign and date the Training Sign-In Form once training is complete.

Training Sign-In Form