

## EFNEP Monthly Summary Sheet Instructions

### Definitions:

*Teaching visits* - A group receiving one lesson counts as one teaching visit per participant. If you teach a lesson to a group of eight people, you have completed eight teaching visits. If you teach an individual a lesson, then you have completed one teaching visit.

*Class series* – One class series includes teaching the core 9 lessons (plus supplemental lessons if appropriate) to either a group of people or an individual.

*Lesson* – a complete lesson from an approved adult curriculum taught to a group or an individual.

### 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 for each person on the list next to their name (this is the total number of teaching visits that participant has received, not just the teaching visits in the current month). Add the names of any new enrollees (not on your list of families) at the bottom of the list and include their total teaching visits.
- 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 1<sup>st</sup> of the current fiscal year.
- Outside Funding: If you teach in multiple counties, list each county at the top of the chart where indicated and report outside contributions by county.
  - a. Grant Dollars - These are dollar amounts you have received from grants your supervisor or county 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 added together at the state level and reported as support that our agency partners provide to 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 contributions. Use the EFNEP Volunteer Registration form for this.
    - i. Actual dollars contributed - Money contributed for purchasing items for your class series (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 class series were held in rooms you use in other agencies (other than CSU Extension rooms) this month. Use your program planning sheet to count the number of class locations you taught at this month. Do not include your local Extension office.

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- iii. Childcare: Show the approximate total number of hours childcare was contributed by agencies this month. The state office will estimate the dollar value.
  - iv. Transportation: Estimate the number of people who received rides to your classes through transportation provided by agency partners. 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 agency partners this month. This includes food for food activities, snacks, etc.
- c. Other Dollars: Include any other contributions received this month. Contributions to benefits, retirement funds, etc. are included at the state level and should not be included here.
- Number of adult lessons taught:
    - a. For each county you work in, put the number of adult lessons you taught during the past month in the box for each county. These are your regularly scheduled lessons (with groups and individuals) not class series. Do not include maternal and infant lessons or adult make-up lessons in the box for each county.
    - b. Count the total number of Maternal and Infant lessons taught during the past month in all the counties you work in and write this total number in the box labeled “Number of Maternal & Infant Lessons”.
    - c. Count the total number of adult make-up lessons taught during the past month in all the counties you work in and write this total number in the box labeled “Number of Adult Make-up Lessons”.
  - Number of youth and teen lessons taught:
    - a. For each county you work in, add the total number of youth lessons and total number of teen lessons taught in the month. Put this combined number in the box for each county.
    - b. Count the total number of teen lessons taught in all the counties you work in and write this total number in the box labeled “Number of Youth Lessons Taught”.
    - c. Count the total number of youth lessons taught in all the counties you work in and write this total number in the box labeled “Number of Teen Lessons Taught”.
  - Success Story: Each month you are required to submit at least one success story with your monthly paperwork. 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 (the lives of their clients in the case of agencies) 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)