

EFNEP Single Event Protocol

What is a single event?

A single event is when an educator conducts a one-time recruitment session where the educator interacts with participants one time, versus many times like during a class series. Single events are designed to recruit participants into a class series.

What counts as a single event?

In Colorado EFNEP, there are three types of single events: a *display*, an *exhibit*, and a *recruitment lesson*.

Displays: A display occurs when an educator(s) set up some type of recruitment display (recruitment visuals on display board and/or a recruitment basket, etc.) in an agency waiting room, at a grocery store or Laundromat, food pantry and other places low-income people congregate. The educator mans the display and talks to people at these locations about the programs. Displays also include recruiting one-on-one in agency waiting rooms and other locations.

- When conducting displays or recruiting one-on-one, you should count every person that you have a meaningful conversation with. This means more than a “hello, how are you.”
- Keep a notepad with tic marks to keep track of people that you have spoken with about the programs.

Exhibits: An exhibit is a recruitment event that occurs as part of a larger event (for example, Health Fairs). Often, an exhibit involves many people walking by our recruitment display.

- Liquid measuring cups are provided to you to distribute at exhibits.
- When conducting exhibits, educators (with the help of their supervisor) should get the total event head count by talking with the event coordinator.

Recruitment lesson: A recruitment lesson occurs when an educator teaches a lesson from the *Eating Smart • Being Active* or teaches some information, activities, and a recipe from the curriculum to a group of people as a means of recruitment. Please see the Recruitment Lesson Template for ideas on conducting a recruitment lesson.

How are single events counted/evaluated?

To count contacts for displays and exhibits, follow the instructions listed under those headings earlier in this document. Keep track of these events on your calendar by listing the event, the location, and the number of people attending the event (see calendar samples). Report these numbers monthly on the EFNEP Monthly Summary Sheet. Turn this form into your supervisor each month at your unit meetings.

Bring a pad of paper and a pen to your displays and exhibits to sign people up for classes. Share this list with your supervisor after the event is over.

When potential participants experience a recruitment lesson, have them complete the Single Event form. The Single Event forms for a group will then be put into a Single Event Envelope completed by the educator with information for the single event. Mail these envelopes into the EFNEP State Office within a week of the event as with all other paperwork. Before mailing the Single Event forms, make copies and file in your office in alphabetical order with other Single Event forms.

If a participant that receives the recruitment lesson enters into a class series, they will be counted as part of the lesson series instead of as a single event participant. The recruitment lesson will then count as a teaching visit for those people that enter into a class series. If you suspect that a participant joining a series of classes has participated in a recruitment lesson, check your Single Event file for the Single Event form for that participant. If they did attend a recruitment lesson and complete a Single Event form, put the date of the recruitment lesson on the attendance record under "recruitment lesson" next to that person's name (see the new Attendance Record). Any participants in a recruitment lesson that do not take a class series will be reported as a single event and no other paperwork (besides the Single Event form) needs to be complete.