

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

**Youth Program**

**7. Parent Education at Schools/Community Sites:**

- a. Promote parent education at each site: class-series, workshops, or mini-workshops (displays at events).
  - i. Identify events at the school that parents attend (Back to School, School Carnivals, etc.).
  - ii. Work as a liaison with the school to schedule interactive displays.
  - iii. Garner support from administration for classes and workshops.
- b. All staff are expected to coordinate adult education at school sites.
  - i. If adult education is scheduled at your school site, you are responsible for attending. Request additional help as needed.
  - ii. Keep documentation for coordination efforts at each school site in your school folder under adult education.
- c. Once adult education is scheduled, complete an Event Checklist to document efforts and request additional help if needed.
  - i. Link to Event Checklist: <http://ucanr.edu/survey/survey.cfm?surveynumber=10377>

**Successes: Refer to Blog Tutorial**

- d. It's important to capture successes at our school sites, and add them to our end of year report.
- e. Each staff is required to write two blog posts per year, showcasing success at their school site.
- f. Feel free to take pictures of artwork done by students showcasing environmental changes or lessons that teachers have done.
- g. Do not take pictures of students or teachers without a photo release.
  - i. If you take pictures of a colleague teaching you may use pictures with the back of student's heads.
- h. If you have obtained photo releases of teachers or students:
  - i. Make copies and turn the originals into the Fiscal Manager to be filed.
  - ii. Keep the copies in a folder labeled with the school name, date and event that was photographed.