UC Cooperative Extension UC CalFresh
Fresno/Madera Counties Manual

Adult Program

1. **Scheduling**
   a. UC CalFresh Google calendar:
      https://docs.google.com/spreadsheets/d/1ho2aD3c_nThunVqWJt2nPR4dcmlBbMGBom-TJyRCetU/edit#gid=342237171
      i. All staff are required to check and update the online UC CalFresh calendar on a daily basis.
         1. Staff are to have their days at school sites scheduled a month in advance.
         2. Job site classes will be scheduled up to 3 months in advance.
            a. Generally in August, Nov/Dec, and April.
            b. Checklist will be sent generally 1 month in advance
         3. Weekend Event checklist should be sent generally two weeks in advance.
            a. A checklist can be sent with limited information to reserve an educator.
      ii. Ensure that all scheduled appointments are input on the Google calendar and on your paper calendar.
      iii. Input any newly scheduled appointments on the online UC CalFresh calendar.
      iv. If there are any scheduling conflicts please notify your supervisor.
         1. Adult lessons take percent over youth lessons.
      v. When scheduling colleagues be mindful not to over schedule.
         1. For example: Avoid scheduling staff who are already conducting adult lessons that day and be mindful of their work week.
         2. If staff need to teach two adult classes in one day, do not set them as the lead for both classes.
      vi. Appointments/classes scheduled by the program supervisor are identified as top priority and are not to be cancelled or reassigned without supervisor approval.

Week of October 1-7, 2017	FY18 UC CalFresh Schedule											Leave (hrs)	TOTAL HOURS	7:00 AM	8:00 AM	9:00 AM	10:00 AM
	Scheduled Work Hours																
Monday, October 2	Scheduled Work Hours											Leave (hrs)	TOTAL HOURS	7:00 AM	8:00 AM	9:00 AM	10:00 AM
	START	LUNCH		END	START	LUNCH		END									
		Out	In			Out	In										
Angelica	8:00 AM	12:00 PM	12:30 PM	5:00 PM									8.5			Prep/Paperwork	
Araceli	7:00 AM	12:00 PM	12:30 PM	3:30 PM									8		Prep/Paperwork		
Austin	7:00 AM	12:00 PM	12:30 PM	3:00 PM									7.5		Prep/Paperwork		
Carissa	7:30 AM	12:00 PM	12:30 PM	4:30 PM									8.5	Prep/Paperwork		Lessons: Jobs 2000 #498 Reedl w/ Elizabeth	
Christopher	7:30 AM			9:30 AM	11:00 AM	2:00 PM	2:30 PM	3:45 PM			1.25		6.25		Prep/Paperwork		Lea
Ashley													0				
Elizabeth	7:30 AM	12:00 PM	12:30 PM	4:30 PM									8.5	Prep/Paperwork		Lessons: Jobs 2000 #498 Reedl (LEAD) w/ Carissa	
VACANT CES1-2													0				
Evelyn											8		0		Prep/Paperwork		
Hannah	7:15 AM	12:00 PM	12:30 PM	3:30 PM									7.75		Prep/Paperwork	Lessons: Jobs 2000 #497 Fresn (LEAD) w/ Yolanda	

b. Adult Program Lesson Guide: <u>Refer to the Adult Program Lesson Guide</u> when scheduling.
The lesson guide is a tool to help you navigate the best series or workshop to schedule for a site.

   i. Scheduling a workshop with a 4 part series of adult education classes is the priority.
   ii. Option: Schedule a workshops as a promotional opportunity.
   iii. Schedule school events or community events.

c. Working with Sites to Schedule: <u>Refer to the Adult Program School Administrator Interview</u>

   i. When working to schedule classes, ask for a date and time that will work for the largest number of participants.
   ii. Schools have multiple events throughout the year that draw parent attendance. Ask to attend these events to set up an interactive display, promote upcoming classes and potentially give a small presentation to the parents.

d. Scheduling Via Email: <u>Refer to Adult Scheduling Email Template</u>

e. Event Checklist: The Event Checklist can be found here:
   http://ucanr.edu/survey/survey.cfm?surveynumber=10377

   i. Once something has been scheduled, a check list has to be sent out to request an educator to the program supervisor.
   ii. Read all the checklist information carefully.
      1. Be as specific as possible about class needs.
      2. Use the notes section of the checklist to communicate if outlets are available in the room, or if cooking is allowed at the site, etc.
   iii. Two educators or more will be assign. One will be the lead, the second staff will help.
   iv. If scheduling an adult class for your school site, it is encouraged that you attend.

Question	Response
Coordinator Name:	SANDRA ORTEGA
Coordinator Email Address:	sortega@ucanr.edu
*include for copy of checklist	
Educator(s) requested:	Consuelo, Angelica and Nora
A minimum of 2 staff required for class series, workshops or events (unless you plan to attend & help).	
Have you reserved the class time on educator(s) google calendar already?	Yes
Name of the lead who is	Consuelo

f. <u>Site List:</u>
    i. Remember to refer to the site list for the respective county when scheduling adult education.
    ii. Community sites and schools interested in adult education that are not on the site list will need to be added, if they qualify.
    iii. Work with your direct supervisor to add interested sites to the site list
    iv. USDA approval to add community sites or schools to the site list takes a minimum of 1-4 weeks.
    v. The site cannot be served until USDA approval comes.
        *Practice may vary in Madera County – Review County Specific Integrated Work Plan.