

EFNEP Monthly Summary Sheet Instructions

Definitions:

Class –A unit of instruction which covers a lesson from approved curricula (not a class series). If you teach a one-on-one unit of instruction, it equals one class. If you teach a unit of instruction to a group, it also equals one class.

Teaching visits - A group receiving one “unit of instruction” (class) counts as one teaching visit per participant. If you teach a class to a group of eight people, you have completed eight teaching visits. If you teach a one-on-one class, then you have completed one teaching visit.

Class series – One class series includes teaching the core 8 lessons (plus supplemental lessons if appropriate) to either a group of people or one-on-one.

Lesson – a designated lesson plan from approved curricula or a recruitment lesson. For example, teaching the entire Go Lean With Protein lesson to a group of people or one-on-one is considered one lesson; regardless of whether that lesson was taught during one class or more than one class.

Teaching Hours – number of hours of actual teaching time (this does not include class preparation or clean-up).

Instructions for completing the Monthly Summary Sheet:

- Enter your full name and today’s date.
- List of Families: Update your list of families by writing the total number of teaching visits each person on the list has next to their name (this is the entire total of teaching visits, not just teaching visits in the current month). Add the names of any new enrollees (not on the list at the bottom of the list).
- List of Volunteers: Update your list of volunteers by marking through the volunteer hours and listing the new total number of hours volunteered since October 1st.
- Outside Funding
 - a. Grant Dollars - These are dollar amounts you have received from grants your EFNEP unit successfully applied for (other than the Colorado EFNEP funding). It would include, funding from foundations, etc. received this month. Please also indicate the source of the grant dollars.
 - b. Contributions - EFNEP does not require detailed records of these contributions. Your estimate of the following contributions is sufficient. The dollar values will be calculated and aggregated at the state level and reported as support that our interagency cooperators provide the program. This does NOT include CSU Extension support, which is tracked elsewhere. Please also indicate the source of the contributions. **Note:** Do not count unpaid volunteer time as in-kind contributions. Use the pink Volunteer form for this.

- i. Actual dollars contributed - Money contributed for purchasing items for classes (lesson enhancements, supplies, snacks, demonstration foods, etc) as well as the dollar amount of gift certificates for program participants received this month.
 - ii. Class Rooms - Please indicate: How many individual classes/lessons were held in rooms you use in other agencies (other than CSU Extension rooms) this month. For example, if during the course of the year you use a church room for 3 classes, the public library for 2 classes, and a school classroom for 2 series, you'd fill in the form as follows:
Total number of series of classes held in these rooms: 7
 - iii. Child care: Show the approximate total number of hours child care was contributed by agencies this month. State office will estimate the dollar value.
 - iv. Transportation: Estimate the number of people who received rides to classes through transportation provided by cooperating agencies. You do NOT need to show number of rides, distance, etc. – only the total number of people who received rides this month.
 - v. Food: Please estimate the total dollar value of food contributed by cooperating agencies this month. This includes food for demonstrations, snacks, etc.
- c. Other Dollars: Include any other actual dollars received this month. Contributions to benefits, retirement funds, etc. are included at the state level and should not be included here.
- Number of Classes taught: Report the number of classes you taught over the past month. These are individual classes (with groups and one-on-one) that you taught – not the number of class series you taught. This does not include the recruitment lessons you have taught. Those are included in single events.
 - Success Story: Each month you are required to submit at least one success story. A success story is a statement by either a participant or agency reflecting how involvement in EFNEP has changed their lives or the lives of their family in a positive way. Success stories answer one of the three questions:
 - a. “How has participating in EFNEP lessons made a difference in your life?” (participants)
 - b. “How has participating in EFNEP made a difference in the lives of your clients?” (agencies)
 - c. “How has partnering with EFNEP helped you achieve your organization’s goals?” (agencies)