

30 hours/week

September 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# from OCTOBER 27

WEEK 44

MONDAY, OCT. 27	TUESDAY, OCT. 28	WEDNESDAY, OCT. 29
7 :15 :30 :45	7 :15 :30 :45	7 :15 :30 :45
8 <b>1</b> Start 9am/Stop 4pm	8 Start 9am/Stop 4pm	8 Start 9am/Stop 5pm
:15 :30 :45	:15 :30 :45	:15 :30 :45
9 <b>7</b> Grocery Shopping for the week	9 Drive to class Set up Classroom <b>4/10</b> SNAP office class Go lean with protein	9 <b>9</b> Reminder calls <b>8</b> Paper work Drive time
:15 :30 :45	:15 :30 :45	:15 :30 :45
10 <b>6</b> Prep for weeks classes	10 (Stir Fry) 1501 Blue Spruce Dr. Ft. Collins	10 Refill waiting room handouts Set up classroom <b>10/10</b> Community Center fruits + Veggies (Cabbage Stir-Fry) 36 Packard Ave. Loveland
:15 :30 :45	:15 :30 :45	:15 :30 :45
Clean Kitchen 11 <b>↓</b> Reminder Calls + Emails	11 <b>2</b> Clean up classroom SNAP waiting room recruitment <b>16/18</b> 1501 Blue Spruce Dr. Ft. Collins	11 Clean up classroom Lunch
:15 :30 :45	:15 :30 :45	:15 :30 :45
12 <b>10</b> Lunch	12 <b>↓</b> Reminder calls	12 Clean up classroom Lunch
:15 :30 :45	:15 :30 :45	:15 :30 :45
<b>5</b> Drive time Set up class room <b>4</b>	<b>↓</b> Lunch	1 :15 Drivetime/Set up time Health clinic Class ESBA Pregnancy <b>6/5</b> (Energy Mix) 45 Packard Ave. Loveland
<b>3</b> <b>↑</b> Head Start parents <b>10</b> <b>6</b> Make 1/2 your grains whole <b>1</b> Pumpkin Bread 112 Main St. <b>9</b> Ft. Collins	2 Drive to class Setup classroom <b>5/4</b> My Way Group Home Feeding Your New Baby 201 Smith Rd. Ft. Collins	2 Clean Classroom Drive time Loveland Community Health fair 249 Main St. Loveland
:15 :30 :45	:15 :30 :45	:15 :30 :45
<b>4</b> Clean up classroom Paperwork update educator notebook <b>↓</b> Inventory traveling office	3 Clean-up classroom	3 <b>↓</b>
:15 :30 :45	:15 :30 :45	:15 :30 :45
4	4	4
:15 :30 :45	:15 :30 :45	:15 :30 :45
5	5	5
:15 :30 :45	:15 :30 :45	:15 :30 :45
6	6	6
:15 :30 :45	:15 :30 :45	:15 :30 :45
<b>Volunteers</b>		* 1 hour Comptime to take next week
7 <b>Lucy Williams - Headstart</b> 2hr.	7 <b>Mary Brown - SNAP</b> 2hr	7
:15 :30 :45	:15 :30 :45	:15 :30 :45
8 <b>Shirley Jones - My Way</b> 3hr	8 <b>Shirley Jones - My Way</b> 3hr	8
:15 :30 :45	:15 :30 :45	:15 :30 :45

November 2014							December 2014							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	
23	24	25	26	27	28	29	28	29	30	31				

30 hours/week

to **NOVEMBER 2**

THURSDAY, OCT. 30 303/62		FRIDAY, OCT. 31 304/61		SATURDAY, NOV. 1 305/60	
7		7	Halloween	7	All Saints Day
:15		:15		:15	
:30		:30		:30	<u>To Do</u>
:45		:45		:45	
8	Start 9am/ Stop 4pm	8	Start 9am/ End 4pm	8	1. Follow up with headstart contact
:15		:15		:15	
:30		:30		:30	2. Call wic participants
:45		:45		:45	Schedule make up lessons
9	Organize handouts & bins for classes Paperwork	9	Prep for next week class planning forms Grocery list	9	3. Send exit forms to Kathie
:15		:15		:15	
:30		:30		:30	4. Add more Entry/ Exit forms to traveling office
:45		:45		:45	
10	↓ Drive time	10	↓ P-card paperwork	10	
:15		:15		:15	
:30	Refill WIC handouts Setup class room	:30	Prep for recruitment class	:30	
:45		:45		:45	
11	WIC Parents class 11/10 Plan, Shop, Save (Peach comparison) 6299 14th St. Ft. Collins	11	↓ Emails and Reminder calls	11	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
12	↓ Lunch	12	↓ Lunch	12	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
1	↓ Drive time Setup classroom	1	↓ Drive time Setup classroom	1	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
2	Learning center 7/18 Celebrate (Fruit + PB Dip) 1701 Hazel St. Ft. Collins	2	WIC recruitment lesson 21/20 6299 14th St Ft. Collins	2	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
3	↓ Clean-up classroom Reminder calls	3	↓ Clean up classroom Recruitment forms	3	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
4		4		4	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
5		5		5	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
6		6		SUNDAY, NOV. 2 306/59	
:15		:15		Daylight Saving Time ends	
:30		:30		All Souls Day	
:45		:45		Ashura begins at sundown	
7	<u>Volunteers</u> Lela Brown-learning center 3hr Jamie Smith - WIC 2hr	7	Jamie Smith - WIC 2hr		
:15		:15			
:30		:30			
:45		:45			
8		8			
:15		:15			
:30		:30			
:45		:45			