

# Tools to Track Program Activities

Sue Mosbacher  
UCCE Central Sierra



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■ UCCE Master Food Preserver Program

## In the Field

- Classes
  - Sign in sheet with ethnicity
- Outreach events
- Summary sheet



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**University of California Cooperative Extension  
Master Food Preservers of El Dorado County**



Class Title: \_\_\_\_\_ Date: \_\_\_\_\_

*Completing the following information helps us to comply with Federal regulations to identify clientele. This information is optional and will be kept confidential.*

Name	Zip Code	How did you hear about this class?	# MFP Classes Previously Attended	Male	Female	White	Afr Amer	Hispanic	Nat Amer	Asian	Other	Decline to State
1.												
2.												
3.												

**PROGRAM AREA ATTENDANCE CARD:**  
Please circle one. EDC - AC - AC/CC

4HYD MFP MG NR NR-SLT AG FCS

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

ETHNIC BREAK DOWN	MALE		FEMALE	
	Adult	Youth	Adult	Youth
American Indian	___	___	___	___
Asian/Pacific Islander	___	___	___	___
Black/African American	___	___	___	___
Hispanic	___	___	___	___
White	___	___	___	___
Unknown	___	___	___	___
MALE/FEMALE TOTAL	___	___	___	___
MFPs/MGs in attendance	___	___	___	___

**UCCE Master Food Preserver Contacts**

Event: \_\_\_\_\_ Date/Day: \_\_\_\_\_

American Indian	Asian	Black	Hispanic	White	Unknown
Female	Female	Female	Female	Female	Female

# After Events

- Paperwork to office
- VMS
  - Add hours: Contacts only
  - Contact Report

**Edit Volunteer Hours For Sue Mosbacher**

**Event Description**  REQUIRED, max 150 characters

**Event Date**  REQUIRED FORMAT: mm/dd/yyyy

**Apply to Project**  REQUIRED

**Volunteer Hours**

**Continuing Education**

**Miles Driven**

**Population Served**

Contact Ethnicity	Male Adult	Male Youth	Female Adult	Female Youth
White	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value="3"/>
Black	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
American Indian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Hispanic	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Hawaiian & Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Unknown	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



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# After Events

- Paperwork to office
- VMS
  - Add hours: Contacts only
  - Contact Report

**Contacts**

[Hide Removed Volunteers](#)

Start Date:  End Date:

**Master Food Preserver Group**

	Wht	Blk	AmIn	Hsp	Asn	H&PI	Unk	M	F
Amador/Calaveras County	859	11	11	91	4	0	51	381	646
Default Program	0	0	0	0	0	0	0	0	0
El Dorado County	441	7	2	49	3	0	63	194	371
Humboldt County	510	17	125	114	7	7	6	254	532
Inyo/Mono County	118	0	28	2	1	0	1	19	131
Los Angeles County	0	0	0	0	0	0	0	0	0
Northern San Joaquin Valley	270	15	0	86	5	0	21	100	297
Orange County	3,109	294	13	868	721	75	29	1,691	3,418
Sacramento County	1,373	131	7	162	145	10	122	671	1,279
San Bernardino County	679	65	4	152	15	2	162	244	835
San Luis Obispo/Santa Barbara County	403	3	0	96	11	0	87	168	432
San Mateo/San Francisco County	2,490	75	5	222	602	25	191	1,629	1,981
Shasta County	0	0	0	0	0	0	0	0	0
Solano County	0	0	0	0	0	0	0	0	0
Yolo County	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>10,252</b>	<b>618</b>	<b>195</b>	<b>1,842</b>	<b>1,514</b>	<b>119</b>	<b>733</b>	<b>5,351</b>	<b>9,922</b>
<b>Total of all Contacts</b>									<b>15,273</b>

**Amador/Calaveras County Master Food Preservers**

**Contact Reports**

[Show Hours](#) | [Show Projects](#) | [Show Removed Volunteers](#)

Start Date:  End Date:

