

EFNEP Revolving Classes Protocol

Revolving Classes: On-going classes in which educators teach the series of lessons, back-to-back (Lesson 1 through Lesson 9 being offered 1 week apart, with lesson 1 being offered the week following lesson 9 in a continuous loop). Participants can enroll in a revolving class at any time during the series and graduate at any time during the series once they have received at least 7 of the core lessons. No paperwork is completed during the lessons. New or graduating participants in revolving classes complete the appropriate paperwork **AFTER** the lesson.

The Process:

- **Step 1:** Be prepared to have participants fill out Entry and Exit Records in *every class*, regardless of what lesson you are teaching. This includes having on hand at every lesson:
 - Get Moving/Celebrate activity bin with the 24-Hour Recall Kit (with props set out in a different area of the classroom if there is enough space)
 - *Eating Smart • Being Active* Paperwork Booklet
 - Entry Records (includes Physical Activity Consent Form, Research Cover Letter, and Photo Release Form along with the Entry Form)
 - Exit Forms
 - Graduation Postcards
 - Pens
 - Revolving Class Attendance Record

- **Step 2:** Start a new Attendance Record on the *1st of every month*. If your Attendance Record for a single month takes up more than one page, staple them together.
 - Label the Attendance Record's Group Name as "XYZ agency, Month, Year" (Example: "Larimer County WIC, April 20__")
 - Enter the same group name in the group name space (in the gray box on the Entry Form, Entry Recall, and Exit Form) of *every participant enrolled in the revolving class in that month*.
 - Only new participants that enroll that month are added to that month's attendance record.
 - Keep original Attendance Records until all the people on that Attendance Record have graduated. When the last person on that Attendance Record graduates, turn that original Attendance Record in with that person's Exit Form.

- **Step 3:** Attendance must be taken and recorded during each lesson. Place a checkmark by each participant's name that attends that lesson. If a participant misses a lesson, offer them a make-up lesson. When a participant receives a make-up lesson on a different day than their regularly scheduled lessons, write the date they received that lesson instead of putting in a checkmark.

- If a participant completes missed lessons the next time those lessons are offered as part of the revolving class, put that participant's name on that month's Attendance Record instead of writing the date they receive the lesson on the Attendance Record that participant was originally listed on.
 - See example Attendance Record for Revolving Classes.
- **Step 3:** Turn in Entry Records (Entry Form, Entry Recall, Physical Activity Waiver, Photo Release Form). In revolving classes, participants complete both the Entry Form and Entry Recall after the first lesson they attend, regardless of which lesson it is in the series. These items are to be ***completed and mailed every week.***
 - Make a photocopy of the Attendance Record(s) and Entry Records (Entry Forms, Entry Recalls, Physical Activity Waivers, and Photo Release Forms).
 - Highlight the names of the people on the copy of the Attendance Record that completed the Entry Form/Entry Recall.
 - Clip *original* Entry Forms/Entry Recalls to the *copy* of the Attendance Record, along with:
 - Original Physical Activity Waivers
 - Original Photo Release Forms
 - Mail this paperwork to the State Office within a week of the class.
 - Be sure to keep copies of all records you send in a locked file cabinet to ensure confidentiality.
- **Step 4:** Turn in original Exit Forms *any time a participant graduates or terminates.* These original Exit Forms should be clipped together with a copy of that group's Attendance Record with the names of the participant's exiting highlighted on the copy of the Attendance Record. Be sure to keep copies of all records you send in a locked file cabinet to ensure confidentiality.
- **Step 5:** Keep the *original* Attendance Records until *all participants listed* either graduate or terminate. Once the last person on an Attendance Record has graduated or terminated, send in the *original* Attendance Record to the State Office.
 - Be sure that the Group Name in the gray box of each Exit Form matches the Group Name on the Attendance Record.

Things to keep in mind:

- Paperwork
 - Keep all ongoing paperwork in your Educator Notebook.
 - Organize forms by date and time of the class. This will help you keep up with paperwork.
 - Entry and Exit paperwork is done as needed, with the participants who need to complete paperwork staying *after* the lesson is over.
 - Make sure each form is filled out completely, immediately after class and before you put it in your Educator Notebook.
 - Schedule some time *each week* to compile and mail paperwork.

- At the 1st of each month, start a new Attendance Record for the revolving class.
 - Any new participants who join the group during that month go on that record.
 - Label “XYZ agency, month, year”

- **Be prepared** - Revolving classes are a great way to partner with agencies to get newly recruited participants into a class quickly; however, these classes take more organization and additional time for paperwork than regular class series.
 - Arrive early for class; allow sufficient time to set up
 - *Always* have your 24-Hour Recall kit set up at every lesson for revolving classes, regardless of what lesson you are teaching, so that people entering and exiting the group can use these items to complete their 24-Hour Recalls after the lesson. *Always* have the *Eating Smart • Being Active* Paperwork Booklet and blank Entry and Exit Records with you at every lesson. These records include:
 - Attendance Records
 - Entry Forms
 - Entry Recall Forms
 - Physical Activity Waivers
 - Photo Release Forms
 - Research Cover Letters
 - Exit Forms
 - Graduation Postcards

- Maintain Partnerships – It is important to be a good partner with the agency that is helping you with revolving classes.
 - Start and end classes on time.
 - Leave the room cleaner than you found it (take out the trash, etc.)
 - Schedule a brief meeting with your agency contact after each round of lessons. This meeting should include:
 - See how things are going from the agency partner’s perspective.

- Ask if they have any concerns related to your class being offered to their clients.
- Thank them for the use of the room, this partnership, etc.
- Discuss any concerns you might have about regular recruitment of participants for future classes as well as the possibility of agency staff helping with recruitment. Thank the partner if they are assisting with recruitment.
- Confirm the starting date/time for your next class series at the agency.
- Email your supervisor and report the details of this meeting, reporting any concerns to your supervisor.