Contacts	Wht	Blk	AmIn	Hsp	Asn	H&PI	Unk	M	F
<b>Totals</b>	1,430	37	13	111	22	0	45	605	1,053



## After Events

- Paperwork to office
- VMS
  - Add hours: Contacts only
  - Contact Report
- Admin
  - Event summary spreadsheet



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**2016-2017 Master Food Preservers of Amador/Calaveras County**  
**Affirmative Action Report**  
**FACE TO FACE CONTACTS AND CLASS & OUTREACH ATTENDANCE**

Year: 2016 - 2017

Amador/Calaveras County

Date	Description	Location	Commodity	Total			Ethnicity					Total Cont Sheets	Male Youth	Female Youth	Total		
				Male	Female	Total	Caucasian	Hispanic	Asian	Black	Amer Indian					Unknown	
	Office Contacts	Ag Bldg	MFP Phone Hours			0						0					
<b>TOTALS:</b>				0	0	0	0	0	0	0	0	0	0				
<b>CLASS ATTENDANCE/OTHER MFP ACTIVITIES</b>																	
10/8/2016	Sensational Salsas	Calaveras	Public Ed	4	5	9	8					1	9				
<b>OCTOBER TOTALS:</b>				4	5	9	8	0	0	0	0	1	9	0	0	0	
11/12/2016	Holiday Gifts from the Kitchen	Jackson	Public Ed	4	11	15	11						4	15			
<b>NOVEMBER TOTALS:</b>				4	11	15	11	0	0	0	0	4	15	0	0	0	
<b>OCTOBER - DECEMBER TOTALS:</b>				8	16	24	19	0	0	0	0	5	24	0	0	0	
<b>JANUARY TOTALS:</b>				0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>FEBRUARY TOTALS:</b>				0	0	0	0	0	0	0	0	0	0	0	0	0	
3/11/2017	Charcuterie Basics	Amador	Workshop	17	22	39	36						39				
3/16/2017	Ag Awareness Day	Calaveras	Outreach	11	35	46	45	1			2		46	99	92	191	
<b>MARCH TOTALS:</b>				28	57	85	81	1	0	2	0	1	85	99	92	191	
<b>JANUARY - MARCH TOTALS:</b>				28	57	85	81	1	0	2	2	0	1	85	99	92	191
4/1/2017	Charcuterie Basics for MFPs Fermentation: Kimchi, Kombucha		Train/Trnr	4	26	30	10	0	0	2	2		16	30			
4/8/2017	& More Boiling Water and Steam	Amador	Public Ed	9	24	33	35	1					36		3		
4/19/2017	Canning Basics	Calaveras	Public Ed	1	7	8	8						8				
<b>APRIL TOTALS:</b>				14	57	71	53	1	0	2	2	16	74	0	3	3	
5/13/2017	Spring Fruits	Amador	Workshop	3	4	7	7						7				
5/17/2017	Pressure Canning Basics	Calaveras	Public Ed	4	6	10	10						10				
5/18-21/2017	Calaveras County Fair	Calaveras	Outreach	66	112	178	130	29	7	2		10	178				
<b>MAY TOTALS:</b>				73	122	195	147	0	0	0	0	0	147	0	0	0	
Dehydrating: Camping & Survival																	
6/10/2017	Food	Amador	Workshop			0							0				
6/21/2017	Dehydrating Basics	Calaveras	Public Ed			0							0				
<b>JUNE TOTALS:</b>				0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>APRIL - MAY TOTALS:</b>				87	179	266	200	1	0	2	2	16	221	0	3	3	
7/8/2017	Farm to Fork All Year Long Boiling Water and Steam	Amador	Workshop			0							0				
7/19/2017	Canning Basics	Calaveras	Public Ed			0							0				
<b>JULY TOTALS:</b>				0	0	0	0	0	0	0	0	0	0	0	0		
8/12/2017	Salsas & Chutneys	Amador	Workshop			0							0				
8/16/2017	Pressure Canning Basics	Calaveras	Public Ed			0							0				
<b>AUGUST TOTALS:</b>				0	0	0	0	0	0	0	0	0	0	0	0	0	
9/9/2017	Fall Harvest	Amador	Workshop			0							0				
9/20/2017	Dehydrating Basics	Calaveras	Public Ed			0							0		0		
<b>SEPTEMBER TOTALS:</b>				0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>JULY - SEPTENEMBER TOTALS:</b>				0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTALS:</b>				123	252	375	300	2	0	4	2	22	330	0	99	95	194
<b>GRAND TOTALS: Office Contacts/Class Attendance</b>				123	252	375	300	2	0	4	2	22	330	0			

### Facebook, eNews & Web Contact information Information

Oct 2016 - Sep 2017

FB

Public Ed Class Contacts

Program	Month	Reaches	fb Likes	Public Ed Class Contacts			Public Ed Class Contacts					Total Ethnicity	eNews						
				Male	Female	Total	Caucasian	Hispanic	Asian	Black	Amer India n		Unknown	s dist count	eNews Opens	Web Visits for both	Male Youth	Female Youth	Total s
MFP EDC	October	7535	20	4	8	12	12	0	0	0	0	0	12	3821	1098	317		0	1
	November	7574	10	2	8	10	10						10	0		201		0	1
	December	9076	11	80	184	264	222	40		2		264	1914	512	188		0	1	
	January	6731	11	4	17	21	13	2			6	21	1910	557	392		0	2	
	February	7184	5	5	21	26	22	1	1		2	26	941	301	552		0	1	
	March	6909	18	5	15	20	15	1	1		3	20			370		0	1	
	April					0						0					0		
	May					0						0					0		
	June					0						0					0		
	July					0						0					0		
	August					0						0					0		
	September					0						0					0		
<b>Totals</b>		<b>45009</b>	<b>75</b>	<b>100</b>	<b>253</b>	<b>353</b>	<b>294</b>	<b>44</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>11</b>	<b>353</b>	<b>8586</b>	<b>2468</b>	<b>2020</b>	<b>0</b>	<b>0</b>	<b>7</b>



# Annually

- CASA Report
- BOS Report

GENERAL PUBLIC HOME EC (CENTRAL SIERRA)										
DESCRIPTION	WHITE	BLACK	AMERICAN INDIAN	HISPANIC	ASIAN	UNKNOWN	TOTAL	MALE	FEMALE	SOURCE
Susan Mosbacher	4882	56	39	172	121	405	5675	2056	3619	USCN
<b>Actual Total</b>	4882	56	39	172	121	405	5675	2056	3619	<b>Individual</b>
<b>Actual Percentage</b>	92.64%	1.06%	<b>0.74%</b>	3.26%	2.30%		100.00%	<b>39.01%</b>	68.67%	
<b>Potential</b>	278738	3897	4476	12096	7859		307066	156738	150328	
<b>Potential Percentage</b>	90.77%	1.27%	1.46%	3.94%	2.56%		100.00%	51.04%	48.96%	
<b>Parity Range</b>	72.62%	1.02%	1.17%	3.15%	2.05%		80.00%	40.83%	39.17%	
<b>From:</b>	108.93%	1.52%	1.75%	4.73%	3.07%		120.00%	61.25%	58.75%	

US Census Data 2010 Baseline. Data below does not include the following two ethnicities from the 2010 census. Native Hawaiian 526 Other Race 12500



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# Annually

- CASA Report
- BOS

## Report - Outreach Methods / Self Assessment

By Advisor / Program Representative, Program Assignment

Fiscal Year: 2016 / 2017  
Run Date: 5/31/2017

[Export To Excel](#)

Region: North Coast and Mountain

County: Amador-Calaveras-El Dorado-Tuolumne

Advisor / Program Representative			Mass Media	Newsletters	Personal Letters	Personal Contacts	Community Groups	Total
Program Area	Begin Date	End Date	Joint Activities	Membership Drives	Volunteer Recruit	Meeting Places	Other	
Totals -			0	0	0	0	0	0
			0	0	0	0	0	



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## Annually

- CASA Report
- BOS Report

## Every 6 months

- Update CASA Report
- Update MFP board members



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UCCE Master Food Preserver Program of **El Dorado County** CASA Data 2015-2016

Date	Contacts			Mass Media			Newsletter	Personal Letters		Personal Contacts		Membersh ip Drives
	Male	Female	Total	Articles	Mass email	FB Post Reaches	Public Newsltr	Recruit letters	Accept letters	Hot-line	Personal Contacts	Overview Meetings
Oct-15	34	73	107	2	1	15921	0	0	0	4	2	0
Nov-15	34	49	83	0	1	14629	0	0	0	2	1	0
Dec-15	11	73	84	0	0	20257	0	70	0	1	0	0
	<b>79</b>	<b>195</b>	<b>274</b>	<b>50811</b>			<b>0</b>	<b>70</b>		<b>10</b>		<b>0</b>
Jan-16	13	47	60	1	0	18345	0	0	0	5	1	1
Feb-16	2	17	19	3	1	21167	0	0	7	1	2	1
Mar-16	16	37	53	0	1	20657	0	0	0	4	3	0
	<b>31</b>	<b>101</b>	<b>132</b>	<b>60175</b>			<b>0</b>	<b>7</b>		<b>16</b>		<b>2</b>
Apr-16	19	57	76	1	1	13356	0	0	0	3	2	0
May-16	125	196	321	1	1	15397	0	0	0	1	2	0
Jun-16	1484	2393	3877	2	1	13887	0	0	0	1	4	0
	<b>1628</b>	<b>2646</b>	<b>4274</b>	<b>42647</b>			<b>0</b>	<b>0</b>		<b>13</b>		<b>0</b>
Jul-16	3	26	29	1	1	16565	0	0	0	2	3	0
Aug-16	1	2	3	1	1	15332	0	0	0	5	2	0
Sep-16	125	288	413	0	1	8124	0	80	0	3	2	0
	<b>129</b>	<b>316</b>	<b>445</b>	<b>40026</b>			<b>0</b>	<b>80</b>		<b>17</b>		<b>0</b>
<b>Totals</b>	<b>3734</b>	<b>6516</b>	<b>10250</b>	<b>193659</b>	<b>10</b>	<b>153616</b>		<b>227</b>	<b>7</b>	<b>71</b>	<b>24</b>	<b>4</b>

Date	Community Groups			Joint Activity		Vol Recruitment & Training				Other		
	Farm Day	Fair	Out-reach	MG Combo Classes	Youth Events	Press Releases	Trng Classes	CE Event	Field Trips	Public Classes	Guest Speaker	PCanner testing
Oct-15	0	0	2	1	0	0	0	1	0	4	0	0
Nov-15	0	0	1	0	1	0	0		0	1	0	0
Dec-15	0	0	1	0	0	0	0	1	0		0	0
	<b>4</b>			<b>2</b>		<b>2</b>				<b>5</b>		
Jan-16	0	0	0		1	1	0	3	0	3	0	0
Feb-16	0	0	0			0	0	1	0	2	0	2
Mar-16	0	0	0	1		0	3	1	0		0	1
	<b>0</b>			<b>2</b>		<b>9</b>				<b>8</b>		
Apr-16					1	0	5	1	0	2	0	0
May-16	1		3	1	1	0	3	1	0	1	0	0
Jun-16		4	2			0	0	1	0	1	0	1
	<b>10</b>			<b>3</b>		<b>11</b>				<b>5</b>		
Jul-16	0		2			0	0	1	0	5	1	2
Aug-16	0			1	1	0	0		0	7	1	2
Sep-16	0	4	2	2		1	0	2	0	1	0	0
	<b>8</b>			<b>4</b>		<b>4</b>				<b>19</b>		
<b>Totals</b>	<b>15</b>	<b>8</b>	<b>13</b>	<b>13</b>	<b>5</b>	<b>24</b>	<b>11</b>	<b>13</b>	<b>0</b>	<b>45</b>	<b>2</b>	<b>8</b>

## How do you Track?

- Got samples?
  - Got it! card
- Need templates?
  - Gimme card



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